Student Handbook
Academic Year
2012-2013

Central Connecticut
State University
EMERGENCY NUMBERS
CCSU CAMPUS EMERGENCY ONLY: 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
Mr. Ramón Hernández, Assistant Dean for Student Affairs

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 action for all persons regardless of race, color, religion, sex, age, national origin, marital, 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.

Rights Reserved Statement
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. This handbook is posted online for students and applicants for general information and guidance only. It does not constitute a contract, either expressed or implied. Central Connecticut State University reserves the right to change its regulations, fees and announcements without notice whenever such action becomes necessary.

Central Connecticut State University is one of seventeen Connecticut State Colleges and Universities governed by the Board of Regents for Higher Education.

Project Coordinator: Ramón Hernández, Assistant Dean
Assistant Coordinator: Arriel Fontanez, Student Assistant
Assistant Coordinator: Charlene DeLaura, University Assistant

All information included in the online version of the Student Handbook was accurate at the time of posting. To view the online version of the 2012-2013 Student Handbook, please visit: http://www.ccsu.edu/StudentHandbook
THE STUDENT HANDBOOK

The 2012-2013 Central Connecticut State University Student Handbook has been compiled with the intention of providing you with a resource that contains information you will need to know about CCSU, including academic, social and personal aspects of life.

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 may be looking for can 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 most 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.

Finding Your Classes
Classroom buildings are designated on your schedule with a letter code preceding the room number. Buildings are coded as follows:

EB  Elihu Burritt Library  HK  Harrison J. Kaiser Hall
EW  Emma Hart Willard Hall  HW  Herbert D. Welte Hall
FA  James J. Maloney Hall  LD  Lawrence J. Davidson Hall
FD  Frank J. DiLoreto Hall  MS  Maria Sanford Hall
HB  Henry Barnard Hall  RV  Robert C. Vance Academic Center
NC  Nicolaus Copernicus Hall  MW  Marcus White Hall

Please refer to the campus map for the location of buildings.
http://www.ccsu.edu/CampusMap
Table of Contents

Welcome 4
About the University 5
History of the University 6
Mission of the University 7
CCSU Administration 8
University Calendar 8
Academic Departments 12
Frequently Called Numbers 13

Keys to Academic Success 15
Keys to Academic Success 16
Support Services 18
Frequently Asked Questions (F.A.Q.’s) 20
Frequently Asked Questions and Answers 21

Resources 36
Alumni Association and Activities 37
Blue Chip Card Office 37
Bookstore 38
Bursar’s Office 38
E-Billing 39
Central Payment Plan 40
Tuition & Fee Refund Policy 41
Campus Ministry 44
Cancellation of Classes 44
Center for Advising & Career Exploration 45
Center for Africana Studies 46
Center for International Education 46
Commuter Student Services 48
Continuing Education & Community Engagement 48
Counseling & Wellness Center 49
Diversity & Equity Office 50
Early Academic Warning Program 50
Financial Aid Office 51
Health Services 51

Health Information Requirements 51
International Students 52
Residence Hall Students 52
Medical Excuse Policy 52
Health Insurance 53
Housing/Residential Life 53
Latin American and Caribbean Center 53
Learning Center 54
Library 54
Mathematics Tutoring Center 55
Media Services 55
Mediation Services 55
Ministry 56
Minority Student Resources 56
Ombudsperson 56
Planetarium 56
Police Services 57
Pre-Collegiate & Access Services 57
Rape Resources 58
Registrar 58
Residence Life 58
Student Affairs 58
Student Center 58
Student Conduct 60
Student Disability Services 60
Student Parking 61
Student Technology - Computer Lab 62
Transfer & Articulation 62
Veterans Affairs 62
Voter Registration 63
Women’s Center 63
Writing Center 63

Campus Life 64
Academic Center for Student Athletes 65
Athletics 65
Athletics (Title IX) 65
Student Activities/Leadership Development 65

Rights & Responsibilities 73
Administrative Statement of Action 74
in Case of Campus Disruption 74
Alcoholic Beverages-Policies 75
and Regulations 75
Commitment to Civility 76
Computer Use Policy 77
Disability Discrimination Policy 78
Electronic Communications Policy 79
Emergency Medical Treatment/Withdrawal Procedures 79
Leave of Absence Policy 80
Medical Leave Policy 81
Nondiscrimination Employment/Education 84
Parental Notification Policy 85
Pet Policy 86
Posters & Advertising Policy 86
Racism & Acts of Intolerance Policy 86
Sexual Harassment Policy 87
Sexual Misconduct Information 88
Solicitation Policy 91
Student Code of Conduct & Disciplinary Procedures 92
Student Privacy 107
Student Software Ownership/Software Development Policy 109
Withdrawal from the University 109

On-Campus Living 110
General Information 111
Residence Hall Rules 112
Roommate Bill of Rights 117
Residence Hall Hours/Access/Security 118
Room Selection/Housing Deposits 119
Residence Halls 121
Miscellaneous 122

Alma Mater/ Campus Map 124
Alma Mater 125
Campus Map 126
Dear Student,

It is my pleasure to welcome you as a member of our campus community. Ours is a vital, diverse, student-centered campus where we value and promote the integration of curricular and co-curricular learning, both of which are essential to your success at college. We are committed to providing services, programs, and activities to enhance your personal, social, cultural, and intellectual growth, which will enable you to fully engage in your educational experience.

If I may assist you in any way, please contact me at tordentilau@ccsu.edu.

All my best.

Yours very truly,

Laura Tordenti
Laura Tordenti, Ed.D.
Vice President for Student Affairs

STUDENT AFFAIRS MISSION STATEMENT:
The Division of Student Affairs is dedicated to supporting a student-centered learning environment that encourages student development and inspires student success.
ABOUT THE UNIVERSITY

History of the University
Mission of the University
CCSU Administration
University Calendar
Academic Departments
Frequently Called Numbers
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. Comprised of five schools—Carol A. Ammon School of Arts and Sciences, Business, Education and Professional Studies, Engineering and Technology, and Graduate Studies—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 seventeen comprehensive state colleges and universities within the Board of Regents for Higher Education, CCSU enrolls approximately 9,000 full-time and 3,000 part time students. The University has a full-time faculty of 400 members; over 75 percent of whom possess a 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 scholarship that emphasizes development and application of knowledge and ideas through research and outreach activities, and prepares students to be thoughtful, responsible and successful citizens. As a comprehensive public university, we provide broad access to quality degree programs at the baccalaureate, master’s, and doctoral levels.

Elements of Distinction
CCSU identifies the following as distinctive elements within the Connecticut State Colleges and Universities system:

• International Education
• Workforce and State Economic Development
• Community Engagement
• Interdisciplinary Studies and Cross-Cultural Initiatives

Vision
Central Connecticut State University aspires to be recognized for:

• Graduating broadly educated, culturally and globally aware students who will contribute meaningfully to their communities as engaged professionals and citizens;
• Contributing to knowledge through scholarship; and
• Fostering societal improvement through responsive and innovative programs.

CCSU ADMINISTRATION

John W. Miller  President
Carl R. Lovitt  Provost and Vice President, Academic Affairs
Christopher Galligan  Vice President, Institutional Advancement
Laura Tordenti  Vice President, Student Affairs
Carolyn Magnan  Special Assistant to the President
Richard R. Bachoo  Chief Administrative Officer
Charlene Casamento  Chief Financial Officer
James Estrada  Chief Information Officer
Lou Pisano  Chief Human Resources Officer
Rosa Rodriguez  Chief Diversity Officer
Susan E. Pease  Dean, School of Arts and Sciences
SiMack ShoJai  Dean, School of Business
Mitchell Sakofs  Dean, School of Education and Professional Studies
Zdzislaw B. Kremens  Dean, School of Technology
Joseph Paige  Associate Vice President, Academic Affairs
Paulette Lemma  Associate Vice President, Academic Affairs and Dean, School of Graduate Studies
## University Calendar 2012-2013

### Fall Semester 2012

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 27</td>
<td>Academic semester begins</td>
</tr>
<tr>
<td>August 28</td>
<td>Last day for full-time students to withdraw with 100% refund</td>
</tr>
<tr>
<td>August 29</td>
<td>Classes begin</td>
</tr>
<tr>
<td>September 3</td>
<td>Labor Day Holiday - No Classes</td>
</tr>
<tr>
<td>August 29 – Sept. 5</td>
<td>Add/Drop Period</td>
</tr>
<tr>
<td>September 5</td>
<td>Last day to change from part-time to full-time status;</td>
</tr>
<tr>
<td></td>
<td>Last day for full-time students to withdraw from the university with 90% refund;</td>
</tr>
<tr>
<td></td>
<td>Last day for part-time students to drop full semester course with 100% refund;</td>
</tr>
<tr>
<td></td>
<td>Last day to drop first eight-week course without “W”</td>
</tr>
<tr>
<td>September 6 - 18</td>
<td>Full-time students may drop courses but cannot drop below full-time status</td>
</tr>
<tr>
<td>September 11</td>
<td>Last day for full-time students to withdraw from the university with 60% refund;</td>
</tr>
<tr>
<td></td>
<td>Last day for part-time students to drop full semester course with 60% refund;</td>
</tr>
<tr>
<td></td>
<td>Last day to declare Pass/Fail or Audit options for first eight-week courses</td>
</tr>
<tr>
<td>September 14</td>
<td>Final day for graduate students to apply for graduation: December 2012 (Graduate Studies)</td>
</tr>
<tr>
<td>September 18</td>
<td>Last day to change from full-time to part-time status;</td>
</tr>
<tr>
<td></td>
<td>Last day to declare Pass/Fail or Audit Options for full semester</td>
</tr>
<tr>
<td></td>
<td>Courses; Last day to drop full semester course without “W”</td>
</tr>
<tr>
<td>Sept. 19 – Nov. 20</td>
<td>Withdrawal from full semester courses without approval; “W” will be entered</td>
</tr>
<tr>
<td>September 25</td>
<td>Last day for full-time students to withdraw from the university with 40% refund;</td>
</tr>
<tr>
<td></td>
<td>Last day for part-time students to withdraw from full semester course with a 40% refund;</td>
</tr>
<tr>
<td></td>
<td>Midterm for first eight-week courses</td>
</tr>
<tr>
<td>October 1</td>
<td>Last day for students to enroll in Winter Session Courses Abroad and apply for Course Abroad scholarships</td>
</tr>
<tr>
<td>October 3</td>
<td>Last day for graduate students to apply for comprehensive exams for December 2012 graduation (Graduate Studies)</td>
</tr>
<tr>
<td>October 9</td>
<td>Last day to withdraw from first eight-week course without approval</td>
</tr>
<tr>
<td>October 23</td>
<td>Midterm; First eight-week courses end</td>
</tr>
<tr>
<td>October 24</td>
<td>Second eight-week courses begin</td>
</tr>
<tr>
<td>October 30</td>
<td>Last day to drop second eight-week course without “W”</td>
</tr>
<tr>
<td>November 6</td>
<td>Last day to Declare Pass/Fail or Audit options for second eight-week courses</td>
</tr>
<tr>
<td>November 20</td>
<td>Last day for full-time students to withdraw from the University;</td>
</tr>
<tr>
<td></td>
<td>Midterm for second eight-week courses</td>
</tr>
<tr>
<td>November 21-25</td>
<td>Thanksgiving Recess – No Classes</td>
</tr>
<tr>
<td>November 26</td>
<td>Classes resume 8 a.m.</td>
</tr>
<tr>
<td>December 1</td>
<td>Last day for students to enroll in Spring Break Courses Abroad and apply for Course Abroad scholarships</td>
</tr>
<tr>
<td>December 3</td>
<td>Final day for undergraduates to apply for December 2013 graduation (Registrar’s Office);</td>
</tr>
<tr>
<td></td>
<td>Last day to withdraw from second eight-week course without approval</td>
</tr>
<tr>
<td>December 8</td>
<td>Last Day of Classes</td>
</tr>
<tr>
<td>December 10-11</td>
<td>Reading Day (No Day or Evening Classes)</td>
</tr>
<tr>
<td>December 12-18</td>
<td>Final Exams</td>
</tr>
<tr>
<td>December 18</td>
<td>Semester Ends</td>
</tr>
</tbody>
</table>

### Winter Session 2012-2013

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 19</td>
<td>Winter Session classes begin</td>
</tr>
<tr>
<td>December 24-25</td>
<td>No Classes</td>
</tr>
<tr>
<td>December 31</td>
<td>No Classes</td>
</tr>
<tr>
<td>January 1</td>
<td>New Year’s Day – No classes</td>
</tr>
<tr>
<td>January 10</td>
<td>Winter Session classes end</td>
</tr>
</tbody>
</table>
Spring Semester 2013

January 11  Academic semester begins
January 13  Last day for full-time students to withdraw with 100% refund
January 14  Classes begin
January 21  Martin Luther King Holiday
Jan. 14 – 22  Add/Drop Period
January 22  Last day to change from part-time to full-time status; Last day for full-time students to withdraw from the university with 90% refund; Last day for part-time students to drop full semester course with 100% refund; Last day to drop first eight-week course without “W”
Jan. 23 – February 4  Full-time students may drop courses but cannot drop below full-time status
January 28  Last day for full-time students to withdraw from the university with 60% refund; Last day for part-time students to drop full semester course with 60% refund; Last day to declare Pass/Fail or Audit options for first eight-week courses
February 4  Last day to change from full-time to part-time status; Last day to declare Pass/Fail and Audit options for full semester courses; Last day to drop full semester course without “W”
February 5 – April 15  Withdrawal from full semester courses without approval; “W” will be entered
February 11  Midterm for first eight-week courses
February 19  Last day for graduate students to apply for comprehensive exams for May or August 2013 graduation eligibility
February 15-18  Presidents’ Holiday Break - No Classes
February 24  Final day for graduate students to apply for graduation: May 2013 (Graduate Studies) Last day for full-time students to enroll in First Summer Session Courses Abroad and apply for Course Abroad scholarships
March 1  First eight-week courses end
March 12  Second eight-week courses begin
March 15  Final day for graduate students to apply for graduation: August 2013 (Graduate Studies)
March 18  Last day to drop second eight-week course without “W”
March 22  Last day to declare Pass/Fail or Audit options for second eight-week courses
March 25-30  Spring Recess – No Classes
March 30  Good Friday (A Day of Reflection) - No Classes
April 1  Classes resume 8 a.m.; Last day for students to enroll in Second Summer Session Courses Abroad and apply for Course Abroad scholarships; Last day for students to apply to study abroad at CCSU Partner Programs (full semester or year)
April 15  Midterm for second eight-week courses; Last day for full-time students to withdraw from the University; Last day to withdraw from full semester course without approval; Final submission of theses & dissertations to Graduate Studies for inclusion in May 2013 commencement booklet
April 29  Last day to withdraw from second eight-week course without approval
May 1  Final day for undergraduates to apply for May 2014 graduation (Registrar's Office); Last Day of Classes
May 2  Reading Day (No Day or Evening Classes)
May 3  Deadline for faculty to submit proposals for 2014 Courses Abroad (Winter, Spring, and Summer sessions) to Deans
May 3-9  Final Exams
May 9  Semester Ends
May 16  Graduate Commencement
May 18  Undergraduate Commencement
<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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</thead>
<tbody>
<tr>
<td>May 28</td>
<td>First five-week session begins;</td>
</tr>
<tr>
<td></td>
<td>Eight-week session begins</td>
</tr>
<tr>
<td>June 28</td>
<td>First five-week session ends</td>
</tr>
<tr>
<td>July 1</td>
<td>Second five-week sessions begins</td>
</tr>
<tr>
<td>July 4</td>
<td>Independence Day – No Classes</td>
</tr>
<tr>
<td>July 22</td>
<td>Eight-week sessions ends</td>
</tr>
<tr>
<td>August 2</td>
<td>Second-five week session ends</td>
</tr>
<tr>
<td>August 5</td>
<td>Three-week post sessions begins</td>
</tr>
<tr>
<td>August 23</td>
<td>Three-week post session ends</td>
</tr>
<tr>
<td>Department</td>
<td>Chairperson</td>
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<tr>
<td>-----------------------------------------</td>
<td>----------------------------</td>
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<tr>
<td>Accounting</td>
<td>Dr. Lawrence Grasso</td>
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<tr>
<td>Anthropology</td>
<td>Dr. Abigail Adams</td>
</tr>
<tr>
<td>Art</td>
<td>Dr. Cora Marshall</td>
</tr>
<tr>
<td>Biology</td>
<td>Dr. Jeremiah Jarrett</td>
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<tr>
<td>Biomolecular Sciences</td>
<td>Dr. James Mulrooney</td>
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<tr>
<td>Chemistry &amp; Biochemistry</td>
<td>Dr. Thomas Burkholder*</td>
</tr>
<tr>
<td>Communication</td>
<td>Dr. Glynis Fitzgerald</td>
</tr>
<tr>
<td>Computer Science</td>
<td>Dr. Bradley Kjell</td>
</tr>
<tr>
<td>Computer Electronics &amp; Graphics Technology</td>
<td>Dr. Karen Tracey</td>
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<tr>
<td>Counseling &amp; Family Therapy</td>
<td>Dr. Connie Tait</td>
</tr>
<tr>
<td>Criminology &amp; CJ</td>
<td>Dr. Raymond Tafrate</td>
</tr>
<tr>
<td>Design (Graphic/Info.)</td>
<td>Dr. Eleanor Thornton</td>
</tr>
<tr>
<td>Economics</td>
<td>Dr. Carlos Liard-Muriente</td>
</tr>
<tr>
<td>Educational Leadership</td>
<td>Dr. Tony Rigazio-Diglio</td>
</tr>
<tr>
<td>Engineering</td>
<td>Dr. Alfred Gates</td>
</tr>
<tr>
<td>English</td>
<td>Dr. Stephen Cohen</td>
</tr>
<tr>
<td>Finance</td>
<td>Dr. Kathy Czynik</td>
</tr>
<tr>
<td>Geography</td>
<td>Dr. Peter Kyem</td>
</tr>
<tr>
<td>History</td>
<td>Dr. Glenn Sunshine</td>
</tr>
<tr>
<td>Mfg &amp; Construction Mgm</td>
<td>Dr. Jacob Kovel</td>
</tr>
<tr>
<td>Management &amp; Organization</td>
<td>Dr. Lee Lee</td>
</tr>
<tr>
<td>Mgm Information Systems</td>
<td>Dr. Marianne D’Onofrio</td>
</tr>
<tr>
<td>Marketing</td>
<td>Dr. Nusser Raajpoot</td>
</tr>
<tr>
<td>Mathematical Sciences</td>
<td>Dr. Jeffrey McGowan</td>
</tr>
<tr>
<td>Modern Languages</td>
<td>Dr. Lilian Uribe</td>
</tr>
<tr>
<td>Music</td>
<td>Dr. Charles Menoche</td>
</tr>
<tr>
<td>Nursing</td>
<td>Dr. Linda Wagner</td>
</tr>
<tr>
<td>Philosophy</td>
<td>Dr. David Blitz</td>
</tr>
<tr>
<td>Physical Education &amp; Human Performance</td>
<td>Dr. David Harackiewicz</td>
</tr>
<tr>
<td>Physics &amp; Earth Sciences</td>
<td>Dr. Steven Newman*</td>
</tr>
<tr>
<td>Political Science</td>
<td>Dr. Paul Petterson</td>
</tr>
<tr>
<td>Psychology</td>
<td>Dr. Laura Bowman</td>
</tr>
<tr>
<td>Reading &amp; Language Arts</td>
<td>Dr. Helen Abadiano</td>
</tr>
<tr>
<td>Social Work</td>
<td>Dr. Delia Gonzalez Sanders</td>
</tr>
<tr>
<td>Sociology</td>
<td>Dr. Stephen Adair</td>
</tr>
<tr>
<td>Special Education</td>
<td>Dr. Mitchell Beck</td>
</tr>
<tr>
<td>Teacher Education</td>
<td>Dr. Ronnie Casella</td>
</tr>
<tr>
<td>Technology &amp; Engineering Education</td>
<td>Dr. James DeLaura</td>
</tr>
<tr>
<td>Theatre</td>
<td>Prof. Thomas Callery</td>
</tr>
<tr>
<td>Library</td>
<td>Mr. Carl Antonucci</td>
</tr>
<tr>
<td>Athletics</td>
<td>Mr. Michael D’Arcy</td>
</tr>
</tbody>
</table>

* indicates Acting Chair
<table>
<thead>
<tr>
<th>FREQUENTLY CALLED NUMBERS</th>
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</thead>
<tbody>
<tr>
<td>OFFICE</td>
</tr>
<tr>
<td>Academic Affairs (Provost)</td>
</tr>
<tr>
<td>Academic Early Warning Program</td>
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<tr>
<td>Administrative Affairs</td>
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<tr>
<td>Admissions/Recruitment (Undergraduate)</td>
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<tr>
<td>Alumni Affairs and Development</td>
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<tr>
<td>Arts and Sciences, School of</td>
</tr>
<tr>
<td>Main Number:</td>
</tr>
<tr>
<td>Dean:</td>
</tr>
<tr>
<td>Athletics</td>
</tr>
<tr>
<td>Bookstore</td>
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<tr>
<td>Bursar</td>
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<tr>
<td>Business, School of</td>
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<tr>
<td>Main Number:</td>
</tr>
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<td>Dean:</td>
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<tr>
<td>Campus Ministry</td>
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<tr>
<td>Card Office</td>
</tr>
<tr>
<td>Center for Advising and Career Exploration</td>
</tr>
<tr>
<td>CENTIX (Student Center Box Office)</td>
</tr>
<tr>
<td>Central Recorder (Newspaper)</td>
</tr>
<tr>
<td>Continuing Education and Community Engagement</td>
</tr>
<tr>
<td>Counseling and Wellness Center</td>
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<tr>
<td>Dining Services</td>
</tr>
<tr>
<td>Catering:</td>
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<tr>
<td>Menu Hotline:</td>
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<tr>
<td>Diversity &amp; Equity</td>
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<td>Educational Leadership</td>
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<td>Education and Professional Studies, School of</td>
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<td>Dean:</td>
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<td>Engineering &amp; Technology School of,</td>
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<tr>
<td>EMERGENCY – Police, Fire, and Medical</td>
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<td>Engineering &amp; Technology School of,</td>
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<td>Financial Aid Office</td>
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<td>George R. Muirhead Center for International Education</td>
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13
Central Connecticut State University

Police Department  860-832-2375  Manafort Drive
Pre-Collegiate and Access Services  860-832-1902  Copernicus 205
Registrar  860-832-2236  Davidson Hall 116
Residence Life  860-832-1600  Barrows Hall 120
Storm Phone  860-832-3333  Main Switchboard
Student Disability Services  860-832-1900  Willard 101
Student Activities/Leadership Development  860-832-1990  Student Center 201
Student Affairs, Office of the Vice President  860-832-1601  Davidson Hall 103
Student Center Information Desk  860-832-1970  Student Center 115
Student Government Association  860-832-3740  Student Center 211
Student Conduct, Office of  860-832-1667  Willard Hall 107
Transfer and Academic Articulations  860-832-3349  Willard 110
Veterans Affairs  860-832-AVET (2838)  Willard 102
WFCS (Radio Station)  860-832-1883  Student Center
Women’s Center  860-832-1655  Student Center 215
Writing Center  860-832-2765  Willard Hall 115

CCSU MAIN NUMBER  860-832-3200  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
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 places where your questions can be directed.

WHEN YOU HAVE A PROBLEM
- Do not hesitate to ask for help; ask for assistance early in the semester, no question is unimportant
- Remember every student may need some kind of assistance during his/her college years
- It is your responsibility ask for 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
- 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: The Counseling and Wellness Center, The Learning Center, The Mathematics Tutoring Center, The Writing Center and the Office of the Vice President for Student Affairs.
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 (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 calendar 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 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 connect with one of the individuals below:

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

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

Counseling and Wellness
Mr. David Denino, Interim Director
Marcus White 205
832-1629; corbitt@ccsu.edu

Center For Advising/Career Exploration
Mr. Kenneth Poppe, Director
Willard Hall 103
832-1635; Poppe@mail.ccsu.edu

Health Service
Dr. Christopher Diamond, Director
Marcus White Annex
832-1629; diamondchr@mail.ccsu.edu

The Learning Center
Ms. Meg Leake, Director
Willard Hall 101
860-832-1900; leake@ccsu.edu

Registrar’s Office
Ms. Patrick Tucker, Registrar
Davidson Hall 117
832-1786; Ptucker@ccsu.edu

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

Student Disability Services
Ms. Natalie Stimpson-Byers, Coordinator
Willard Hall 101
832-1957; byers@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

OR, contact us at:
Phone: (860) 832-1601
Fax: (860) 832-1610
Email: student_affairs@mail.ccsu.edu
Office Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.
F.A.Q.’s
(Frequently Asked Questions)

Online Opportunities
Study Stuff
Students with Disabilities
Facilities
Financial Resources
Medical and Personal Resources
Commuter Students
Public Safety
Food
Miscellaneous
FREQUENTLY ASKED QUESTIONS AND ANSWERS

ONLINE OPPORTUNITIES

1. How do I access the CCSU homepage?
   - From any computer with Internet access, visit www.ccsu.edu
   - Visit our automated kiosks throughout campus to access www.ccsu.edu and online systems via CentralPipeline. You will need your BlueNet Account username and password to access online systems via CentralPipeline.

   The kiosks are located in the areas listed below:
   - Library Entrance, 1st floor
   - DiLoreto Hall, 2nd floor
   - Barnard Hall, 2nd floor
   - Kaiser Hall, Main Entrance
   - Davidson Hall, Main Hallway
   - Davidson Hall, outside Registrar’s Office
   - Maria Sanford Hall, 1st floor
   - Copernicus Hall, south side of building, between inner/outer skirt
   - Student Center, near info desk
   - Vance Academic Center, ground floor
   - Vance Academic Center, 1st floor
   - Vance Academic Center, 2nd floor
   - Vance Academic Center, 4th floor

2. What is a BlueNet Account?
   Your BlueNet account is a unique username and password used to access CCSU computing services both on and off campus. With your BlueNet account, you can access computers on campus, as well as online systems via CentralPipeline such as WebCentral-Banner Web (allows you to pay your admissions and housing deposits, pay your bill, register for classes, view your grades, waive sickness insurance and more), Blackboard Vista (allows you to view course materials posted by your instructor), and other systems. The CentralPipeline home page also displays news and important announcements.

3. How do I obtain a CCSU BlueNet Account Username and Password so that I can use online systems via CentralPipeline?
   Open your web browser and navigate to the Accounts Management System homepage at https://accounts.ccsu.edu.

   Enter your credentials, then follow the on-screen instructions to activate your account, set your password, and select your MyCCSU e-mail address.

4. How do I learn about CentralPipeline and CCSU’s online systems?
   - To get things started, go to www.ccsu.edu and select CentralPipeline for “Student”. Navigate around the page, and use the CentralPipeline General Help link to locate more information.
In order to use online systems via CentralPipeline, you must have a BlueNet Account username and password. Once you have created your BlueNet Account, access CentralPipeline and log on to our online systems such as WebCentral-Banner Web (for billing, financial aid, registration) and Blackboard Vista (for course materials). The CentralPipeline page contains University-wide announcements, campus events, and important news.

5. **How do student e-mails work at CCSU?**
   - Your “@my.ccsu.edu” e-mail is powered by Microsoft Outlook Live@edu. It provides you with a 10GB, lifetime mailbox, accessed by going to [www.outlook.com](http://www.outlook.com). Your "@my.ccsu.edu" address is your official University e-mail address. Along with an e-mail address, you will receive a SkyDrive (online data storage) and many other tools. You will select your “@my.ccsu.edu” e-mail address when you activate your BlueNet Account.

   After you have selected your e-mail address, follow these instructions to complete the activation of your “my.ccsu” e-mail account:

   1. Open your web browser and navigate to [www.outlook.com](http://www.outlook.com).
   2. Enter your “@my.ccsu.edu” e-mail address.
   3. Enter your initial password, which is your 8-digit CCSU ID number (found on your BlueChip ID Card).
   4. Click on Sign-in, and then follow the prompts to complete the activation process and change your password.

6. **How do I access my.ccsu e-mail?**
   1. Open your web browser and navigate to [www.outlook.com](http://www.outlook.com).
   2. Enter your "@my.ccsu.edu" e-mail address and the password you selected, then click on Sign-in.

7. **Why is it important to check my My.ccsu e-mail regularly?**
   - The university depends on e-mail as a way to communicate with students. Periodically, important e-mail will be sent to students regarding tuition due dates, registration dates, etc. If you do not read your CCSU e-mail, you could miss out on important information that will not be sent in paper form.

8. **Where can I go to use a computer on campus?**
   - The Marcus White Student Technology Center 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.
9. Are walk-up e-mail 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 you access to the Internet from almost anywhere on campus, using a portable/laptop computer (installed with a wireless network).

10. Where can I find out more information about technology at CCSU?
   • Visit our online technology guide, Tech4U@CCSU, at www.ccsu.edu/tech4u to get a copy of our Tech4U e-book, a complete guide to technology at CCSU.
   • Contact the IT Help Desk for technical assistance at 860-832-1720.
   • There are many wireless access points located all over campus. The wireless network provides students with access to the Internet from almost anywhere on campus, using a portable/laptop computer (installed with a wireless network card).
   • For more information about the Microsoft Live@edu program, visit http://my.liveatedu.com.

11. Are phones provided in the residence hall rooms?
   • As of May 23, 2011, Central Connecticut State University will no longer provide telephone service or voice mail service in student residence hall rooms except in those student rooms designated to conform to ADA requirements.
   • House phones are located on each residence hall floor which may be used for incoming calls and to place 911, campus, local and toll free access calls.
   • Students may use their own cellular phone service or Internet phone providers using their PCs.

STUDY STUFF

12. Whom do I contact for absences?
   • You are responsible for regular classroom attendance. The following attendance policies are in effect:
     o The University Health Services will forward a medical excuse to the Office of Student Affairs in only those cases in which a student was seen in the University Health Services office and the medical recovery or contagiousness of the patient/student warrants an absence from classes.
     o 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.

13. 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.
14. 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.

15. What are my other options if I do not want to purchase brand new textbooks?
   • Besides new textbooks, the bookstore also sells used books and some eTextbooks which can be downloaded onto a Mac or PC using an E-Reader program. See all of the options at the Bookstore website: http://centralct.bncollege.com/webapp/wcs/stores/servlet/BNCBHomePage?catalogId=10001&storeId=22051&langId=-1
   • You can also rent textbooks for a lower price and then return the book to the bookstore at the end of the semester.

16. 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.
   • Instant cash is yours if your books are in demand.
   • 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 the store still requires 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, you should log in to your CentralPipeline account to look up your academic advisor. Undeclared students in Arts & Sciences are advised in the Center for Advising and Career Exploration until they declare a major.
   • All freshmen are assigned a CACE advisor for their first year, or until they declare a major.

18. When should I see an Advisor?
   • You should always meet with an advisor before each semester’s registration. The Registrar sends a reminder message to all students prior to the scheduled advising and registration period each semester. 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 your first source of assistance. Seek their help first.
   • The Learning Center, located in Willard Hall Room 101, offers math and statistics tutoring and assistance with learning strategies for improving study skills.
20. Does CCSU offer career services?
   - Yes, in the Center for Advising and Career Exploration (CACE) (www.ccsu.edu/CACE), located in Willard Hall, Suite 103. CACE provides a comprehensive program of career services to all students and alumni. Advising and Career Exploration Specialists assist students with choosing a major, making other career-related decisions, and provide assistance and preparation leading to internships or Cooperative Education positions.
   - CACE maintains listings of full and part time jobs that can be accessed through their website (www.ccsu.edu/CACE). Click on the “Central Connections” icon. Career Fair listings and other career development links can be viewed at the website.

21. What are Course Abroad programs? How can I register?
   - Course abroad programs are exciting short-term study opportunities! They are conducted three times during the academic year: Winter Session, Spring Break and Summer Session. These credit-bearing courses are conducted by CCSU professors and vary from ten days to one month. The subject matter and the international locations are determined by the professor conducting the program.
   - Enrollment for courses begins with the Center for International Education, Barnard Hall Rm. 123; www.ccsu.edu/courseabroad

22. I am a student with disabilities. Where can I go to find out the procedures for receiving accommodations?
   - Visit the Student Disability Services Office, Willard Hall Room 101, 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: http://www.ccsu.edu/DisabilityServices.

FACILITIES

23. Where can I send and receive a fax?
   - The Student Center Information Desk has a fax machine for public use.

24. What fax number should I use?
   - (860) 832-1971

25. 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.
26. 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.

27. Where can I make copies?
   • Copying machines are located in the locations below. The cost per page is $.09.
   • Student Center 1st Floor
   • Library 1st, 2nd, 3rd, and 4th Floors (color copier is always available)
   • Marcus White Computer Lab

28. Where do I sign up for a locker in the Student Center?
   • At the Student Center Info Desk. It is $5.00 per semester.

29. Are free lockers available?
   • Yes. Day lockers are provided in the Student Center near the Bookstore and Devils Den.

30. 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, access key and as a debit card.
   • Funds deposited to your card can purchase food, books and other campus essentials. It can be used at select establishments off campus also (see Card Office Web Site for an up-to-date list).

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 or at bluechip.ccsu.edu on-line.
   • The Blue Chip Card Office is located in the Student Center, Room 106 (within the Bookstore). You may now access the Card Office directly from the hallway.
   • Standard semester card office hours will be as listed below: (see Card Office Web Site for times)
   • 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 no one can access your funds.

33. Can I buy a new Blue Chip ID?
   • Your first lost, card is $10…additional cards are $25.
   • If you have had a name change or a change in your status (full to part time or staff) you will be issued a new card free of charge.
   • Cost of a card replacement will be billed to your Banner Account.
34. Can I loan my Blue Chip ID Card to another person or borrow someone else’s Blue Chip ID Card?
   • No, your Blue Chip ID Card is assigned to you and is for your use only.
   • Using someone else’s Blue Chip ID Card exposes you to penalty and/or prosecution.

35. 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.
   • The Library is another great place to study! Check out the first floor coffee shop!

36. Where can I send and receive mail?
   • In the Student Center mailbox area near the Breakers game room and bookstore.
   • Mailboxes are available 7 a.m. - 11 p.m. Monday-Friday; 9 a.m. - 11 p.m. Saturday and 12 noon to 11 p.m. on Sunday.
   • Check at the Info Desk for possible changes in hours.
   • Mail is not delivered on holidays and weekends.
   • You may purchase postage at the Student Center mailroom substation with Blue Chip card money.
   • Mailboxes are free for RESIDENT STUDENTS ONLY.

37. What are the student mail addressing requirements?
   • To ensure proper delivery of mail, please include the following on all correspondence:
     
     YOUR NAME
     MAIL STOP#_____  
     {a different MAIL STOP code is assigned to each student BY THE MAIL ROOM}
     CENTRAL CONNECTICUT STATE UNIVERSITY
     1615 STANLEY STREET
     NEW BRITAIN, CT 06050-4010
   • Please follow this format exactly as shown. This will make the difference in quick delivery of your mail.

38. 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, 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, athletic events, and some off-campus sponsored events.
   • Major shows will have tickets available on the internet from http://tickets.ccsu.edu/
Check out TODAY at CCSU at http://today.ccsu.edu/ or subscribe via e-mail to your calendar of interest for automatic 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.

Follow @CCSUtoday on Twitter for the most up-to-date event information.

39. Are you interested in health and fitness?
   • CCSU has numerous fitness locations, including: Kaiser Fitness Center, Sam May Fitness Center, Beecher Fitness Center, and the Kaiser Hall “Bubble.” Hours are posted by online under “RECentral:” http://www.ccsu.edu/page.cfm?p=7023

FINANCIAL RESOURCES

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

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

42. 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) 832-3330
     Email: finaid@ccsu.edu
     Webpage: www.ccsu.edu/finaid
     Office Hours: Monday through Friday – 8:00 a.m. to 5:00 p.m.
     Mail: 1615 Stanley Street, P.O. Box 4010, New Britain, CT 06050-4010

43. Where do I go if I have questions concerning my billing statement?
   • Student billing information is available through CentralPipeline. Log onto WebCentral-Banner Web using your BlueNet username and password, on the Home tab > EBill/Make Payment > View Account > Current Statement > Make Payment
   • General billing information is available online at www.bursar.ccsu.edu. The Bursar’s Office is located in Memorial Hall Room 104. You may contact the office at billing-bursar@ccsu.edu.
44. I need a job, where can I find one?

- Many offices and departments on campus hire student employees for a variety of positions. Visit CACE, located in Willard Hall, Suite 103, for information about activating your Central Connections account. All available on-campus jobs sent to CACE are listed in the Central Connections database system.
- Students who have been awarded work-study should also visit CACE for information about how to access Central Connections on-campus job postings.
- 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 Office, 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

45. What services do you offer?

- University Health Services offers routine medical care by appointment to all students. We provide evaluation and treatment of illnesses and injuries for a wide variety of acute problems, from upper respiratory infections and sexually transmitted infections to injuries and concussions.
- We work with your primary care provider to manage chronic problems and work with local specialists and hospitals to handle other medical concerns.
- We also offer some immunizations, contraceptive counseling and management, hearing screens, and several specialty clinics such as an allergy shot clinic.

46. When is University Health Services open?

- Monday – Friday 8:00 a.m.- 5:00 p.m. (Hours subject to change)

47. Who will I see if I come to University Health Service?

- We are staffed by a board certified family physician, two Advanced Practice Nurse Practitioners, and a Registered Nurse. Some problems may require referral to a local emergency or other health care specialist.

48. Do I need an appointment?

- Please call 860-832-1925 to schedule an appointment. We attempt to accommodate walk-ins but this is not always possible.

49. What about confidentiality?

- All visits made to University Health Services are kept strictly confidential.
- Medical records or information will not be released without the student’s signed consent. This policy also applies to parents and faculty.
- The only exceptions are by law.
50. What will an appointment cost?

- There is no charge to be seen by a provider.
- Some in-house tests, immunizations, treatments, and prescription medications are available for small fees which are billed to your Bursar’s account.
- We do not bill insurance companies or other third party payers.

51. Does CCSU have an insurance policy that I can purchase?

- Health insurance coverage (accident and sickness) is mandatory for all full-time students. CCSU offers a student health insurance policy through the Aetna Student Health Agency Inc. All full-time students are automatically enrolled in both accident and sickness policies. The accidental insurance plan cannot be waived and its premium is folded into the university bill. However, if students are covered for illness under an outside plan (e.g. their parent’s plan) they may waive the sickness portion of the insurance through their BlueNet Account each semester. This waiver must be completed each year to avoid this fee if the student continues to have an outside plan. The deadline for waiving the sickness policy is the first day of classes; otherwise students are billed for the Aetna Student Health sickness policy.

52. Is there an insurance policy available for part-time students?

- Part-time students can purchase an insurance policy directly through Aetna Student Health. Contact Aetna through their website at www.AetnaStudentHealth.com to learn more about the Student Health Insurance Plan and benefit information.

53. Who should I contact with questions about the student insurance policy?

- All questions or concerns about the student insurance policy should be directed to Aetna Student Health, Inc.
- Questions concerning waivers or charges for the CCSU sponsored plan are handled by the Bursar’s Office. University Health Services does not manage insurance issues but we are always available to help if needed. Visit www.AetnaStudentHealth.com to learn more about the Student Health Insurance Plan and the benefit information.

54. What happens if I need to visit other health providers?

- University Health Services’ staff can assist in referring and arranging appointments to specialists and other healthcare providers or facilities.
- Students are responsible for all charges and insurance issues involved with any such care.
- Similarly, students are responsible for any charges for private laboratory testing ordered through our department and for prescriptions filled at local pharmacies.
- Please familiarize yourself with your own insurance coverage especially co-pays, deductibles, health reimbursement accounts, and procedures for submitting charges for reimbursement.
55. *Do you write "excuses" for missed classes or employment?*
   - Excuse notes are sent to instructors only after a student is seen in our office and his or her medical recovery, or risk of spread of an infection, warrants an absence from class. We will not see a student for the sole purpose of providing an excuse note.
   - Students must notify the Office of Student Affairs if expected to be out for 5 days or longer.
   - For those students who are out of class for more than five days but were not cared for at UHS please ask your healthcare provider to directly send information about your absence to the Office of Student Affairs. The verification of your absence will be relayed to the appropriate professors.

56. *Can I get involved with University Health Services?*
   - We are working with a Student Health Advisory Council to continually address the concerns of students.
   - We offer student employment positions through the work study program.
   - We are a clinical site for our nursing program.
   - We are always interested in speaking to students and student groups as well participating in and co-sponsoring events.
   - Please call us at 860-832-1925 if you wish to discuss a project, invite us to speak to a club, or work with us in some other way.

57. *Are immunizations required?*
   - Connecticut State Law requires immunization or proof of immunity against measles, mumps, rubella, and varicella (chicken pox). See our website: www.ccsu.edu/health for full details.
   - All matriculated (and full-time, non-matriculated) students are required to submit a complete and signed *Connecticut State University Student Health Services Form* prior to attending class.

58. *When are the Connecticut State University Student Health Services Forms due?*
   - Fall Semester - July 15
   - Spring Semester – December 15
   - If records are not submitted on time, you may find that you are unable to register or change classes because of a health “Hold” on your account. Specific details about any missing health information can be found on the registration status page of your BlueNet account.

59. *Who can I contact with other questions?*
   - We have recorded information available through our general number, 860-832-1925 (choose option 2 for health forms, option 3 for health holds, and option 4 for health insurance).
   - Our receptionists are available to answer questions during our normal business hours (860-832-1925, choose option 5).
   - Dr. Christopher Diamond, the Director of University Health Services, is available at the same number, or by email, diamondchr@ccsu.edu. Please note that
specific medical questions should not be sent via email and no health information should be transmitted via email.

60. I have personal problems, drinking, feeling hopeless, and depressed. Where can I get help?
   - Visit the Counseling and Wellness Center in Marcus White 205, 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

61. Can commuter students sign up for a mailbox?
   - Yes, at the Student Center Information Desk. It costs $5.00 for each semester (fall, spring, summer).

62. Where can I get information about the off-campus shuttle bus?
   - Visit www.ccsu.edu/page.cfm?p=1633 for a Shuttle Schedule or;
   - Contact Chris Cervoni, Police Department at (860) 832-2353.
   - Departure times are subject to revision due to traffic and/or weather conditions.

63. I am a commuter student, how can I get involved in activities on campus?
   - We encourage you to join a club and attend scheduled activities such as: convocation, homecoming, family day, lectures and art exhibits, as well as other programs sponsored by the University.

PUBLIC SAFETY

64. How can I get an escort?
   - University Police are available anytime to provide a safety 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.

65. 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. You will need a Blue Chip ID card and license plate number to obtain one.

66. 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.

67. 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, Room 104.
• Fines must be paid before an appeal will be considered. To appeal, go to the following web page for the form and instructions: http://www.ccsu.edu/page.cfm?p=1631

68. How will I be notified in the event of a campus emergency?
• To receive notification via your personal electronic devices you must register at the following website: http://www.ccsu.edu/page.cfm?p=596.
• Alerts and brief instructions will also be broadcasted via the Whelen outdoor loudspeakers.

FOOD
69. What is the dining schedule for Memorial Hall?

<table>
<thead>
<tr>
<th></th>
<th>North Dining</th>
<th>South Dining</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breakfast</strong></td>
<td>7:30 a.m.-11:00 a.m.</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td><strong>Lunch</strong></td>
<td>11:00 a.m.-1:30 p.m.</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>4:30 p.m.-7:30 p.m.</td>
<td>Monday-Thursday</td>
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<table>
<thead>
<tr>
<th></th>
<th>South Dining</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lunch</strong></td>
<td>11:30 a.m.-1:30 p.m.</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td><strong>Late-Lunch</strong></td>
<td>1:30 p.m.-4:30 p.m.</td>
<td>Monday-Friday</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>5:00 p.m.-7:30 p.m.</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td><strong>Late Dinner</strong></td>
<td>7:30 p.m.-9:00 p.m.</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td><strong>Dinner</strong></td>
<td>4:30 p.m.-6:30 p.m.</td>
<td>Friday</td>
</tr>
<tr>
<td><strong>Brunch/Dinner</strong></td>
<td>10:30 a.m.-6:30 p.m.</td>
<td>Saturday</td>
</tr>
<tr>
<td><strong>Brunch/Dinner</strong></td>
<td>10:30 a.m.-7:30 p.m.</td>
<td>Sunday</td>
</tr>
</tbody>
</table>

(Schedule subject to change)

Students who live in the residence halls **must** choose from one of these meal plan options. For more information on meal plans, please visit http://www.ccsudining.com.
Commuter Plan:

- The BlueChip Card offers you a 20% Discount on purchases made at the Devil's Den Food Court and Jazzman’s Cafe in the Elihu Burritt Library. All Items-All Locations-All the Time!
- Also available for 20% discount on the door price in Memorial Hall.

Memorial Hall Door Prices:

- Breakfast - $7.25  Lunch - $8.25  Dinner - $9.25

<table>
<thead>
<tr>
<th>Time</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 a.m.-10:00 p.m.</td>
<td>Monday-Thursday</td>
</tr>
<tr>
<td>7:30 a.m.-3:00 p.m.</td>
<td>Friday</td>
</tr>
</tbody>
</table>

70. **Where can I get a snack, sandwich, entrée, or quick cup of coffee between classes?**

- Devil’s Den Food Court: Located in the Student Center/ **Hours of Operation:**
  - 7:30 a.m.-10:00 p.m. Monday-Thursday
  - 7:30 a.m.-3:00 p.m. Friday

- Jazzman’s Café: Located in the Elihu Burritt Library/ **Hours of Operation:**
  - 8:00 a.m.-6:00 p.m. Monday-Thursday
  - 8:00 a.m.-2:00 p.m. Friday

71. **Where can I buy a snack?**

- Vending machines are located in all residence halls and most academic buildings.

72. **Where are courtesy phones located?**

- Courtesy phones are located throughout each building on campus. One is located immediately to the right of the Information Desk. The last five digits of an on-campus phone number may be dialed directly.
- Courtesy phones in the Student Center are set for local calling. Dial 9 to get an outside line.

73. **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.

74. **How will I know if classes are cancelled or delayed due to the weather?**

- In case of inclement weather, please call the CCSU storm phone at (860) 832-3333 or visit [www.ccsu.edu/cancellation](http://www.ccsu.edu/cancellation) to learn details about delays/cancellations.

75. **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.

76. **Where can I go for spiritual guidance?**

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

77. **Where should I go if I lost something?**

- Go to the University Police on Pikiell Lane off of Manafort Drive (860) 832-2375, or
- The Student Affairs Office located in Davidson Hall, room 103, (860) 832-1601, or
- The Info Desk at the Student Center, (860) 832-1970.
78. *What happens if I violate University policy?*

- Refer to the “Student Code of Conduct” section in the Student Handbook, located on page 93.

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.

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

**Phone:** (860)-832-1601  
**Fax:** (860) 832-1610  
**Email:** student_affairs@mail.ccsu.edu  
Office Hours are Monday through Friday, 8:00 a.m. to 5:00 p.m.
Resources

- Alumni Association & Activities
- Blue Chip Card Office
- Bookstore
- Bursar
- Campus Ministry
- Cancellation of classes
- Center for Advising/Career Exploration
- Center for Africana Studies
- Center for International Education
- Commuter Student Services
- Continuing Education & Community Engagement
- Counseling & Wellness Center
- Diversity and Equity
- Early Academic Warning Program
- Financial Aid Office
- Health Services
- Housing/Residence Life
- Latin American/Caribbean Center
- Learning Center
- Library
- Mathematics Tutoring Center
- Media Services
- Mediation Services
- Ministry
- Minority Student Resources
- Ombudsperson
- Planetarium
- Police Services
- Pre-Collegiate & Access Services
- Rape/ Sexual Misconduct and Assault Information
- Registrar
- Residence Life
- Student Affairs
- Student Center
- Student Conduct
- Student Disability Services
- Student Parking
- Student Technology Center/Computer Lab
- Transfer & Articulations
- Veterans Affairs
- Voter Registration
- Women’s Center
- Writing Center
ALUMNI ASSOCIATION AND ACTIVITIES

Cynthia B. Cayer, Director of Development and Alumni Affairs; Vance Academic Center, Room 009
Phone: (860) 832-1740; Website: www.ccsu.edu/alumni/default.htm

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.

BLUE CHIP CARD OFFICE (CCSU IDENTIFICATION CARDS)

Thomas King, Campus One Card Administrator, Student Center, Room 106
Hours: Monday-Wednesday 9:00 a.m.-5:00 p.m., Thursday 9:00 a.m.-7:00 p.m. and Friday 9:00 a.m.-4:00 p.m.
Phone: (860) 832-2140; Website: www.cardoffice.ccsu.edu Online Card Office: bluechip.ccsu.edu

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, public 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 all residence halls front doors 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 Blue Chip ID Card does not expire. Do not throw your card away upon graduating or withdrawing from CCSU. Should you return, it will be valid. Check out our web site at www.cardoffice.ccsu.edu for current Card Office information.
BOOKSTORE
Jack O’Leary, Director, OLEARY@ccsu.edu, Student Center
Hours: Monday-Thursday 9:00 a.m.-7:00 p.m., Friday 9:00 a.m.-4:00 p.m. and Saturday 11:00 a.m.-3:00 p.m.
Phone: (860) 832-BOOK (2665); Website: www.CCSUBookstore.com

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. Students have the option of purchasing new, used and/or digital copies of their textbooks (does not apply to all textbooks). 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 e-mail the Bookstore with questions.

New to the Bookstore are textbook rentals! Compared to buying new books, students can save over 50% when they rent a textbook. Students have the option of using their financial aid award money to pay for these, as well as all other kinds of textbooks. While not all textbooks are currently available in rental form, there are a variety of inexpensive ways to purchase your books through the CCSU Bookstore!

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.

BURSAR’S OFFICE
Betsy Fangiullo, Bursar; Memorial Hall, Room 104
Hours: Monday -Thursday 8:00 a.m. to 5:00 p.m., Friday, 8:00 a.m. to 4:30 p.m.
Phone: (860)832-2010; Fax: (860) 832-2173; Website: www.bursar.ccsu.edu/

The Bursar’s Office is the administrative office responsible for student billing and revenue collection. 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. For the summer and winter terms, all charges are due upon registration. 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 pay each affected student’s term charges. Excess financial aid (money in excess of all student charges) is then distributed directly to the student, either by check or by pre-arranged Direct Deposit to the student's bank account. Students are encouraged to open an account with the on-campus Achieve Financial Credit Union. Those that have an established account may request that excess financial aid be distributed electronically to their Achieve Financial account. Once an account is established, the participant may arrange with Achieve Financial to have their 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 registered 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 through the Bursars’s website or in the Bursars Office. Blue Chip funds cannot be withdrawn in the form of cash.
E-Billing
CCSU offers the convenience of online billing and payment. No paper bills are sent.

When bills are ready for viewing, students receive e-mail notifications in their CCSU e-mail box, or at an off-campus e-mail address to which they have set forwarding. A link in the e-mail takes students to CentralPipeline. Students may also access the e-Bill 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 bills and to view billing information.
- Pay housing and admissions deposits online.
- View up to 16 prior e-bills online.
- Make electronic payments from checking or savings accounts (U.S. banks only) or with a credit card (MasterCard or Discover).
- Receive tuition bills faster with mail notification.

Instructions for viewing your bill via the Web:

- Navigate to the CCSU home page at www.ccsu.edu. Point to CentralPipeline, then click on CentralPipeline for Students (or click on Current Students).
- From the CentralPipeline home page, click on the WebCentral-Banner Web link and log in with your BlueNet account username and password.
- From the Home tab, click on the eBill/Make Payment link.
- From the menu on the left, click on eBill / ePayments.
- Click on View Accounts, then Current Statement.
- To view a printable copy of your bill, click on the Printable Statement link to open the bill in the PDF viewer.
- You will also have the option of setting up one or more authorized payers within the eBill system who will also receive email notification of the bills.
- Bills are due July 15 for the fall term and December 15 for the spring term. Summer and winter term charges are due upon registration.

Instructions for web payments via credit card or e-check:

- Navigate to the CCSU home page at www.ccsu.edu. Point to CentralPipeline, then click on CentralPipeline for Students (or click on Current Students).
- From the CentralPipeline home page, click on the WebCentral-Banner Web link and log in with your BlueNet account username and password.
- From the Home tab, click on the eBill/Make Payment link.
- From the menu on the left, click on Make Payment.
- Click on the down arrow next to Term and select the current term.
- Enter the Payment Amount.
- Click on the down arrow next to Payment Method and select eCheck or Credit Card, and then click on the Continue button.
- Enter your payment information, click on the Continue button.
- Verify your payment information, click the Confirm button.
- 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
CPP-Central Payment Plan
All enrolled students may take advantage of the CENTRAL Payment Plan (CPP). The CPP enables the participant to pay CCSU’s term charges in up to five installments.

Terms and Conditions:
1. Enrollment in the CPP.
   - Each term, complete and sign enrollment form available on the Bursar’s web site.
   - Send initial payment, as indicated on the enrollment form, plus $35 Enrollment Fee along with CPP Enrollment Form to the CCSU Bursar's Office, Memorial Hall, Room 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 five (5) installments due June 15, July 15, August 15, September 15, and October 15 for the Fall term and November 15, 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 is a 2.5% convenience fee.

4. Failure to Pay and Uncollectible Check Charge.
   - A $30.00 late fee may be assessed for each installment payment that is not received by the due date.
   - The University will assess a $20.00 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 to the University's contracted collection agency. The student would be responsible for any related collection costs in addition to the amount due.

**TUITION AND FEE REFUND POLICY**
(BR# 10-37, May 13, 2010)
In accordance with the Higher Education Amendments of 1998 (Public Law 105-244), the Federal government mandates that students receiving Title IV assistance who withdraw from all classes may only keep the financial aid they have "earned" up to the time of withdrawal. Title IV funds that were disbursed in excess of the earned amount must be returned by the university and/or the student to the Federal government. This could result in the student owing funds to the university, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.
The refund policy below excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their university Bursar or Financial Aid office prior to withdrawal in order to determine the financial impact that the return of Title IV funds will have upon the student.

<table>
<thead>
<tr>
<th>FEE</th>
<th>TIME DUE</th>
<th>REFUND POLICY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>Upon Submission of Application</td>
<td>• Non-refundable</td>
</tr>
<tr>
<td>Confirmation Deposit (UG/G)</td>
<td>May 1 or within 15 days of invoicing thereafter</td>
<td>• Non-refundable</td>
</tr>
<tr>
<td>$200 (applied to Tuition/Fees)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Re-registration Fee</td>
<td>Upon re-registration</td>
<td>• Non-refundable</td>
</tr>
<tr>
<td>Full-time Tuition and Fees</td>
<td>Fall Semester not later than August 1</td>
<td>• Upon withdrawal from the University up to the first day of university-wide classes as defined by the published university calendar, 100% of the amount paid will be refunded; • 90% of the balance will be refunded during the first week of university-wide classes, • 60% of the balance will be refunded during the second week of university-wide classes, • 40% of the balance during the third and the fourth weeks of university-wide classes, • No refund after the fourth week of university-wide classes.</td>
</tr>
<tr>
<td></td>
<td>Spring Semester not later than January 2</td>
<td></td>
</tr>
<tr>
<td>Housing Deposit $250</td>
<td>Fall Semester not later than April 1</td>
<td>• Non-refundable</td>
</tr>
<tr>
<td></td>
<td>Spring Semester not later than November 1</td>
<td></td>
</tr>
<tr>
<td>Housing Fee (applies to students who withdraw from university)</td>
<td>Fall Semester not later than August 1</td>
<td>• Upon withdrawal from the University 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 will be refunded, • 60% of the balance will be refunded during</td>
</tr>
<tr>
<td></td>
<td>Spring Semester not later than January 2</td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>Fall Semester and Spring Semester</td>
<td>Food Service Fee Fall Semester not later than August 1</td>
</tr>
<tr>
<td>----------------------------------------------------------------------------</td>
<td>----------------------------------</td>
<td>------------------------------------------------------</td>
</tr>
</tbody>
</table>
| Housing Cancellation Fee (applies to 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, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.  
• Upon withdrawal from a residence hall 1 to 14 days prior to and including the first day of university-wide classes, a 20% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed. | • Meal portion of fee refundable, on a prorated basis, upon withdrawal from the University; or upon withdrawal from University housing at the request of the student and contingent upon the concurrence of the University. The discretionary cash component of the food service fee, if any, will be refunded according to procedures established at each University. |
| Part time and Summer/Winter Sessions - Registration Fee | Fall, Spring, Summer and Winter Sessions | | |
| Part time Tuition and General University Fee and Summer/Winter Course Fees | Fall and Spring Semesters - Courses greater than eight weeks in length | | •100% of the amount paid will be refunded during the first week of university-wide classes,  
•60% of the balance will be refunded during the second week of university-wide classes,  
•40% of the balance will be refunded during the third and the fourth weeks of university-wide |
<table>
<thead>
<tr>
<th>Course Description</th>
<th>Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wide classes,</td>
<td>• No refund after the fourth week of university-wide classes.</td>
</tr>
</tbody>
</table>
| Summer/Winter Sessions Courses greater than eight weeks in length                 | • 100% refund during the first week of classes,  
• 60% refund during the second week of classes,  
• 40% refund during the third and fourth week of classes,  
• No refund thereafter.                                                                 |
| Fall, Spring, Summer, and Winter Sessions - Courses three weeks to eight weeks in length | • 100% refund prior to the second class meeting,  
• 60% refund prior to the third class meeting,  
• 40% refund prior to the fourth class meeting,  
• No refund after the beginning of the fourth class meeting.                                |
| Fall, Spring, Summer, and Winter Sessions - Courses less than three weeks in length | • 100% refund prior to the second class meeting,  
• 60% refund prior to the third class meeting,  
• No refund after the beginning of the third class meeting.                                   |
| Ed.D. Professional Seminar Summer - four full days, not meeting consecutively      | • 75% refund within 24 hours of first class meeting • No refund thereafter.                                                                         |
| E-Learning On-Line Fee Upon Registration                                          | • Non-refundable                                                                                                                                      |
| E-Learning Course Fees Included within Full-time and Part time Refund Schedules Above |                                                                                                                                                      |

Federal regulations require that all refunds be restored to Federal programs in the following priority sequence:
1. Unsubsidized Federal Stafford Loans
2. Subsidized Federal Stafford Loans
3. Unsubsidized Federal Direct Stafford Loans
4. Subsidized Federal Direct Stafford Loans
5. Federal Perkins Loans
6. Federal PLUS Loans received on behalf of the student
7. Federal Direct PLUS received on behalf of the student
8. Federal Pell Grants
9. Federal SEOG Program Aid
10. Other grants or loan assistance authorized by title IV of the HEA
    After obligations to the above are satisfied, funds will then be returned to
11. Other State, Private, or Institutional Assistance
12. Student

Refund of Tuition and Fees under Unusual Circumstances
Under circumstances beyond the control of the student or in cases where attendance has been denied by the University, the University President may authorize the refunding of tuition and fees otherwise designated as non-refundable. *All refunds will be made automatically upon formal withdrawal from a University.
CAMPUS MINISTRY
The Campus Ministry Office seeks to promote personal and communal growth and well-being at Central Connecticut State University. Towards this end, the campus ministers are available for personal counseling, participation in discussion as well as a variety of social, spiritual, and educational programs.

For more information on campus ministry please visit the Website: www.ccsu.edu/ministry

Members of the Campus Ministry of CCSU:
Mr. John P. Campbell (Catholic) Email: campbelljp@ccsu.edu
Phone: (860) 832-1935
Sharon Braverman (Jewish) Email: Braverman@ccsu.edu
Vance Academic Center, Room 216; Phone: (860) 832-3207
Dr. Nidal Al-Masoud (Islam) Email: almasoud@ccsu.edu
Copernicus Hall, Room 2350700; Phone: (860) 832-1825
(On-campus connection with Imam Sharief)
Rev. Dr. Douglas Engwall (Protestant) Email: Engwalld@ccsu.edu
Phone (860) 832-3116
(On-campus connections for Anglican/Episcopal, Baptist, Congregational (UCC), Lutheran and Methodist Churches)

All CCSU students, faculty, and staff are invited to visit the Newman House located just across the street from the Vance parking garage, a short 3 minute walk from the Student Center. We invite you to come over and spend some time in a quiet, reflective atmosphere, to pray, relax, do some homework, or just hang out with others from our CCSU community. If a group affiliated with CCSU wishes to use the Newman House, please call (860) 832-1935 to see if it is the right fit for your group.

CANCELLATION OF CLASSES OR FINAL EXAMINATIONS DUE TO INCLEMENT WEATHER
Call the storm phone at (860) 832-3333, or visit the website at www.ccsu.edu/cancellation, to view the most current information.
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 storm 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 storm phone and the web. These services will also carry information from the Registrar’s Office once the affected exams are rescheduled.

The University will also notify the broadcast media of cancellations or delays affecting regular classes or exams. WTIC-AM 1080 is the principal radio outlet. WFSB-TV 3, WTNH-TV 8, and WVIT-TV 30 are the principal television outlets. Since radio and television stations are geared heavily toward broadcasting delay and closing announcements for public elementary and secondary schools, we recommend using the storm phone and the web site for the most accurate information about CCSU’s closings or delays.
Students who have not declared an undergraduate major should contact the Center for Advising and Career Exploration to schedule an appointment with an advisor. CACE advises all First-Year students, in addition to students in transition, and provides a comprehensive program of career services to all students and alumni.

CACE assists students in developing and implementing academic and career plans by offering the following services:

- A Gateway to the University: New First-Year and undecided students receive assistance with the registration and career exploration process.

- Advising of Undeclared Majors: All students who have not declared a major should make an appointment to visit CACE for academic and career advising. CACE coordinates the advising of all undeclared students and assists students declaring (or changing) majors by providing information and guidance through this important decision-making process.

- Self-Assessment: CACE assists students wishing to examine their values, interests and skills using vocational assessments (Campbell Interest and Skills Survey, Myers-Briggs Type Indicator) and computer-assisted career guidance programs (SIGI3, TypeFocus).

- Career Advising: This service is available to all students and alumni, 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. Career exploration is supported through computerized searches and printed materials in our Career Resource Library.

- Career Exploration: Students may access an array of computer-based, career-related information. Visit CACE in Willard Hall Suite 103 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 learn about the job search process.

- Graduating students are provided assistance with the transition to professional employment through information on resume writing, career research, interviewing techniques, and other employment topics.

- The office maintains listings of full- and part time jobs that can be accessed through the CACE website (www.ccsu.edu/cace). Click on the “Central Connections” icon.

- Career fairs offer opportunities to meet with employers regarding various types of employment opportunities offered throughout the academic year. Check the CACE website for dates and times.

- Experiential education is a major focus for both undergraduate and graduate students. CACE coordinates the Cooperative Education Program and offers an Internship listing service.
Through these programs, students work in positions that are related to their major fields of study and provide them with real world experience.

- Part time jobs, both on and off campus, as well as seasonal employment opportunities, are posted in Central Connections. Students may register with CACE to receive assistance in finding employment.

- Many departments on campus hire student employees. Some of the larger employers are the Student Center, Campus Dining, Bookstore, Library, Police Department, and Athletics. Contact CACE, Willard Hall, Suite 103, at (860) 832-1615, or check with individual departments.

**CENTER FOR AFRICANA STUDIES**

*Dr. Warren R. Perry, Co-Director, DiLoreto Hall, Room 110*

*Sherinato Fafunwa, Co-Director, DiLoreto Hall, Room 110*

*Phone: (860) 832-2813; Website: [http://web.ccsu.edu/cas/](http://web.ccsu.edu/cas/)*

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.

**CENTER FOR INTERNATIONAL EDUCATION**

*Dr. Nancy Birch Wagner, Director, Barnard Hall, Room 123*

*Phone: (860) 832-2040; Website: [www.ccsu.edu/CIE/](http://www.ccsu.edu/CIE/)*

Established by the Board of Governors for Higher Education in 1987 as a statewide Center for Excellence in International Education, the George R. Muirhead Center for International Education (CIE) is the cornerstone of the University's commitment to international education. The Center contributes to the University's mission by developing and supporting internationally focused programs, both academic and extracurricular. It provides a forum for students, faculty, staff, and alumni to pursue common interests through on-campus international activities, as well as programs of study around the globe. Working in collaboration with the University's academic departments and programs, the CIE also promotes curricular integration of international education and the preparation of globally competent students.

Through its network of over 20 university partnerships around the world, the Center offers overseas programs to both graduate and undergraduate students. In any given year, the CIE offers a variety of programs in Africa, Asia, the Caribbean, Europe, the Middle East, and Latin America to almost 600 students each year. CCSU students are strongly encouraged to pursue overseas study as part of their academic programs, either via long-term study at partner universities, or through affiliate programs, or
via faculty-led courses abroad. By living and learning in another culture, CCSU students prepare for an increasingly integrated and interdependent world.

The Center also welcomes, advises, and supports a growing number of international students each semester, including the students who come to CCSU from around the world to engage in intensive English language instruction. Through programming that brings students of many different heritages together, the Center fosters a spirit of cross-cultural understanding and provides opportunities for students to respect the customs and values of others, learning more about themselves in the process.

**International Student Services (CIE)**

All international students must contact the International Student and Scholar Services Coordinator in the 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; advising on all immigration matters, including issuing Form I-20, granting extensions and travel authorization, transfers, work, internship and practical training; and serving as the liaison with other campus offices and the Department of Homeland Security. Additional information is available on the Center’s website at http://www.ccsu.edu/cie.

**Intensive English Language Program (CIE)**

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 e-mail to ielp@ccsu.edu for an application, course schedule or other information.

**Study Abroad Programs (CIE)**

Students of Central Connecticut State University have the opportunity to enhance their education and improve their career options by studying abroad! The University offers a choice of CCSU-sponsored international programs: short-term Courses Abroad and semester- or year-long study at one of Central's Partner Universities overseas. In addition, study at an approved CCSU program can count in fulfillment of the International requirement for General Education.

Short-term programs, which are led by University professors, offer students a variety of credit-bearing courses in many locations around the world. These courses abroad are offered three times a year, during winter session, spring break, and summer session. Detailed information, including registration deadlines, program dates, cost, and sponsoring major departments, is available at the beginning of each academic year on the CIE website: http://www.ccsu.edu/cie.

Students may also elect to study abroad for a semester or a year at one of CCSU's Partner Universities located in Brazil, Chile, China, France, Germany, Hungary, Italy, Japan, Korea, Northern Cyprus, Poland, Spain, Sweden, and the United Kingdom. In general, students participating in one of these exchange programs pay tuition and fees to CCSU. Although variations in payment procedures depend upon the partner university, CCSU financial aid applies to most Exchange programs, and applications are due April 1. Courses taken at a partner university are considered in-residence with credits and grades tallying into the GPA and applying toward Central's graduation requirements.
To plan either type of study abroad program, contact the International Education Coordinator in the Center for International Education (CIE), Barnard Hall, Room 123, or call 860-832-2040. Specific program information for all international programs and dates of regularly scheduled information sessions can be found on the CIE website at: http://www.ccsu.edu/cie.

COMMUTER STUDENT SERVICES
Otis Mamed, Director, Student Center, Room 116
Phone: (860) 832-1960; Website: http://stdctr.ccsu.edu
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, including a “jump-start” box stored at the Student Center Information Desk; meal plan option information; 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. Involved students are twice as likely to succeed in college than those who just go to class and head home again.

CONTINUING EDUCATION AND COMMUNITY ENGAGEMENT
Willard Hall, Room 112
Phone: (860) 832-2276; Website: www.ccsu.edu/ConEd/
The primary mission of the office of Continuing Education and Community Engagement (CE/CE) is to make academic content available in non-traditional formats and to support the engagement of CCSU with the community. CE/CE pursues this mission by cultivating niche opportunities, recruiting audiences for specific programming concepts, organizing and facilitating the delivery of programs, and assisting with financial management and accounting.

CE/CE delivers academic and academically-oriented programs in formats and schedules other than our traditional semester-, classroom-, and campus-based model. This includes offering our existing degrees in accelerated, condensed, or non-traditional formats, such as on weekends, evenings, off-site, online, hybrid, or some combination of these. It also offers specialized degrees and certificates for targeted populations, and it organizes conferences, institutes, workshops, and camps.

CE/CE supports initiatives to engage our students academically with the community. This function supports service learning, which includes cultivating community partners and identifying appropriate projects to be undertaken by students enrolled in specific CCSU courses, as well as providing the logistical and administrative support necessary to carry out and assess these projects. In this role, CE/CE helps to link up community partners with courses that might be able to assist them and help faculty members locate community-based projects for their courses.

The ultimate aim is to increase the University's engagement in partnerships that will produce positive changes in the community, help our local communities address some of the serious problems facing
them, help them realize opportunities, and contribute to their revitalization. For additional information, contact Associate Director, Richard S. Cheney (860-832-2276).

**Vocational Technical Education (VTE) Courses**
CE/CE manages the delivery of all VTE courses in service to the Connecticut Technical High School System (CTTHSS) trade teachers. This includes scheduling of all courses in all terms. CCSU is the only provider in the state of Connecticut of VTE courses necessary to obtain and/or maintain CTTHSS trade teacher certification. For information regarding specific courses, you may call Richard Cheney at 860-832-2270 or visit the CE/CE website at [www.ccsu.edu/ConEd/](http://www.ccsu.edu/ConEd/).

**Continuing Education Units (CEUs)**
CE/CE is approved by the Connecticut State Department of Education under provider No. 700, to provide teachers with CEUs needed to maintain or obtain certification.

**COUNSELING AND WELLNESS CENTER**
*David Denino, Interim Director; Marcus White, Room 205*
*Phone: (860) 832-1945; Website: [www.ccsu.edu/counseling](http://www.ccsu.edu/counseling)*
The Counseling and 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 and 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.

**Alcohol and Drug Education**
The Office of Alcohol and Drug Education is continuing its campaign to help equip the CCSU community with resources and information that foster healthy lifestyles. Some of our initiatives include depression screening, the Great American Smoke Out, stress busters, safe spring break education, and Alcohol Awareness Week programming and events. In addition to these larger scale annual events, the Office also provides ongoing prevention and education outreach to residence halls and FYE and several upperclassmen classes (CHOICES and SAM SPADY programs).

**Internships and Practicum**
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.

**DIVERSITY AND EQUITY OFFICE**
*Rosa Rodriguez, Chief Diversity Officer, Davidson Hall, Room 102*
*Phone: (860) 832-1653; Website: [www.ccsu.edu/affaction](http://www.ccsu.edu/affaction)*

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 age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; or any other status protected by federal or state law. 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 and harassment, including sexual harassment and/or sexual misconduct.

**EARLY ACADEMIC WARNING PROGRAM**
*Ramon Hernandez, Assistant Dean for Student Affairs; Davidson Hall, Room 103*
*Meg Leake, Learning Center; Willard Hall, Room 101*
*Phone: (860) 832-1601; Website: [www.ccsu.edu/page.cfm?p=5511](http://www.ccsu.edu/page.cfm?p=5511)*

The Early Academic Warning program exists to intervene with students that have poor grades or attendance in their courses. 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 a class to ensure a successful completion of course studies.
FINANCIAL AID OFFICE
Richard Bishop, Director; Memorial Hall, Room 103
Phone: (860) 832-2200; Website: 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 a priority application deadline of April 15 for all financial aid applicants seeking financial aid for the new academic year. By submitting a completed FAFSA application to CCSU by the priority deadline of April 15, the applicant receives consideration for all financial aid funds administered by the Financial Aid Office. Be advised that eligible students may still submit a FAFSA application after the priority deadline but awards will reflect remaining aid funds – typically federal Direct Loans and Pell Grants if you qualify. 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.

HEALTH SERVICES
Christopher Diamond, MD, Medical Director; Marisol Aponte, APRN, Associate Director
Marcus White Annex, next to the Computer Lab
Phone: (860) 832-1925; Website: www.ccsu.edu/health
University Health Services (UHS) provides medical services by appointment. All students (residential, commuter, full-time and part-time) can use our services regardless of health insurance. You need not to have purchased the CCSU student health insurance plan to be seen as a patient at UHS.

Most services are provided at no cost to students. We evaluate and treat acute illnesses and injuries, refer to appropriate specialty consultants as needed, provide some laboratory tests; e.g., urine pregnancy tests or strep screens, carry a small stock of commonly prescribed medications, and maintain a health education resource center for information on medical issues and concerns. We are not an emergency facility and do not act as an emergency medical service for the university.

Some services provided do have a small fee which is billed directly to your Bursar’s account. These include:
- Some laboratory tests e.g. rapid strep testing or tests for sexually transmitted-infections;
- Pregnancy testing;
- Immunizations required for school, employment or travel; and
- Some prescriptions from our in-house pharmacy.

HEALTH INFORMATION REQUIREMENTS
All matriculated (and full-time, non-matriculated) students are required to submit a completed Connecticut State University Student Health Services form prior to beginning classes. For most
students, proof of adequate immunization against measles, mumps, rubella (MMR) and varicella (chicken pox) along with completion of the Tuberculosis (TB) Risk Assessment are required prior to being able to register for classes. Full instructions are attached to the form. The instructions include age related and other exemptions, so please read this carefully. The form can be downloaded at www.ccsu.edu/health/forms. Please submit the completed health form as soon as possible to avoid any delay in registering for classes. Failure to submit the required medical information may result in a health hold being placed on your registration status. Information about any missing health information can be found on your registration status page in your BlueNet account.

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 health services 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 prior to living 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.

LOCATION AND HOURS
University Health Services is located in the Marcus White Annex next to the Computer Lab. Hours: Monday–Friday 8:00 a.m.–5:00 p.m. (hours are subject to change and we are closed holidays).

We are staffed by a full-time, board-certified family physician, two nurse practitioners, and a registered nurse.

MEDICAL EXCUSE POLICY
Excuse notes are sent to instructors only after a student is seen in our office and his or her medical recovery, or risk of spread of an infection, warrants an absence from class. We will not see a student for the sole purpose of providing an excuse note.

Students must notify the Office of Student Affairs if expected to be out for 5 days or longer. For those students who are out of class for more than five days but were not cared for at UHS, please ask your healthcare provider to send information about your absence to the Office of Student Affairs. The verification of your absence will be relayed to the appropriate professors.
Since instructors have the final word regarding absences, please make sure you understand each instructor’s absence and illness policy. Most instructors will allow a certain number of absences. Please try to save these in case of illness.

HEALTH INSURANCE
Health insurance coverage (accident and sickness) is mandatory for all full-time students. CCSU offers a student health insurance policy through the Aetna Student Health Agency Inc. All full-time students are automatically enrolled in both accident and sickness policies. The accidental insurance plan cannot be waived and its premium is folded into the university bill. Students covered for illness under an outside plan (e.g. their parent’s plan) may waive the sickness portion of the insurance through their BlueNet Account each semester. The deadline for waiving the sickness policy is the first day of classes; otherwise students are billed for the Aetna Student Health sickness policy.

Part-time students can purchase an insurance policy directly through Aetna Student Health. Contact Aetna through their website at www.AetnaStudentHealth.com to learn more about the Student Health Insurance Plan and benefit information.

This Aetna insurance plan is not managed by University Health Services. All questions regarding the CCSU sponsored plan should be addressed to Aetna Student Health, www.AetnaStudentHealth.com. Questions concerning waivers or charges for the CCSU-sponsored plan are handled by the Bursar’s Office. However, if you are unsure of where to turn for an answer, we are always available to help if needed. Please note that University Health Services does not bill any insurance or other third-party payers for services provided.

HOUSING - DEPARTMENT OF RESIDENCE LIFE
Jean Alicandro, Director of Residence Life; Barrows Hall, Room 120
Phone: (860) 832-1660; Website: www.ccsu.edu/reslife/

Please refer to the “On-Campus Living” section on pg. 110 for additional information.

LATIN AMERICAN, LATINO, AND CARIBBEAN CENTER
Luis Recoder-Núñez, Director, Elihu Burritt Library, Second Floor
Phone: (860) 832-0056; Website: http://www.comm.ccsu.edu/CaribbeanNew/default.html

The Latin American, Latino, and Caribbean Center promotes the understanding and appreciation of the historical, social, and cultural life of Latin American and Caribbean societies, and of Latinos in the U.S. through education, community events, study abroad, international exchange, community outreach, and research. Because of the importance of the Latino community as one of the largest minority groups in the U.S., the center, as part of the University’s mission of fostering diversity and global awareness, plays an important role in providing educational opportunities to Latino students, promoting Latino culture, and maintaining harmonious relationships with non-Latino cultures.

The center organizes educational and cultural activities that aim to increase the recruitment and retention of Latino students; provides mentoring and tutoring services; engages in a variety of community outreach activities, focusing on links to connect elementary and high school teachers and students to CCSU; and supports research and academic activities that focus on Latin America, the Caribbean, and Latinos in the U.S.

The center is located on the second floor of the Elihu Burritt Library.
LEARNING CENTER

Meg Leake, Director; Willard Hall, Room 101
Phone: (860) 832-1900; Website: www.ccsu.edu/learnctr

The Learning Center (TLC) provides a full range of academic support services. Academic Coaches work one-on-one to help students reach their academic goals by enhancing collegiate learning skills. Free online tutoring (eTutoring) is available for writing, math, statistics, biology, chemistry, accounting, anatomy and physiology, and research methods. The Mathematics Lab provides walk-in tutoring. Placement testing for math, German, French and Spanish is conducted through TLC. English placement testing is proctored by the Learning Center once written permission to take the exam is granted by the English Department. Students may be referred to The Learning Center for academic counseling by faculty members through the Early Academic Warning program.

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

Carl Antonucci, Director; Elihu Burritt Library
Phone: (860) 832-2097; Website: http://library.ccsu.edu

The academic focal point of every University community is its library. CCSU’s library, Elihu Burritt, provides students with information and materials needed to complete assigned class and research work. The library has a collection of over 730,000 bound volumes and an extensive online, microform, and periodical collection. The library website (http://library.ccsu.edu) is a gateway to over 30,000 academic e-journals and magazines and over 200 research databases in a variety of disciplines. Students should come to the Reference Department to begin their research. Reference Librarians help students find many different types of information such as articles, books, statistics, etc. Additional special departments include:

- Curriculum Laboratory — textbooks and materials for student teachers and education majors
- Periodicals — current and bound periodicals, micro cards, microfilm, and microfiche (printing services available)
- Special Collections and Rare Books Department
- Inter-Library 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, and music CDs
- Two Group Study Rooms
Library Hours
Monday-Thursday: 8 a.m. - 10:45 p.m.
Friday: 8 a.m. - 4:45 p.m.
Saturday: 9 a.m. - 3:45 p.m.
Sunday: 1 p.m. - 9:45 p.m.
During vacations: Monday thru Friday, 8 a.m. - 4:45 p.m.

For updated hours, call: (860) 832-2055 or visit the website http://library.ccsu.edu

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.

MATHEMATICS TUTORING CENTER
Meg Leake, Director; Learning Center, Willard Hall, Room 101
Phone: (860) 832-1900; Website: www.ccsu.edu/learnctr/
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 all courses are welcome. Students using this service should expect to work independently or in small groups with the assistance of tutors who circulate throughout the center. The tutors are 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 in the center and online 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 (860) 832-1908 for an interview.

MEDIA SERVICES
Chad E. Valk; Willard Hall, Room 014
Phone: (860) 832-2035; Website: www.ccsu.edu/media
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 services (BLUE TV), channel (CCSU TV) and campus video production services, for faculty and students. In addition, with the approval of a faculty member, students may request media equipment for class use.

MEDIATION SERVICES
Ramon Hernandez, Assistant Dean, Student Affairs; Davidson Hall, Room 103, (860) 832-1601
Antonio Garcia-Lozada Ombudsperson; Davidson Hall, Room 214, (860) 832-2216
Jean Alicandro, Director, Residential Life; Barrows Hall, Room 120, (860) 832-1660
Christopher Dukes, Director, Student Conduct Services; Willard Hall, Room 107 (860) 832-1667
David Denino, Interim Director, Counseling and Wellness; Marcus White, Room 205, (860) 832-1945
Rosa Rodriguez, Chief Diversity Officer, Davidson Hall, Room 102, (860) 832-1653
The University recognizes that conflicts are a part of every student’s life. Campus Mediation Services helps students responsibly and constructively solve their own conflicts. 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. You may contact Campus Mediators listed above on an as-needed basis. For more information, contact Ramon Hernandez, Davidson Hall, Room 103, 860-832-1601.

MINISTRY
Please refer to “Campus Ministry” for information.

MINORITY STUDENT RESOURCES
Ramon Hernandez, Assistant Dean of Student Affairs, Davidson Hall, Room 103
Phone: (860) 832-1601
If you are a minority student, there are several important resources on campus, including many active student organizations. BSU (Black Student Union, formerly O.A.A.A.S.), LASO (Latin-American Student Organization), COLADA (Central Organization of Latin American Dance Awareness), 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 CACE Office, who can provide career counseling and academic and personal support. For more information, contact Ramon Hernandez, Assistant Dean of Student Affairs, (860) 832-1601.

OMBUDSPERSON
Dr. Antonio García-Lozada, Davidson Hall, Room 214
Phone: 860-832-2216; Website: www.ccsu.edu/ombudsperson/
The Office of the University Ombudsperson provides an extensive service that facilitates fair and equitable resolutions to concerns that arise within the university. The Office remains a strategic part of CCSU’s commitment to pursuing educational excellence with productivity, due process, and fairness. The practices of the Office of the University Ombudsperson reflect the values and principles expressed in the University’s mission and vision statements. The Office of the University Ombudsperson advocates for fairness, equity, justice and humane treatment at CCSU for students, employees, faculty and administrators. From these principles, The University Ombudsperson offers an impartial, objective, informal alternative for resolution of concerns for students, faculty, staff and management. Acting as an impartial third-party, the University Ombudsperson informally investigates complaints, resolves differences through mediation, expedites processes or advocates for specific actions and, based on experience in dealing with individual cases, presents options for procedural changes within the University. To the extent permitted by law, consultations with the University Ombudsperson will be kept confidential. The University Ombudsperson reports directly to the University’s President.

PLANETARIUM
Dr. Kristine Larsen, Professor; Copernicus Hall, Room 211
Phone: (860) 832-3399; Website: www.ccsu.edu/astronomy/
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 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 Phone: (860) 832-2375, Emergency 911; Website: www.ccsu.edu/Police

The CCSU Police Department (CCSUPD) is the equivalent of our own municipal police agency with the statutory authority to fulfill all police functions. 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, police officers patrol the University, investigate any criminal incidents, and enforce traffic rules and regulations. Other services of the CCSUPD 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 CCSUPD, check out the Website 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 Phone: (860) 832-1902; Website: 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).

Mission Statement

The Pre-Collegiate and Access Services Department's mission is to provide a diverse population of first generation and low income students access into higher education by preparing them to meet high academic, personal, and social standards.

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 Connecticut students in their transition to college via an intensive five-week summer program. Mentoring and Academic support are offered throughout students’ academic years at CCSU.

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 New Britain middle and high school students aspiring to attend institutions of higher education. These programs offer continued academic support, advising, and cultural enrichment during the summer and academic year.
RAPE RESOURCES – INFORMATION ON SEXUAL MISCONDUCT AND SEXUAL ASSAULT
The Office of Student Affairs; Davidson Hall, Room 103
Phone: (860) 832-1601; Website: http://www.ccsu.edu/sexualassault

Please refer to the “Sexual Misconduct” section under Rights & Responsibilities for additional information.

REGISTRAR
Patrick M. Tucker, Registrar; Davidson Hall, Room 11702
Phone: (860) 832-2294; Website: www.ccsu.edu/registrar

The Office of the Registrar is another of your main resources for information about academic policies 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 one year prior to graduation. Those expecting to complete degree requirements in May must file by May 1 of the previous year, those completing in August must file by August 1 of the previous year, and those completing in December must file by December 1 of the previous year.

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 ($15.00 for expedited service). For additional information about the Registrar’s Office, please visit www.ccsu.edu/registrar.

DEPARTMENT OF RESIDENCE LIFE
Jean Alicandro, Director of Residence Life; Barrows Hall, Room 120
Phone: (860) 832-1660; Website: www.ccsu.edu/reslife/

Please refer to the “On-Campus Living” section on pg. 110 for additional information.

STUDENT AFFAIRS
Dr. Laura Tordenti, Vice President, Davidson Hall, Room 103
Phone: (860) 832-1601; Website: http://www.ccsu.edu/studentaffairs

The Division of Student Affairs strives to foster student success through a spirit of collegiality, respect, and collaboration in working effectively with students and the entire CCSU community. Through myriad programs, services, activities, and interactions with students throughout the various departments within Student Affairs, we assist students in their educational, personal and social development and are committed to providing a campus environment that offers extensive learning opportunities outside of the classroom, and also one that promotes safety and healthy behaviors.

STUDENT CENTER
Otis Mamed, Student Center Department, Director
Phone: (860) 832-1960; Website: 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 have mailboxes. Commuter students may choose to rent a mailbox ($5.00 per semester – Fall, Spring, Summer) by visiting the Information Desk.

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.

Borrow a Laptop!
This is a new service!!! Go to the Reception Desk (Room 116), provide a valid CCSU Blue Chip card and use the laptop for as long as the battery charge holds out, then return for a renewal.

Remote Printing!
This is another new service!!! Print from any web station in the Student Center, from a laptop you borrow, or from your personal laptop, and collect your print job near the Information Desk by swiping your Blue Chip card.

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. We’ll get our service providers to contact you about your needs for food service, AV, lighting, audio, computers and much more. 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, athletic and some off-campus sponsored events. It also offers a fax service. Online tickets at: http://tickets.ccsu.edu

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

The Breakers Game Room offers eight tournament billiard tables, air hockey, foosball, electronic amusements, Xbox and PS3 game consoles, 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.

Free lockers are provided near the Bookstore and in Devil’s Den. Private locker rentals are also available ($5.00 per semester - fall, spring, summer) 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 e-mail 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.

We have hydration stations! Fill your refillable water bottle and save the environment from one more plastic bottle, located by the Bookstore entrance, and another one near the Devils Den!

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://www.ccsu.edu/page.cfm?p=5020.

For Student Center hours of operation, please visit http://stdctr.ccsu.edu. For the daily events schedule, please visit: http://today.ccsu.edu.

STUDENT CONDUCT, OFFICE OF
Christopher Dukes, Director; Willard Hall, Room 107
Marcia Butter, Assistant Director
Phone: (860) 832-1667; Website: www.ccsu.edu/studentconduct

The Office 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 Student Conduct 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:

- Encourage the learning and development of life-skills such as healthy decision-making, civility, social responsibility and accountability.
- Resolve discipline cases in a developmentally sound manner consistent with University policy and applicable state and federal laws.
- 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 “Student Code of Conduct” section.)

STUDENT DISABILITY SERVICES
Natalie Stimpson-Byers, Coordinator, E-mail: Byers@ccsu.edu ; Willard Hall, Room 101, Phone: (860) 832-1957, Fax: (860) 832-1924; Website: 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 activities. 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 campus resources.

www.ccsu.edu/specialstudentservices

STUDENT PARKING

University Police Department, 170 Manafort Drive
Phone: (860) 832-2375; Website: 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 the 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.

**STUDENT TECHNOLOGY CENTER/COMPUTER LAB**
**INSTRUCTIONAL TECHNOLOGY**
*Lisa R. Washko, Manager, Marcus White Annex*
*Phone: (860) 832-1721; Website: www.ccsu.edu/stc*

The Marcus White Student Technology Center (also known as the Computer Lab) is the main computer center on campus for students to do computer work outside of the classroom. This lab has over 250 computers, several laser printers, and a number of document/photo 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. Wireless network access is also available in the lab.

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)

**Computer Lab Hours**

Hours when classes are in session (spring and fall semesters):

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<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>8:30 a.m.-Midnight</td>
<td>8:30 a.m.-6:00 p.m.</td>
<td>9:00 a.m.-6:00 p.m.</td>
<td>1:00 p.m.-10:00 p.m.</td>
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</table>

During the two five-week summer sessions:

<table>
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<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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</thead>
<tbody>
<tr>
<td>8:30 a.m.-10:00 p.m.</td>
<td>8:30 a.m.-4:30 p.m.</td>
<td>9:00 a.m.-4:00 p.m.</td>
<td>Closed</td>
</tr>
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During the month of August and breaks:

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<tr>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
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<tbody>
<tr>
<td>8:30 a.m.-4:30 p.m.</td>
<td>Closed</td>
<td>Closed</td>
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**TRANSFER AND ACADEMIC ARTICULATIONS**
*Myrna Garcia-Bowen, Director; Willard Hall, Room 110*
*Phone: (860) 832-2619; Website: http://www.ccsu.edu/page.cfm?p=1912*

Transferring to a new college can be difficult. The Office of Transfer and Academic Articulations continues to work toward making processes for transfer students transparent and seamless. Our office initiatives continue to be focused on the development of partnerships, articulation agreements, and ways to create a more seamless transition for our transfer students.

**VETERANS AFFAIRS**
*Christian Gutierrez, Coordinator of Veterans Affairs; Willard Hall, Room 102, Phone: (860) 832-AVET (2838); Website: http://www.ccsu.edu/vets*

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 has 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 any members of the Connecticut Army and Air National Guard, may be eligible for a 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 your place of residence, voter registration can be done on campus. Please visit our Student Activities Office located in the Student Center, Room 201. 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
Phone: (860) 832-1655; Website: www.ccsu.edu/WomenCtr/default.htm
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, educational programs, advocacy, mentoring, internships, volunteering 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
Scott Bennett and Anthony Chieffalo, Coordinators; Willard Hall, Room 115
Phone: (860) 832-2765; Website: www.english.ccsu.edu/writing
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.
Campus Life

- Academic Center for Student Athletes
- Athletics
- Athletics (Title IX)
- Student Activities/Leadership Development
  - LGBT Center
  - Media Board
  - Mosaic Center
  - Recreation & Intramurals
  - Student Government Association
  - Student Union Board of Governors
  - Student Clubs & Organizations
ACADEMIC CENTER FOR STUDENT ATHLETES

Kevin Oliva, Director, E.B. Library, Room 001012; Oliva@ccsu.edu
Phone: (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 8 p.m., Friday from 8 a.m. to 3 p.m., and Sunday 5 p.m. to 9 p.m.

ATHLETICS

Paul Schlickmann, Director; Kaiser Hall, Room 112-01
Phone: (860) 832-3035 or (860) 832-3040; Website: www.ccsubluedevils.com

You can enjoy participating in or being a spectator of 18 intercollegiate varsity sports, all played at the Division I level in the Northeast Conference. Men’s sports include: Baseball, Basketball, Cross Country, Football, Golf, Indoor Track, Outdoor Track and Soccer. Women’s sports include: Basketball, Cross Country, Golf, Indoor Track, Lacrosse, Outdoor Track, Soccer, Softball, Swimming/Diving, and Volleyball. Detrick Gymnasium and Arute Field host many Blue Devil athletic events, but other events take place at the CCSU Baseball Field, the CCSU softball, the new CCSU soccer field, or off-campus, a short distance away, at Stanley Quarter Park, Willowbrook Park or Stanley Golf Course, all located in New Britain. Admission to all athletic events is free to full-time CCSU students with a current student ID card. Tryouts, practice, and competition are open to all full-time students who meet all NCAA, conference, and University eligibility standards. Please contact the Department of Athletics for more information.

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

ATHLETICS (TITLE IX)

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
Phone: (860) 832-1990; Website: 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

LGBT Center
Student Center, Room 304
Phone: (860) 832-3732
The LGBT Center provides a student centered approachable and consistently staffed safe space that focuses on resources for the campus lesbian, gay, bisexual, transgender, queer, and ally (LGBTQA) community. These resources will include but not be limited to: programming, networking, a literary and periodical library, and referral services. The Center will also help facilitate and coordinate training for the campus community on the topic of LGBTQA inclusion, resources, and services unique to this community. Take a walk up the stairs or ride the elevator to the 3rd floor of the Student or, visit http://www.ccsu.edu/LGBT for more information.

Media Board (Student Activities)
Website: 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.

Mosaic Center
Student Center, Room 205
The Mosaic Center 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.

Recreation and Intramurals
Ken DeStefanis, Recreation/Intramural Director; Kaiser Hall, Room 044, recentral@ccsu.edu
Liz Urcinas, Assistant Director
Phone: (860) 832-3732; Website: www.ccsu.edu/recentral
All students have use of many recreation facilities, including open hours for the pool, Kaiser Fitness Center, Sam May Fitness Center, Beecher Fitness Center, Kaiser Fitness Room and the Kaiser Annex.
(“Bubble”). Hours are posted by the Kaiser Annex or online under “facility hours”. Information for all recreational activities is also found at these locations. Fitness classes of all kinds from A to Z are offered including African Dance, Cycling, Pilates, Yoga, and Zumba. Intramural Sports are also available. Male, female, or coed sports offered include flag football, soccer, dodgeball, volleyball, basketball, ultimate frisbee, softball, and more. For more information, contact the Recreation/Intramural office.

**Student Government Association**  
**Student Center, Room 221**  
**Website:** [http://clubs.ccsu.edu/SGA/](http://clubs.ccsu.edu/SGA/), **Phone:** (860-832-3740)  
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 a 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.

**Student Union Board of Governors**  
**Website:** [http://www.ccsu.edu/page.cfm?p=5013](http://www.ccsu.edu/page.cfm?p=5013)  
S.U.B.O.G is an advisory board for the Department of the Student Center and the Department of Student Activities/Leadership Development (SA/LD). The mission of the board is to advise SA/LD and the Student Center on their policies, programs, services, and initiatives and how they could be designed to best serve the campus.

Central Activities Network (C.A.N) - is the programming body of SUBOG
- C.A.N plans, produces, and promotes programs that enhance the campus community including films, live performances, trips, comedy and more!
- C.A.N’s website is located at: [http://www.ccsu.edu/CAN/](http://www.ccsu.edu/CAN/)
Student Clubs & Organizations ([http://clubs.ccsu.edu/](http://clubs.ccsu.edu/))

**Academic/Special Interest**
- Accounting Society
- American Marketing Association
- Anthropology Club
- Art Club
- Athletic Trainers Association
- Best Buddies
- Biology Club
- Caducean Club
- Chemistry Club
- College Democrats
- College Republicans
- Communication Club
- Computer Club
- Criminal Justice Club
- Economics Club
- Education Club
- Engineers Without Borders
- Exercise Science Club
- Finance Association
- Geography Club
- Habitat for Humanity
- Human Powered Vehicle Club
- History Club
- Management Information Systems (MIS) Club
- Music Educators National Conference
- National Association for Industrial Technology
- Psychology Club
- Physics and Earth Sciences Club
- Progressive Students Alliance
- Social Work Club
- Society of Paranormal Investigations
- Students' Advisory Board
- Veterans Appreciation Organization
- World Business Affairs Club
- Women Involved Now

**Cultural and International**
- Africana Students Organization (ASO)
- Asian Pop Cultural Club
- Black Students Union (BSU)
- Chinese American Students Association
- C.I.A.O. Central Italian American Organization
- French Club (Le Cercle Francais)
- International Relations Club
- Japanese American Culture Club
- Latin American Students Organization (LASO)
- Mosaic Center Committee
- Muslim Student Association
- NAACP
- PRIDE
- South Asian Student Association
- Spanish Club
- United Caribbean Club
- Lambda Alpha Upsilon Fraternity
- Inc. Interest Group
- Phi Beta Sigma Fraternity Inc.
- Phi Delta Theta
- Phi Sigma Sigma
- Hermandad de Sigma Iota Alpha
- Helix
- Media Board
- The Dial
- The Recorder
- WFCS FM-107.7
- Christian Students at Central (CSAC)
- Hillel Jewish Student Organization
- Newman Club
- Revival

**Honors and Professional**
- Alpha Mu Gamma
- American Choral Directors Association
- American Society of Civil Engineers
- American Society of Mechanical Engineers
- American Society of Safety Engineers
- Beta Beta Beta
- Construction Management Club
- Delta Mu Delta
- Delta Pi Epsilon
- Epsilon Pi Tau
- Eta Kappa Nu
- Gamma Theta Upsilon
- Golden Key International Honour Society
- Kappa Delta Pi
- Omicron Delta Epsilon
- Phi Alpha Theta
- Pi Sigma Alpha
- Pi Chi
- Society of Manufacturing Engineers
- Technology Education Collegiate Association
- Upsilon Pi Epsilon Beta Chapter

**Fraternities and Sororities**
- Beta Alpha Theta
- Phi Sigma Sigma
- Delta Mu Delta
- Delta Pi Epsilon
- Phi Alpha Theta
- Pi Sigma Alpha
- Psi Chi

**Governmental Organizations**
- Central Activities Network
- Graduate Student Association
- Inter-Greek Council
- Inter-Residence Council
- Media Board
- Senior Week Committee
- Student Government Association
- Student Union Board of Governors (SUBOG)

**Religious**
- Central Activities Network
- Graduate Student Association
- Inter-Greek Council
- Inter-Residence Council
- Media Board
- Senior Week Committee
- Student Government Association
- Student Union Board of Governors (SUBOG)

**Media**
- Central Activities Network
- Graduate Student Association
- Inter-Greek Council
- Inter-Residence Council
- Media Board
- Senior Week Committee
- Student Government Association
- Student Union Board of Governors (SUBOG)

**Sports and Recreation**
- Aikido Club
- Central Car Club
- Central Role Playing Club
- Central Disk Club
- Central Triathlon Club
- Chess Club
- Equestrian Club
- Fencing Club
- Hang Gliding Club
- Ice Hockey Club
- Karate Club
- Lacrosse Club
- Lady Hooligans Women's Rugby Club
- Men's Rugby Club
- Men's Soccer Club
- Paintball Club
- Physical Education and Health Fitness Club
- Ski and Snowboard Club
- Solar Electric Research Team

For more detailed information, contact Charmagne Brooks or Susan Sweeney in Student Activities/Leadership Development (SALD) or visit the SALD Office in the Student Center, Room 201 or call (860) 832-1990.
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 organizations: Organizing a New Club (p.69); Participation in Co-curricular Activities (p.69); Associate Membership in Student Organizations (p.69); Fiscal Responsibility (p.70); Facility Use (p.70); Fraternity and Sorority (p.70); Posters and Advertising (p.83); Solicitation Policy (p.84); and Conduct and Discipline (p.85).

1.0. 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.

2.0. 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:

2.1. 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.

2.2. 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.

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

3.0. 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.

4.0. 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.

4.1. 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).

5.0. 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 the Policy on Participation in Co-curricular Activities).

6.0. 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.
6.1. The organization requesting use of buildings, grounds, and/or equipment must inform the University of the general purpose of any meeting.

6.2. The University delegates the assignment function to an administrative official.

6.3. 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.

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

6.5. 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 specified training.
   8.1.3 Treasurer received special training.
   8.1.4 List first meeting for fall semester.
8.1.5 Submit financial plan for upcoming year.
8.1.6 Content, frequency, etc. of reports(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 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 organizations 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.

Organizing a New Club
If you’re interested in organizing a new group you must obtain a copy of “Procedures for Starting Clubs and Organization” and the appropriate forms at the Student Activities/Leadership Development Office in the Student Center. The Student Activities Office also offers advice on creating effective organizations and reactivating recognized organizations.

Participation in Co-Curricular Activities
Full-time undergraduate students are eligible for participation in, and election or appointment to, committees and recognized University student organizations, and are eligible for participation in co-curricular activities, e.g. intercollegiate activities, band, theatre, provided the student is “matriculated” and is not under disciplinary sanction. This is a minimum requirement for the University at large and does not replace any conditions established by individual organizations, participation in, and election or appointment to, committees and recognized University student organizations.

With regard to membership in recognized organizations, the exception to the foregoing would be those organizations which do not qualify for Student Senate funding and are determined by the University’s Student Affairs Committee to be nationally affiliated professional or honorific societies. Membership in these societies may be comprised of full-time undergraduates or graduates, part-time undergraduates or graduates, or faculty and staff, and other individuals who meet the criteria to be members. Privileges of membership will be set forth in conditions in the individual organizations’ constitutions consistent with applicable policies. For purposes of communicating with University officials the faculty advisor of the organization shall be the person who will circulate this information.

Associate Membership in Student Organizations
1. Recognized student organizations whose regular membership is comprised of full-time matriculated undergraduate students may invite other members of the campus community who are enrolled in a class (es) or are employed by regular members but will have the status of non-voting, non-office-holding associate members.
2. Associate members, if requested by the organizations, must pay associate membership fees. Associate members will be expected to pay a prorated fee for expenses incurred because of their participation in the organization’s activities.
3. The Student Affairs Committee requires associate members to sign waivers of liability when applicable.

4. A student organization expecting to receive associate members shall inform the Office of Student Activities and Leadership Development of this expectation. If there is a limit to the numbers of students that can adequately be expected to be accommodated in a student organization, then that organization cannot refuse new regular members in favor of associate members. Associate members, where applicable, must abide by University policies and regulations pertaining to student organizations and their use of campus facilities.

**Fiscal Responsibility**

All organizations, regardless of their source of funds, are expected to maintain accurate financial records in the best interests of the members, officers, and faculty advisors. Organizations receiving Student Senate or other University funds must follow current policies governing those funds. It is the responsibility of the organization’s president, treasurer, and faculty advisor to become informed of and to abide by those policies (See Student Activities Office).

**Faculty Use**

If you’re a member of a recognized campus organization, you may reserve campus facilities for the group by contacting the appropriate office listed below. The Student Center Reservations Office (832-1964), located in the Student Center, coordinates non-academic scheduling of facilities and advises on special events planning around and in the Student Center and in Memorial Hall. The Reservations Office is open Monday through Friday from 8 a.m. to 4 p.m. for walk-in service.

It is possible to list events not associated with an on-campus facility so that your event shows up on the official campus Web events calendar (http://today.ccsu.edu) by contacting Student Center Reservations. Other campus facilities may be scheduled by contacting Event Management at 832-2468.

**Fraternity and Sorority Policies**

Greek letter social and social/service organizations share in the responsibility with the University for facilitating the learning process and the cultivation of an environment which enriches the educational experience and promotes the development of human talent. In addition to the general student organization policies, there are distinct policies regarding the formation, recognition and expectations for these Greek letter organization. The policies include specific prohibitions against discrimination, sexual abuse, and hazing. Copies of the complete policies and information about forming an organization can be obtained at the Student Activities/Leadership Development Office (located on the second floor of the Student Center).
Rights & Responsibilities

- Administrative Statement of Action in Case of Campus Disruption
- Alcoholic Beverages
- Commitment to Civility
- Computer Use Policy
- Disability Discrimination Policy
- Electronic Communications Policy
- Emergency Medical Treatment/
- Withdrawal Procedures
- Leave of Absence Policy
- Nondiscrimination Employment and Education Policy
- Parental Notification Policy
- Pet Policy
- Posters & Advertising Policy
- Racism & Acts of Intolerance
- Sexual Harassment Policy
- Sexual Misconduct and Assault Information
- Solicitation Policy
- Student Code of Conduct & Disciplinary Procedures
- Student Privacy
- Public Access to Student Records (FERPA)
- Student Software
- Withdrawal from University
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 wellbeing 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 the Board of Trustees resolution regarding consumption of alcoholic beverages on the Connecticut State University campuses, as adopted on November 3, 1972 and revised in 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 these 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.
- 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 unauthorized student uses are.

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 Disciplinary procedures for “Interim Suspension” as provided in the CSU Student Rights and Responsibilities and Disciplinary 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 Disciplinary 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 is 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 Student Disability Services staff member to discuss their concerns.
- Upon written notification, the Office of Student Disability Services staff will initiate and complete a review process as expeditiously as possible.
- The Office of Student Disability 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 Student Disability Services or the Director of the Student Disability Services, contact the Chief Officer of Diversity and Equity, Davidson Hall Room 102, or call (860) 832-1653. Grievances involving the office of Student Disability 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 Student Disability Services decision, file a formal grievance with the ADA/504 Compliance Officer located in Davidson Hall, Room 102, or by calling: (860)832-1653.
ELECTRONIC STUDENT COMMUNICATIONS POLICY
Student E-Communication Policy

University Policy on Electronic Student Communications

Central Connecticut State University relies upon the use of electronic messaging systems to provide official University communications to its students. Electronic communications allows the University to provide more timely information to the campus community, while reducing administrative costs. As with traditional postal mail messages, the University expects any electronic messages sent to be received and read by the student in a timely manner. Each student is responsible for reviewing their designated e-mail account frequently to receive official University correspondence.

The University Information Technology Services Department provides active students with their own MyCCSU e-mail accounts remotely hosted by Microsoft Live@edu service. The e-mail address chosen by the student will be considered by the University to be the student’s e-mail address for the purpose of receiving official University electronic communications. When using Microsoft Live@edu service, students are bound by the CSUS Email Policy found at http://www.ccsu.edu/page.cfm?p=1774.

It shall be the responsibility of the student for ensuring their e-mail account is properly maintained to receive University e-mail messages. This includes adequate mail quota, anti-spam filters and account activations. As with the postal mail service, the University assumes no responsibility for any messages not received or read by the student. Students are advised to be aware of all relevant University policies and schedules, including those used for registration, billing, health services, etc.

Electronic communications are not considered a secure mechanism for transmitting confidential and/or private information. Students are advised to exercise caution when using electronic communications to discuss such information. Electronic communications, as with all University documents, are subject to the provisions of the Freedom of Information Act.

Approved by University Executive Committee on March 22, 2005
Updated: May 24, 2011

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 permitted to return to the University until the following conditions are met:

   a. The student must present appropriate discharge papers to the Office of Student Affairs for temporary re-admission to the residence halls and/or classes, during university hours.
b. If a resident student is transported to a hospital emergency room by University action, during off hours (after 5 pm or weekends), the student must present appropriate discharge papers to the Residential Life staff by 10:00 am the next morning.

c. The student must meet with a Student Affairs Officer on the next business day in order to remain in residence and/or return to classes. The Vice President, or his/her designee within Student Affairs, will provide several options prior to clearing the temporary re-admissions to residence halls or classes:
   1. The student must be evaluated by University Health Service for medical issue(s);
   2. The student must be evaluated by the Counseling and Wellness Center for psychological/substance abuse issue(s);
   3. The student must participate in a Student Conduct hearing;
   4. The student must schedule future meetings with the Vice President or his/her designee.

III. If the Vice President or his/her designee requires a student to attend any or all of the options under section III, the staff or the area(s) will then review the documentation and make appropriate recommendations to the Vice President for Student Affairs or his/her designee. Such recommendations may include, but are not limited to the following:

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

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

c. Other conditions as deemed necessary.

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

UNDERGRADUATE STUDENT LEAVE OF ABSENCE POLICY
A Leave of Absence is a period of separation from CCSU for up to two consecutive semesters. During this time, a student maintains his or her matriculation and is entitled to return to CCSU. The Undergraduate Student Leave of Absence enables students to return after a maximum two-semester absence from campus. Students with this status need not apply for re-admission. Students may register for classes during the normal registration period based on cumulative credits earned both in transfer and at CCSU. This policy does not supersede any existing University withdrawal policy.

Students desiring a Leave of Absence must:
- Be matriculated and enrolled in the semester immediately preceding the Leave of Absence;
- Address any outstanding financial obligations with the Bursar;
- Have no disciplinary action pending.
Leave of Absence Process:
- Forms are available on the Web at www.ccsu.edu/registrar.
- Complete the Leave of Absence application and return it to the Office of the Registrar.

As required on the Leave of Absence request form, students must complete the following before the leave of absence goes into effect:
- Students living on campus must contact the Office of Residence Life.
- International students must contact the Center for International Education to insure that all legal documents are in order.

Status while on a Leave of Absence:
- Each semester an email of related materials will be sent to all students on a leave of absence.
- The student is eligible to enroll without question upon completion of the leave of absence.
- The student will be reported to all outside agencies as not currently enrolled.
- The student will not be entitled to access or privileges held by enrolled students.
- Upon return to CCSU, the student will comply with the requirements toward his or her degree as identified in the catalog at the time the student originally matriculated, unless other exceptions had been previously authorized.

Requirements to Return:
- The student need only register for the upcoming semester.
- Failure to return to active status during the semester designated on the Leave of Absence application will necessitate that the student apply for re-activation and pay the appropriate fees to Admissions at a later date when they choose to return to CCSU.

MEDICAL LEAVE POLICY
The universities comprising the Connecticut State University System ("CSUS") are committed to supporting the health and well-being of their students. The universities provide a wide range of counseling services to address the mental and physical health needs of their students, including counseling, psychiatric services, consultation, and referral assistance. The goal of the universities is to enable each and every student to function fully as a member of the academic community.

Students are permitted to take voluntary leaves of absence for physical or mental health reasons. If a student so requests, the Student Health Services or Counseling Center will assist a student in determining whether to take a voluntary medical leave of absence and in arranging that leave. A student on a voluntary medical leave of absence may maintain contact with, and may visit, campus friends and teaching, residence, counseling and administrative staff.

However, occasionally students experience medical, psychiatric or psychological conditions which cause them to pose a threat to the well-being of themselves or others. Should such a circumstance arise, and should the student refuse to take a voluntary leave of absence from the university, an involuntary medical leave of absence may be recommended by a physician or therapist on the staff of the Student Health Services or the Counseling Center.

A student may be placed on an involuntary medical leave of absence if it is determined that he or she poses a significant risk to the health or safety of himself or herself or to the health or safety of others. Such a determination may be based on evidence that a student has threatened or attempted suicide or has threatened,
attempted or inflicted other serious bodily harm upon him or herself, has threatened, attempted or engaged in homicidal or other violent behavior towards others in the community, or has exhibited behavior which poses a significant threat to his or her health and well-being.

The following procedures shall be followed in imposing an involuntary medical leave of absence:

1. When in the opinion of a professional member of the staff of the health or counseling center an involuntary medical leave of absence should be imposed, the recommendation for the imposition of such a leave of absence shall be presented as soon as possible to the chief student affairs officer or to his or her designee. The reasons supporting the recommendation shall be set forth therein.

2. Upon receipt of the recommendation, the chief student affairs officer shall confer with other university personnel, if appropriate. The chief student affairs officer shall also, if possible, notify the student that the recommendation has been received and shall advise the student, in writing, that he or she has three (3) business days within which to schedule a meeting to confer with the chief student affairs officer and present additional documentation for consideration.

3. During the meeting, the chief student affairs officer shall discuss with the student the circumstances giving rise to the recommendation, the implications of voluntary and involuntary leaves of absence, and the procedures for returning from an involuntary leave. If appropriate, the chief student affairs officer shall suggest to the student that he or she voluntarily take a leave of absence from the university. The affected student may be accompanied during the meeting with the Vice President of Student Affairs by a support person of his or her choosing. The support person shall not be entitled to speak during the meeting.

4. If, at the conclusion of the meeting, the chief student affairs officer determines that an involuntary medical leave of absence should be imposed, or if no meeting is requested by the student in accordance with section 2 above, the involuntary leave shall be imposed. The chief student affairs officer shall notify the student in writing of the imposition of the involuntary leave of absence. The notice shall advise the student of the anticipated duration of the involuntary leave (which shall be, at a minimum, the remainder of the semester if the involuntary leave is imposed for mental health reasons) and the conditions under which the student may seek to return from involuntary leave. The notice shall also advise the student that during the period of the involuntary leave, he or she may visit the campus only with the prior written authorization of the chief student affairs officer.

5. With the consent of the student, or when deemed appropriate to do so and in accordance with the university’s student records policy and applicable state and federal law, the chief student affairs office may notify a parent, guardian, or spouse of the leave and may request that a parent, guardian, spouse or other appropriate person make arrangements to remove the student from the university.

6. A student may appeal the imposition of an involuntary medical leave of absence to the President or his or her designee. However, at the direction of the chief student affairs officer, the leave of absence may remain in effect pending the outcome of the appeal. A student wishing to appeal the imposition of an involuntary leave must do so in a written letter of appeal, delivered to the President within three (3) business days of receipt the notice of imposition of the leave. The letter of appeal shall set forth the reasons why the student believes that the imposition of the leave is not warranted. After reviewing the letter of appeal, the President, or his or her designee, may meet
with the student and consult with the chief of student affairs officer and other university officials, as he or she deems necessary. The decision of the President or his or her designee shall be final.

7. A student who has been placed on a medical leave of absence, whether voluntary or involuntary, shall be eligible to return to the university according to the following:

a. A student placed on an involuntary medical leave or absence may request to return to active status on or after a date that has been specified at the time the involuntary leave is imposed. Normally, involuntary leaves are imposed for a minimum of one (1) semester, but no longer than a full calendar year. In unusual cases, and if requested by the student, an involuntary medical leave of absence may be extended to for the duration for two (2) academic years. In the event the student is unable to return within the two-year maximum limit, the student shall lose matriculation status. Should a student lose matriculation status, reentry to the university may only be achieved by reapplying for admission to the institution, being accepted for admission, and entering the university on the terms and conditions, including academic requirements, set forth in the applicable catalog in effect at the time of admission.

b. A request to return from an involuntary medical leave of absence may only be made during the 30-day period immediately preceding the beginning of the semester in which the students seek to enroll.

c. A student who wishes to return to the University shall:
   i. Notify the university health or counseling services of his or her desire to return and the specific semester for which the reentry is sought.
      a) In the case of a physical health condition, the student shall notify the Student Health Service.
      b) In the case of a mental health condition, the student shall notify the Counseling Center.
   ii. Provide written documentation to the health or counseling service that the condition which led to the imposition of an involuntary medical leave of absence has been treated by a licensed health care provider. The documentation shall consist of a written record, signed by the treating health care provider, indication: date of original visit; diagnosis; treatment; compliance and adherence with treatment plan; assessment of any need for on-going medical/psychiatric supervision or treatment; and any recommendation regarding the readiness of the student to return to the university. The documentation must not be initiated more than thirty (30) days prior to the beginning of the semester within which the student seeks to re-enter the university.
   d. Upon receipt of the documentation outlined above, the university, through either the office of the Student Health Service or the Counseling Center, as applicable, will
      i. Initiate a timely review of the student’s request and the supporting documentation provided by the treating health care provider;
      ii. Conduct a re-entry assessment conference with the student and a qualified staff member from the Student Health Service or the Counseling Center, who shall not be the same individual as previously provided direct service care to the student;
      iii. Conduct a re-entry assessment conference with the Director of Residence Life (or his or her designee), in the case of students who are seeking on-campus housing;
      iv. As necessary and if warranted, consult via e-mail or phone with the health care provider who provided the supporting documentation, for purposes of coordinating a continuing treatment plan and addressing any conditions which may be imposed upon re-entry;
v. Forward a recommendation to the chief student affairs officer (or his or her designee), relative to the student’s preparedness to reenter the university community. This recommendation may include conditions which are designed not only to support the student in a successful reentry transition, but also to safeguard the university community. Conditions which may be imposed include, but are not limited to: restrictions on full-time or part-time status in the semester of return; restrictions on housing eligibility; limitations in course registration options; and requirements set forth in a behavioral contract. No condition shall be assigned which is punitive in intention;

e. The chief of student affairs officer (or his or her designee) will consider the recommendation, consult with those who prepared the recommendation, and if needed, arrange a personal interview with the student and/or request a consultation with the dean/chair of the student’s major department.

f. The chief student affairs officer will, based on the totality of the information available, including the student’s prior academic history, make a decision on the reentry request. The student will be informed of the decision in writing.

g. In the event the request is denied, the student will be informed of the reasons for that denial and be advised as to what he/she will be required to do before another request for re-entry will be entertained.

h. In the event the request is granted, the student will be informed in writing, and any conditions which are being assigned (see subsection d(v) above) shall be outlined fully for the student, including the date on which the conditions shall no longer apply.

i. The decision of the chief of student affairs official shall be final.

NONDISCRIMINATION IN EMPLOYMENT AND EDUCATION POLICY

Central Connecticut State University (CCSU) is committed to a policy of nondiscrimination in education and employment. No person shall be discriminated against in terms and conditions of employment, personnel practices, or access to or participation in programs, services and activities with regard to: age; ancestry, color; gender identity and expression; intellectual disability; learning disability; mental disorder; physical disability; marital status, national origin; race; religious creed; sex, including pregnancy, transgender status, sexual harassment and sexual assault; sexual orientation; or any other status protected by federal or state laws.

Discrimination in employment based on genetic information is prohibited. In addition, CCSU will not refuse to hire solely because of a prior criminal conviction, unless that refusal is permitted by Connecticut law.

Harassment on the basis of any of the above protected classes is prohibited. Harassment may occur in a variety of relationships, including faculty and student, supervisor and employee, student and student, staff and student, employee and employee, and other relationships with persons having business at, or visiting the educational or working environment.

This policy is directed at verbal or physical conduct that constitutes discrimination/harassment under state and federal law and is not directed at the content of speech. In cases in which verbal statements and other forms of expression are involved, CCSU will give due consideration to an individual’s constitutionally protected right to free speech and academic freedom.

Retaliation is illegal. No individual who opposes an allegedly discriminatory act or practice shall suffer retaliation as a result of such participation. Complaints of retaliation may be filed within a reasonable time of the alleged retaliatory act with the Chief Diversity Officer or any manager not directly involved in the alleged retaliation who will then notify the Office of Diversity and Equity.
This policy shall apply to all individuals affiliated with CCSU including, but not limited to, students, employees, applicants, agents and guests and is intended to protect the rights of concerned individuals.

Complaint Process: A complaint against a student alleging a violation of this policy should be filed with the Office of Student Conduct, in Willard Hall Room 107, the Diversity and Equity Office, in Davidson 102; or the Office of the Vice President for Student Affairs, in Davidson 103. 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 with the Office of Diversity and Equity Office, located in Davidson Hall Room102. Any complaint filed against a University employee must be filed within 90 days of the alleged violation. For the complaint form and procedure please go to http://www.ccsu.edu/page.cfm?p=1340. For more information, call the Office of Diversity and Equity at 860-832-1262. Mailing Address: Office of Diversity and Equity, 1615 Stanley St. Davidson Hall, 102, New Britain, CT 06050.

PARENTAL NOTIFICATION POLICY
CCSU is dedicated to the objective that each member of the campus community should be able to 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, guardians and/or other significant adults serve as important partners in the success of each student. Parents have prepared students for success in college and have provided 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 support 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 when a student’s use of alcohol or other drugs involves the need for medical intervention, even if it is the student’s first violation. It is our belief that notification in this fashion will allow University staff members 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 within the family support structure to avoid further decisions that are likely to 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, animals are prohibited in campus buildings.

POSTERS AND ADVERTISING POLICY
Campus events, student organization or University sponsored, will be listed on-line at http://today.ccsu.edu.

This service is on-line 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.

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

- Institutions within the Connecticut State University system 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 the Diversity and Equity Office, in Davidson 102; the Office of the Vice President for Student Affairs, in Davidson 103; or the University Police Department, located on 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 at either the Diversity and Equity Office, located in Davidson 102, or the University Police Department, located on Manafort Drive. Any complaint filed against a University employee must be filed within 90 days of the alleged violation.

SEXUAL HARASSMENT POLICY

CCSU is committed to providing learning and working environment that emphasizes the dignity and worth of every member of its community, free from discriminatory conduct or communication. Sexual harassment in any form will not be tolerated.

It is the responsibility of the University President to maintain a learning and working environment free of sexual harassment and intimidation. The Chief Diversity Officer has been designated as the coordinator for investigations and enforcement of the University’s Sexual Harassment Policy.

All Complaints
Office of Diversity and Equity
1615 Stanley St., Davidson Hall, 102
New Britain, CT 06050
860-832-0178

For Complaints Against Students
Office of Student Conduct
1615 Stanley St., Willard Hall, 107
New Britain, CT 06050
860-832-1667

Deans, directors, department heads, chairpersons, and supervisors share responsibility for the implementation of the University policy in regard to sexual harassment in their units. Accountability for compliance with this policy, as with all other University policies, will be part of their regular performance evaluation. Other persons who suspect sexual harassment should report it an appropriate person in their unit or to the Chief Diversity Officer.

This policy shall apply to all individuals affiliated with Central Connecticut State University, including but not limited to, its students, employees, volunteers, and agents, and is intended to protect the rights and privacy of both the complainant and respondent and other involved individuals, as well as to prevent retaliation or reprisal. Individuals who violate this policy may be subject to disciplinary or other corrective action.

Definitions

Sexual Harassment: For the purpose of this policy “sexual harassment” is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the university; or
2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the university; or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.

Sexual Harassment and Violence as Sexual Abuse: Under certain circumstances, sexual harassment or violence may constitute sexual abuse according to Connecticut law. Nothing in this policy will prohibit the
University from taking immediate action to protect victims of alleged sexual abuse. Central Connecticut State University’s Sexual Misconduct Policy addresses sexual violence.

Retaliation: Retaliation is subjecting a person to an adverse employment or educational action because he or she made a complaint under this policy or assisted or participated in any manner in an investigation under this policy.

Investigation

In determining whether alleged conduct constitutes sexual harassment, the University will look at the totality of circumstances, including the nature of the conduct and the context in which the alleged incidents occurred. The determination that the conduct violates University policy will be made on a case-by-case basis. The preponderance of the evidence standard will be used to make the final determination. The University will take immediate and appropriate corrective action based on the findings in each case. As appropriate, the case may be referred to the Office of Student Conduct or the Human Resources Office. Violations of this policy may lead to disciplinary action up to and including academic dismissal or termination of employment.

Retaliation

Retaliation as defined in this policy is prohibited. Any individual subject to this policy who intentionally engages in retaliation may be subject to disciplinary or other corrective action as appropriate.

All members of the Central Connecticut State University’s community are expected to conduct themselves in keeping with the policy of prohibiting sexual harassment.

SEXUAL MISCONDUCT AND ASSAULT INFORMATION

Sexual Misconduct Policy Statement

CCSU will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of sexual assault, sexual exploitation or sexual harassment, as defined in this policy. In an ongoing effort to prevent sexual misconduct on the CCSU campus, the University provides education and prevention programs for the CCSU community and pursues all criminal and administrative remedies for complaints of sexual misconduct.

Reason for the Policy

CCSU is a community dependent upon trust and respect for its constituent members: students, faculty, staff and those visiting or under temporary contract. As noted in CCSU’s Violence Free Campus Policy, members of the University community have the right to a safe and welcoming campus environment. Acts of sexual misconduct threaten personal safety and violate the standards of conduct expected of community members.

Individuals and Entities Affected by this Policy

This policy applies to anyone on the property of Central Connecticut State University, as well as anyone present at CCSU-sponsored programs or events. This policy extends to off-campus violations of both students and employees in limited circumstances as noted below:

- Students: “Off-campus misconduct may be subject to the jurisdiction of the University and addressed through its disciplinary 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."

• Employees: The decision of whether to investigate and discipline employees for off-campus misconduct will be made by the appropriate university administrator on a case-by-case basis in accordance with collective bargaining agreements, CSU/university policies, and state regulations.

**Definitions**

**Consent:** Consent is the equal approval, given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is an affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. A person forced to engage in sexual contact by force, threat of force, or coercion has not consented to contact. Lack of mutual consent is the crucial factor in any sexual assault. Consent CANNOT be given if a person’s ability to resist or consent is substantially impaired because of a mental or physical condition. Examples of such mental or physical conditions include, but are not limited to: unconsciousness; physical force; substantial impairment because of a psychological health condition; substantial impairment because of voluntary intoxication; or substantial impairment because of the deceptive administration of any drug, intoxicant or controlled substance.

**Sexual Assault:** Any non-consensual sexual contact\(^1\) with the victim’s intimate parts\(^2\) whether by an acquaintance or by a stranger, is a sexual assault. Physical resistance need not occur to fulfill the definition of sexual assault. Consent can NEVER be given by anyone under the age of sixteen. Sexual assault includes, but is not limited to: Rape; acquaintance rape (e.g. friend, classmate, peer, co-worker, partner, etc.); incest; sexual assault with an object; forcible sodomy; forcible oral sex; and forcible fondling.

**Sexual Exploitation:** Sexual exploitation is also prohibited at CCSU. Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute sexual assault. Examples of sexual exploitation include, but are not limited to: prostituting another person; non-consensual video or audio-taping of sexual activity; non-consensual sharing of obscene sexually explicit photographs or images by whatever means, electronically or otherwise (e.g., via the internet); going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in Peeping Tommy; or, knowingly transmitting a sexually transmitted infection (STI) or HIV to another.

**Sexual Harassment:** CCSU’s policy on sexual harassment defines sexual harassment as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education, evaluation of a student's academic performance, or term or condition of participation in student activities or in other events or activities sanctioned by the university; or,

2. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions or other decisions about participation in student activities or other events or activities sanctioned by the university; or

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1 Contact with the intimate parts of a person not married to the perpetrator for the purpose of sexual gratification of the perpetrator or for the purpose of degrading or humiliating the victim.

2 “Intimate parts” means the genital area or any substance emitted there from; groin, anus or any substance emitted there from; inner thighs; buttocks or breasts.
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance; or creating an intimidating, hostile, or offensive work or educational environment.”

Sexual Misconduct: Sexual misconduct refers to sexual assault, sexual exploitation and sexual harassment as described in the Policy.

Responsibilities

CCSU Police

The CCSU Police have a responsibility to uphold and enforce the law even if the victim does not want to make a complaint and/or participate in the process. As a result, once a report is made to the police, they have a duty to investigate the matter to the extent possible. This does not mean that a victim will be forced to participate in either a police investigation or a criminal prosecution. In addition, the CCSU Police will notify appropriate campus officials such as Student Affairs, the Human Resources Department and the Office of Diversity and Equity.

Human Resources Department

Human Resources is the department responsible for carrying out investigations regarding allegations of employee misconduct that violate University and/or State policy and making recommendations for appropriate administrative action. If required, the accuser and the accused will be afforded due process rights.

Office of Diversity and Equity

One of the roles of the Chief Diversity Officer is to investigate complaints of discrimination and sexual misconduct when these complaints are brought to the attention of University officials. The Chief Diversity Officer serves as the Title IX coordinator. If the person accused is a student, the incident will be reported to the Office of Student Conduct which has the responsibility for administering the Student Code of Conduct.

Student Affairs

Student Affairs is responsible for the administration of the non-academic misconduct portion of the Student Code of Conduct as detailed in the Student Handbook. This responsibility includes the investigation of allegations of student misconduct that violates University policy, and taking appropriate administrative action. If required, the accuser and the accused will be afforded due process rights.

If you need more information on any aspect of sexual assault, please refer to these resources:

CCSU Daytime Campus Resources

- University Police: (860) 832-2375 or 911
- The Ruthe Boyea Women’s Center: (860) 832-1655
- University Health Services: (860) 832-1925
- Counseling and Wellness Center: (860) 832-1945
- Office of the Vice President, Student Affairs: (860) 832-1601
- Office of Diversity and Equity: (860) 832-1653
- Office of Student Conduct: (860) 832-1667
- Residence Life including your RA or Hall Director: (860) 832-1660
- Lesbian, Gay, Bisexual, & Transgender Center: (860) 832-2091
- Central Access and Student Development: (860) 832-0078
*Offices responsible for handling sexual misconduct reports. For complete complaint procedures or for information on how to file complaints against an employee go to http://www.ccsu.edu/page.cfm?p=1333. To file a complaint against a student, go to the Office of Student Conduct web site at http://www.ccsu.edu/page.cfm?p=4152.

Additional Resources (Available 24 hours a day, 7 days a week)
YMCA Sexual Assault Crisis Service: 1-888-999-5545 (English)/1-888-568-8332 (Española)
Emergency-Police or Medical 911 University Police Department: (860) 832-2375
Hospital of Central Connecticut: (860) 224-5671
Prudence Crandall Center for Domestic Violence 24 hour hotline: 1-888-774-2900 (state-wide hotline)
(860)-225-6357 (New Britain hotline)
Suicide Prevention Lifeline: 1-800-273-8255

Additional Information on Sexual Assault and Interpersonal Violence Resources: http://www.ccsu.edu/page.cfm?p=8981 or for the protocol on working with students who have been affected by sexual violence go to www.ccsu.edu/smp.

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.
I. STUDENT CODE OF CONDUCT

PREAMBLE

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general wellbeing 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's 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 (hereinafter the “Student Code”) is intended to present a clear statement of student rights and responsibilities established by the Connecticut State University System (“CSUS”) Board of Trustees. The Board has charged the Chancellor with developing procedures to protect those rights and to address the abdication of those responsibilities in collaboration with the four Universities. The Student Code describes the types of acts that are not acceptable in an academic community.

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 nor do they shed their responsibilities as citizens by becoming members of the Connecticut State University Community.

Disclaimer: This Code is neither a contract nor an offer of a contract between the University and any student. The provisions of this Code are subject to revision at any time.

PART A: DEFINITIONS

The following list of defined terms utilized throughout this Student 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 Student 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 Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. “Accused Student” means any student accused of violating this Student Code.
2. “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 Student Code.
3. “Disciplinary Officer” or “Conduct Administrator” 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 disciplinary officer or conduct administrator 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 II-B-3 of this Code; advise a Hearing Body; and present the case against the Accused Student as the Complainant before the Hearing Body.
4. “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.
5. “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.

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 I-D of this Code.

9. “Reporting Party” means any person who submits a charge alleging that a student has violated this Code.

10. “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.


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

13. “Support Person” means a person, who accompanies an Accused Student, a Reporter, a witness, or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process.

14. “University” means the CSU System University where the alleged violation of the Code occurred.

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

16. “University Calendar Days” means the weekdays (Mondays through Fridays) when the University is open.

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

18. “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.

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

20. “May” is used in the permissive sense.
PART B: APPLICATION, DISTRIBUTION AND ADMINISTRATION OF THE STUDENT CODE OF CONDUCT

1. **Application of the Student Code:** The Student Code shall apply to the four Connecticut State Universities: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University and Western Connecticut State University. An alleged violation of the Student Code shall be addressed in accordance with the procedures agreed to by the Universities, even if the accused Student has withdrawn from the University prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to Student Organizations. 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 disciplinary process. Nothing in this Student 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.

2. **Distribution of the Student Code:** The Student Code shall be made available electronically and/or in a printed publication to students, faculty and staff. The Office of Student Affairs will distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the Code.

3. **Administration of the Student Code:** The Vice President for Academic Affairs shall be the person designated by the University President to be responsible for the administration of the Academic Misconduct portion of the Student Code. The Vice President for Student Affairs shall be the person designated by the University President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

PART C: SCOPE OF DISCIPLINARY AUTHORITY

A Student who is found responsible for engaging in conduct that violates the Student Code on any Connecticut State University System 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 disciplinary 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.
PART D: PROHIBITED CONDUCT

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code. Behaviors which are prohibited by this Code may be categorized into four broad areas: violations involving personal integrity; violations involving the rights of other individuals; violations involving health and safety of the university community; and violations involving the on-going activities and/or processes of the university. Although the list is extensive, it should not be regarded as all-inclusive.

Violations Involving Personal Integrity

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

   **Plagiarism** may be defined as occurring when “a writer … uses someone else’s language, ideas, or other original (not common knowledge) material without acknowledging its source.” (Council of Writing Program Administrators, 2003). It includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

   **Cheating** includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests, or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the University faculty or staff; and (iv) engaging in any other such behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
   a. 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.
   b. Knowingly furnishing false information to any University Official, faculty member or office.

3. 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.

Violations Involving Other Individuals

4. Actual or threatened physical assault or abuse, threatening behavior, intimidation, or coercion.

5. 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 when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a
deliberate choice to do something proposed by another. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs which significantly impair awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

6. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her prior knowledge, and without his or her consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms, and changing areas; and (ii) sexually exploiting another person by electronically recording, or permitting others to view or electronically record, consensual sexual activity without a partner’s knowledge or permitting others to view or listen to such video or audio tapes without a partner’s knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this Code.

7. Hazing, which is defined as an act which endangers the mental or physical health or safety of a Student, or which destroys, damages, 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. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

8. 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 (including internet communication via e-mail, instant message, on-line community or any other internet communication) or remaining in the physical presence of the other person.

9. 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.

10. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community); breach of peace; or aiding, abetting or procuring another person to breach the peace on University Premises or at functions sponsored by, or participant in by, the University or members of the University Community.

11. Behavior or activity which endangers the health, safety, or well-being of oneself or others.
Violations Involving Health and Safety of the University Community

12. Unauthorized possession, duplication or use of keys to any University Premises, or forcible and/or unauthorized entry into and/or unauthorized presence in University Premises.
13. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices, or falsely reporting an emergency.
14. 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.
15. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and University regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under twenty-one (21) years of age.
16. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.
17. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.
18. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property, on University premises.
19. Disruption or obstruction of any University function, activity or event, whether it occurs on or off the campus, or of any non-University function, activity or event which is authorized by the University to occur on its premises.

Violations Involving the On-going Activities and/or Processes of the University

20. Intentional obstruction of the free flow of pedestrian or vehicular traffic on University Premises or at University-sponsored or supervised functions or interference with entry into or exit from University Premises or with the free movement of any person.
21. Failure to comply with the directions of University officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested to do so.
22. Conduct that violates published University policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.
23. Conduct prohibited by any federal, state, and/or local law, regulation or ordinance.
24. Unauthorized use of University property or the property of members of the University Community or of University Affiliates.
25. Theft, unauthorized use, or abuse of University computers and/or peripheral systems and networks, including, but not limited to:
   a. Unauthorized access to University computer programs or files;
b. Unauthorized alteration, transfer or duplication of University computer programs or files;
c. Unauthorized use of another individual’s identification and/or password;
d. Deliberate disruption of the operation of University computer systems and networks;
e. Use of University computing facilities and resources in violation of copyright laws
   (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not
   limited to, copyrighted music, movies, and software);
f. Use of computing facilities and resources to send obscene messages (which are defined as
   messages which appeal mainly to a prurient, shameful or morbid interest in nudity, sex,
excretion, sadism or masochism, go well beyond customary limits of candor in describing
   or representing such matters, and are utterly without redeeming social value); and

g. 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.

26. Abuse of the University disciplinary system, including but not limited to:
   a. Failure to obey the notice from a Hearing Body or University Official to appear for a
      meeting or hearing as part of the Student Conduct system;
   b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary
      Officer or Conduct Administrator, or before a Hearing Body;
   c. Institution of a disciplinary proceeding knowingly without cause;
   d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
   e. Attempting to discourage an individual’s proper participation in, or use of, the disciplinary
      system;
   f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator
      or member of a Hearing Body prior to, and/or during the course of, the disciplinary
      proceeding;
   g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct
      Administrator, or member of a Hearing Body prior to, and/or during the course of, the
      disciplinary proceeding;
   h. Failure to comply with the sanction(s) imposed under the Student Code; and
   i. Influencing or attempting to influence another person to commit an abuse of the
      disciplinary system.

II. PROCEDURES FOR ADDRESSING ALLEGATIONS OF MISCONDUCT

PART A: PROCEDURES FOR ADDRESSING ALLEGATIONS OF ACADEMIC MISCONDUCT

1. Instructor's Role:
   When the instructor of record or his or her designee believes that an act of academic misconduct has
   occurred, he or she shall notify the student of the allegation and save any evidence of such misconduct in
   its original form. (Copies of the Accused Student’s work will be provided to the Student upon request.) In
   addition, the instructor shall not transmit a final grade to the registrar until such time as the allegation(s) of
   academic misconduct are finally determined.

2. Information from Person other than Student's Instructor: Any member of the University Community may
   provide information which might lead to a complaint against a Student alleging academic misconduct.

3. The Academic Misconduct Hearing Board: There shall be an academic misconduct hearing board
   convened by the University's Disciplinary Officer to consider allegations of academic misconduct lodged
against a Student. The University’s disciplinary officer shall be a non-voting member of the board and act as convener.

4. **Hearing Process:** The Accused Student shall be afforded adequate notice of the allegation, an opportunity to discuss the allegation with the instructor, and adequate time to request and prepare for a hearing. All parties shall have an opportunity to be heard and a record of the proceedings shall be made. The decision of a hearing board shall be communicated in writing.

5. **Sanctions:** If the academic misconduct hearing board determines that the Accused Student is "Not Responsible," the board shall not impose any sanctions. The board shall so advise the Student’s instructor and the instructor shall reevaluate the student’s course grade in light of the Board’s determination. If the academic misconduct hearing board determines that the Accused Student is "Responsible," the academic sanction set forth in the instructor's course syllabus shall be imposed.

The academic misconduct hearing board may make a recommendation to change the academic sanction imposed by the instructor on the basis of its hearing of the evidence of academic misconduct. Upon consideration of the Accused Student's record of misconduct and/or the nature of the offense, the academic misconduct hearing board may impose additional non-academic sanctions in proportion to the severity of the misconduct. These sanctions may include the following: warning, written reprimand, discretionary sanctions, suspension and/or expulsion, as described in II.D of this Student Code of Conduct.

6. **Appeals:** The decision rendered by the academic misconduct hearing board may be appealed to the Provost/Academic Vice President, who shall review the record of the hearing, including any and all documents presented to the academic misconduct hearing board. An appeal shall be in writing and shall be delivered to the Provost/Academic Vice President within three (3) University calendar days of receipt of the academic misconduct hearing board’s written decision. An appeal may be brought on any of four grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; (c) a claim that the non-academic sanction(s) imposed were not appropriate for the violation of the Code for which the accused student was found responsible; and/or (d) a claim that the academic sanction imposed has resulted in a palpable injustice. The Provost/Academic Vice President shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Provost/Academic Vice President shall be final and there shall be no further right of appeal.

**PART B: PROCEDURES FOR ADDRESSING ALLEGATIONS OF NONACADEMIC MISCONDUCT**

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. **Providing Information leading to a Complaint:** Any member of the University Community may provide information leading to the filing of a complaint against a Student or a Student Organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the University’s Disciplinary Officer or Conduct Administrator.

2. **Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code:** University proceedings may be instituted against an Accused Student who has been charged with a violation of state or federal law for conduct which also constitutes a potential violation of this Code (that
is, if both possible violations result from the same factual situation) without regard to the pendency of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with, or following the institution of civil or criminal court proceedings against the Accused Student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of University rules were dismissed, reduced, or resolved in favor of or against the criminal law defendant.

3. Pre-Hearing Investigation and Administrative Disposition: The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such disposition shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator 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 the Hearing Body.

4. Hearing Bodies: A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any dispute surrounding the impartiality of the Hearing Body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination.

5. Hearing Procedures:
   a. Notice of Hearing: Normally, a hearing will be conducted within ten (10) University Calendar Days of the Accused Student being notified of the charges. Notice may be provided to the Accused Student by in-hand delivery, by registered mail, by University email, with delivery receipt attached, 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 email address, campus address, if any, or at his or her home address on file with the University, whichever is appropriate. Should the Accused Student 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. Delivery of notice via University email shall constitute notice regardless of whether the Accused Student has opened and read the email itself.

   The notice shall advise the Accused Student of each section of the Student 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 three (3) University Calendar Days. The Accused Student, the Reporting 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 Disciplinary Officer or Conduct Administrator or by the Hearing Body, or by the designee of the Vice President for Student Affairs.

   b. 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.

The Accused Student, the Reporting 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.

c. **Record of Hearing:** When expulsion or suspension from the University or residence hall separation is a possibility, the University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

d. **Opportunity to Present a Defense:** The Accused Student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The Reporting Party and the Accused Student may question the statements of any person who testifies in a manner deemed appropriate by the Hearing Body. The Reporting Party 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 Reporting Party, any witness presented by the Accused Student or the Reporting Party, and any other witness(es) the Hearing Body may choose to call to testify.

e. **Accused Student 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 the complaint. Refusal to do so shall not be considered by the Hearing Body to constitute evidence of responsibility.

f. **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.

g. **Support Persons:** The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by a Support Person. The Support Person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of a Support Person.

h. **Presentation of Evidence:** Only evidence introduced at the hearing itself may be considered by the Hearing Body.

i. **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.

j. **Accommodation of Witnesses:** The Hearing Body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Reporting Party, the Accused Student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of the Hearing Body to be appropriate.

k. **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 sanction(s) 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.

6. **Appeals:** 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 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 Accused 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. An Accused Student may request only one review of each decision rendered by the Hearing Body. A decision reached as a result of an Administrative Disposition may not be appealed.

   a. **Grounds for Appeal:** The Accused Student has the right to appeal the decision of the Hearing Body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the Code for which the Accused Student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the Accused Student at the time of the original hearing. The appeal shall be limited to a review of the record except as required to explain the basis of new information.

   b. **Appeal Procedures:** In order to prepare for the appeal, the Accused Student may review the recording of the original hearing in a designated University office but will not be permitted to remove the recording from that office or make copies. The appeal will not be heard by anyone involved in the initial hearing. The appeal shall be considered and a decision rendered within ten (10) University Calendar Days of the filing of the appeal.

   If an appeal is upheld, the matter shall be referred to the original Hearing Body for reconsideration of its original determination or to a newly-constituted Hearing Body for a new hearing, or the sanction imposed may be reduced, as appropriate. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

   c. **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.
PART C: INTERIM SUSPENSIONS AND RESIDENCE HALL SEPARATIONS

In certain circumstances, the Vice President for Student Affairs, or his or her designee, may impose an interim suspension or residence hall separation on an Accused Student prior to the hearing before the Hearing Body.

1. Basis for Imposition of Interim Suspension or Residence Hall Separation: An interim suspension may be imposed upon an Accused Student only: (i) to ensure the safety and well-being of members of the University Community or preservation of University property; (ii) to ensure the Student’s own physical or emotional safety and well-being; or (iii) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the University.

A residence hall separation may be imposed if a Student’s continued presence will disrupt the academic and social well-being of the residential community. Residence hall separation is the removal of a student from the University residence hall in which he or she resides. Such separation may include a restriction of access to all or designate University residence halls. During the period of the separation, the removed Student shall not be permitted to enter the designated hall(s) as a guest of another resident.

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. Effect of Interim Suspension or Residence Hall Separation: During the interim suspension or residence hall separation, the removed Student shall be denied access to the residence halls and/or to the campus (including classes) 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.

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 Accused Student will be advised of the misconduct charges made against him or her and the information upon which the determination that the Student has engaged in conduct warranting an interim suspension or residence hall separation was based. If the Student denies the charges, he or she will be advised of the nature of the evidence supporting the charges. At that meeting, the Accused Student will be given the opportunity to challenge the reliability of the information concerning his or her conduct, present his or her version of the events giving rise to the charges, and challenge the determination that he or she has engaged in conduct warranting an interim suspension or residence hall separation.

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 II.B.5 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.
PART D: DISCIPLINARY SANCTIONS

Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the Hearing Body may take into consideration any and all prior violations of the Code for which the Accused Student was determined to be responsible. The Hearing Body shall have the authority to defer the imposition of any sanction when deemed appropriate. The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. 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 Student Code, and will be entered into the Student's disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division of Student Affairs and shall not be released without the written consent of the Student except to appropriate University enforcement personnel, University police, staff and administrators, or as required by law.
   a. Warning: A disciplinary 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. Written Reprimand: A written reprimand for a violation of the Code.
   c. 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 within University Community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the Student including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and 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 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.
   d. Loss of Privileges: Denial of specified privileges for a designated period.
   e. Restitution: Compensation for loss, damage to real or personal property. This may take the form of appropriate service and/or monetary or material replacement.
   f. Discretionary Sanctions: Work assignments, essays, service to the University, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and 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.
   g. Residence Hall Warning: 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.
   h. Residence Hall Probation: Residence hall probation is a designated period during which an Accused 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.

i. **Residence Hall Suspension**: Separation of the Student from the residence halls for a definite period of time, after which the Student is eligible to return. Conditions for readmission may be specified.

j. **Residence Hall Expulsion**: Permanent separation of the Student from the residence halls.

k. **Suspension**: Suspension is temporary disciplinary separation from all universities within the Connecticut State University 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 the premises of all CSUS universities 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 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.

l. **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 the premises of all CSUS universities 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. **Revocation of Admission and/or Degree**: Upon the recommendation of the Hearing Body, admission to or a degree awarded from the University may be revoked by the University, acting through its President (or his or her designee) for fraud, misrepresentation, or other violation of University standards in obtaining admission or the degree.

3. **Consequences of Failure to Comply with a Duly Assigned Sanction**: Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
   a. Denial of access to certain university services, including, but not limited to housing and parking;
   b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration and room selection; and/or
   c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B hereof.

4. **Sanctions Which May Be Imposed on Student Organizations**
   a. **Sanctions**: Those sanctions listed in subsections 1.a through f of Section II.D.
   b. **Loss of recognition**: Loss of recognition for a specified period of time results in the loss of privileges, such as the use of university space, access to student activity fee funding, and/or the privilege of functioning as a student organization. Loss of recognition for more than two (2)
semesters shall require that an organization reapply for University recognition. Conditions for future recognition may be imposed by the hearing body.

PART E: DISCIPLINARY RECORDS
A Student’s disciplinary record shall be maintained separately from any other academic or official file maintained by the University. Disciplinary Records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently. Information contained in the disciplinary record will be released only in accordance with applicable federal and state laws and regulations.

PART F: INTERPRETATION AND REVISION
Questions regarding the interpretation of this Code shall be referred to the University’s Vice President for Student Affairs or his or her designee, in the case of non-academic misconduct, or the Vice President for Academic Affairs or his or her designee in the case of academic misconduct, for final determination. The interpretation accorded by the Vice President for Academic or Student Affairs or his or her designee shall be binding.

The Disciplinary Procedures (Part II of this document) outlined herein shall be reviewed and revised, if and as necessary, by the universities’ Vice Presidents for Academic and Student Affairs, every two (2) years, as directed by the Chancellor of the Connecticut State University System.

STUDENT PRIVACY
Public Access to Student Records (FERPA)
The Family Educational Rights and Privacy Act (FERPA) afford 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, the National Student Clearinghouse or collection agent); or employees of the Connecticut State Colleges and Universities system office and the Board of Regents; university volunteers; students serving on an official committee or assisting another university official in performing 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:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Student Directory Information
The University may, or under the Freedom of Information Act may be required to, disclose, without consent, “directory” information. Central Connecticut State University identifies directory information in its University Catalog to include: student’s name, address, telephone number, dates of attendance, class standing, photographs, academic major, minor and concentration, degree candidacy, degree(s) earned and any awards received. Additional information that is also considered directory information includes participation in officially recognized activities and sports, and the weight and height of members of an athletic team.

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. Notification Forms are available on the Registrar’s web site at http://www.ccsu.edu/registrar.

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. Since student photos are directory information, CCSU does not need your permission to use your photograph unless, prior to the beginning of the academic semester, you have provided the Office of the Registrar with written notification that you wish your directory information to be withheld. Any student who does not wish to appear in any photos used for these purposes must notify the Registrar as described
above and 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 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.

WITHDRAWAL FROM THE UNIVERSITY
A full-time student wishing to withdraw from the University must confer with the Office of the Registrar and have the appropriate forms completed and approved by that office no later than twelve weeks after the start of the semester. The Registrar's Office will assist in filing the form necessary for withdrawal.

Withdrawals after this date will be permitted only under extenuating circumstances and will require consultation and approval of the Academic Dean and the Registrar. Re-admission is contingent upon the student's academic standing at the time of re-entry. The student must complete a reactivation form with the Office of Admissions to initiate re-admission.
On-Campus Living

General Information
Residence Hall Rules
Roommate Bill of Rights
Residence Hall Hours/Access
Room Selection
Residence Halls Information
Miscellaneous
Residence Life

Central Connecticut State University welcomes you to our Residence 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 often 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   Ryan Baumann   Sandra Matthews
Director   Associate Director  Assistant Director

GENERAL INFORMATION
Community Living
A high priority at Central is to create a community that enhances your college experience. 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 role in the community of your building. Getting along with your roommate should be at the top of your list of priorities along with learning how to live with other members residing on your floor. You are not only sharing a bedroom but also a bathroom and common areas. 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, 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 Residence Hall. 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), 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 Assistants
Each residential area is fully staffed by a team of student paraprofessionals better known as Resident Assistants (RAs). RAs are carefully selected and trained to help residents create a community environment conducive to individual and social growth. Each RA strives to empower students to identify needs, 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.

Student Employment Program
This program gives an opportunity for students to have an out of the classroom learning experience through various positions that our department offers throughout the academic year and summers. Those leadership positions being offered are: Sign in Workers, Main Office Student Staff, Work Crew, and Summer Coordinators.

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:** 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 is prohibited in the residence halls.
- **Drugs:** Possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia is prohibited in the residence halls.
- **Cars:** Resident students may have cars on campus if registered with the University Police Department. Please refer to the University Police Department website for additional information at [http://www.ccsu.edu/page.cfm?p=1511](http://www.ccsu.edu/page.cfm?p=1511).
- **Cooking:** Because of fire safety and health regulations, all cooking and food preparation is limited to kitchen areas only. Students must not leave any cooked food unattended. Deep frying is prohibited. Individuals who use the kitchens are responsible for maintaining the cleanliness after use. The Department of Residence Life reserves the right to close kitchens due to health and safety issues.
- **Curfews:** There are no curfew hours for residential students. The Residence Halls are locked 24 hours a day. Resident students Blue Chip ID cards will open the main entrance to their assigned Residence Hall. Students who return after hours are expected to refrain from making excessive noise so as not to disturb others sleeping or studying. Students should only enter and exit through the main entrance door of the Residence Halls. Letting unauthorized individuals in and propping side doors may be subject to disciplinary action.
• **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. No ceiling decorations including decorative lights can be hanged on ceilings tiles.

• **Sprinklers, Heat and Smoke Detectors:** Devices 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 in a timely manner may result in separation from the Residence Halls. Students found tampering with fire safety equipment, heat or smoke detectors, or the fire alarm system will be subject to disciplinary action and possible restitution. Criminal charges may also result.

• **Health Forms:** See the University Health Service section of the Student Handbook to see all health requirements for students. All residential students are also required to obtain a meningitis vaccination before they move into the residence halls.

• **Keys:** Students who live in hard keyed buildings should have room keys with them at all times to avoid being locked out. Students may not lend keys and Blue chip ID to others. Lost keys result in a lock change, with the cost assessed to the responsible resident. Students must turn in all hard keys to the Residence Life staff at the end of each semester or upon withdrawing from housing.

• **Quiet Hours:** From 10:00 p.m. – 10:00 a.m. Sunday–Thursday, and 11:00 p.m. - 11:00 a.m. Friday–Saturday. Consideration is essential at all times. Students should be active in enforcing this policy and involving the Residence Life staff when necessary. During Finals week, the “Quiet Hour” policy is implemented all day, 24 hours. If a student violates the 24 hour Quiet Hour policy, he/she may be subject to disciplinary action.

• **Painting of Student Rooms:** Students may not paint their rooms. This is done through the Facilities Department to ensure paint is up to state code.

• **Posting:** The Department of Residence Life must authorize the posting of any material in the Residence Halls. Any posting materials maybe dropped off in the Residence Life main office located in Barrows Hall for approval. Once the material is approved it will be posted by the Residence Life staff in the Residence Halls.

• **Smoking:** The State of Connecticut prohibits smoking in any Residence Hall or Residence Hall rooms. Students may not smoke within twenty-five feet of any of the University buildings. 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 Transported to the Hospital:** Students who are transported to the hospital due to substance abuse or other concerns must have established contact and/or made an appointment with a Student Affairs Designee. Please refer to the Emergency Medical Treatment/Withdrawal Procedures section of the Student Handbook for further details on the return criteria to the Residence Halls. The University is not responsible for any costs for ambulance services or treatment.

• **Theft of Personal Belongings:** Students must lock their room at all times. Students should 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.

- **University Furniture/Property**: Students who steal, misuse or deface university furniture/property will be subject to disciplinary action and possible restitution.

**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
- Alcohol beverages/containers (empty or filled)
- Amplifiers
- B-B guns
- Candles (with or without wicks)
- Cardboard drawer units
- Ceiling fans
- Coffee pots or coffee makers including Keurig
- Drum sets
- Electric appliances
- Electric blankets
- Electric guitars
- Extension cords (only surge protectors permitted)
- Firearms including air rifles
- Fireworks
- Fishnets and other ceiling decorations
- Flammable liquids
- Gasoline
- Gasoline-powered equipment
- Halogen bulb fixtures
- Heating elements
- Hot plates
- Hot pots
- Hookah
- Incense
- Kerosene
- Knives (other than kitchen knives)
- Lamps (kerosene, oil types)
- Loft Units
- Mattress from home
- Multi-outlet adapters
- Noise Makers such as bull horns, vuvuzula, microphones
- Paint
- Paint thinner
- Paneling
- Pets (except fish)
- Portable Heaters
- Full-size sofas/couches
- Sun lamps
- Toasters of any kind
- Vaporizers
- Waterbeds
- Weapons of any kind
- Wicker wastepaper baskets
- Wicker furniture
- Wireless router
The following items are allowed in the residence halls under the following conditions:

Aquariums (for flake-eating fish only) - tank not to exceed 20 gallons
Bicycles - must not block egress (door or window of room)
Blenders - to only be used in kitchens
Couches/sofas/chairs - must not be ripped, and not exceed 65 inches in length
Fitness weights - not to exceed 10 pounds
Foreman grills - to be used in kitchens only
Furniture - due to space restrictions only one extra piece is allowed per room
Hair dryers - hand-held only, must be U.L. approved
Humidifiers - cool mist only
Indoor/outdoor decorative lights - must be UL approved
Irons - must have auto shut-off, to be used on desktop boards
Ironing Boards - only desktop boards allowed
Microwave/refrigerator combination units - only one allowed per room and only as provided by contractor secured by the University, (please refer to the ResLife website: http://www.ccsu.edu/reslife for additional information)
Musical instruments - subject to quiet hours and 24-hour courtesy hours
Plug strip/surge protector - must have built-in circuit breaker & UL approved
Radios - due to the power allotment for each room, only one per room
Refrigerators - due to power allotment, the unit must be UL 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)
Posters/Wall coverings - must not exceed 50% of wall space
Wastebaskets - must be made of metal or plastic (no wicker wastebaskets permitted)

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 conducts monthly health and fire 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. If a student does not pick up their restricted items by given time, it will be discarded. Additionally, students are subject to disciplinary action. All parties are responsible for fire restricted items found in the room or suite.

DAMAGE BILLING

Individual Rooms
• Prior to a student moving into his/her room, the Residence Life staff completes a thorough inspection of each room and records its condition on the Room Condition Form.
• When a student moves into his/her room the student should review the Room Condition Form and make additions that were overlooked by the Residence Life staff.
After a student has checked out with a Residence Life staff member, and moved out of his/her room their Area Coordinator/Resident Director will compare the move-in condition of the room as noted on the *Room Condition Form* to the move out condition of the form. Any damage noticed after move-out that was not mentioned on the *Room Condition Form* at move-in will be considered damage and may result in a damage bill. RAs do not determine the condition of the room; they simply check the resident out and make sure that the *Room Condition Form* has been completed and signed. **Being checked out by a RA does not mean that a student will not receive any room or hall damage charges.**

Students will be notified via e-mail sent to his/her CCSU account if he/she have been charged for damages to his/her room. The e-mail will include the damage the student is being billed for along with the process for appealing the damage if it is believed he/she was billed in error.

- All appeals must be submitted by e-mail by the posted deadline in order to be considered.
- Students will be notified by e-mail if the appeal was granted, or if the charges will remain on his/her account.

- Due to the volume of damage billing done at the end of each semester and the time necessary to receive price quotes from Facilities it may take several weeks after the close of the semester for the damage bills to appear on each student’s account.

**Common Area Damage**

When damage/vandalism occurs or excessive cleaning is needed in the residence hall common areas (i.e., lounges, kitchens, hallways, bathrooms) the Residence Life staff members will conduct an investigation to find the responsible individual(s) involved who will be responsible for paying the repair costs. If the individual(s) responsible cannot be determined by the Area Coordinator/Resident Director of the building, the staff will make a recommendation to the Associate Director of Residence Life on how the charges should be distributed.

Possible suggestions could be billing a section of a floor, billing the entire floor, or billing the entire residence hall. In turn, students will be notified by e-mail that he/she has been billed for common area damage. **Common area damage bills cannot be appealed.**

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.

**REPORTING MAINTENANCE ISSUES:**

Critical issues such as water flooding, fire or burning smell and bugs of any type must be reported to the Residence Life staff immediately. If there are reoccurring maintenance issues or unresolved notify your Residence Hall Director/ Area Coordinator. Do not wait until the end of the semester; report the maintenance issue right away so it can be taken care of. Follow up with your Residence Hall Director/ Area Coordinator if the maintenance issue hasn’t been resolved within one week.
ROOMMATE BILL OF RIGHTS
Your enjoyment of your Residence Life experience will depend on the mutual respect and understanding that you demonstrate as roommates. It is important that each student realizes he/she has basic rights while residing on campus. Basic rights include the following:

- The right to read and study without interference.
- The right to uninterrupted sleep.
- The right to an equal share of space in the room.
- The right to a safe, healthy and clean environment.
- The right to privacy.
- The right to expect that each person will respect the other’s belongings.

In order to establish positive roommate relationships, each roommate must:

- Be treated with respect.
- Listen to one another and take comments seriously.
- Be responsible for mistakes.
- Express personal feelings in a manner that does not violate the dignity of others.
- Be able to say “no” without feeling guilty.
- 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 invited guests, University personnel and authorized visitors. Each resident is issued a Blue Chip ID that will provide access into the building. The Residence Halls are locked 24 hours a day. All students must carry their Blue Chip ID at all times.

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

Visitor Sign-in Policies
- All visitors must enter through the Residence Hall’s designated front entrance and must sign in during the hours of 8:00 p.m. - 12:00 a.m. Sunday - Wednesday and 8:00 p.m. - 1:00 a.m. Thursday - Saturday. All visitors are expected to leave by the end of the visiting hours.
- All visitors must call the resident who they are visiting, ahead of time, to meet them at the sign-in desk.
- Resident must provide his/her signature to assure that the visitor is indeed a guest and to assume all responsibility for that guest.
• All visitors must show a valid form of photo identification, either a school I.D. or a driver’s license.
• All visitors must sign out upon leaving the Residence Halls.
• If a visitor is planning to stay overnight, it’s encouraged for their host to indicate that at the time of sign-in for safety and security reasons.
• Visitors should be escorted by the resident at all times.
• Visitors are authorized to use only the guest bathrooms.
• All visitors are to abide by University policies. Residential students who have visitors are responsible for what transpires in their rooms whether or not they are present. In addition, residential students and their guests who are found in violation of University policies may be subject to a disciplinary action by the Office of Student Conduct.
• Residents and visitors will be expected to carry their IDs at all times. Residents are also urged to immediately report 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:
  o Propping open exterior doors
  o Tampering with any of the building protection systems (i.e., fire alarm pull handles, smoke detectors, smoke suppression systems, fire extinguishers, etc.)
  o Entering/exiting through an unauthorized door
  o Unauthorized entry by a non-resident

**Overnight Visitation Pass**

• Students are allowed to have up to two overnight guests per room. All overnight guests must be 18 years old or older. Each guest is permitted to stay up to three nights per seven day period. There has to be a mutual agreement between the roommate(s) and students 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 sign an “Overnight Visitation Pass”. At the beginning of the semester, roommates may sign an “Overnight Visitation Pass” which allows both roommates to have late/overnight visitors. 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. Students are responsible for all actions of guests and may be subject to Student Conduct action if University policies are violated.
• It is the sole responsibility of the roommate having a guest that s/he is sure that the guest has checked in correctly with the sign-in staff of the Residence Hall.
• Cohabitation is strictly prohibited.

**Door Alarms**

For safety, Vance and James residence halls have alarms on all back and side doors, as well as other doors that are not the main entrance. All students and their guests must enter through the main entrance door in all buildings. Entering or exiting through other doors will result in alarms sounding, and will result in conduct sanctioning.
ROOM SELECTION

- All residents are assigned individually. Only full time (12 credits) matriculated undergraduate students with satisfactory academic progress are eligible to live on campus. Part-time students may submit a letter of petition to the Director of Residence Life for housing requests. Housing is not available to graduate students, married couples, or single family parents.

- All students with a disability, seeking accommodations, are required to be registered with the Student Disability Services Office. For additional information, please visit the Student Disability Services Office at http://www.ccsu.edu/page.cfm?p=3639. Reasonable notification is requested.

- Students living in the Residence Halls must be on a meal plan. Your meal plan can be changed, until the first day of classes each semester, by visiting the Residence Life Office in Barrows Hall, Room 120. Please refer to the Bursar’s website for price listings and to the food services website for more details about the meal plan and the menus.
  - **Bursars**: http://www.bursar.ccsu.edu/page.cfm?p=768
  - **Food Services**: http://www.ccsudining.com/index.html

- Students in need of off-campus housing, please refer to the Residence Life website for a listing of apartments located in the surrounding areas. Please be reminded that Residence Life is not affiliated with off-campus housing.

Residents who are: student teaching, military deployment, participating in Co-op and in the Exchange Program who do not need housing for all or portions of the following semester must notify the Department of Residence Life so adjustments can be made to his/her bill. Additionally, if residents wish to return to the Residence Hall for the following semester, he/she must complete a new housing application indicating his/her intentions before leaving the Residence Hall. Please note, 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 able to be honored.

**Housing Deposits**
The housing deposit for spring semester is due November 1 and, for the Fall semester, deposit is due March 1.

Information for room selection is provided in March for the Fall Semester housing and in October for Spring Semester housing. Students will have the option to remain in their current room assignment, or change the housing assignment for the following semester. 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. Contact the Residence Hall Director/Area Coordinator if a roommate situation is not resolved or is detrimental to your educational experience. The Residence Hall Director/Area Coordinator may move or reassign one or both residents if the conflict cannot be resolved amicably and if space allows. All keys must be turned in, and the necessary paperwork must be filled out with the RA or Residence Hall Director at the time of checking out of the Residence Hall.

**Room Consolidations**
Most residents will initially have a roommate. If a resident moves out or cancels his/her room assignment, the remaining roommate will be asked to do one of the following:
• Select a roommate of his/her choosing (if possible)
• Anticipate that a new roommate will be assigned to the room
• Move into a room where a roommate is needed

**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 including Spring Break. Residents may be required to move from their room/Residence Hall during these times depending on which Residence Hall will remain open.

**Leaving the Residence Hall**

**Check-Out Procedures**: 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 personal belongings from the room, clean the room, and have the Residence Hall staff check the room for damages.
2. The student must turn in his/her room key and sign the Room Condition Form with the Residence Hall staff.
3. Fill out, sign and date a “Residence Hall Withdrawal” Form and submit it to the Residence Hall Director/Area Coordinator.

**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**

- The $250.00 Housing Deposit is non-refundable.
- No refunds will be given to students removed from on-campus housing due to disciplinary sanctions for violation of policies.
- Any student wishing to withdraw from the meal plan must indicate this on the Residence Hall Withdrawal Form.
- The meal portion fee is refundable, on a prorated basis, upon withdrawal from the University; or upon withdrawal from University housing at the request of the student and contingent upon the concurrence of the University. The discretionary cash component of the food service fee, if any, will be refunded according to procedures established at each University.

**Students who withdraw from the University**:

- Upon withdrawal from the University, 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 will be refunded;
- 60% of the balance will be refunded during the first two weeks of University-wide classes;
- 40% of the balance during the third and fourth weeks of University-wide classes;
- No refund after the fourth week of University-wide classes.

**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.
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:

- Upon withdrawal from a Residence Hall 15 to 28 days prior to and including the first day of classes, a 10% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.
- Upon withdrawal from a Residence Hall 1 to 14 days prior to and including the first day of classes, a 20% housing cancellation fee based upon the housing fee after deducting the housing deposit will be assessed.

A Room Cancellation form must be submitted when cancelling your housing. This form can be faxed to the Residence Life Office at (860) 832-1659. This form can be obtained on the Residence Life website at http://www.ccsu.edu/page.cfm?p=2650.

RESIDENCE HALLS INFORMATION

All of the Residence Hall rooms are standard double rooms with the exception of a few triple rooms. For the list of pricing for each Residence Hall, please refer to the Bursar’s webpage. For the Residence Hall profile information or other specific and general housing information, including the most current updates, please see the Residence Life web-site at http://www.ccsu.edu/reslife

**Barrows Hall** – Home to 226 female students. Quad-style living. Three rooms share a common bathroom. There is a kitchen on each floor, a TV lounge, a study lounge, a computer lab and laundry facilities.

**Beecher Hall** – Houses 129 co-ed students by floor. Traditional-style living. One common bathroom per floor. There is a computer lab on the first floor. A large multipurpose/study space, a kitchen and laundry facilities are located in the basement. It also has a campus fitness center.

**Carroll Hall** - Houses 204 co-ed students by floor. Traditional-style living. One common bathroom per floor. There is a computer lab on the first floor. A large multipurpose/study space, a kitchen and laundry facilities are in the basement.

**Seth North Hall** – Home to 110 co-ed students, per floor. Traditional-style living. One common bathroom per floor. There is a computer lab on the first floor. A large multipurpose/study space, a kitchen and laundry facilities are in the basement.

**James Hall** – Houses 415 co-ed students. Suite-style living. It offers 3 to 4 bedrooms, a shared bathroom and a fully furnished living room per suite. There is a kitchen and a lounge per floor, two computers labs, laundry facilities, a TV lounge and a multipurpose room.

**Gallaudet Hall** - Most recently renovated Residence Hall that houses 266 co-ed students. Quad-style living. Two to three rooms sharing one bathroom. There are kitchens and lounges on every floor. A computer lab, TV lounge and laundry facilities are on the main floor of the building. It also has a multipurpose room.
Sam May Hall – Home to 156 co-ed students by floor. Traditional-style living. One common bathroom per floor. There is a computer lab on the first floor. A large multipurpose/study space, a kitchen and laundry facilities are in the basement. It also has a campus fitness center.

Sheridan Hall – Houses 224 co-ed students by floor. Quad-style living. Three rooms share one common bathroom. There are kitchens and lounges on every floor. A computer lab, multipurpose room and laundry facilities are on the first floor of the building.

Vance Hall – Home to 400 co-ed students, by floor. Quad-style living. One bathroom is shared by four to six rooms. There are kitchens and lounges on every floor. A computer lab, multipurpose room, computer room and laundry facilities are located on the ground floor.

MISCELLANEOUS

Inter Residence Council
The Inter Residence Council (IRC) is the governing body for all residents living on campus. IRC was created in 1972 to allow the residents to have a voice in their halls and on campus. IRC is comprised of five Executive Board members and a general council. The IRC Executive Board meets on a weekly basis with advisors to discuss upcoming programs and issues that arise on campus. The Executive Board attends conferences to enhance and support the development of the organization, allowing it to develop and branch out across the northeast and the nation. IRC plans and facilitates programs for the residents on campus. It is our goal to facilitate a wide variety of programs that will peak the interests of all residents on campus.

Hall Councils
Each Residence Hall is governed by a Hall Council, which is open to every resident. Hall Councils organize building and area social programs, assist in determining building allocations, and manage a budget for all hall activities. Hall Council positions include a President, Vice President, Treasurer, Secretary, Floor Representatives and Committee Representatives. The Executive Board works with the Residence Hall Director/Area Coordinator and the Program Assistant to run effective meetings and make campus life more inviting.

Living-Learning Communities
The Department of Residence Life provides first year students an opportunity to select a new program called Living-Learning Communities. This unique program offers students an experiential learning experience that enhances classroom learning. The University is committed to building a residential environment design that fosters academic success, social development, and personal growth through faculty and staff interaction with campus and community partnerships and programs. As part of the Living-Learning Communities, students will develop: strong relationships with faculty members and other students; discuss ideas and concepts on majors/coursework with others in his/her residence hall; work in teams and lead others in group projects and teach or tutor other students about ideas and concepts.

Dean’s Cup
In 1986, Dr. Rob Ariostos started a competitive tradition between all of the Residence Halls during the academic year called the “Dean’s Cup”. Today’s residents still look forward to these types of
competitions each semester in anticipation of winning the Dean’s Cup trophy and looks forward to this rich tradition. Dr. Ariostos said “The goal was to build as much pride and spirit for residents as possible and get as many people involved in these activities.” Each resident looks forward to this rich tradition.

**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.

**Social Fee**

Each student assigned to a Residence Hall pays a $44.00 annually ($22.00/semester) Social Fee to assist the Residence Hall Councils and Inter Residence Council with activities and programs put on throughout the academic year. This money is used for programming by the Residence Hall Council and the Inter Residence Council to enhance the college experience of the students. Programs such as trips to Six Flags, Boston, and Washington DC as well as comedians and other guest speakers are put on for the residents.
Alma Mater
Campus Map
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
CAMPUS MAP

An interactive map can be found at http://www.ccsu.edu/page.cfm?p=2795
<table>
<thead>
<tr>
<th>No.</th>
<th>Building Name</th>
<th>Address</th>
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<tbody>
<tr>
<td>1.</td>
<td>Lawrence J. Davidson Hall</td>
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<td>2.</td>
<td>Power House (Facilities Management)</td>
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<td>3.</td>
<td>Marcus White Hall</td>
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<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>18.</td>
<td>Memorial Hall</td>
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<td>19.</td>
<td>Mildred Barrows Residence Hall</td>
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<td>20.</td>
<td>Robert Vance Residence Hall</td>
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<td>21.</td>
<td>Arute Stadium/Press Box</td>
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<td>22.</td>
<td>Elihu Burritt Library</td>
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<td>23.</td>
<td>Nicolaus Copernicus Hall</td>
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<td>25.</td>
<td>James J. Maloney Hall</td>
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<td>26.</td>
<td>East Hall (Facilities Management)</td>
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<td>27.</td>
<td>North Pump House (Facilities Management)</td>
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<td>28.</td>
<td>Charter Oak State College</td>
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<td>29.</td>
<td>Public Safety Building (Police Department)</td>
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<td>30.</td>
<td>Public Safety Building (future site)</td>
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<td>31.</td>
<td>Admissions Center (future site)</td>
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<td>32.</td>
<td>Athletic Field (future site)</td>
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<td>34.</td>
<td>Grounds Building (Facilities Management)</td>
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<td>35.</td>
<td>Kaiser Hall Annex</td>
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<td>36.</td>
<td>F. Don James Residence Hall</td>
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<td>37.</td>
<td>Robert C. Vance Academic Center</td>
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<td>41.</td>
<td>Arute Field</td>
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<td>42.</td>
<td>Balf-Savin Field/Bottalico Baseball Pressbox</td>
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<td>43.</td>
<td>Energy Center (Facilities Management)</td>
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<td>44.</td>
<td>South Pump House (Facilities Management)</td>
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<td>47.</td>
<td>East Pump House (Facilities Management)</td>
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<td>63.</td>
<td>Hitchcock-Young Pavillion</td>
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<td>64.</td>
<td>Softball Field/Pressbox</td>
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<td>65.</td>
<td>Early Learning Center</td>
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<td>66.</td>
<td>Essex House Residence Hall (future site)</td>
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<td>67.</td>
<td>ATM Kiosk</td>
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<td>68.</td>
<td>Soccer Field</td>
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<tr>
<td>69.</td>
<td>Academic Building (future site)</td>
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<tr>
<td>NE1</td>
<td>Newman House</td>
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**PARKING KEY**

- A: Kaiser Hall Lot
- B: Student Center Lot
- BB: Library Lot
- C: Pilkiell 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
For further information about the University, please visit www.ccsu.edu or call (860) 832-CCSU (2278).