EMERGENCY NUMBERS
CCSU CAMPUS EMERGENCY ONLY: 911
CCSU POLICE – ROUTINE: (860) 832-2375
STUDENT WELLNESS SERVICES, HEALTH: (860) 832-1925 – General Inquiries
(860) 832-1926 – Appointments

Office of the Vice President for Student Affairs
Dr. Laura Tordenti, Vice President for Student Affairs
Mr. Ramón Hernández, Associate Dean for Student Affairs

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

Non-Discrimination 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. This policy is applicable to all employment practices, admission of students, programs and services to students, faculty, staff and the community. For more information, please contact the Office of Diversity and Equity at 860-832-1653.

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 (BOR) for the Connecticut State Colleges and Universities (CSCUs).

Project Coordinator: Ramón Hernández, Associate Dean
Assistant Coordinator: Saskia Joseph, Student 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 2017-2018 Student Handbook, please visit: http://www.ccsu.edu/StudentHandbook
THE STUDENT HANDBOOK

The 2017-2018 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 campus life.

These pages will serve as a guideline, as many of the answers that you may be looking for can be found here. It is up to you to take advantage of CCSU and the experiences that are of special interest or value to you.

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:

DEC  Dance Education Center  ITBD  Institute of Technology and Business Development
EB   Elihu Burritt Library     LD    Lawrence J. Davidson Hall
EW   Emma Hart Willard Hall (under construction)  MS    Maria Sanford Hall
FA   James J. Maloney Hall     MW    Marcus White Hall
FD   Frank J. DiLoreto Hall (under construction)  NC    Nicolaus Copernicus Hall
HB   Henry Barnard Hall       RVAC  Robert C. Vance Academic Center
HK   Harrison J. Kaiser Hall   SSH   Social Science Hall
HW   Herbert D. Welte Hall

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

A Message from:
Dr. Laura Tordenti, Vice President for Student Affairs

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. Comprising five schools—Carol A. Ammon College of Liberal Arts and Social Sciences; Business; Education, and Professional Studies; Engineering, Science & 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.

The largest of 17 comprehensive state colleges and universities within the Board of Regents for Higher Education, CCSU enrolls approximately 7,000 full-time and 3,500 part time students. The University has a full-time faculty of over 440 members; over 80 percent of whom possess a doctorate, and over 480 part-time instructors who 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 degrees.

Elements of Distinction
CCSU identifies the following as distinctive elements within the Connecticut State Colleges and Universities (CSCU) 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

Zulma Toro  
President

Susan E. Pearse  
Interim Provost and Vice President, Academic Affairs

Christopher Galligan  
Vice President, Institutional Advancement

Laura Tordenti  
Vice President, Student Affairs

Carolyn Magnan  
University Counsel

Richard R. Bachoo  
Chief Administrative Officer

Charlene Casamento  
Chief Financial Officer

Lynn Bonesio-Peterson  
Chief Information Officer

Anna Suski-Lenczewski  
Chief Human Resources Officer

Rosa Rodriguez  
Chief Diversity Officer and Title IX Coordinator

Joseph Paige  
Associate Vice President, Academic Affairs

Brian Sommers  
Interim Dean, School of Arts and Sciences

Ken Colwell  
Dean, School of Business

Michael P. Alfano  
Dean, School of Education and Professional Studies

Zdzislaw Kremens  
Interim Dean, School of Engineering & Technology

Glynis Fitzgerald  
Dean, Graduate Studies and Assoc. VP of Academic Affairs
University Calendar 2017-2018

Fall Semester 2017

- August 28
  - Academic semester begins (classes begin August 29)
- August 28
  - Last day for full-time students to withdraw with 100% refund
- August 29
  - Classes begin
- August 29 – Sept. 5
  - Add/Drop Period
- September 4
  - Labor Day Holiday - No Day or Evening Classes
- September 5
  - 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”
- September 6 – 18
  - Full-time students may drop courses but cannot drop below full-time status
- September 11
  - 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
- September 15
  - Last day for students to apply to study abroad at CCSU Partner Programs for Spring Semester
- September 18
  - Last day to change from full-time to part-time status;
  - Last day to declare Pass/Fail or Audit Options for full semester Courses;
  - Last day to drop full semester course without “W”
- Sept. 19 – Nov. 20
  - Withdrawal from full semester courses without approval; “W” will be entered
- September 25
  - Last day for full-time students to withdraw from the university with 40% refund;
  - Last day for part-time students to withdraw from full semester course with 40% refund;
  - Midterm for first eight-week courses
- October 1
  - Last day for students to enroll in Winter Session Courses Abroad and apply for Course Abroad scholarships
- October 2
  - Last day for graduate students to apply for comprehensive exams for December 2017 graduation (Graduate Studies)
- October 9
  - Last day to withdraw from first eight-week course without approval
- October 13
  - Final day for graduate students to apply for December 2017 graduation (Graduate Studies)
- October 23
  - Midterm (full semester courses); First eight-week courses end
- October 24
  o Second eight-week courses begin
- October 30
  o Last day to drop second eight-week course without “W”
- November 6
  o Last day to Declare Pass/Fail or Audit options for second eight-week courses
- November 20
  o Last day for full-time students to withdraw from the University;
  o Last day to withdraw from full semester course without approval;
  o Midterm for second eight-week courses
- **November 22**
  o *No Day or Evening Classes (University is Open)*
- **November 23 - 26**
  o *Thanksgiving Recess – No Day or Evening Classes*
- November 29
  o Last day to withdraw from second eight-week course without approval
- December 1
  o Last day for students to enroll in Spring Break Courses Abroad and apply for Course Abroad scholarships
- December 1
  o Suggested deadline for undergraduates to apply for December 2018 graduation (Registrar’s Office);
- December 9
  o Last Day of Classes
- **December 11-17**
  o Final Exams
- **December 23**
  o Semester Ends

**Winter Session 2018**

- **December 26**
  o Winter Session classes begin
- **December 31**
  o *No Day or Evening Classes*
- **January 1**
  o New Year’s Day Holiday – No Day or Evening Classes
- **January 12**
  o Winter Session classes end
Spring Semester 2018

- **January 15**
  - Martin Luther King Holiday
- **January 16**
  - Academic semester begins (classes begin January 17)
- **January 16**
  - Last day for full-time students to withdraw with 100% refund
- **January 17**
  - Classes begin
- **January 17 – 23**
  - Last day for part-time students to drop-full semester course with 100% refund; Last day to drop first eight-week course without “W”
- **January 17 – 23**
  - Add/Drop Period
- **January 23**
  - 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”
- **January 23**
  - 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”
- **January 24 – February 6**
  - Full-time students may drop courses but cannot drop below full-time status
- **January 30**
  - 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 6**
  - 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 7 – April 17**
  - Withdrawal from full semester courses without approval; “W” will be entered
- **February 13**
  - Last day for full-time students to withdraw from the university with 40% refund; Last day for part-time students to withdraw from full semester course with 40% refund; Midterm for first eight-week courses
- **February 15**
  - Last day for graduate students to apply for comprehensive exams for May or August 2018 graduation eligibility (Graduate Studies)
- **February 16-19**
  - Presidents’ Holiday Break - No Day or Evening Classes
- **February 27**
  - Last day to withdraw from first eight-week course without approval
- **March 1**
  - Last day for students to enroll in First Summer Session Courses Abroad and apply for Course Abroad scholarships
- **March 12-18**
  - Spring Break – No Day or Evening Classes
- **March 20**
  - Midterm (full semester courses); First eight-week courses end
- **March 21**
  - Second eight-week courses begin
• March 15
  o Final day for graduate students to apply for May or August 2018 graduation (Graduate Studies)
• March 27
  o Last day to drop second eight-week course without “W”
• March 30-April 1
  o Good Friday Holiday (Day of Reflection)
• April 1
  o Last day for students to enroll in Second Summer Session Courses Abroad and apply for Course Abroad scholarships
  o Last day for students to apply to study abroad at CCSU Partner Programs for Fall Semester or Full Year;
  o Deadline for faculty to submit proposals for 2018 Courses Abroad (Winter, Spring, Summer sessions ) to the CIE
• April 3
  o Last day to declare Pass/Fail or Audit options for second eight-week courses
• April 9
  o Final submission of theses & dissertations to Graduate Studies for inclusion in May 2018 commencement booklet
• April 17
  o Last day for full-time students to withdraw from the University;
  o Last day to withdraw from full semester course without approval;
  o Midterm for second eight-week courses
• May 1
  o Suggested deadline for undergraduates to apply for May 2019 graduation (Registrar’s Office)
• May 1
  o Last day to withdraw from second eight-week course without approval
• May 5
  o Last day of classes
• May 7-13
  o Final Exams
• TBD
  o Graduate Commencement
• TBD
  o Undergraduate Commencement
• May 28
  o Memorial Day – No Day or Evening Classes
• May 31
  o Semester Ends
Summer Session 2018

- May 29
  - First five-week session begins; Eight-week session begins
- June 29
  - First five-week session ends
- July 2
  - Second five-week session begins
- July 4
  - Independence Day Holiday - No Day or Evening Classes
- July 23
  - Eight-week session ends
- August 3
  - Second five-week session ends
- August 6
  - Three-week post session begins
- August 24
  - Three-week post session ends
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<th>Extension</th>
<th>Administrative Professional</th>
<th>Extension</th>
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<td>Dr. Abigail Adams</td>
<td>22616</td>
<td>Ms. Stephanie Waldman</td>
<td>22610</td>
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<tr>
<td>Art</td>
<td>Prof. Rachel Siporin</td>
<td>22642</td>
<td>Ms. Patti Specter</td>
<td>22620</td>
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<td>Biology</td>
<td>Dr. Douglas Carter</td>
<td>22647</td>
<td>Ms. Pat Sachse</td>
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<td>Dr. Kathy Martin</td>
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<td>Chemistry &amp; Biochemistry</td>
<td>Dr. Carol Jones</td>
<td>22679</td>
<td>Ms. Cathy Olson-Garuti</td>
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<td>Communication</td>
<td>Dr. Christopher Pudlinski</td>
<td>22701</td>
<td>Ms. Adelaida Sarisley</td>
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<td>Computer Science</td>
<td>Dr. Stanislav Kurkovsky</td>
<td>22720</td>
<td>Ms. Geneva Deutsch</td>
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<td>Computer Electronics &amp; Graphics Technology</td>
<td>Dr. Karen Tracey</td>
<td>21842</td>
<td>Ms. Val Lundin</td>
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<td>Counseling Education &amp; Family Therapy</td>
<td>Dr. Connie Tait</td>
<td>22401</td>
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<td>Criminology &amp; CJ</td>
<td>Prof. Kathleen Bantle</td>
<td>23142</td>
<td>Ms. Carmen Otero</td>
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<td>Mr. James Bryant</td>
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<td>22732</td>
<td>Ms. Jennifer Mardin</td>
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<td>Educational Leadership, Policy and Instructional Technology</td>
<td>Dr. Anthony Rigazio-Digilio</td>
<td>22132</td>
<td>Ms. Stacy Tallberg</td>
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<td>Dr. Peter Baumann</td>
<td>20086</td>
<td>Ms. Debra Spring</td>
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<td>Dr. Stephen Cohen</td>
<td>22751</td>
<td>Ms. Darlene Gable</td>
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<td>Finance</td>
<td>Dr. Patricia Root</td>
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<td>Ms. Joanne Carroll</td>
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<td>Dr. Richard Benfield*</td>
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<td>Mrs. Sandra O’Day</td>
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<td>History</td>
<td>Dr. Katherine Hermes</td>
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<td>Ms. Audrey Riggins</td>
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<td>Dr. Vivian Martin</td>
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<td>Ms. Darlene Gable</td>
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<td>Dr. Helen Abadiano</td>
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<td>Ms. Lisa Michaud</td>
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<td>Manufacturing &amp; Construction Management</td>
<td>Dr. Jacob Kovel</td>
<td>20192</td>
<td>Ms. Angela DiGiro</td>
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<td>Management &amp; Organization</td>
<td>Dr. Lee Lee</td>
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<td>Ms. Joanne Carroll</td>
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<td>Management Information Systems</td>
<td>Dr. Marianne D’Onofrio</td>
<td>23297</td>
<td>Mr. Dale Macken</td>
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<td>Marketing</td>
<td>Dr. Nuuser Rajaoopt</td>
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<td>Dr. Philip Haloran</td>
<td>22847</td>
<td>Mr. David LaPierre</td>
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<td>Modern Languages</td>
<td>Dr. Carmela Pesca</td>
<td>22882</td>
<td>Ms. Gwenw Gregory</td>
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<td>Music</td>
<td>Dr. Carlotta Parr</td>
<td>23317</td>
<td>Ms. Heather Eaton</td>
<td>22912</td>
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<td>Nursing</td>
<td>Dr. Margaret Levis</td>
<td>20184</td>
<td>Ms. Iris Astacio</td>
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<td>Philosophy</td>
<td>Dr. Felton Best</td>
<td>22190</td>
<td>Ms. Phyllis Washington</td>
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<tr>
<td>Physical Education &amp; Human Performance</td>
<td>Dr. Kimberly Kostelis</td>
<td>22791</td>
<td>Ms. Jennifer DelSanto</td>
<td>22155</td>
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<td>Physics &amp; Engineering Physics</td>
<td>Dr. Peter LeMaire</td>
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<td>Political Science</td>
<td>Dr. Paul Petterson</td>
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<td>Ms. Stephanie Waldman</td>
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<td>Psychological Science</td>
<td>Dr. Carolyn Fallahi</td>
<td>23114</td>
<td>Ms. June Anderson</td>
<td>23100</td>
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<tr>
<td>Social Work</td>
<td>Dr. Delia Gonzalez-Sanders</td>
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<td>Ms. Vincenza Testa</td>
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<td>Sociology</td>
<td>Dr. Bruce Day</td>
<td>23017</td>
<td>Ms. Heide Tarchini</td>
<td>23135</td>
<td>SSH 317</td>
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<tr>
<td>Special Education &amp; Interventions</td>
<td>Dr. Joan Nicoll-Senft</td>
<td>22403</td>
<td>Ms. Anne Dubiel</td>
<td>22400</td>
<td>HB/2200000</td>
</tr>
<tr>
<td>Technology &amp; Engineering Education</td>
<td>Dr. James DeLaura</td>
<td>21840</td>
<td>Ms. Val Lundin</td>
<td>21850</td>
<td>NC/2350900</td>
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<tr>
<td>Theatre</td>
<td>Prof. Scott Bartley</td>
<td>23150</td>
<td>Ms. Sarah Atkinson</td>
<td>23150</td>
<td>FA/107</td>
</tr>
<tr>
<td>Library</td>
<td>Dr. Carl Antonucci</td>
<td>22097</td>
<td>Ms. Theresa Mastrogiovanni</td>
<td>22097</td>
<td>EB/407000</td>
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# FREQUENTLY CALLED NUMBERS

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<tr>
<th>OFFICE</th>
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<tbody>
<tr>
<td>Academic Affairs (Provost)</td>
<td>860-832-2228</td>
<td>Davidson Hall 113</td>
</tr>
<tr>
<td>Administrative Affairs</td>
<td>860-832-1776</td>
<td>Davidson Hall 216</td>
</tr>
<tr>
<td>Admissions/Recruitment (Undergraduate)</td>
<td>860-832-CCSU (2278)</td>
<td>Davidson Hall 115</td>
</tr>
<tr>
<td>Alumni Affairs and Development</td>
<td>860-832-1740</td>
<td>Vance Academic Center 009</td>
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<tr>
<td>Arts and Sciences, School of</td>
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<tr>
<td>Main Number:</td>
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<td>Carroll Hall 107</td>
</tr>
<tr>
<td>Dean: Dr. Susan Pease</td>
<td>860-832-2604</td>
<td>Kaiser</td>
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<tr>
<td>Athletics</td>
<td>860-832-3040</td>
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<td>Bookstore</td>
<td>860-832-BOOK (2665)</td>
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<tr>
<td>Bursar</td>
<td>860-832-2010</td>
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<td>Business, School of</td>
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<td>Main Number:</td>
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<td>Vance Academic Center 216</td>
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<tr>
<td>Dean: Ken Colwell</td>
<td>860-832-3209</td>
<td>Newman House</td>
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<tr>
<td>Campus Ministry</td>
<td>860-832-1935</td>
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<tr>
<td>Card Office</td>
<td>860-832-2140</td>
<td>Carroll Hall 154</td>
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<tr>
<td>Center for Advising and Career Exploration (CACE)</td>
<td>860-832-1615</td>
<td>Barnard Hall 123</td>
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<tr>
<td>Center for International Education (George R. Muirhead)</td>
<td>860-832-2040</td>
<td>Student Center</td>
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<tr>
<td>CENTIX (Student Center Box Office)</td>
<td>860-832-1989</td>
<td>Student Center 107</td>
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<tr>
<td>Central Recorder (Newspaper)</td>
<td>860-832-3744</td>
<td>ITBD 185 Main St., Rm. 2030300</td>
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<tr>
<td>Continuing Education and Community Engagement</td>
<td>860-832-2277</td>
<td>Marcus White 205</td>
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<tr>
<td>Counseling and Wellness Ctr (Student Wellness Services)</td>
<td>860-832-1945</td>
<td>Memorial Hall</td>
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<tr>
<td>Dining Services</td>
<td>860-832-3767</td>
<td>Memorial Hall</td>
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<tr>
<td>Catering:</td>
<td>860-832-3797</td>
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<tr>
<td>Menu Hotline:</td>
<td>860-832-FOOD (3663)</td>
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<td>Diversity &amp; Equity</td>
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<td>Early Alert Program</td>
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<td>Educational Leadership</td>
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<tr>
<td>Main Number:</td>
<td>860-832-2101</td>
<td>Barnard Hall 23120000</td>
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<tr>
<td>Dean: Dr. Michael P. Alfano</td>
<td>860-832-2101</td>
<td>Barnard Hall 230000</td>
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<td><strong>EMERGENCY – Police, Fire, and Medical</strong></td>
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<td>Engineering &amp; Technology School of</td>
<td></td>
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<tr>
<td>Main Number:</td>
<td>860-832-1800</td>
<td>Copernicus Hall 22407</td>
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<tr>
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<td>860-832-1800</td>
<td>Welte Hall 101-015</td>
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<td>Health Services (Student Wellness Services)</td>
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<td>Information Desk (Student Information)</td>
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<td>Student Center</td>
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<td>Information Technology</td>
<td>860-832-1700</td>
<td>Barnard Hall 0190000</td>
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<td>IT Help Desk</td>
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<tr>
<td>Institutional Advancement (Vice President)</td>
<td>860-832-1764</td>
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<td>Learning Center</td>
<td>860-832-1900</td>
<td>Carroll Hall 016</td>
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<tr>
<td>Library</td>
<td>860-832-2055</td>
<td>Elihu Burritt Library</td>
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<tr>
<td>Lost and Found:</td>
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<td>CCSU Police Department:</td>
<td>860-832-2375</td>
<td>East Street</td>
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<tr>
<td>Student Affairs Office:</td>
<td>860-832-1601</td>
<td>Davidson Hall 103</td>
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<tr>
<td>Student Center Information Desk:</td>
<td>860-832-1970</td>
<td>Student Center</td>
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<td>Mailroom/Post Office (Students)</td>
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<td>Mail Services (Campus)</td>
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<td>Marcus White Student Technology Center</td>
<td>860-832-1722</td>
<td>Marcus White</td>
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</table>
Marketing and Communications (University Relations)  860-832-1790  Maria Sanford 104  
Media Center  860-832-2035  Willard Hall 013  
Observatory and Planetarium  860-832-3399  Copernicus 211  
Ombudsperson  860-832-2216  Davidson Hall 214  
Police Department, CCSU  860-832-2375  East Street  
Pre-Collegiate and Access Services (PAS)  860-832-1902  Carroll Hall 133  
Registrar  860-832-2236  Davidson Hall 116  
Residence Life  860-832-1660  Mid Campus Residence Hall  
Storm Phone  860-832-3333  Main Switchboard  
Student Disability Services (SDS)  860-832-1952  Carroll Hall 246  
Student Activities/Leadership Development (SA/LD)  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 (SGA)  860-832-3740  Student Center 211  
Student Conduct, Office of  860-832-1667  Carroll Hall 202  
Student Wellness Services/Health or Counseling (SWS)  860-832-1925 or 1945  Marcus White  
Transfer and Academic Articulations  860-832-3349  Carroll Hall 03506  
Veterans Affairs (VA)  860-832-AVET (2838)  Carroll Hall 035  
WFCS (Radio Station)  860-832-1883  Student Center  
Women’s Center  860-832-1655  Student Center 215  
Writing Center  860-832-2765  Carroll Hall 002  

**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 the department chairperson and other key academic officials.
  • Discuss your adjustment to campus life and share any concerns or challenges.
  • Review your academic progress, using a degree evaluation.
  • Discuss and identify any possible campus resources needed.
  • 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 to 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 Student Wellness Services (health and counseling services), The Learning Center, The Mathematics Tutoring Center, The Writing Center, Student Disability Services, 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 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.
SUPPOR 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:

<table>
<thead>
<tr>
<th>School of Arts and Sciences</th>
<th>Learning Center</th>
<th>Student Wellness Services</th>
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</thead>
<tbody>
<tr>
<td>Dr. Brian Sommers, Interim Dean</td>
<td>Elizabeth Spears, Interim Director</td>
<td>Dr. Jacqueline Harris, Director</td>
</tr>
<tr>
<td>Carroll Hall 107</td>
<td>Carroll Hall 016</td>
<td>Marcus White Annex</td>
</tr>
<tr>
<td>860-832-2604; <a href="mailto:SommersB@ccsu.edu">SommersB@ccsu.edu</a></td>
<td>860-832-1900; <a href="mailto:spear@ccsu.edu">spear@ccsu.edu</a></td>
<td>860-832-1629; <a href="mailto:sjackson@ccsu.edu">sjackson@ccsu.edu</a></td>
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School of Business

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<thead>
<tr>
<th>Registrar’s Office</th>
<th>Career Success Center</th>
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</thead>
<tbody>
<tr>
<td>Mr. Patrick Tucker, Registrar</td>
<td>Mr. Paul Rossitto, Interim Director</td>
</tr>
<tr>
<td>Davidson Hall 117</td>
<td>Carroll Hall 514</td>
</tr>
<tr>
<td>860-832-1786; <a href="mailto:Pucker@ccsu.edu">Pucker@ccsu.edu</a></td>
<td>860-832-1635; <a href="mailto:rossittop@ccsu.edu">rossittop@ccsu.edu</a></td>
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School of Education & Professional Studies

<table>
<thead>
<tr>
<th>Student Disability Services</th>
<th>Office of the Vice President for Student Affairs</th>
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<tbody>
<tr>
<td>Valerie-Brodie Hamilton, Director</td>
<td>Dr. Laura Tordenti, Vice President</td>
</tr>
<tr>
<td>Carroll Hall 246</td>
<td>Davidson Hall 103</td>
</tr>
<tr>
<td>860-832-1957; <a href="mailto:Valerie.hamilton-brodie@ccsu.edu">Valerie.hamilton-brodie@ccsu.edu</a></td>
<td>860-832-1601; <a href="mailto:Tordentilau@ccsu.edu">Tordentilau@ccsu.edu</a></td>
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School of Engineering & Technology

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<th>Graduate Studies</th>
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<tbody>
<tr>
<td>Dr. Glynis Fitzgerald, Dean and Associate</td>
</tr>
<tr>
<td>VP of Academic Affairs</td>
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<tr>
<td>Barnard 1020000</td>
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</table>
Write to us at:
Office of the Vice President for Student Affairs
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 am to 5:00 pm
F.A.Q.  
(Frequently Asked Questions)

Information Technology @CCSU  
Study Stuff  
Students with Disabilities  
Facilities  
Financial Resources  
Medical and Personal Resources  
Commuter Students  
Public Safety  
Food  
Miscellaneous
FREQUENTLY ASKED QUESTIONS AND ANSWERS

INFORMATION TECHNOLOGY @ CCSU

1. How do I access the CCSU homepage?
   - From any computer with Internet access, visit www.ccsu.edu. The CCSU homepage will give you access to necessary online systems via CentralPipeline, our web portal page, as well as to all CCSU has to offer.
   - To access www.ccsu.edu you can use the automated kiosks or one of the many available computers throughout campus.
   - For locations of computers and kiosks, see questions #7 and #9

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. Along with your BlueNet Account, you also receive your official University email account (my.ccsu), and a personal network file storage space (M:drive). With your BlueNet account, you can access several necessary online systems via CentralPipeline. Some of them are:
     - Through Accounts Management System you can activate and manage your BlueNet and email account.
     - WebCentral-Banner Web will allow you to pay your admissions and housing deposits, pay your bill, register for classes, view your grades, view your financial aid, and more.
     - Blackboard will allow you, depending on the course, to engage in online discussions, take quizzes and tests online, and access course materials and grades.

3. How do I obtain a CCSU BlueNet account username and password so that I can use online systems via CentralPipeline?
   - Go to www.ccsu.edu, select CentralPipeline and click Accounts Management in the bottom right corner, or go to https://accounts.ccsu.edu from a web browser.
   - As prompted on Accounts Management System homepage, enter your credentials which require your 8-digit CCSU ID number located on your BlueChip ID Card, then follow the on-screen instructions to activate your account, set your password, and select your My.CCSU e-mail address.

4. How do I learn more about CentralPipeline and CCSU’s online systems?
   - To get things started, go to www.ccsu.edu and select CentralPipeline (located at the top of the page, on the right) and navigate around the page.
   - In order to use online systems via CentralPipeline, you must have a BlueNet account username and password. (See question #3 for how to set your username and password).

5. How do student e-mails work at CCSU?
   - Your “@my.ccsu.edu” email is your official University email address provided through Microsoft Office 365, and is a lifetime email account that you can continue to use after graduation.
   - You first select your “@my.ccsu.edu” email address when you activate your BlueNet Account. (See question #3 for how to activate your BlueNet Account).
• After you have selected your e-mail address, follow these steps to complete the activation of your “my.ccsu” e-mail account:
  ➢ Go to http://my.ccsu.edu from web browser.
  ➢ Enter your “@my.ccsu.edu” email address.
  ➢ Enter your initial password, which is your 8-digit CCSU ID number located on your BlueChip ID Card.
  ➢ 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?
• Go to http://my.ccsu.edu from a web browser.
• Enter your “@my.ccsu.edu” email address and the password you selected, then click on Sign-in.
• Along with your email account, you have free access to Microsoft Office Pro Plus that can be installed on up to five computers and five mobile devices. For more information, go to www.ccsu.edu/office365.

7. Where are the automated kiosks located?
• Library Entrance, 1st floor
• Barnard Hall, 2nd floor
• Kaiser Hall, Main Entrance
• Davidson Hall, Main Hallway
• Davidson Hall, outside Founder’s Hall, far end
• Maria Sanford Hall, 1st floor
• Copernicus Hall, south side of building, between inner/outer skirt
• Student Center, next to bookstore
• Vance Academic Center, ground floor
• Vance Academic Center, 1st floor
• Vance Academic Center, 2nd floor
• Vance Academic Center, 4th floor
• Memorial Hall, 2nd floor behind cashier
• Memorial Hall, 1st floor NW corner, Fitness Center Hallway
• ITBD downtown New Britain, 2nd floor

8. Why is it important to check My.CCSU e-mail regularly?
• The University depends on email as a way to communicate with students. Professors CCSU email to communicate with students. Important e-mails will be sent to students regarding tuition due dates, e-bills, registration dates, etc. If you do not read your CCSU e-mail often, you could miss out on important information that will not be sent in paper form.

9. 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. For your convenience, the lab is open over 110 hours per week, including weekends. For the most current schedule go to www.ccsu.edu/stc.

- The library has over 40 computers plus several terminals with direct access to the Internet.

10. Are walk-up e-mail and Internet-access stations available on campus?

- In the Student Center there are over 20 computer stations with direct access to the Internet.
- All over campus there are wireless access points allowing you access to the Internet from almost anywhere through your wireless devices.

11. Where can I go for help with technology at CCSU?

- Access the Information Technology homepage at www.ccsu.edu/it. There you will find links to all IT resources, click on the IT Services button to access our Service Catalog.
- Contact the IT Help Desk, the primary contact for technical assistance, at 860-832-1720 or email techsupport@ccsu.edu.
- Visit the Walk-In Technology Support Center located in Marcus White Hall (entrance facing Social Sciences Hall), for in-person technology support for your portable computer and campus technology. No appointment needed.

12. Are phones provided in the residence hall rooms?

- Central Connecticut State University no longer provides 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

13. Whom do I contact for absences?

- You are responsible for regular classroom attendance. The following attendance policies are in effect:
  - The Student Wellness Services (SWS)/Health will send a medical excuse note by email to a student’s professors only in those cases in which a student was seen in the SWS Office and the medical recovery or contagiousness of the patient/student warrants an absence from classes.
  - For those students who are out of class for five or more consecutive days and have not been seen as a patient in the SWS for the evaluation of the illness, please direct the notification of your absence from your physician to the Office of the Vice President for Student Affairs. The verification of your absence will be relayed to the appropriate professors.

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
computer supplies, a selection of gifts, CCSU gear, candy, health and beauty aids, and a great selection of snacks, etc.

15. What are my other options if I do not want to purchase brand new textbooks?
   • You can rent both new and used textbook for a lower price and then return the book to the Bookstore at the end of the semester. The Bookstore also sells used books and eTextbooks. Please see all of the options at the Bookstore website: http://centralct.bncollege.com.

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 during 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 Career Success Center until they declare a major.
   • All freshmen are assigned a Career Success advisor for their first year, and remain with the Career Success Center for academic advising 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 great resources, so seek their help first.
   • The Learning Center (TLC), located in Carroll Hall, Lower Level, offers tutoring in math, statistics, and psychology. TLC also provides Academic Success Coaching to help you realize your academic goals.
   • Academic advisors are a source of support and information about your academic plans and programs.
   • Make connections with your classmates. Form a study group or work with a classmate who understands the material.

20. Does CCSU offer career services?
   • Yes, in the Center for Advising and Career Success Center www.ccsu.edu/csc/, located in Carroll Hall, 1st Floor. The Career Success Center provides a comprehensive program of career services to all students and alumni. Specialists assist students with making career-
Related decisions, and provide assistance and preparation leading to various employment opportunities, internships or Cooperative Education positions and graduate school.

- CSC maintains listing of full-time, part-time jobs, internships and co-ops that can be accessed through their website (www.ccsu.edu/csc) by clicking on the College Central Network 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 an important component of CCSU’s commitment to international education. They are short-term, credit-bearing University classes that include an overseas component. Course Abroad programs are conducted three times during the academic year: Winter Session, Spring Semester, and Summer Session. The length of the course varies from three to sixteen weeks; the length of the travel component varies from ten days to one month. The subject matter and the international locations are determined by the professor conducting the program. Course abroad programs are a great way for students unable to spend a semester or year abroad to have a study abroad experience before graduating from CCSU.
- Enrollment in a Course Abroad program begins in the Center for International Education (CIE) Barnard Hall Rm. 123, http://web.ccsu.edu/cie/courseAbroad/.

22. I am a student with a disability. Where can I go to learn the procedures for receiving reasonable accommodations?
- Visit the Office of Student Disability Services, Carroll Hall, room 246, to meet with Student Disability Services Staff (860) 832-1952 or Email: DisabilityServices@ccsu.edu.
- All information for students with disabilities is available online at http://www.ccsu.edu/sds/.

FACILITIES

23. Where can I send and receive a fax?
- The Student Center Information fax 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 or scan materials?
   • Copy-machines are located:
     ➢ Student Center 1st Floor
     ➢ Library 1st, 3rd, and 4th Floors (color copier on 3rd floor)
     ➢ Marcus White Student Technology Center
     The cost per page for copies is $.07-.09/black & white; $.65/color.
   • Scanners are located:
     ➢ Student Center, 2nd Floor
     ➢ Library 1st, 2nd, and 3rd Floors
     ➢ Marcus White Student Technology Center

28. Where do I sign up for a locker in the Student Center?
   • At the Student Center Information Desk.
   • Small (9” X 13 ¾”) locker rental per semester is $5 per semester (Fall, Spring, and Summer).
   • Large (12” X 17 ¼”) locker rental per semester change is $8 per semester (Fall, Spring, and Summer).
   • Deposit of $10 for either small or large lockers will be returned when the key is returned at the end of the rental period.

29. Are free lockers available?
   • Yes. Day lockers are provided in the Student Center near the Bookstore and Devils Den. You need a quarter to take the key, and the quarter is returned when the key is returned before 10:45 p.m. each day.

30. When can I use my Blue Chip Card?
   • You can use your card all over campus for faxes, copies, printing services, vending machines, meals at campus restaurants, Bookstore purchases, laundry, payments to Bursar’s Office and other CCSU departments; access to parking garages, residence halls, and more. It even gets you into CCSU home sporting events for free. The Blue Chip Card is also accepted at several off campus locations.

31. What is the Blue Chip Card?
   • The Blue Chip Card (also referred to as your Blue Chip ID Card) is your official University ID and debit card allowing you privileges and services at CCSU.
   • As an ID, the card allows specific personalized access to buildings, rooms and garages.
   • As a debit card it allows the cardholder to deposit money on your Blue Chip Account, to make purchases on or off campus at specified locations, and to make University payments.
   • The card serves as the meal-plan card, a library card, access key, and as a debit card for purchases and payments only—funds cannot be withdrawn as cash.
   • For detailed and most current information, visit the Card Office, located in the Student Center, Room 106, next to the Bookstore, or call 860-832-2140, or go to the Card Office website at www.cardoffice.ccsu.edu.
   • To check card balances, get a transaction history, report a lost card, see what meal plan you have, or request a vending machine refund go to the On-Line Card Office at bluechip.ccsu.edu.
32. Where can I make deposits to my Blue Chip Card account?

- Deposits can be made in different ways and at several locations:
  
  - **Card Value Centers** accept cash only. They are easy to use machines found in eight convenient locations:
    - Library
    - Student Center, two locations (near the Bookstore and in Devil’s Den),
    - Marcus White Student Technology Center
    - Barrows Hall
    - Gallaudet Hall
    - Mid Campus Residence Hall
  
  - **Bursar’s Office** (Davidson Hall): accepts cash and checks
  
  - **Online** (CentralPipeline to WebCentral-Banner link): accepts credit cards and eChecks.
    1. Checks received in office will make funds available by next business day; mailed-in checks will be processed within 24 regular business hours from day received.
    2. 2.5% fee charged for credit card deposit

- Any questions, visit the Card Office, located in the Student Center next to the Bookstore, call 860-832-2140, go to the Card Office website at [www.cardoffice.ccsu.edu](http://www.cardoffice.ccsu.edu), or to the On-Line Card Office at bluechip.ccsu.edu.

33. What if my Blue Chip Card is lost, stolen, or damaged?

- Report a lost or stolen card immediately by calling or visiting the Card Office (during business hours) at 860-832-2140 or calling the CCSU Campus Police (after business hours) at 860-832-2375, or online at bluechip.ccsu.edu.

- Whether your card is lost, stolen or damaged, go into the Card Office, located in the Student Center, Room 106, for a replacement, and you will have a new card within 5 to 10 minutes.

- If your card is damaged, bring it with you to the Card Office when you go for a new one.

34. Is there any charge to replace my Blue Chip Card?

- The first replacement card is $10; additional cards replacements are $25 each.

- Cost of a card replacement will be billed to your Student Account (eBill).

- You will be issued a new card free of charge if you have had a name change or a change in your status (full to part time or staff).

35. 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 penalties and/or prosecution.

36. Where can I relax and study?

- Lounges are located throughout the Student Center for relaxation and study needs.

- They include quiet, bright areas, with 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!

37. Where can I send and receive mail?
• In the Student Center mailbox area near the Breakers game room and bookstore.
• Mailroom Substation is open Monday – Friday; 9:00 am – 4:00 pm
• Mailboxes are available Monday - Friday 7 am - 11 pm; Saturday 9 am - 11 pm and Sunday 12 noon to 11 pm
• Check with the Student Center Information 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.
• Send mail, ship packages worldwide, and receive packages in the mailbox area.
• Mailboxes are free for RESIDENT STUDENTS ONLY.

38. 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.

39. 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).

40. What amusement and entertainment is on campus?
• The Breakers Game Room offers eight tournament billiard tables, foosball, electronic amusements, board games, XBOX 360, PS3 game consoles, and sports television… ALL FREE.
• 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 @ CCSU at http://today.ccsu.edu/ or subscribe via e-mail to your calendar of interest for automatic event updates.
• Follow @CCSU Today on Twitter for the most up-to-date event information.
41. Are you interested in health and fitness?
   - CCSU has numerous fitness locations, including: Kaiser Fitness Center, Fitness studio in Memorial hall, Sam May Fitness Center, Beecher Fitness Center, and the Kaiser Hall “Bubble.” Hours are posted by online under “RECentral”: http://www.ccsu.edu/recentral.

FINANCIAL RESOURCES

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

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

44. I have questions about my financial aid. How can I contact the office?
   - The Financial Aid Office is located in Davidson Hall Room 221.
   - 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
     - Mail: 1615 Stanley Street, P.O. Box 4010, New Britain, CT 06050-4010
   - Office Hours: Monday – Friday 8:00 am – 5:00 pm

45. 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.ccsu.edu/bursar. The Bursar’s Office is located in Davidson Hall Room 221. You may contact the office at billing-bursar@ccsu.edu.

46. I need a job, where can I find one?
   - Many offices and departments on campus hire student employees for a variety of positions. Visit Career Success Center, located in Carroll Hall, 1st Floor, for information about activating your College Central Network (CCN) account. All available on-campus jobs sent to the Career Success are listed in the College Central Networking database system.
   - Students who have been awarded work-study should also visit Career Success Center for information about how to access College Central Network on-campus job postings.
   - You can also find employment in many departments and services in the Student Center or you may want to give your resume to any offices that you may be interested in working.
• 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, Event Management, Athletics, 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

47. What is Student Wellness Services (SWS)?
• Student Wellness Services provides integrated medical, mental health, substance abuse 
prevention, and general wellness outreach, education, and support services to the CCSU 
community through three offices.

48. Where are these offices located?
• (SWS) Health is located next to the Technology Center in Marcus White Annex 
  ➢ General Inquiries: 860-832-1925 ; Appointments: 860-832-1926 
• (SWS) Counseling is on the second floor of Marcus White Hall (main office - Room 212). 
  (860-832-1926).
• The Office of Wellness Education is located in Carroll Hall, Room 247 (860-832-1925).

49. I sometimes feel depressed, anxious, stressed, overwhelmed, or confused. Where can I get 
help?
• Call SWS, counseling at (860) 832-1926 to make an appointment. Licensed mental health 
service providers are available to assist you.
• We offer brief individual therapy, group therapy, and family/couples therapy in SWS 
  Counseling, with referrals to community providers as indicated.
• All services are confidential (see #54 below) and provided at no cost to all active students.
• SWS is open Monday through Friday from 8:00 am to 5:00 pm

50. What health/medical services do you offer?
• Routine medical care by appointment to all students is offered in the SWS, Health, 
  including 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.
• Other services include contraceptive counseling and management, and PPD screening tests.

51. When is the SWS, Hath office open?
• Monday – Friday 8:00 am- 5:00 pm (Hours subject to change; closed evenings, weekends, 
  and holidays)

52. Who will treat me at the SWS, Health office?
• We are staffed by several board certified medical providers and a Registered Nurse.
53. Do I need an appointment for a medical visit?
   • Please call 860-832-1925 to schedule an appointment. We attempt to accommodate walk-ins but this is not always possible.

54. What about confidentiality?
   • All visits made to Student Wellness Services (Offices of Health Services and Counseling Services) are kept strictly confidential according to our privacy policy.
   • Records or other information will not be released without the student’s signed consent, unless required by law. This policy also applies to parents and faculty.

55. Do you charge for services?
   • There is no charge to be seen by a medical or mental health professional on campus.
   • Some in-house tests, treatments, and prescription medications are available for small fees, which are billed to your Banner account.
   • We do not bill insurance companies or other third party payers.

59. What happens if I need to visit other health providers?
   • Student Wellness Services can assist in referring students to specialists and other healthcare providers or facilities. Appointments with one of our providers may be needed.
   • 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.

60. 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](http://www.ccsu.edu/health) for full details.
   • All students living in Residence Halls must have proof of immunization against meningitis. New students only have a time constraint on this requirement and must have been given this immunization within five years of entering CCSU.
   • All students are required to submit a complete and signed Connecticut State University Student Health Services Form prior to attending class.

61. 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. Please login to Central Pipeline to access this information.
61. Who can I contact with other questions?
   • Information is available through our general number, (860) 832-1925 (Choose Option 1 for appointments, Options 2 for Health Hold Questions, Option 3 for Health Form Questions, Option 4 for Medical Record Requests, and Option 5 for all other calls.)

62. Where can I get information about transportation to and from campus?
   • Please visit the CCSU Transportation Options webpage at: http://www.ccsu.edu/transportation/index.html for information about CT Fastrack, CT Transit, parking, and Rideshare.

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: 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?
   • CCSU 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 an Emergency Alert Pole for direct assistance to CCSU Police.

65. Where can I get a parking pass/sticker?
   • The Card Office in the Student Center provides parking passes/stickers.
   • The CCSU Police Department provides parking passes/stickers and is located at 1500 East Street.
   • You will need a Blue Chip Card and license plate number to obtain a parking pass/sticker.
   • There is no charge for parking stickers.

66. Where can I park?
Student parking is available in:

<table>
<thead>
<tr>
<th>Parking Area</th>
<th>Lot Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Copernicus Parking Garage</td>
<td>Student Center Lot</td>
</tr>
<tr>
<td>F. Don James Lot</td>
<td>Student Center Parking Garage</td>
</tr>
<tr>
<td>Kaiser Lot</td>
<td>Vance Hall Reserved Lot</td>
</tr>
<tr>
<td>Library Lot</td>
<td>Welte Parking Garage</td>
</tr>
<tr>
<td>Manafort Lot after 5 pm</td>
<td>Welte Lot</td>
</tr>
</tbody>
</table>

Guests can park in the Student Center lot or garage, Copernicus Garage, and Kaiser Lot.
67. What should I do if I get a parking ticket from CCSU 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 Davidson Hall, Room 221.
- 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/police/parkingTicketAppeals.html](http://www.ccsu.edu/police/parkingTicketAppeals.html)

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://web.ccpoppsu.edu/emergencynotification/](http://web.ccpoppsu.edu/emergencynotification/)
Alerts and brief instructions will also be broadcasted via the Whelen outdoor loudspeakers and through the Everbridge notification system.

**FOOD**

69. What is the resident dining schedule?

<table>
<thead>
<tr>
<th></th>
<th>Memorial Hall</th>
<th>Hilltop Café</th>
</tr>
</thead>
</table>
| **Monday - Thursday** | 7:30 a.m. - 11:30 a.m. Breakfast  
11:31 a.m. - 1:45 p.m. Lunch  
1:46 p.m. - 4:30 p.m. Dinner  
4:31 p.m. - 7:30 p.m. Dinner | 7:30 a.m. - 11:00 a.m. Continental Breakfast  
11:01 a.m. - 1:45 p.m. Lunch  
1:46 p.m. - 4:30 p.m. Lunch  
4:31 p.m. - 7:30 p.m. Dinner  
7:31 p.m. - 9:00 p.m. Late Night Dining |
| **Friday** | 7:30 a.m. - 11:00 a.m. Breakfast  
11:01 a.m. - 1:45 p.m. Lunch  
1:46 p.m. - 4:30 p.m. Lunch  
4:31 p.m. - 7:30 p.m. Dinner | 7:30 a.m. - 11:00 a.m. Continental Breakfast  
11:01 a.m. - 1:45 p.m. Lunch  
1:46 p.m. - 4:30 p.m. Lunch  
4:31 p.m. - 7:30 p.m. Dinner |
| **Saturday** | 9:00 a.m. - 2:00 p.m. Brunch  
2:01 p.m. - 4:30 p.m. Lunch  
4:31 p.m. - 7:30 p.m. Dinner | Closed |
| **Sunday** | 9:00 a.m. - 2:00 p.m. Brunch  
2:01 p.m. - 4:30 p.m. Lunch  
4:31 p.m. - 7:30 p.m. Dinner | Closed |

(Schedule subject to change)

Students who live in the residence halls **must** have a meal plan.
For more information on meal plans, please visit [http://www.ccsu.edu/](http://www.ccsu.edu/)

**Commuter Plan:**
20/30/40 for $155/$215/$275 Plan is only valid for the semester purchased. Sign up at [www.ccsudining.com](http://www.ccsudining.com)

**Memorial Hall Door Prices:**
Breakfast - $7.50  
Lunch - $8.50  
Dinner - $9.50
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:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 a.m.-10:00 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m.-3:00 p.m.</td>
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Starbucks Café: Located in the Elihu Burritt Library/ **Hours of Operation:**

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday-Thursday</td>
<td>7:30 a.m.-6:30 p.m.</td>
</tr>
<tr>
<td>Friday</td>
<td>7:30 a.m.-3:00 p.m.</td>
</tr>
<tr>
<td>Saturday</td>
<td>7:30 a.m.-2:30 p.m.</td>
</tr>
</tbody>
</table>

71. Where can I buy a snack?

- Vending machines are located in the Student Center, 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 Student Center 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/cancel](http://www.ccsu.edu/cancel) 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.

77. Where should I go if I lost something?

- Go to the CCSU Police on East Street (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 106.
If you have questions about any of the services or policies provided, please call the responsible office for clarification OR contact the Office of the Vice President for Student Affairs and we will gladly help you.

**Contact us:**
Office of the Vice President for Student Affairs  
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 am to 5:00 pm
## Resources

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<td>Minority Student Resources</td>
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<td>Ombudsperson</td>
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<td>Planetarium</td>
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<td>Bursar</td>
<td>Police Services, CCSU</td>
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<td>Pre-Collegiate &amp; Access Services</td>
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<td>Rape/Sexual Misconduct and Assault Information</td>
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<td>Center for International Education</td>
<td>Student Affairs</td>
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<td>Commuter Student Services</td>
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<td>Student Disability Services</td>
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<td>Engagement</td>
<td>Student Parking</td>
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<td>Early Alert Financial</td>
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<td>Aid Office</td>
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<td>Housing/Residence Life</td>
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<td>Health Services (refer to SWS)</td>
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<td>Information Technology Department</td>
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<td>Library</td>
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<td>Ministry</td>
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### Additional Resources

- **Student Wellness Services (SW)**
  - Tutor Lab, The Learning Center
  - Transfer & Articulations
- **Veterans Affairs**
- **Voter Registration**
- **Wellness Education (refer to SWS)**
- **Women’s Center**
- **Writing Center**
ALUMNI ASSOCIATION AND ACTIVITIES
Lisa Bigelow, Director, Institutional Advancement; Davidson 125-01; Bigelow@ccsu.edu
Catherine Healy Jost, Associate Director of Alumni Affairs; Marcus White, Room 323; jostc@ccsu.edu
Office Phone: (860) 832-1740; Website: www.ccsu.edu/alumni

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 65,000 other proud alumni. The Alumni Association offers reunions, educational and social events, Homecoming activities and a variety of special discount offers on insurance, shopping and at the CCSU Bookstore. Alumni receive a free subscription to the Central Focus alumni publication.

The Association provides scholarships for legacy students (children, grandchildren, and siblings of alumni) and works with CCSU groups to bring to campus programs of interest to students.

BLUE CHIP CARD OFFICE (CCSU IDENTIFICATION CARDS)
Thomas King, Director of Auxiliary Services for Information, Student Center, Room 106
Semester Hours: Mon.-Wed. 8:00 am-5:00 pm, Thurs. 8:00 am-7:00 pm and Fri. 8:00 am-5:00 pm
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.

The Blue Chip card is also used for access to all residence halls front doors and the Welte, Student Center, and Copernicus Garages. Entrance to the halls and garages is gained by holding the Blue Chip card near the card reader (a square panel) by the front door or gate.

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 website at www.cardoffice.ccsu.edu for current Card Office information.

BOOKSTORE
Your CCSU Bookstore Team, bkscentral@bncollege.com, Student Center
Hours: Monday-Thursday 9:00 am-7:00 pm, Friday 9:00 am-4:00 pm and Saturday 11:00 am-3:00 pm
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 renting or 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 am–7 pm and Friday from 9 am–4 pm, with extended hours during the first week of classes. Please feel free to call or e-mail the Bookstore with questions.
One of the best ways to save on textbooks at the CCSU Bookstore is by renting! 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: 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, gift merchandise, and a great selection of CCSU gear. 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; Davidson Hall, Room 221
Hours: Monday - Friday 8:00 am-5:00 pm
Phone: (860) 832-2010; Fax: (860) 832-2173; Website: www.ccsu.edu/bursar

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 due July 15th, in November for the spring term, due December 15th. 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.

The Bursar offers a program that allows registered students on financial aid to have up to $800 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 Bursar’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. A link in the e-mail takes students to CentralPipeline. Students may also access the eBill by logging directly into CentralPipeline using their BlueNet ID and password. Once logged in, students can view tuition bills, make credit card or e-check payments, and set-up third-party payers who can view the eBill and 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 e-mail notification.

Instructions for viewing your bill via the Web:
• Navigate to the CCSU CentralPipeline page at www.ccsu.edu/pipeline.
• 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 for the most current information.
• To view a printable copy of your bill, click on Current Statement, then 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 CentralPipeline page at www.ccsu.edu/pipeline.
• 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 on the Confirm button.
More billing information is available at www.ccsu.edu/bursar.

The Bursar’s Office can be contacted as follows:
Email: Billing-bursar@ccsu.edu
Phone: (860) 832-2010
Fax: (860) 832-2173
Office Hours: Monday - Friday 8:00 am to 5:00 pm
Mail: 1615 Stanley Street, P.O. Box 4010, New Britain, CT 06050-4010

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 per term.
Terms and Conditions:

Enrollment in the CPP.
- Send initial payment, as indicated on the enrollment form, plus $35 Enrollment Fee along with CPP Enrollment Form to the CCSU Bursar's Office, Davidson Hall, Room 221, 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 financial holds, housing cancellation, University Late Fee of $50, and the possibility of courses being dropped.
- No new CPP enrollments will be accepted after September 30 for the Fall term and February 28 for the Spring term.

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.

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.

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
Students who do not pay their bills by the due date may be subject to penalties and loss of University privileges/services including:
- Withholding of University services, course registration, transcripts of grades or other official papers;
- Prevention of re-admission until unpaid financial obligation is paid in full;
- Cancellation of all classes in which you were previously enrolled;
- Re-registration into those classes is not guaranteed
- Will be on a course availability basis only, and
- Subject to a $100 non-refundable Re-registration Fee
- Denial of future course registration;
- $50.00 Late Fee;
- 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
(Board of Regents for Higher Education Pages 6-12 Minutes – December 18, 2014 Regular Meeting, Effective beginning Academic Year 2014-15)
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>TUITION/FEES</th>
<th>TIME DUE</th>
<th>CSU R</th>
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<tbody>
<tr>
<td>Application Fee</td>
<td>Upon Submission of Application</td>
<td>• Non-refundable</td>
</tr>
<tr>
<td>Confirmation Deposit</td>
<td>May 1 or within 15 days of invoicing thereafter</td>
<td>• Non-refundable</td>
</tr>
<tr>
<td>(UG/G) $200 (applied to Tuition/Fees)</td>
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<td></td>
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<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, but not including, the first day of the term, as defined by the published university calendar, 100% of the term charges will be cancelled</td>
</tr>
<tr>
<td></td>
<td>Spring Semester not later than January 2</td>
<td>• 90% of the term charges will be cancelled during the first week of the term</td>
</tr>
<tr>
<td>Housing Deposit $250</td>
<td>On or before April 1 for returning students and on or before May 1 for new students, with specific date to be established annually. Dates will be no less than 30 days prior to the dates shown above (April 1 and May 1).</td>
<td>• 60% of the term charges will be cancelled during the second week of the term</td>
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<td>• 40% of the term charges will be cancelled during the third and the fourth weeks of the term</td>
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<td></td>
<td>• No cancellation of charges after the fourth week of the term</td>
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<tr>
<td></td>
<td></td>
<td>• Non-refundable</td>
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</tbody>
</table>
| Housing Fee (applies to students who withdraw from University) | Academic year contract to be paid in two installments: | • Upon withdrawal from the University, the housing refund will mirror the University refund policy for tuition and fees
• 100% of the term charges will be cancelled upon withdrawal from the University up to, but not including, the first day of the term as defined by the published university calendar,
• 90% of the term charges, will be cancelled during the first week of the term,
• 60% of the term charges, will be cancelled during the second week of the term,
• 40% of the term charges, will be cancelled during the third and fourth weeks of the term,
• No cancellation of charges after the fourth week of the term. |
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<tbody>
<tr>
<td>Fall Semester: not later than August 1</td>
<td>Spring Semester: not later than January 2</td>
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</table>
| Housing Fee (applies to students who remain enrolled but withdraw from University housing) | • Upon withdrawal from University housing up to and including June 30, 100% of the housing charges will be removed from the student's account.
• No cancellation of charges for students who withdraw from housing on or after July 1 (academic year) or December 1 (spring term – for those students who plan to enter housing for the first time in spring), unless otherwise approved through a review process to be established by each university. |

**Housing Contract Cancellation**

1. Students who wish to cancel their Housing Contract/Assignment must do so in writing by adhering to the Housing Withdrawal process for their respective University.
2. Students who request to cancel their Housing Contract/Assignment will be released for the following reasons:
   - The student is participating in an internship, co-op, study abroad, student teaching, or other academic obligation that reduces or eliminates their need for on-campus housing.
   - The student has medical reasons for cancellation that are verified by the appropriate university department.
   - The student has graduated from the University before the end of the contract period.
   - The student is academically suspended before the end of the contract period.
   - The student has officially withdrawn from the University.
3. Students who request a Housing Contract Cancellation for reasons other than those noted in section B will have their Housing Cancellation request reviewed through a process to be established by each University.

4. Students who are approved to have their Housing Contract cancelled for reasons other than those noted in section B, will forfeit the Housing Deposit that they have paid if their cancellation is before or during their initial contracted term of occupancy.

5. Students who are not approved to have their Housing Contract cancelled shall remain responsible for the fees associated with the duration of their Housing Contract and retain the right to occupy their assigned room.

6. Students who have their Housing Contract cancelled for the convenience of the university will not be required to pay any housing fee associated with the contract period. Students who have their Housing Contract cancelled for judicial/disciplinary reasons will be responsible for paying for the duration of the semester in which their contract was cancelled and are not entitled to a refund.

**Housing Contract Cancellation Review Process:**

1. The Vice President for Student Affairs (or Vice President to whom Residence Life reports) at each university will establish a process to review and decide upon student requests to cancel their housing contract when the student does not meet any of the conditions identified in B above and the student requests relief from their obligation to pay the full academic-year housing fee.

2. Under the process, each university may define conditions under which it will waive or refund any portion of the housing fee, with the exception of the housing deposit. In cases where the Committee agrees to cancel the housing contract during the fall term (or first term of occupancy), the student forfeits their housing deposit.

<table>
<thead>
<tr>
<th>Food Service Fee</th>
<th>Fall Semester: not later than August 1</th>
<th>Spring Semester: not later than January 2</th>
<th>•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.</th>
</tr>
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<tbody>
<tr>
<td>Part time Registration Fee</td>
<td>All terms</td>
<td>•Non-refundable</td>
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</tr>
<tr>
<td>Part time Tuition and General University Fee and Course Fees</td>
<td>All Terms, Courses eight weeks or greater in length</td>
<td>•100% of the term charges will be cancelled during the first week of the term, •60% of the term charges will be cancelled during the second week of the term, •40% of the term charges will be cancelled during the third and the fourth weeks of the term, •No refund after the fourth week of the term.</td>
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</table>
Courses three weeks to seven weeks in length

• 100% of the term charges will be cancelled during the first 3 calendar days of the term,
• 60% of the term charges will be cancelled during the fourth, fifth, and sixth calendar day of the term,
• 40% of the term charges will be cancelled during the seventh, eighth, and ninth calendar day of the term,
No cancellation of charges after the ninth calendar day of the term.

Courses less than three weeks in length

• 100% of the term charges will be cancelled during the first 2 calendar days of the term,
• 60% of the term charges will be cancelled during the third and fourth calendar day of the term,
No cancellation of charges after the fourth calendar day of the term.

Ed.D. Professional Seminar

Summer - four full days, not meeting consecutively

• 75% of the term charges will be cancelled within the first 2 calendar days of the term,
• No cancellation of charges thereafter

E-Learning On-Line Fee

Upon Registration

• Non-refundable

E-Learning Course Fees

Included within Full-time and Part-time Refund Schedules Above

Refund of Federal Funds

This refund policy excludes the effect of the return of Title IV funds. Students receiving Federal aid should consult with their University or College 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.

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 or College and/or the student to the Federal government. This could result in the student owing funds to the University or College, the government, or both. The amount of unearned aid to be returned is based on the percentage of enrollment period completed.

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 grant 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 deferment or waive the collection of the

CAMPUS MINISTRY
The Campus Ministry Office seeks to promote personal and communal growth and well-being at Central Connecticut State University. Toward 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
Or call (860)-832-1935

Members of the Campus Ministry of CCSU:
Mr. John P. Campbell (Catholic) Email: campbelljp@ccsu.edu
Phone (203) 218-9552
Ms. Sharon Braverman (Jewish) Email: Braverman@ccsu.edu
Vance Academic Center, Room 216; Phone: (860) 832-3276
Dr. Nidal Al-Masoud (Islam) Email: almasoud@ccsu.edu
Copernicus Hall, Room 2350700; Phone: (860) 832-1825
(On-campus connection for Imam Sharief)
Dr. Felton Best (Protestant) Email: BestF@ccsu.edu
Marcus White 101; 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, extension #1 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 am for the day schedule and 2 pm 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.

**CAREER SUCCESS CENTER (CSC)/EXPLORE CENTRAL**

*Paul J. Rossitto, Interim Director; Carroll Hall, Room 154*

*Phone: (860) 832-1615; Website: [http://www.ccsu.edu/csc](http://www.ccsu.edu/csc)*

Students who have not declared an undergraduate major should visit Explore Central to schedule an appointment with an advisor. Explore Central advises all exploratory students, in addition to students in transition, and provides a comprehensive program of career services to all students and alumni.

The Career Success Center and Explore Central assists students in developing and implementing academic and career plans by offering the following services:

A Gateway to the University: Exploratory students receive assistance with the registration and career exploration process.

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

Self-Assessment: CSC assists students wishing to examine their values, interests and skills by using our online assessment tool, Focus 2, a computer-assisted career guidance program.

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 online search tools and printed materials in our Career Resource Library.

Career Exploration: Students may access an array of computer-based, career-related information. Visit CSC whether you are looking for an assessment of your abilities and interests, the latest listing of employers visiting campus to recruit students, 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 topics related to career development and the job search process.

The office maintains listings of full- and part time jobs that can be accessed through the College Central Network icon located on the Career Success Center’s website ([www.ccsu.edu/csc](http://www.ccsu.edu/csc)).

Career fairs offer students a forum where they may meet with employers regarding various types of employment opportunities offered throughout the academic year. Check the CSC website for dates and times.

Experiential education programs are offered to both undergraduate and graduate students. Through these programs, students work in positions that are related to their major fields of study and provide them with real world experience. Visit CSC for information.
Many departments on campus hire student employees. Some of the larger employers are the Student Center, Events, Management, Campus Dining, Bookstore, Library, CCSU Police Department, and Athletics. Contact CSC, Carroll Hall, First Floor, at (860) 832-1615, or check with individual departments.

CENTER FOR AFRICANA STUDIES

Dr. Evelyn Newman Phillips, Co-Director, Marcus White, Room 008
Sherinato Fafunwa, Co-Director, Marcus White, Room 008
Phone: (860) 832-2816; Website: 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 perceives 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 and leadership programs for students on campus and in the local schools, lecture series, an annual conference and research collaboration with scholars from other institutions.

The Center for Africana Studies also houses the African and African Disporic Archaeology Laboratory that is directed by Dr. Warren Perry, (860) 832-2813 with the assistance of Ms. Janet Woodruff. This laboratory is one of the few archaeological sources in the United States that examines the lives of African peoples through material cultural artifact. Students are welcomed to participate in field schools and the analyses of data in the laboratory. If interested contact: Ms. Janet Woodruff @woodruffj@ccsu.edu

CENTER FOR INTERNATIONAL EDUCATION

Dr. Momar Ndiaye, Director, Barnard Hall, Room 123
Phone: (860) 832-2040; Website: 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 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 and a growing list of affiliated study abroad programs, the Center offers study abroad programs at both graduate and undergraduate levels. In any given year, the CIE offers a variety of programs in Africa, Asia, the Caribbean, Europe, the Middle East, and Latin America to over 600 students. 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 appreciate the customs and values of others, learning more about themselves in the process.

**International Student and Scholar Services (CIE)**

All international students must contact the International Student and Scholar Services Coordinator at 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 I-20 and DS-2019 forms, 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/isss

**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 on their TOEFL or IELTS test scores.

Registration for these courses is done directly through the IELP office. Please contact the office at (860) 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! CCSU-sponsored international programs include short-term Courses Abroad programs and semester and year-long study at one of Central's Partner Universities overseas or affiliated study abroad programs. Study Abroad on an approved CCSU program counts toward 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 semester, and summer session. Detailed information, including registration deadlines, program dates, cost, and course offerings, is available at the beginning of each academic year on the CIE website: http://www.ccsu.edu/coursesabroad.

Students wishing to study abroad for a semester or longer may chose from among a wide array of programs located in, China, Czech Republic, France, Germany, Ireland, Italy, Japan, Korea, 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 programs. Applications are due twice a year: April 1 for Fall and/or Spring of the following academic year and September 15 for Spring of the
following academic year. Courses taken at a partner university are considered in-residence; credits and grades tallying into the GPA and apply 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/coursesabroad.

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 and tire inflator stored at the Student Center Information Desk; Breakers Game Room (FREE); meal plan option information; use of recreational facilities; and access to all academic and personal support services. Please stop by the Student Center Department 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.

Community Engagement
Jessica Hernandez, Program Coordinator; Downtown Campus, 185 Main Street, New Britain, CT 06051
Phone: (860) 832-0260; Website: web.ccsu.edu/ce/
The Office of Community Engagement contributes to CCSU’s mission: preparing students to be thoughtful, responsible and successful citizens. With the belief that community engagement opportunities enhances student learning and develops a sense civic responsibility, the Office of Community Engagement supports students and faculty engaged in a wide variety of service learning and outreach activities. Contact us to learn how to take action in the community through class projects, internships, student groups, and individual efforts. Find out how you can get involved today!

The Office of Community Engagement is located at the CCSU downtown campus (ITBD) on 185 Main Street in New Britain. We are here to meet with faculty and students who are interested in incorporating Community Engagement into coursework and the CCSU college experience. Visit our website for more information: web.ccsu.edu/ce/
CONTINUING EDUCATION
Christa Sterling, Director; Downtown Campus, 185 Main Street, New Britain, CT 06051
Phone: (860) 832-2277; Website: www.ccsu.edu/ConEd/
Judy Ratcliffe, Assistant Director, Downtown Campus, 185 Main Street, New Britain, CT 06051
Phone: (860) 832-2276; Email: ratclifjejuv@ccsu.edu; Website: www.ccsu.edu/ConEd

The primary mission of the Office of Continuing Education (CE) at CCSU is to offer non-credit classes and programs for the success and support of the workforce in the surrounding area and beyond. We are committed to working with our community, regional business and industry leaders and experts to create an array of choices that will grow and educate their workforce. Our classes provide skills that are immediately applicable in today’s marketplace.

CCSU’s Office of Continuing Education offers a wide variety of education in the areas of business, technology, education, healthcare, cultural competency, athletics, international trips and more. We offer classes in a traditional on-ground format or online format which may be accelerated or condensed and includes weekends and evenings. Our classes can also be customized to meet the needs of our customers and may be offered onsite.

CCSU has a vast pool of diverse, experienced and skilled faculty from which we may choose to serve our customer’s needs and build cutting-edge training programs. Our faculty is often called upon to consult, visit and educate leaders in business trends and educational activities. We serve an audience that is looking to enhance and improve their current skills in a competitive marketplace and we also serve a diverse population that is looking to grow their skills for personal grow and enrichment.

For additional information on how you might participate in our continuing education programs please contact the Office of Continuing Education at 860-832-2277 or email csterling@ccsu.edu.

COUNSELING SERVICES- Refer to STUDENT WELLNESS SERVICES (SWS)
Dr. Shannon Jackson, Associate Director; Marcus White, Room 205
Phone: (860) 832-1925; Website: www.ccsu.edu/sws
General Inquiries: 860-832-1925; Appointments: 860-832-1926

DIVERSITY AND EQUITY OFFICE
Rosa Rodríguez, Chief Diversity Officer and Title IX Officer; Davidson Hall, Room 102
Phone: (860) 832-1653; Website: 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 women, African-Americans, American Indian, Hispanics, Asian Americans and any other protected group members found to be underutilized in the workforce or adversely affected by policies or practices.

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.

The Chief Diversity Officer has been designated the Title IX Officer and is responsible for overseeing investigations and enforcement of the University’s antidiscrimination policies including: Nondiscrimination in Education and Employment, Sexual Harassment Policy, Sexual Misconduct, Sexual Assault, and Intimate Partner Violence Policy.
As a part of the Office of Diversity and Equity, the Office of Victim Advocacy provides services to assist and support individuals affiliated with CCSU who have been impacted by sexual assault, relationship violence, and/or stalking. Contact Information: Sarah Dodd, Victim Advocacy and Violence Prevention Specialist at 860-832-3795 or sarahdodd@ccsu.edu. The office is located in Carroll Hall, RM 248 and is staffed by a professional staff member.

Office Hours: Mon 9 am-5 pm, Tues. 9 am – 12:30 pm, Wed. 1 - 4:30 pm, Fri. 9 am - 12:30 pm.

**EARLY ALERT (formerly known as EARLY ACADEMIC WARNING PROGRAM)**

**Ramón Hernández, Associate Dean for Student Affairs; Davidson Hall, Room 103**  
**Elizabeth Spear, Director, Learning Center; Carroll Hall, Room 016**  
**Phone: (860) 832-1601; Website: [http://web.ccsu.edu/tlc/otherServices/earlyAlert.asp](http://web.ccsu.edu/tlc/otherServices/earlyAlert.asp)**

The Early Alert 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; Davidson Hall, 2nd Floor**  
**Phone: (860) 832-2200; Website: [www.ccsu.edu/finaid](http://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](http://www.fafsa.ed.gov). The FAFSA may be completed as early as January 1 for the forthcoming academic year. To assure the FAFSA will be received by CCSU, include our Federal School Code: 001378. To electronically sign the FAFSA, the student and parent need to visit StudentAid.gov/FSaid to create a unique individual FSA ID - username and password. The FSA ID will serve as an electronic signature when completing the FAFSA at [www.fafsa.ed.gov](http://www.fafsa.ed.gov), making FAFSA corrections, FAFSA renewals for subsequent academic years, and signing other federal student aid documents such as loan counseling and loan promissory notes.

The Financial Aid Office has a priority application deadline of April 15 for continuing students and March 1 for incoming financial aid applicants. By submitting a completed FAFSA application to CCSU by the priority deadline, the applicant receives consideration for all financial aid funds awarded by the Financial Aid Office. Students may submit a FAFSA after the priority deadline; however, funding is limited to federal financial aid funds – typically Stafford Direct Loans and Pell Grants, if you qualify. After a careful review, funds will be awarded to eligible students. Financial aid at CCSU includes federally funded aid, such as PELL and SEOG grants, Subsidized and Unsubsidized Stafford Loans, Perkins Loans and Federal Work Study. In addition, the State of Connecticut and CCSU provides limited grants funds.

Additional financial aid information regarding student eligibility is available online at [www.ccsu.edu/finaid](http://www.ccsu.edu/finaid).

**HEALTH SERVICES- Refer to STUDENT WELLNESS SERVICES (SWS)**

**Marisol Cruz, Meléndez, APRN, Associate Director; Marcus White Annex, next to the Computer Lab**  
**Phone: (860) 832-1925; Website: [www.ccsu.edu/health](http://www.ccsu.edu/health)**

**General Inquiries: 860-832-1925; Appointments: 860-832-1926**
Housing - Department of Residence Life
Jean Alicandro, Director of Residence Life; Mid-Campus Hall, Room 118
Phone: (860) 832-1660; Website: www.ccsu.edu/reslife/

Please refer to the “On-Campus Living” section on pg. 129 for additional information.

Information Technology Department
Information Technology @ www.ccsu.edu/its (links to all IT resources, including the Service Catalog)
IT Help Desk: 860-832-1720, techsupport@ccsu.edu
Hours: Mon-Thurs 7:30am-8pm, Fri 7:30am-5pm.
Walk-In Support: Marcus White (entrance facing Social Sciences Hall)

The Information Technology Department provides state-of-the-art computing and technology services to the entire University community. IT serves as the resource for technological-related functions on campus, and provides full support in various ways. The Client Support area of IT, which includes the Card Office, Help Desk, and Student Technology Center play an integral part in serving CCSU students. Information and assistance is available through the IT Help Desk. In addition, Walk-In Support provides one-on-one technology assistance for computer and campus technology. Services include assistance with accessing the campus network, virus and spyware removal assistance, software support, and more.

Latin American, Latino, and Caribbean Center
Dr. José Carlos del Amo, Director; Carroll Hall, Rooms 250 and 251
Phone: (860) 832-0056; Website: http://www.ccsu.edu/CaribbeanCenter

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, retention, and graduation 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 Learning Center
Elizabeth Spear, Director; Carroll Hall, Room 016
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 support students in reaching their academic goals by enhancing collegiate learning skills. Students may be referred to The Learning Center for academic coaching by faculty members through the Early Alert program. The Tutor Lab provides drop-in tutoring (See below). Free online tutoring (eTutoring) is available for writing, math, statistics, biology, chemistry, accounting, anatomy and physiology, and research methods. Placement testing for Math, German, French and Spanish is conducted through TLC.
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

Dr. Carl Antonucci, Director; Elihu Burritt Library  
Phone: (860) 832-2097; Website: [http://library.ccsu.edu](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 644,720 bound volumes and an extensive online, microform, and periodical collection. The library website ([http://library.ccsu.edu](http://library.ccsu.edu)) is a gateway to over 59,000 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, microfilm, and microfiche (printing services available)
- Special Collections and Rare Books Department
- Inter-Library Loan — will help students use IL Liad to obtain materials from virtually every major library in the United States
- A growing media collection, including videos, and music CDs
- Two Group Study Rooms

Library Hours

Monday-Thursday: 8 am - 10:45 pm  
Friday: 8 am - 4:45 pm  
Saturday: 9 am - 3:45 pm  
Sunday: 1 pm - 9:45 pm

During school breaks: Monday thru Friday, 8 am - 4:45 pm

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

MEDIA SERVICES

Chad E. Valk; Elihu Burritt Library 207  
Phone: (860) 832-2035; Website: [www.ccsu.edu/media](http://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
Ramón Hernández, Associate 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; Mid-campus Residence Hall, (860) 832-1660
Christopher Dukes, Director, Student Conduct Services; Carroll Hall, room 202 (860) 832-1667
Dr. Jonathan Pohl, Coordinator of Wellness Education, Student Wellness Services, Carroll Hall, Room 247 (860) 832-1925
Dr. Jacqueline Harris, Director, Student Wellness Services; Marcus White, Room 205, (860) 832-1925
Rosa Rodriguez, Chief Diversity Officer/Title IX Coordinator, 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 Ramón Hernández, Davidson Hall, Room 103, 860-832-1601.

MINISTRY
Please refer to “Campus Ministry” for information.

MINORITY STUDENT RESOURCES
Ramon Hernandez, Associate 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), 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, (860) 832-1990.

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) 832-2938; 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 instruction for Astronomy classes. It also supports student astronomical research using a 16-inch Cassegrain reflector and a variety of other telescopes and astronomical instruments.

**POLICE SERVICES**  
*Gregory Sneed, Chief of Police and Director of Public Safety; CCSU Police Department, 1500 East Street; 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 Emergency Medical Responders;
- Emergency Notification Systems
- 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);
- 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](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; Carroll Hall, Room 133/134*  
*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, in its forty-eighth 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.

**REGISTRAR, OFFICE OF THE**

*Patrick M. Tucker, Registrar; Davidson Hall, Room 116*  
*Phone: (860) 832-2236; Website: [www.ccsu.edu/registrar](http://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 should be submitted one year prior to graduation. Those expecting to complete degree requirements in May should apply by May 1 of the previous year, those completing in August should apply by August 1 of the previous year, and those completing in December should apply by December 1 of the previous year.

Course registration, grade reporting, and maintenance of academic records are also handled by the Registrar’s staff. Official transcripts of your academic record will be issued upon written request at no charge. Unofficial Transcripts Grade Reports and Enrollment Verification Certificates are available at no charge on CentralPipeline by logging into BannerWeb – Web Central.

The Office of the Registrar will send important information to students regarding academic advising, course registration, and graduation though their CCSU e-mail account. Students are responsible for checking their CCSU e-mail account regularly to stay informed and not miss out on important deadlines.

For additional information about the Registrar’s Office, please visit [www.ccsu.edu/registrar](http://www.ccsu.edu/registrar).

**RESIDENCE LIFE, DEPARTMENT OF**

*Jean Alicandro, Director of Residence Life; Mid-Campus Hall, Room 118*  
*Phone: (860) 832-1660; Website: [www.ccsu.edu/reslife](http://www.ccsu.edu/reslife/)*

Please refer to the “On-Campus Living” section on pg. 129 for additional information.

**Sexual Assault and Sexual Misconduct – INFORMATION**

*The Office of Vice President for Student Affairs; Davidson Hall, Room 103*  
*Phone: (860) 832-1601; Website: [http://www.ccsu.edu/sexualassault](http://www.ccsu.edu/sexualassault)*

Please refer to the “Sexual Misconduct” section under Rights & Responsibilities for additional information.
STUDENT AFFAIRS, OFFICE OF THE VICE PRESIDENT
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 Named, Director, Student Center Department
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 84,000-square feet of space provide our University community with quality meeting and programming space. The Student Center is also the home of the Central Reservations Office, Student Activities/Leadership Development, and houses the offices of the Black Student Union, United Caribbean Club, the Mosaic Center, PRIDE, Central Activities Network (CAN), Latin American Students Organization (LASO), Central Organization Latin American Dance Awareness (COLADA), WFCS Radio, the Recorder, the HELIX and Student Government Association. It also serves as home for the offices of the Women’s Center, LGBT Center, Achieve Financial Credit Union, Video Banking Center, CCSU Bookstore, and the Blue-Chip Card Office.

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 Chromebook!
Go to the Reception Desk (Room 116), provide a valid CCSU Blue Chip card and use the netbook for as long as the battery charge holds out, then return for a renewal. (After 5PM and on weekends you can borrow a netbook at the Student Center Information Desk.)

Remote Printing!
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, AudioVisual, theatre lighting, public address systems, 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. Try our on-line scheduling for your next meeting by visiting https://today.ccsu.edu/virtualems/. Log in with your CCSU username and password and select “Request Space in the Student Center”.

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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. All play is FREE! Party packages are available for cost. Visit the Student Center web at http://stdctr.ccsu.edu/ to download a brochure and price list.

House phones are found in several locations in the Student Center. You can make free local calls or call any campus office.

Free day use lockers are provided near the Bookstore and in Devil’s Den.

Private locker rentals are also available through the Information desk. Small (9” X 13 ¾”) locker rental per semester is $5 per semester (Fall, Spring, Summer) Large (12” X 17 ¾”) locker rental per semester is $8 per semester (Fall, Spring, Summer) Deposit for both small and large lockers is $10 returned when the key is returned at the end of the rental period.

Lounges are located throughout the Student Center for relaxation and study needs. They include quiet, bright lighting, low lighting, busy, TV Lounges, 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. They are located by the Bookstore entrance, and near the Devil’s 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 Office, and TW@C. That’s why our most important asset is our student staff! For student employment information, go to http://stdctr.ccsu.edu/ and click on the “Employment” link.

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; Carroll Hall, Room 202
Stephanie Reis, 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 learning and the 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.

STUDENT DISABILITY SERVICES
Valerie Hamilton-Brodie, Director; Carroll Hall, Room 246
Phone: (860) 832-1952, Fax: (860) 832-1865; Website: www.ccsu.edu/sds/

The mission of Student Disability Services at Central Connecticut State University is to ensure that qualified students with disabilities are provided the necessary academic adjustments, accommodations and/or modifications to ensure equal access to University programs, services, and activities. These include but are not limited to academic, classroom, and housing accommodations. Some examples of accommodations include extended time for exams, sign language interpreters, readers, note takers, alternate-format instructional materials, medical-single housing, and classroom relocation if inaccessibility exists. In addition, students can learn to develop strategies to negotiate campus life independently, learn advocacy skills, understand legal rights and responsibilities, develop compensatory skills, and become knowledgeable about adaptive technology and other on and off campus resources. http://www.ccsu.edu/sds/.

Self-disclosure is required in order to benefit from ADA protections and can be done at any time. However, students are encouraged to disclose their disability to Student Disability Services as soon as they are notified of acceptance to the University to ensure timely services. Disability categories include, but are not limited to, mobility/orthopedic impairments, specific learning disabilities, attention deficit disorder, vision and hearing impairments, acquired head injuries, psychiatric/psychological impairments, epilepsy, and chronic health conditions. If you are uncertain whether your condition qualifies as a disability and it has interfered with your academic success, please schedule a confidential meeting with one of our specialists.

Student Disability Services maintains the confidentiality of student disability records and assists students in coordinating reasonable accommodations with their faculty. Student Disability Services also provides University faculty and staff with assistance in meeting their federal obligations under the Section 504 of the federal Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act Amendments Act of 2008.
STUDENT PARKING

CCSU Police Department, 1500 East st, New Britain
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 CCSU 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 subject 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 CCSU 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 CCSU Police Motor-pool at (860) 832-2384.

From November 1 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

INFORMATION 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 250 computers, a mix of Dell PC’s and Apple Mac’s. The Center offers B&W and color printing, scanners, a copier, as well as a wide variety of software to meet the computing needs for student coursework. Printing from your laptop, cell phone, or other mobile device is also available. The campus wireless network is available in the lab. The lab also has a number of group work areas, with a computer and a large monitor, which can be reserved by students for working on presentations and projects.

Students 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 account (username and password) are required.
This lab should only be used for academically related work.

**Computer Lab Hours**

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

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am-Midnight</td>
<td>7:30 am-6:00 pm</td>
<td>9:00 am-6:00 pm</td>
<td>1:00 pm-10:00 pm</td>
</tr>
</tbody>
</table>

During the two five-week summer sessions:

<table>
<thead>
<tr>
<th>Monday-Thursday</th>
<th>Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:30 am-10:00 pm</td>
<td>8:00 am-5:00 pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

During the month of August and breaks:

<table>
<thead>
<tr>
<th>Monday-Friday</th>
<th>Saturday</th>
<th>Sunday</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 am ~ 5:00 pm</td>
<td>Closed</td>
<td>Closed</td>
</tr>
</tbody>
</table>

**STUDENT WELLNESS SERVICES (SWS)**

*Jacqueline Harris, M.D., Director of Wellness Services; Marcus White Annex*

*Phone: (860) 832-1925; Website: [www.ccsu.edu/sws](http://www.ccsu.edu/sws)*

University Health Services and the Counseling and Wellness Center have merged into an integrated Department of Student Wellness Services. Through integrated care we hope to provide focused, problem-specific, and integrated medical and mental health care, substance abuse prevention programs, and general wellness outreach, education, and support to the CCSU community. We continue to provide the same medical and mental health services as we have in the past. All services continue unchanged and in their previous locations. In the near future, we expect to be located in a single location and to expand access and types of services and outreach. Our three branches are described below.

**SWS, COUNSELING SERVICES**

*Shannon Jackson, Psy.D., M.S.Ed., Associate Director of Counseling Services; Marcus White, Room 205*

*Phone: (860) 832-1925; Website: [www.ccsu.edu/counseling](http://www.ccsu.edu/counseling)*

The Student Wellness Services/Counseling Center offers a range of personal counseling services. All services are provided at no cost to all active students.

Students may make an appointment to see a professional counselor by calling the number above in person by dropping in the counseling center. All counseling contacts with students are strictly confidential and information is never shared with anyone (university staff, parents, relative, or others) without the student’s written permission. 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 identifying the most pressing concerns and the quickest path to their successful resolution. In most cases, problems can be resolved through brief individual, group and/or family counseling sessions. If a student requires additional professional services available through community providers, their counselor will assist them in locating the most appropriate service and establishing an initial appointment.
SWS, HEALTH/MEDICAL SERVICES
Marisol Cruz Melendez, APRN, Associate Director of Health Services;
Marcus White Annex
Phone: (860) 832-1925;
Website: www.ccsu.edu/sws
The Student Wellness Services/Health/Medical Services provides medical care by appointment. All students (residential, commuter, full-time and part-time) can use our services regardless of health insurance. You do not need to purchase the CCSU student health insurance plan to be seen as a patient on campus.

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;
- Some prescriptions from our in-house pharmacy.

Health/Medical Services-SWS is also responsible to process all Connecticut State University Student Health forms for incoming CCSU students.

HEALTH INFORMATION REQUIREMENTS
All 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. Please log in to Central Pipeline to access this information.

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. *NEW REQUIREMENT* Students entering school as of the 2014/2015 academic year, must have received their meningitis vaccination within five years of entering CCSU.

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 the Vice President for Student Affairs if expected to be out for five or more consecutive days. For those students who are out of class for five or more consecutive days, but were not cared for at Health Services-SWS, 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. All full-time students are automatically enrolled in both accident and sickness policies with the university plan. 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. The accidental insurance plan cannot be waived and its premium is folded into the university bill.

Part-time students will be able to purchase the university-sponsored plan. Please check the SWS or the Bursar’s websites for more details.

This University-sponsored insurance plan is not managed by Student Wellness Services. All questions regarding the CCSU-sponsored plan should be addressed to the carrier. 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 Student Wellness Services does not bill any insurance or other third-party payers for services provided.

SWS, THE OFFICE OF WELLNESS EDUCATION
Jonathan Pohl, PhD. Coordinator of Wellness Education; Carroll Hall, Room 247
Phone: (860) 832-1925; Website: http://web.ccsu.edu/healthservices/oade/default.asp
The Office of Wellness Education (OWE) is the branch of Student Wellness Services that provides, supports, advises, coordinates, and facilitates all manner of wellness related educational programs for students, faculty and staff. Our goal is to give participants the information and skills to help them improve and maintain their emotional, behavioral, and physical health. Topics may include such things
as stress management, choices about alcohol, factors of wellness, QPR- suicide prevention, healthy eating, coping with grief and loss, alcohol, tobacco and other drug misuse/abuse, sexual health, time management, empowered bystander training, and healthy relationships. Working with the student peer support club, Natural Helpers, OWE is available to assist students, groups, or classes in addressing students’ wellness education needs.

We maintain a small resource library with books, videos, brochures and fact sheets related to these various issues in Carroll Hall. Much of this information and links to other resources can be found on our website.

Natural Helper Club
Natural Helpers are a peer education club on campus focused on developing campus-wide wellness activities.

Alcoholics Anonymous
Support for students who are in recovery from alcoholism or other addictions is available through a weekly Peer Support meeting modeled after Alcoholics Anonymous held at the Newman House, 145 Paul Manafort Drive, on Wednesdays at 8 pm. Schedules for other area self-help group meetings can be obtained from the office.

Alcohol and Drug Education
The Office of Wellness Education is continuing efforts to build a CCSU community equipped with resources and information that foster healthy lifestyles and provide information on social norms. Fresh Check with depression screenings, Healing Hearts- a holistic health fair Challenges to Human Existence – an expo on the challenges people overcome in life and the Alcohol Awareness Fair with alcohol screenings. In addition to these larger scale annual events, the Office also provides ongoing educational tabling with topics such as: stress busters, safe spring break, Great American Smokeout, misuse of prescription drugs, QPR – suicide prevention, and healthy relationships. Our office coordinates SWS prevention education to residence halls and First year Experience classes and other classes.

TUTOR LAB- THE LEARNING CENTER
Elizabeth Spears, Interim Director: Learning Center, Carroll Hall, Room 016
Phone: (860) 832-1900; Website: http://web.ccsu.edu/tlc/tutoring/default.asp
The tutor lab provides drop-in peer tutoring assistance to any CCSU student. Tutoring is always available for mathematics. Other subjects may also be available. 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 resources 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, spear@ccsu.edu for application information.
TRANSFER AND ACADEMIC ARTICULATIONS
Myrna Garcia-Bowen, Director; Carroll Hall, Room 03506
Phone: (860) 832-3349; Website: http://www.ccsu.edu/transfer
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.

We offer a mentoring program and events throughout the semester such as, Transfer Tuesday’s that are designed to assist you in making a smooth transition. Visit our website for more information.

VETERANS AFFAIRS
Christian Gutierrez, Coordinator of Veterans Affairs; Carroll Hall, room 035
Nicole Spencer, Veteran Retention Specialist
Phone: (860) 832-AVET (2838); Website: http://www.ccsu.edu/vets
Eligible veterans may receive Veterans 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
Voter registration for Connecticut residents can be done on campus regardless of the town that you live in. 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.

WELLNESS EDUCATION- Refer to STUDENT WELLNESS SERVICES (SWS)
Jonathan Pohl, PhD. Coordinator of Wellness Education; Carroll Hall, Room 247
Phone: (860) 832-1925; Website: http://web.ccsu.edu/healthservices/oade/default.asp

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/
The Ruthe Boyea Women’s Center (named after its first director) is a multi-purpose program, advocacy and service center for students, staff, and faculty members who identify as women. Men are also welcome to use our resources and seek employment. Support services for re-entry women, peer-education, sexual assault crisis intervention, sexual harassment crisis intervention, stalking, crisis intervention, dating violence crisis intervention educational programs, advocacy, mentoring, internships, volunteering, work-study opportunities and peer support groups for sexual assault survivors, healthy relationships, Latina and African-American women are offered by the Women’s Center. Research
materials and community service files are available for use by all persons on campus. The Center advocates for issues that are pertinent to developing gender equity, enhancing academic achievement, personal development, career aspirations and eliminating gender discrimination. 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
Dr. Elizabeth Brewer, Director; Carroll Hall, Room 002
Phone: (860) 832-2765; Website: http://www.ccsu.edu/writingcenter
The Writing Center offers free one-on-one sessions with a talented and experienced staff of undergraduate, graduate, and faculty tutors. We work with students at all stages of the writing process, from interpreting prompts and brainstorming material, to proofreading and citing sources. The Writing Center is open Monday through Friday during the fall and spring semesters while classes are in session. For current hours, check our website at http://www.ccsu.edu/writingcenter.
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
Central Activities Network (C.A.N.)
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) 832-1979
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 during the academic year: Monday–Thursday from 8 a.m. to 8 p.m., Friday from 8 a.m. to 5 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
Facebook: CCSU Blue Devils Twitter: @CCSUBlueDevils
As a CCSU student you can enjoy being a spectator of 18 intercollegiate varsity sports, all played at the Division I level in the Northeast Conference. The CCSU Blue Devils have won 66 regular season or conference championships in their 19th year history in the Northeast Conference.

The Blue Devils host home contests at Arute Field, the CCSU Baseball Field, the CCSU Track and Field Facility, the CCSU Softball Field, the CCSU Soccer Field, in Detrick Gymnasium and the Jack Suydam Natatorium. All of CCSU’s outdoor facilities are located within the athletic complex at the northeast end of campus. The Blue Devils also host home events at Stanley Quarter Park.

Admission to all athletic events is free to CCSU students with a current student ID card.

Tryouts, practice, and competition are open to all full-time students who meet all NCAA, Northeast Conference and University eligibility standards. Please contact the Department of Athletics for more information.

Men’s Sports
Baseball, Basketball, Cross Country, Football, Golf, Indoor Track, Outdoor Track and Soccer

Women’s Sports
Basketball, Cross Country, Golf, Indoor Track, Lacrosse, Outdoor Track, Soccer, Softball, Swimming & Diving, and Volleyball
Please visit www.ccsubluedevils.com, for the most up-to-date information on all 18 of CCSU’s Division I teams, including complete schedules.

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.ccsu.edu/SALD

Mission Statement
The Department of Student Activities/Leadership Development provides meaningful involvement opportunities which foster students’ personal growth and strength of character through training, mentorship and engagement in co-curricular activities. Students will develop civic responsibility, community involvement, and respect for diversity in preparation to be thoughtful, responsible and successful citizens.

SA/LD fulfills this mission through the providing:
• Student organization advising & training
• Guidance for the coordination, organization and supervision of student-sponsored events
• Facilitation of leadership development workshops
• Vast student leadership roles and opportunities
• Many student orientated, major campus events
• Recreation and wellness activities
• Support and celebration of our diverse student body
• And much more!

LGBT Center
Crystal Nieves, LGBT University Assistant; Student Center, Rooms 304 & 305
Phone: (860) 832-2090; Website: www.ccsu.edu/lgbt
The LGBT Center provides the CCSU campus with a student-centered, approachable and consistently staffed safe space that focuses on resources for the campus lesbian, gay, bisexual, transgender, queer, intersex and ally community. These include providing programming and networking opportunities, referral services, and maintaining a literary and periodical library. The Center also organizes trainings for the campus community on the topic of LGBTQIA inclusion and services unique to this community. Visit us online at www.ccsu.edu/lgbt or contact us at LGBT@ccsu.edu for more information.

Media Board
Student Activities/Leadership Development Office; Student Center, Room 201
Website: thelink.ccsu.edu/organization/mediaboard
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
Phone: (860) 832-1892; Website: www.ccsu.edu/mosaiccenter/
The Mosaic Center is dedicated to building bridges of awareness at CCSU. It is a committee of the Student Union Board of Governors (SUBOG). 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 Director; Kaiser Hall, Room 044
Scott Kazar, Recreation specialist
Phone: (860) 832-3732; Website: www.ccsu.edu/recentral
RECentral provides a series of comprehensive activities including: Intramurals, Club Sports, Fitness and Recreation. Through RECentral students have the opportunity to use recreation facilities, including three fitness centers, a pool, the bubble, a gymnasium and a fitness studio. Hours, along with other information for all recreational activities are posted online on our website on the main page. In addition, Fitness Classes are offered throughout the school year. A variety of Intramural sports are also available during the year and include both male, female, and coed teams. For those who want to compete in a higher level sport, there are over 20 club sports available. For more information, contact the Recreation/Intramural office.

Student Government Association (SGA)
Student Center, Room 221
Phone: (860)-832-3740 Website: thelink.ccsu.edu/organization/studentgovernmentassociation The membership of the S.G.A is made up of full-time undergraduate students at CCSU. 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
• 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 (S.U.B.O.G.)**
Website: thelink.ccsu.edu/organization/studentunionboardofgovernors
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 policies, programs, services, and initiatives and how to best serve the campus.

**Central Activities Network (C.A.N)**
Phone: (860)-832-3670; Website: thelink.ccsu.edu/organization/cancentralactivitiesnetwork
C.A.N is the programming body of S.U.B.O.G. that plans, produces, and promotes programs that enhance the campus community including films, live performances, trips, comedy, and more.
FRATERNITIES AND SORORITIES
Iota Phi Theta
Lambda Alpha Upsilon Fraternity
Lambda Theta Phi Fraternity
Phi Delta Theta Fraternity
Phi Sigma Sigma Sorority

GOVERNMENTAL
Central Activities Network: 832-3678 (SC 203)
Graduate Student Association
Inter-Greek Council
Inter Residence Council (Res Life 832-1676)
Media Board
Senior Class Committee
Student Government Association: 832-3740 (SC211)
Student Union Board of Governors

HONORS ORGANIZATIONS*
Alpha Lambda Delta, First Year Students, Student Affairs
Alpha Mu Gamma, Foreign Language
Beta Beta Beta, Biology
Delta Mu Delta, Business
Delta Pi Epsilon, Business Education
Epsilon Pi Tau, Ind. Arts & Voc. Ind. Ed.
Eta Kappa Nu, Engineering
Gamma Theta Upsilon, Geography
Golden Key International Honour Society
Kappa Delta Pi, Education
 Omicron Delta Epsilon, Int’l Economics
Phi Alpha Theta, History
Pi Sigma Alpha, Political Science
Psi Chi, Psychology
Upsilon Pi Epsilon, Computer Science

*These organizations are adjunct to University departments and are listed here for your benefit. Contact the Department Chairperson for more information.

CULTURAL AND INTERNATIONAL
Africana Students Organization
Black Student Union: 832-3748 (SC210)
Chinese American Students Association
French Club
Italian Club
Japanese American Cultural Club
Korean Club
Latin American Student Organization (LASO): 832-2340 (SC205)
Mosaic Center 832-1892 (SC205)
Muslim Student Association

Polish Club
PRIDE: 832-3545 (SC209)
South Asian Students Association
Spanish Club
United Caribbean Club

MEDIA AND PUBLICATIONS
Helix (literary magazine)
The Recorder: 832-3744 (SC107)
WFCS FM-107: 832-1883 (SC108)

PERFORMING GROUPS
A Cappella Society, TGFI, Divisi,
Acabellas
COLADA (Central Organization of Latin American Dance Awareness): 832-2317
Dance Club
DanCentral
Ebony Choral Ensemble
Hip Hop Nation
Musical Theatre Club (Center Stage)
Pep Squad
Schlock
Theatre Unlimited

PROFESSIONAL
American Society of Civil Engineers
American Society of Mechanical Engineers
Athletic Trainers Association
National Asso. for Music Education
Construction Management Club
Engineers without Borders
Int’l Association of Business Communicators
National Asso. for Music Education
National Society of Black Engineers
Society of Manufacturing Engineers
Society of Professional Journalists
Society of Women Engineers
Technology Education Collegiate Association (TEECA)
USITT-US Institute of Theatre Technology

SPORTS AND RECREATION
Baseball Club
Brazilian Jiu-jitsu
Equestrian Club
Golf Club
Ice Hockey Club
Karate Club
Longboarding Club
Men’s Lacrosse Club
Men’s Rugby Club
Ski & Snowboarding Club
Soccer Club
Taekwondo/ Krav Maga Club
Tennis Club
Ultimate Frisbee Club
Volleyball Club
Women’s Lacrosse
Women’s Rugby
Women’s Soccer

RELIGIOUS
Christian Students at Central (CSAC)
Intervarsity Club
Newman Club
Undergraduate 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.78); Participation in Co-curricular Activities (p.78); Fiscal Responsibility (p.78); Facility Use (p.78); Fraternity and Sorority (p.78); Posters and Advertising (p.93); Solicitation Policy (p.106); and Conduct and Discipline (p.106).

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 Department of Student Activities; 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 Department of Student Activities; 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 Department of Student Activities within one month of the date of effectiveness.

2.3. All sources of outside funds shall be disclosed to the Department of Student Activities within one month of receipt of outside support. Activities fee funded organizations must deposit all funds into your University Activities fund account.

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 undergraduates 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 and social/educational programs.

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 and staff support.

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, Student Union Board of Governors, and the 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 governing bodies 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/SUBOG/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, may be requested by the Department of Student Activities at year end if not available through organization minutes and reporting.

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/minutes, as specified, by May 5.
8.1.2 President received specified training.
8.1.3 Treasurer received special training.
8.1.4 Register on Thelink@CCSU.edu by Student Activities established deadline
8.1.5 List first meeting for fall semester.
8.1.6 Submit financial plan for upcoming year.
8.1.7 Content, frequency, etc. of reports(s), and pertinent dates will be determined by the Director of Student Activities and Leadership Development.

8.2 Inactive Organizations
8.2.1 Fail to meet requirements in section above.
8.2.2 Will not 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 Department of Student Activities and Leadership Development 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

The Link
Website: thenlink.ccsu.edu
The Link is an online database for all organizations on campus. Student organizations are required to register on The Link each year, in addition to updating their roster, and uploading their meetings minutes. Organizations can create and submit event registration forms, send messages to club members, update club information, and much more. For all information on campus organizations, simply log into thelink.ccsu.edu/ with your BlueNet username and password.
Organizing a New Club
If you are interested in organizing a new group, you must fill out a “New Club” form in the Student Activities/Leadership Development Office and attend a new club meeting facilitated by SA/LD. Check with the Student Activities/Leadership Development Office for the most accurate date and time for the meeting. The SA/LD Office also offers advice on creating effective organizations and reactivating recognized organizations.

Participation in Co-Curricular Activities
Membership in Recognized Student Organizations is open to all fulltime, matriculated undergraduates not under disciplinary sanction. Officers of recognized student organizations or governing boards (graduate and undergraduate) must be in good academic standing (2.0 undergrad/3.0 graduate) to run for office or serve in elected positions. In the instance of a new or transfer students you are considered in good standing until you are not. Part Time undergraduate students, graduates students, staff, and faculty may participate as “Associate members”. Associate members may not vote or hold office undergraduate student organizations.

*Associate Members may not participate in club sports, intramurals, or use fitness 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 8:30 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
- FERPA
- Withdrawal Procedures
- Leave of Absence Policy, Undergraduate student
- Medical Leave Policy
- Nondiscrimination
- Employment and Education 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 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 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 Regents for the Connecticut State Universities.

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

Be it Resolved: That the Board of Regents—

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 Regents 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 Regents' 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 and/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.

Alcoholic Beverage Order Approval — An Alcoholic Beverage Order Approval signed by the President of the University or Chief Administrative Officer 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.

CCSU Buildings & Grounds — The possession, sale, distribution and/or Consumption of alcoholic beverages anywhere on campus is prohibited unless granted by the University President or the Chief Administrative Officer.

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 in writing by the President or Chief Administrative Officer.

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
- Alcohol is not permitted in residence hall rooms or 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) at the University 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 Student Wellness Services/Health Services 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, Student Wellness Services/Health Service, and Counseling Center.
- Alcohol usage may be permitted in an Executive Office if it is in conjunction with a donor or University event that has received necessary permission.
- 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
This Policy governs the Acceptable and Responsible Use of Information Technology and Resources of Connecticut State Colleges and Universities (CSCU). Information Technology (IT) resources are a valuable asset to be used and managed responsibly to ensure their integrity, security, and availability for appropriate academic and administrative use.

The usage of CSCU IT resources is a privilege dependent upon appropriate use. Users of CSCU IT resources are responsible for using IT resources in accordance with CSCU policies and the law. Individuals who violate CSCU policy or the law regarding the use of IT resources are subject to loss of access to IT resources as well as additional CSCU disciplinary and/or legal action.

Please refer to the following website for additional information: http://www.ct.edu/files/it/BOR_IT-001.pdf.
Please refer to the following website for additional information: http://www.ct.edu/files/it/BOR_IT-001.pdf.

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 or activity at 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 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, please contact the Office of the Vice President for Student Affairs, Davidson Hall, Room 103, or call (860) 832-1601. 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**

1. **Introduction**
   The Connecticut State Colleges and Universities (ConnSCU) encourages the use of electronic communications to share information and knowledge in support of ConnSCU mission and goals. To this end, ConnSCU provides and supports interactive, electronic communications resources and services.

2. **Purpose**
   The purpose of this Policy is to:
   - Promote the use of electronic communication as an official means of communication within ConnSCU
   - Ensure that ConnSCU electronic communications resources are used for purposes appropriate to the ConnSCU mission and goals;
   - Prevent disruptions to and misuse of ConnSCU electronic communications resources and services;
   - Ensure that the ConnSCU community is aware that use of ConnSCU electronic communications resources is subject to state and federal laws and the ConnSCU policies;
   - Ensure that electronic communications resources are used in compliance with those laws and the ConnSCU policies.

3. **Scope**
   This Policy applies to:
   - All electronic communications resources owned or managed by ConnSCU including the content of electronic communications, electronic attachments and transactional information associated with such communications;
   - All electronic communications resources provided by ConnSCU through contracts and other agreements with ConnSCU;
   - All users and uses of ConnSCU electronic communications resources; and other users of electronic communications resources provided by ConnSCU.

4. **Policy Authority**
   This policy is issued by the Board of Regents for Higher Education for the ConnSCU.
For more details on the electronic communications policy please refer to the following website -

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 the Vice President for 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 Student Wellness Services/Health Services for medical issue(s);
      2. The student must be evaluated by the Student Wellness Services/Counseling 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 II, 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 Student Wellness Services/Counseling 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.

Family Educational Rights and Privacy Act (FERPA)

Notice and Directory Information Policy

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

1. The right to inspect and review the student's education records within 45 days of the day the College or University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The College or 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 College or 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 amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College or University official to amend a record that they believe is inaccurate. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned. To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official will 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 provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without a student’s prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A “school official” is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Board of Regents System Office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.
FERPA also permits disclosure of education records without consent in connection with, but not limited to:

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College or University;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
- Directory information as defined in the policy of the Board of Regents.

4. The right to refuse to permit the College or University to release Directory Information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges 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, SW
Washington, DC 20202-4605

Directory Information Policy

Acknowledging that Directory Information is FERPA protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein.

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information:

- Student name
- Permanent mailing address
- Month and day of birth
- Photographs
• Student identification number, User ID, or other unique identifier
• Email address
• Telephone number
• University or College previously attended or currently attending
• Dates of attendance
• Full vs. part-time student status
• Awards and honors
• Class standing/year
• Major, minor, concentration and/or program of study
• Degree(s)/Certificate(s) candidacy
• Degree(s)/Certificate(s) earned
• Previous Institutions attended
• Graduation expected/completion

For purposes of **access by military recruiters only**, the following is designated as Directory Information (Student Recruiting Information):
• Student's name
• Permanent mailing address
• Telephone number
• Age
• Place of birth
• Class standing/year
• Major and/or program of study
• Degrees received
• Most recent educational institution attended

For purposes of **participation in any recognized activity or sports**, the following is designated as Directory Information:
• Student's name
• City and State of Residence
• Dates of attendance
• Class standing/Year
• Recognized activity or sport
• Team performance statistics
• Team position
• Photos and videos
• Awards
• Height and weight of athlete

For purposes of **disclosure to/access by the general public**, the following is designated as Directory Information:
• Student's name
• Permanent mailing address
• Photographs
• Dates of attendance
• Major, minor, concentration and/or program of study
• Degree/Certificate candidacy
• Degree(s)/Certificate(s) earned
• Awards
• Full vs. Part-time status
• Anticipated graduation date
• Graduation date

*Approved by the Connecticut Board of Regents for Higher Education on December 18, 2014

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 Board of Regents (BOR) of Higher Education 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 Wellness Services/Health Services or Student Wellness Services/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 Wellness Services/Health Services or the Student Wellness Services/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 Vice President of Student Affairs or to his or her designee. The reasons supporting the recommendation shall be set forth therein.

2. Upon receipt of the recommendation, the Vice President of Student Affairs shall confer with other University personnel, if appropriate. The Vice President of Student Affairs 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 Vice President of Student Affairs and present additional documentation for consideration.
3. During the meeting, the Vice President of Student Affairs 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 Vice President of Student Affairs 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 Vice President of Student Affairs 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 Vice President of Student Affairs 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 Vice President of Student Affairs.

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 Vice President of Student Affairs 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 Vice President of Student Affairs, 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 Vice President of Student Affairs 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 Student Wellness Services/Health Services of his or her desire to return and the specific semester for which the reentry is sought.
   ii. Provide written documentation to the Student Wellness Services 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 Student Wellness Services/Health Services or the Student Wellness Services/ Counseling & Wellness 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 Wellness Services/Health Services or the Student Wellness Services/Counseling & Wellness 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 Vice President of Student Affairs (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 Vice President of Student Affairs (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 Vice President of Student Affairs 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 Vice President of Student Affairs 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 disability; 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.

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 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.

For complete policy and complaint procedure go to [http://web.ccsu.edu/diversity/](http://web.ccsu.edu/diversity/)
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.

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 (11 by 17 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 106); and for the Residence Halls, by the Office of the Director of Residence Life (Mid-Campus).

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 CCSU Police Department, located at 1500 East Street. 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 CCSU Police Department, located at 1500 East Street. Any complaint filed against a University employee must be filed within 90 days of the alleged violation.

**BOR\CSCU Sexual Misconduct Reporting, Support Services and Processes Policy**

**Central Connecticut State University Statement**

Central Connecticut State University (CCSU) will not tolerate sexual misconduct against students, staff, faculty, or visitors, whether it comes in the form of intimate partner violence, sexual assault, sexual exploitation or sexual harassment, as defined in the BOR policy. In an ongoing effort to prevent sexual misconduct and intimate partner violence 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.

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 and intimate partner violence 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.
Statement of Policy

The Board of Regents for Higher Education (BOR) in conjunction with the Connecticut State Colleges and Universities (CSCU) is committed to insuring that each member of every BOR governed college and university community has the opportunity to participate fully in the process of education and development. The BOR and CSCU strive to maintain a safe and welcoming environment free from acts of sexual misconduct, intimate partner violence and stalking. It is the intent of the BOR and each of its colleges or universities to provide safety, privacy and support to victims of sexual misconduct and intimate partner violence.

The BOR strongly encourages victims to report any instance of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence, as an effective means of taking action by reporting such acts to the appropriate officials and pursuing criminal or disciplinary remedies, or both. The only way that action can be taken against anyone who violates another in such a manner is through reporting. Each and every BOR governed college and university shall provide those who report sexual misconduct with many supportive options, including referral to agencies that provide medical attention, counseling, legal services, advocacy, referrals and general information regarding sexual misconduct. Each and every BOR governed college and university will preserve the confidentiality of those who report sexual misconduct to the fullest extent possible and allowed by law. All BOR and CSCU employees, victim support persons and community victim advocates being consulted will make any limits of confidentiality clear before any disclosure of facts takes place. Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all BOR and CSCU employees are required to immediately communicate to the institution’s designated recipient any disclosure or report of sexual misconduct received from a student as well as communicate any disclosure or report of sexual misconduct the employee received from another employee when misconduct is related to the business of the institution.

Affirmative consent must be given by all parties before engaging in sexual activity. Affirmative consent means an active, clear and voluntary agreement by a person to engage in sexual activity with another person. Sexual misconduct, as defined herein, is a violation of BOR policies and, in addition, may subject an accused student or employee to criminal penalties. The BOR and each of its governed colleges and universities are committed to providing an environment free of personal offenses. Sexual relationships of any kind between staff/faculty and students are discouraged pursuant to BOR policy.

The Board of Regents for Higher Education hereby directs the Connecticut State Colleges and Universities to implement the Policy stated above pursuant to the following provisions: Terms, Usage and Standards

Consent must be affirmed and given freely, willingly, and knowingly of each participant to desired sexual involvement. Consent is a mutually affirmative, conscious decision – indicated clearly by words or actions – to engage in mutually accepted sexual contact. Consent may be revoked at any time during the sexual activity by any person engaged in the activity. Affirmative consent may never be assumed because there is no physical resistance or other negative response. A person who initially consents to sexual activity shall be deemed not to have affirmatively consented to any such activity which occurs after that consent is withdrawn. It is the responsibility of each person to assure that he or she has the affirmative consent of all persons engaged in the sexual activity to
engage in the sexual activity and that affirmative consent is sustained throughout the sexual activity. It shall not be a valid excuse to an alleged lack of affirmative consent that the student or employee responding to the alleged violation believed that the student reporting or disclosing the alleged violation consented to the activity (i) because the responding student or employee was intoxicated or reckless or failed to take reasonable steps to ascertain whether the student or employee reporting or disclosing the alleged violation affirmatively consented, or (ii) if the responding student or employee knew or should have known that the student or employee reporting or disclosing the alleged violation was unable to consent because the student or employee was unconscious, asleep, unable to communicate due to a mental or physical condition, or incapacitated due to the influence of drugs, alcohol or medication. The existence of a past or current dating or sexual relationship between the persons involved in the alleged violation shall not be determinative of a finding of affirmative consent.

**Report** of sexual misconduct is the receipt of a communication of an incident of sexual misconduct accompanied by a request for an investigation or adjudication by the institution.

**Disclosure** is the receipt of any communication of an incident of sexual misconduct that is not accompanied by a request for an investigation or adjudication by the institution.

**Sexual misconduct** includes engaging in any of the following behaviors:

(a) **Sexual harassment**, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education or employment; submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic or work performance or creating an intimidating, hostile or offensive educational or employment environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- Sexual flirtation, touching, advances or propositions
- Verbal abuse of a sexual nature
- Pressure to engage in sexual activity
- Graphic or suggestive comments about an individual’s dress or appearance
- Use of sexually degrading words to describe an individual
- Display of sexually suggestive objects, pictures or photographs
- Sexual jokes
- Stereotypic comments based upon gender
- Threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

**Retaliation** is prohibited and occurs when a person is subjected 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.
(b) **Sexual assault** shall include but is not limited to a sexual act directed against another person without the consent (as defined herein) of the other person or when that person is not capable of giving such consent. Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) **Sexual exploitation** occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
- Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
- Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
- Going beyond the bounds of consent (for example, an individual who allows friends to hide in the closet to watch him or her having consensual sex);
- Engaging in non-consensual voyeurism;
- Knowingly transmitting an STI, such as HIV to another without disclosing your STI status;
- Exposing one’s genitals in non-consensual circumstances, or inducing another to expose his or her genitals; or
- Possessing, distributing, viewing or forcing others to view illegal pornography.

Sexual exploitation is further defined as a crime in Connecticut State Law.

(d) **Intimate partner, domestic and/or dating violence** means any physical or sexual harm against an individual by a current or former spouse of or person in a dating or cohabitating relationship with such individual that results from any action by such spouse or such person that may be classified as a sexual assault under section 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b or 53a-73a of the general statutes, stalking under section 53a-181c, 53a-181d or 53a-181e of the general statutes, or domestic or family violence as designated under section 46b-38h of the general statutes. This includes any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment (5) sexual exploitation, as such terms are defined in this policy.

Offenses that are designated as “domestic violence” are against family or household members or persons in dating or cohabitating relationships and include assaults, sexual assaults, stalking, and violations of protective or restraining orders issued by a Court. Intimate partner violence may also include physical abuse, threat of abuse, and emotional abuse.

- Physical abuse includes, but is not limited to, slapping, pulling hair or punching.
- Threat of abuse includes but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
• Emotional abuse includes but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.
• Cohabitation occurs when two individuals dwell together in the same place as if married.
• The determination of whether a “dating relationship” existed is to be based upon the following factors: the reporting victim’s statement as to whether such a relationship existed, the length of the relationship, the type of the relationship and the frequency of the interaction between the persons reported to be involved in the relationship.

(e) **Stalking**, which is defined as repeatedly contacting another person when contacting person knows or should know that the contact is unwanted by the other person; and 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.

**Confidentiality**

When a BOR governed college or university receives a report of sexual misconduct all reasonable steps will be taken by the appropriate CSCU officials to preserve the privacy of the reported victim while promptly investigating and responding to the report. While the institution will strive to maintain the confidentiality of personally identifiable student information reported, which information is subject to privacy requirements of the Family Education Rights Privacy Act (FERPA), the institution also must fulfill its duty to protect the campus community.

**Confidential resources** are defined as follows: For the Universities, entities with statutory privilege, which include campus based counseling center, health center and pastoral counseling staff members whose official responsibilities include providing mental health counseling to members of the University community as well as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. For the Colleges, confidential resources are limited to entities with statutory privilege, such as off campus counseling and psychological services, health services providers, member(s) of the clergy, and the local Sexual Assault Crisis Center and Domestic Violence Center. The personnel of these centers and agencies are bound by state statutes and professional ethics from disclosing information about reports without written releases.

Information provided to a confidential resource by a victim of a sexual misconduct or the person reported to have been the victim of sexual misconduct cannot be disclosed legally to any other person without consent, except under very limited circumstances, such as an imminent threat of danger to self or others or if the reported victim is a minor. Therefore, for those who wish to obtain the fullest legal protections and disclose in full confidentiality, she/he must speak with a confidential resource. Each BOR governed college and university will provide a list of such confidential resources in the College or University’s
geographic region to victims of sexual misconduct as well as publish these resources on-line and in various publications.

Where it is deemed necessary for the institution to take steps to protect the safety of the reported victim and/or other members of the campus community, the institution will seek to act in a manner so as not to compromise the privacy or confidentiality of the reported victim of sexual misconduct to the extent reasonably possible.

*Mandated Reporting by College and University Employees*

Other than confidential resources as defined above, in addition to employees who qualify as Campus Security Authorities under the Jeanne Clery Act, all employees are required to immediately communicate to the institution’s designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from a student regardless of the age of the reported victim. All employees are also required to communicate to the institution’s designated recipient (e.g., Title IX Coordinator) any disclosure or report of sexual misconduct received from an employee that impacts employment with the institution or is otherwise related to the business of the institution.

Upon receiving a disclosure or a report of sexual misconduct, employees are expected to supportively, compassionately and professionally offer academic and other accommodations and to provide a referral for support and other services.

Further, in accordance with Connecticut State law, with the exception of student employees, any paid administrator, faculty, staff, athletic director, athletic coach or athletic trainer who, in the ordinary course of their employment, has a reasonable cause to suspect or believe that a person under the age of 18 years has been abused or neglected, has been placed in imminent harm or has had a non- accidental injury is required by law and Board policy to report the incident within twelve hours to their immediate supervisor and to the Department of Children and Families.

*Rights of Parties*

Those who report any type of sexual misconduct to any BOR governed college or university employee will be informed in a timely manner of all their rights and options, including the necessary steps and potential outcomes of each option. When choosing a reporting resource the following information should be considered:

- All reports of sexual misconduct will be treated seriously and with dignity by the institution.
- Referrals to off-campus counseling and medical services that are available immediately and confidential, whether or not those who report feel ready to make any decisions about reporting to police, a college or university employee or the campus’s Title IX Coordinator.
- Those who have been the victim of sexual misconduct have the right to take both criminal and civil legal action against the individual allegedly responsible.
- Those who seek confidentiality may contact a clergy member(s), a University counseling center psychologist, a University health center care provider, the Sexual Assault Crisis Center of Connecticut and/or the Connecticut Coalition Against Domestic Violence – all of whom are bound by state statutes and professional ethics to maintain confidentiality without written releases.
Right to Notify Law Enforcement & Seek Protective and Other Orders
Those who report being subjected to sexual misconduct shall be provided written information about her/his right to:

(1) notify law enforcement and receive assistance from campus authorities in making the notification; and,

(2) obtain a protective order, apply for a temporary restraining order or seek enforcement of an existing order. Such orders include:
   • standing criminal protective orders;
   • protective orders issued in cases of stalking, harassment, sexual assault, or risk of injury to or impairing the morals of a child;
   • temporary restraining orders or protective orders prohibiting the harassment of a witness;
   • family violence protective orders.

Options for Changing Academic, Housing, Transportation and Working Arrangements
The colleges and universities will provide assistance to those involved in a report of sexual misconduct, including but not limited to, reasonably available options for changing academic, campus transportation, housing or working situations as well as honoring lawful protective or temporary restraining orders. Each and every BOR governed college and university shall create and provide information specific to its campus detailing the procedures to follow after the commission of such violence, including people or agencies to contact for reporting purposes or to request assistance, and information on the importance of preserving physical evidence.

Support Services Contact Information
It is BOR policy that whenever a college or university Title IX Coordinator or other employee receives a report that a student, faculty or staff member has been subjected to sexual misconduct, the Title IX Coordinator or other employee shall immediately provide the student, faculty or staff member with contact information for and, if requested, professional assistance in accessing and using any appropriate campus resources, or local advocacy, counseling, health, and mental health services. All CSCU campuses shall develop and distribute contact information for this purpose as well as provide such information on-line.

Employee Conduct Procedures
Employees who are reported to have engaged in sexual misconduct are subject to discipline in accordance with the procedures applicable to the employee’s classification of employment.
**Student Conduct Procedures**

The **Student Code of Conduct** provides the procedures for the investigation, definitions of terms, and resolution of complaints regarding student conduct, including those involving sexual misconduct, as defined herein.

The Title IX Coordinator can assist in explaining the student conduct process. The Student Code of Conduct provides an equal, fair, and timely process (informal administrative resolution or a formal adjudication) for reported victims and accused students.

Reported victims of sexual misconduct shall have the opportunity to request that an investigation or disciplinary proceedings begin promptly; that such disciplinary proceedings shall be conducted by an official trained annually in issues relating to sexual misconduct and shall use the preponderance of the evidence (more likely than not) standard in making a determination concerning the alleged sexual misconduct.

Both the reported victim of sexual misconduct and the accused student are entitled to be accompanied to any meeting or proceeding relating to the allegation of sexual misconduct by an advisor or support person of their choice, provided the involvement of such advisor or support person does not result in the postponement or delay of such meeting as scheduled and provided such an advisor or support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process or other meeting pertaining to a report of sexual misconduct and each student shall have the opportunity to present evidence and witnesses on her/his behalf during any disciplinary proceeding.

Both the reported victim and accused student are entitled to be provided at the same time written notice of the results of any disciplinary proceeding, normally within one (1) business day after the conclusion of such proceeding, which notice shall include the following: the name of the accused student, the violation committed, if any, and any sanction imposed upon the accused student.

Sanctions may range from a warning to expulsion, depending upon the behavior and its severity of the violation(s). The reported victim shall have the same right to request a review of the decision of any disciplinary proceeding in the same manner and on the same basis as shall the accused student; however, in such cases, if a review by any reported victim is granted, among the other actions that may be taken, the sanction of the disciplinary proceeding may also be increased. The reported victim and the accused student are entitled to be simultaneously provided written notice of any change in the results of any disciplinary proceeding prior to the time when the results become final as well as to be notified when such results become final.

In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential.
Dissemination of this Policy
Upon adoption by the Board all CSCU institutions shall, upon receipt, immediately post and maintain this policy at all times in an easily accessible manner on each institution’s website. This policy shall thereafter be annually provided to all Title IX Coordinators, campus law enforcement officers and security personnel, and other campus personnel. Further, this policy shall be presented at student orientation and at student awareness and prevention trainings, and made broadly available at each campus. The policy shall be expanded upon by each institution to provide resources and contact information specific to their institution and geographic area as set forth above.

To report an incident at Central Connecticut State University
Office of Diversity and Equity (All complaints)
Rosa Rodríguez, Chief Diversity Officer and Title IX Coordinator
Central Connecticut State University
1615 Stanley St.
New Britain, CT 06053
Davidson Hall, Rm. 102
860-832-1653
rosa.rodriguez@CCSU.edu

Office of Student Conduct (Complaints against students)
Christopher Dukes,
Carroll Hall, Rm. 202
860-832-1667

University Police (All criminal complaints except sexual harassment)
860-832-2375

Human Resources (Complaints against employees)
Anna E. Suski-Lenczewski, Chief Human Resources Officer
Davidson Hall, Rm. 101
860-832-1756
lenczewskia@ccsu.edu

Office of Student Affairs (Complaints against students)
Dr. Laura Tordenti, Vice President for Student Affairs
Davidson Hall, Rm. 103
860-832-1605

If you want to speak with someone at CCSU
Office of Victim Advocacy and Violence Prevention
Sarah Dodd, Victim Advocacy and Violence Prevention Specialist
860-832-3795
sarahdodd@ccsu.edu

Women’s Center
Jacqueline Cobbina-Boivin, Coordinator
860-832-1655
cobbina-boivinj@mail.ccsu.edu

SSW, Counseling (Confidential)
860-832-1945

If you want to speak with a Community Partner

Sexual Assault Crisis Services (confidential)
860-223-1787 (English)
Prudence Crandall Center for Domestic Violence (confidential)
888-774-2900 (24-hour hotline)

To report an incident to an Outside Agency

An individual has the right to file his or her complaint of discrimination with any or all of the relevant agencies listed below. The individual can also simultaneously avail himself or herself of the University's Internal Discrimination Grievance Procedure.

The Connecticut Commission on Human Rights & Opportunities (All)

<table>
<thead>
<tr>
<th>Capitol Region</th>
<th>Eastern Region</th>
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</thead>
<tbody>
<tr>
<td>999 Asylum Avenue</td>
<td>100 Broadway</td>
</tr>
<tr>
<td>Hartford, CT 06105</td>
<td>Norwich, CT 06360</td>
</tr>
<tr>
<td>Tel: (860) 566-7710</td>
<td>Tel: (860) 886-5703</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Southwest Region</th>
<th>West Central Region</th>
</tr>
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<tbody>
<tr>
<td>1057 Broad Street</td>
<td>Rowland State Government Center</td>
</tr>
<tr>
<td>Bridgeport, CT 06604</td>
<td>55 West Main Street, Suite 210</td>
</tr>
<tr>
<td>(203) 579-6246</td>
<td>Waterbury, CT 06702-2004</td>
</tr>
<tr>
<td></td>
<td>(203) 805-6530</td>
</tr>
</tbody>
</table>

Complaints should be filed with the Commission on Human Rights and Opportunities no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred.

The Equal Employment Opportunities Commission (Employees)
John F. Kennedy Federal Office Building
Government Center, Room 475
Boston, MA 02203
Tel: 1-800-669-4000

Complaints should be filed with the Equal Employment Opportunities Commission no later than one hundred and eighty (180) days after the alleged act of employment discrimination occurred, except, that in a case when the aggrieved person has initially filed a complaint with the Commission on Human Rights and Opportunities, such complaint should be filed no later than three hundred (300) days after the alleged act of employment discrimination occurred.
State of Connecticut: Employee Grievance Procedure
Contact Human Resources Office or union representatives for Grievance forms and/or procedures.

U.S. Department of Education, Office for Civil Rights (Students)
33 Arch Street
Ninth Floor
Boston, MA 02110
Tel: (617) 289-0111
Fax: (617) 289-0150

Office of Student Conduct (Complaints against students)
Student Affairs’ Office of Student Conduct 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.

Christopher Dukes, Director
Carroll Hall, Rm. 202
860-832-1667

CCSU Police (All criminal complaints except sexual harassment)
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.

CCSU Police Department
1500 East St
New Britain, CT 06053
860-832-2375

BICYCLES, SKATEBOARDS, ROLLERBLADES, ROLLER-SKATES, & MOPEDS
Prohibitions - Skateboards: No person shall ride or operate a skateboard within or upon properties owned, leased or under the control of Central Connecticut State University, including but not limited to buildings, mall and plaza areas, sidewalks, streets, alleys and parking facilities.

Restrictions - Rollerblades & Roller-Skates: No person shall ride or operate roller-skates or rollerblades upon properties owned, leased or occupied by Central Connecticut State University, except in a prudent and careful manner, with reasonable regard for the safety of the operator and other persons. Roller-skating and rollerblading is specifically prohibited within the parking garages of the University.
Restrictions - Bicycles: Except for bicycles operated by employees of the CCSU Police Department in the performance of duty, the operation of bicycles within parking garages and other CCSU buildings is prohibited.

Bicycle operators are reminded that while riding on roads or highways they are to keep to the right side of the roadway and that they are subject to the same traffic regulations governing the operation of vehicles (e.g., stop signs, traffic lights and one-way street designations).

No person shall ride or operate bicycles upon properties owned, leased or occupied by Central Connecticut State University, except in a prudent and careful manner, with reasonable regard for the safety of the operator and other persons.

Security: No bicycle or moped may be parked in any University building, nor shall any moped or bicycle be chained, tied, or affixed in any manner to a railing adjacent to a sidewalk or stairs leading to a building or any other portion of the building that is used for entrance or egress. The University reserves the right to remove any bicycle/moped parked in this manner and shall have the right to cut or physically remove any locking device attached to the bicycle/moped in order to remove it for the safety of pedestrians and/or violation of State fire codes. The University assumes no responsibility for replacement of any locking device, nor does the University assume any responsibility for real or assumed damage to bicycles/moped during removal/storage operations.

Warning Devices: All bicycles should be equipped with a horn or bell while being operated on campus. Bicycles being operated during the hours of darkness must also be equipped with a light on the front of the bicycle and a reflector on the rear.

Mopeds: For the purpose of these regulations, "mopeds" shall follow the same rules as bicycles. However, the operator must be at least 16 years of age and possess a valid operator's license.

Penalties: In lieu of or in addition to the fines cited in section 8.1 above, anyone found damaging University property as a result of violating these policies may be charged under applicable State Statutes. Violators who are not affiliated with the University as students or employees may be charged with a trespassing offense under applicable State statutes.

**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 Marketing & Communications.
STUDENT CODE OF CONDUCT AND STATEMENT OF DISCIPLINARY PROCEDURES

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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 well being of society. In line with this purpose, the Board of Regents for Higher Education (“BOR”) in conjunction with the Connecticut State Colleges and Universities (“CSCU”) 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.

CSCU has certain self-defined institutional values. Principal among these values is respect for the safety, dignity, rights, and individuality of each member of the CSCU 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 CSCU must at all times govern their social and academic interactions with tolerance and mutual respect so that the students who pass through a CSCU door are enriched by these experiences and are
prepared for full and enlightened participation in a multi-cultural society. Because of the BOR’s and CSCU’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on CSCU campuses. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation or expression, disability, gender, age, or ethnic background are antithetical to the BOR’s and CSCU’s fundamental principles and values. It is the BOR's and CSCU’s responsibility to protect our students’ right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of CSCU. 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” or “Code”) is intended to present a clear statement of student rights and responsibilities established by the Board of Regents for Higher Education. The BOR has charged the President of the Board of Regents for Higher Education with developing procedures to protect those rights and to address the abdication of responsibilities in collaboration with the four State Universities, the twelve Community Colleges and Charter Oak State College. The Student Code describes the types of acts that are not acceptable in an academic community.

*Disclaimer:* *This Code is neither a contract nor an offer of a contract between any BOR governed institution 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 at a University, the Dean of Students at a Community College, the Provost at Charter Oak State College or their designee shall make the final decision of the interpretation 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. “Advisor” means a person who accompanies an Accused Student or an alleged victim to a hearing (or a proceeding pertaining to a report of sexual violence) for the limited purpose of providing advice and guidance to the student. An advisor may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding pertaining to a report of sexual violence).

3. “Appellate Body” means any person or persons authorized by the University Vice President for Student Affairs, Community College Dean of Students, Charter Oak State College Provost or their designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.

4. “Calendar Days” means the weekdays (Mondays through Fridays) when the University or College is open.
5. “College” means either collectively or singularly any of the following institutions: Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

6. “Complainant(s)” means the person(s) who initiates a complaint by alleging that a Student(s) violated the Code.

7. “CSCU” means either collectively or singularly, any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

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

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

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

11. “Disciplinary Officer” or “Conduct Administrator” means a University, College or CSCU 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 before the Hearing Body.

12. “Hearing Body” or “Hearing Panel” means any person or persons authorized by the University for Student Affairs, Community College Dean of Students or Charter Oak State College Provost to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer or hearing board.

13. “Institution” means the University or College within CSCU.

14. “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.
15. “Member of the CSCU Community” means any person who is a student, an official or any other person who works for CSCU, either directly or indirectly (e.g., for a private enterprise doing business on a CSCU campus).

16. “Policy” means the written regulations, standards, and student conduct expectations adopted by the BOR 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 and College notices.

17. “Prohibited Conduct” means the conduct prohibited by this Code, as more particularly described in Part I-D of this Code.

18. “Reporting Party” means any person who alleges that a student has violated this Code.

19. “Student” means either (1) any person admitted, registered, enrolled or attending any CSCU course or CSCU conducted program, whether full-time or part-time, and whether pursuing undergraduate, graduate or professional studies, or continuing education; (2) any person who is not officially enrolled for a particular term but who has a continuing relationship with a CSCU; or (3) any person within two calendar years after the conclusion of their last registered Community College course unless the student has formally withdrawn, graduated or been expelled from the College.


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

22. “Support Person” means a person, who accompanies an Accused Student, a Reporting Party 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.

23. “University” means any of the following institutions: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, and Western Connecticut State University, whichever the alleged violation of the Code occurred.

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

25. “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, the twelve Community Colleges, and the on-line college: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University, Western Connecticut State University; Asnuntuck Community College, Capital Community
College, Gateway Community College, Housatonic Community College, Manchester Community College, Middlesex Community College, Naugatuck Valley Community College, Northwestern Connecticut Community College, Norwalk Community College, Quinebaug Valley Community College, Three Rivers Community College, Tunxis Community College, and Charter Oak State College.

An alleged violation of the Student Code shall be addressed in accordance with the Code of Conduct, even if the accused Student has withdrawn from the Institution prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to University 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 readily available electronically and/or in a printed publication to students, faculty and staff. The office responsible for Student Affairs will annually 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: A University’s and Charter Oak State College’s Provost or a Community College’s Dean of Students shall be the person designated by the institution President to be responsible for the administration of the Academic Misconduct portion of the Student Code. A University’s Vice President for Student Affairs, a Community College’s Dean of Students, or Charter Oak State College’s Provost shall be the person designated by the institution President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

PART C: SCOPE OF AUTHORITY

A Student who is found responsible for engaging in conduct that violates the Student Code on any CSCU campus or on property controlled by the BOR or by any CSCU Affiliate or any CSCU sponsored function or event shall be subject to the sanctions described in this Code. The Student Code of Conduct also applies to online activities, where applicable. 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 by University students 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 University 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 CSCU or to the property of the CSCU.

Community College students conduct is subject to the Code on campus and off-campus whenever such conduct impairs College-related activities or affairs of another member of the College community or creates a risk of harm to a member or members of the College community. Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all CSCU 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 CSCU Community. However, where a court of law has found a student to have violated the law, an institution has the right to impose the sanctions of this Code even though the conduct does not impair institution-related activities of another member of the university or college community and does not create a risk of harm to the college or university community. The decision to exercise this right will be in the sole discretion of the President of the impacted institution or his/her designee.

Charter Oak State College applies this Code to matriculated and non-matriculated students, including those participating in portfolio assessment, credential evaluation, testing, or contract learning. Jurisdiction shall be limited to student conduct that occurs while students are taking Charter Oak State College courses or availing themselves of Charter Oak State College services. However, if a matriculated Charter Oak State College student is found guilty of student misconduct at another institution, including but not limited to misrepresentation of records from other institutions, the student may be subject to disciplinary action at Charter Oak State College.

PART D: PROHIBITED CONDUCT

The following list of behaviors is intended to represent the types of acts that constitute violations of this Code.

1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.
   a. Plagiarism is defined as the submission of work by a student for academic credit as one’s own work of authorship, which contains work of another author without appropriate attribution.
   b. 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 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 or College documents, including, but not limited to forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other College or University identification document, course registration document, schedule card, transcript, or any other institution-issued document or record.
   b. Knowingly furnishing false information to any CCSU 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, CSCU/BOR, the institution, or any member of the CSCU Community.

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

5. Sexual misconduct may include engaging in one of more behaviors:
(a) Sexual harassment, which can include any unwelcome sexual advance or request for sexual favors, or any conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s education; submission to or rejection of such conduct by an individual is used as a basis for academic decisions affecting the individual; or such conduct has the purpose or effect of substantially interfering with an individual’s academic performance or creating an intimidating, hostile or offensive educational environment. Examples of conduct which may constitute sexual harassment include but are not limited to:

- sexual flirtation, touching, advances or propositions
- verbal abuse of a sexual nature
- pressure to engage in sexual activity
- graphic or suggestive comments about an individual’s dress or appearance
- use of sexually degrading words to describe an individual
- display of sexually suggestive objects, pictures or photographs
- sexual jokes
- stereotypic comments based upon gender
- threats, demands or suggestions that retention of one’s educational status is contingent upon toleration of or acquiescence in sexual advances.

(b) Sexual assault shall include but is not limited to 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). Consent must be affirmative. (See Sexual Misconduct Reporting, Support Services and Processes Policy).

Sexual assault is further defined in sections 53a-70, 53a-70a, 53a-70b, 53a-71, 53a-72a, 53a-72b and 53a-73a of the Connecticut General Statutes.

(c) Sexual exploitation occurs when a person takes non-consensual or abusive sexual advantage of another for anyone’s advantage or benefit other than the person being exploited, and that behavior does not otherwise constitute one of the preceding sexual misconduct offenses. Examples of behavior that could rise to the level of sexual exploitation include:

- Prostituting another person;
  - Non-consensual visual (e.g., video, photograph) or audio-recording of sexual activity;
  - Non-consensual distribution of photos, other images, or information of an individual’s sexual activity, intimate body parts, or nakedness, with the intent to or having the effect of embarrassing an individual who is the subject of such images or information;
  - Going beyond the bounds of consent (such as letting your friends hide in the closet to watch you having consensual sex);
  - Engaging in non-consensual voyeurism;
6. Intimate partner violence is defined as:

- Including intimate partner violence, which is any physical or sexual harm against an individual by a current or former spouse or by a partner in a dating relationship that results from (1) sexual assault, as defined in section 5 above; (2) sexual assault in a spousal or cohabiting relationship; (3) domestic violence; (4) sexual harassment, as defined in section 5 above or, (5) sexual exploitation, as defined in section 5 above.
- Physical abuse, which can include but is not limited to, slapping, pulling hair or punching.
- Threat of abuse, which can include but is not limited to, threatening to hit, harm or use a weapon on another (whether victim or acquaintance, friend or family member of the victim) or other forms of verbal threat.
- Emotional abuse, which can include but is not limited to, damage to one’s property, driving recklessly to scare someone, name calling, threatening to hurt one’s family members or pets and humiliating another person.

7. 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 express 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.

8. 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.

9. 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.

10. 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 or expression, age, physical attribute, or physical or mental disability or disorder, including learning disabilities and mental retardation.

11. 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 CSCU premises or at functions sponsored by, or affiliated with the University or College.

12. Behavior or activity, which endangers the health, safety, or well-being of oneself or others.

13. Offensive or disorderly conduct which causes interference, annoyance or alarm or recklessly creates a risk thereof at CSCU or CSCU premises, CSCU web or social media sites, at a CSCU-sponsored activity or in college or university courses, including cyber bullying. This offense does not apply to speech or other forms of constitutionally protected expression.

14. Unauthorized possession, duplication or use of keys (including, but not limited to, card access, card keys, fobs, etc.) to any CSCU premises or forcible and/or unauthorized entry on or into CSCU premises.

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

16. 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.

17. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and CSCU 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.

18. 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.

19. 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.
20. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property on CSCU premises.

21. Disruption or obstruction of any College or University function, activity or event, whether it occurs on or off the campus, or of any non-University or College function, activity or event, which is authorized by the institution to occur on its premises.

22. Intentional obstruction of the free flow of pedestrian or vehicular traffic on CSCU premises or at University or College-sponsored or supervised functions or interference with entry into or exit from CSCU premises or with the free movement of any person.

23. Failure to comply with the directions of CSCU 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.

24. Conduct that violates published BOR/CSCU policies, rules, and regulations, including, but not limited to, residence hall rules and regulations.

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

26. Unauthorized use of CSCU property or the property of members of the CSCU Community or of CSCU Affiliates.

27. Theft, unauthorized use, or abuse of University or College computers and/or peripheral systems and networks, including, but not limited to:

   a. Unauthorized access to CSCU computer programs or files;
   b. Unauthorized alteration, transfer or duplication of CSCU computer programs or files;
   c. Unauthorized use of another individual’s identification and/or password;
   d. Deliberate disruption of the operation of CSCU computer systems and networks;
   e. Deliberate disruption of the operation of CSCU computer systems and networks;
   f. Use of the Institution’s 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);
   g. 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
   h. Violation of the BOR Policy Statement on Acceptable and responsible use of Information Technology resources and/or any applicable BOR computer use policy.
28. Abuse of the CSCU conduct and disciplinary system, including but not limited to:

a. Failure to obey the notice from a Hearing Body or CSCU 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. Initiation of a conduct or 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.

PART E: HEARING PROCEDURES FOR SEXUAL MISCONDUCT, SEXUAL INTIMATE PARTNER, DOMESTIC VIOLENCE & STALKING REPORTS

In addition to disciplinary procedures applicable to State University students in Section II, Community College students in Section III, or Charter Oak State College Students in Section IV, for any hearing conducted involving allegations of sexual misconduct, including sexual harassment, sexual assault, sexual exploitation, stalking and intimate partner violence the reported victim and the accused student shall each have the following rights:

1. At any meeting or proceeding, both the reported victim and accused student may be accompanied by an advisor or support person of the student’s choice provided the advisor or support person does not cause a scheduled meeting or hearing to be delayed or postponed and provided an advisor or support person may not directly address the Hearing Body, question witnesses, or otherwise actively participate in the hearing process (or other proceeding or pertaining to a report of sexual misconduct);

2. The reported victim of sexual misconduct is entitled to request that disciplinary proceedings begin promptly;

3. Any hearing regarding an accusation of sexual misconduct shall (i) be fair, prompt and impartial; (ii) be conducted by a Hearing Body annually trained in issues relating to sexual misconduct (iii) use the preponderance of evidence (more likely than not) standard; (iv) shall allow both the accused student and
reported victim the opportunity to present evidence and witnesses on their behalf during any disciplinary proceeding; (v) shall provide both the accused student and the reported victim with equal access to any information that will be used during meetings and hearings; and (vi) invoke the standard of “affirmative consent!” in determining whether consent to engage in sexual activity was given by all persons who engaged in sexual activity.

4. In accordance with the Family Educational Rights and Privacy Act (FERPA), the accused student and the reported victim have the right to keep their identities confidential;

5. Any reported victim shall be provided written notice of the decision of the Hearing Body at the same time as the accused student, normally within one (1) business day after the conclusion of the Hearing. In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any reported victim of sexual misconduct shall contain only the following: the name of the accused student, the violation committed, if any, and any sanction imposed against the accused student.

6. The reported victim shall have the same right to request a review of the decision of the Hearing Body (appeal rights) in the same manner and on the same basis as shall the accused student; however, if a request for review by a reported victim is determined to be properly made and if the review determines there is sufficient grounds for altering the decision of the Hearing Body, among the other actions that may be taken as set forth above, the sanction of the hearing may also be increased. Notwithstanding the foregoing, in any hearing pertaining to sexual misconduct both the reported victim and the accused student are entitled to be simultaneously provided notice of any change in the results of the hearing prior to the time when the results become final as well as to be notified when such results become final.

PART F: CONDUCT AND DISCIPLINARY RECORDS

The written decision resulting from an administrative conference or a hearing under this Code shall become part of the student’s educational record and shall be subject to the provisions of the Family Educational Rights and Privacy Act (FERPA). A student’s disciplinary record shall be maintained separately from any other academic or official file maintained by the Institution. 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.

While student education records are generally protected from disclosure by FERPA, there are a number of exceptions to this rule. Students should be aware that a record concerning his/her behavior while a student at the College or University may be shared with other colleges or universities to which the student may subsequently wish to transfer or be admitted. Similarly, prospective employers may require a student to provide access to his/her education records as part of the employment application process. A record of having been sanctioned for conduct that violates Section I.D. of the Code may disqualify a student for admission to another college or university, and may interfere with his/her selection for employment.

PART G: INTERPRETATION AND REVISION

Questions regarding the interpretation of this Code shall be referred to the University’s and Charter Oak State College’s Provost or a Community College’s Dean of Students or their designees for the administration of the Non-Academic Misconduct portion of the Student Code and to the University’s Vice President for Student Affairs, a Community College’s Dean of Academic Affairs or Charter Oak State College’s Provost or their designees for the administration of the Academic Misconduct portion of the Student Code.
II. CONDUCT AND DISCIPLINARY PROCEDURES APPLICABLE TO STATE UNIVERSITY STUDENTS

PART A: DISCIPLINARY PROCEDURES - ACADEMIC MISCONDUCT

Instructor's Role:
1. 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. Each institution shall establish implementation guidelines in accordance with this Code.

2. Information from Person Other than Student's Instructor: Any member of the CSCU 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. (Should the academic sanction not be changed pursuant to this recommendation, the University reserves the right to change the academic sanction.) 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) calendar days of receipt of the academic misconduct hearing board’s written decision.

7. 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: DISCIPLINARY PROCEDURES – NONACADEMIC MISCONDUCT

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

1. Providing Information leading to a Complaint: Any person 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. Disciplinary Proceedings Against a Student Charged with Sexual Assault, Sexual, Intimate Partner, Domestic Violence or Other Sex Related Offense: See Section I.E

4. Pre-Hearing Investigation and Administrative Disposition:

a. 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.
b. The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if there is reason to believe the student has committed a violation of any part of Section I.D. of the Code and, after considering both the possible violation and the prior conduct record of the student, if the Disciplinary Officer or Conduct Administrator determines that a sanction of less than residential hall separation or suspension or expulsion from the University is appropriate, the Disciplinary Officer or Conduct Administrator shall schedule an administrative conference with the student. The student shall be given reasonable notice of the time and place of the conference. At the administrative conference, the student shall have the opportunity to present information for the Disciplinary Officer’s or Conduct Administrator’s consideration. At the conclusion of the administrative conference, the Disciplinary Officer or Conduct Administrator shall determine whether it is more likely than not that the student has violated the Policy and, if so, impose a sanction less than residential hall separation, or suspension or expulsion from the University. The Disciplinary Officer or Conduct Administrator shall provide the student with a written explanation for the determination. The decision of the Disciplinary Officer or Conduct Administrator shall be final.

5. Hearing Bodies: A Student accused of misconduct has the right to be heard by an impartial Hearing Body. Any concern 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. Any Hearing regarding an accusation of sexual assault, sexual misconduct, intimate partner, domestic violence or other sex related offense or intimate partner violence shall be conducted by an impartial Hearing Body trained in issues relating to sexual assault, sexual violence, intimate partner, and domestic violence.

6. Hearing Procedures:

a. Notice of Hearing: Normally, a hearing will be conducted within ten (10) 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, with delivery receipt attached or by certified mail, return receipt requested by University email or by overnight delivery with signature of recipient required. 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.

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) 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.

In any Hearing alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim and the Accused Student are entitled to:

1) be accompanied to any meeting or proceeding by an advisor or support person of their choice, provided that the advisor or support person does not cause a scheduled meeting to be delayed or postponed;
2) present evidence and witnesses on their behalf;
3) in accordance with the Family Educational Rights and Privacy Act (FERPA), to have their identities kept confidential.

In addition, the alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense is entitled to request that disciplinary proceedings begin promptly.

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. Advisors and Support Persons: The Reporting Party, any alleged victim, and the Accused Student shall each have the right to be accompanied by an Advisor and Support Person. The Advisor and 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 an Advisor or Support Person.

h. Presentation of Evidence: Only evidence introduced at the hearing itself may be considered by the Hearing Body in determining whether it is more likely than not that the alleged violation was committed by the accused student.

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.

With respect to Hearings alleging sexual assault, sexual, intimate partner, domestic violence or other sex related offense, any alleged victim shall receive written notice of the decision of the Hearing Body at the same time as the Accused Student, normally within one (1) business day after the conclusion of the Hearing.

In accordance with the Family Educational Rights and Privacy Act (FERPA) the notice to any alleged victim of sexual assault, sexual, intimate partner, domestic violence or other sex related offense shall contain only the following: the name of the student, the violation committed and any sanction imposed against the student.

7. Review: An Accused Student may request that the decision of the Hearing Body be reviewed by 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) 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 a request for a review. 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 reviewed.
a. Grounds for Review: The Accused Student has the right to request a review of 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 review shall be limited to a review of the record except as required to explain the basis of new information.

b. Review Procedures: In order to prepare for the review, 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 review will not be heard by anyone involved in the initial hearing. The review shall be considered a decision rendered within ten (10) Calendar Days of the filing of the request for review.

c. If a request for review is granted, 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 a request is not granted, the matter shall be considered final and binding upon all involved.

d. Status of Student Pending Review: All sanctions imposed by the Hearing Body shall be and continue in effect pending the outcome of a review. Any request to delay the commencement of sanctions pending a review must be made by the Accused Student, in writing, to the Vice President for Student Affairs or his or her designee.

e. With respect only to Hearings related to sexual assault, sexual, intimate partner, domestic violence or other sex offense, the alleged victim shall have the same right to request a review in the same manner and on the same basis as shall the Accused Student as set forth above; however, in such cases, if a review by any alleged victim is granted, among the other actions that may be taken as set forth above, the sanction of the Hearing may also be increased.

Upon review, if the decision or sanction of the disciplinary proceeding is changed, any alleged victim must be notified in writing of the change incollection or sanction at the same time that the Accused Student is notified.

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 suspension, 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 Calendar Day that the Student is available.

At that meeting, the Accused Student will be advised of his/her reported behavior and be offered the opportunity to provide information upon which the determination may be based whether or not the Student engaged in conduct warranting an interim suspension or residence hall separation.

Any Student placed on an interim suspension will be given an opportunity to appear at an administrative conference or a formal hearing on the misconduct charges lodged against him or her in accordance with II.B.5 of this Code within ten (10) Calendar Days of being placed on such suspension, 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. Fine: A sanction involving the imposition of a specified dollar amount due and payable by a specified date.

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 Separation: 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 among CSCU 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 CSCU by suspension may under the terms of the
suspension be excluded from the premises of all CSCU premises when in the judgment of the
suspending authority, the Student’s continued presence would constitute a danger to persons or
property or a threat to the academic process. Notwithstanding the foregoing, the suspending
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.

1. Expulsion: Expulsion is permanent disciplinary separation from all universities within CSCU 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 CSCU by expulsion may under the terms of the expulsion be excluded from all CSCU
Premises when in the judgment of the expelling authority the Student’s presence would constitute a
danger to persons or property or a threat to the academic process.

2. 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.

**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.

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. A leave of absence may be requested, for up to two consecutive semesters, at the time of withdrawal so that a student will maintain their status and not have to apply for re-admission.
On-Campus Living

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

Ryan Baumann  
**Associate Director**

Sandra Matthews  
**Associate Director**

**Our Mission**

The Department of Residence Life provides students with housing that enhances the goals of the University. We seek to cultivate residential communities where students are provided the opportunity to develop as leaders and realize each individual’s responsibility to their community. Efforts are directed to the formation of a living-learning atmosphere that embraces diversity, provides opportunities for civic engagement, and promotes the principles of sustainability, while instilling a pride in Central Connecticut State University.

**Central Office Staff and Office Location**

The following full-time staff members are located in the central office, which is located on the first floor of the Mid-Campus Residence Hall. The operating hours are 8:00 am - 5:00 pm Monday - Friday.

The **Director of Residence Life** is responsible for the overall administration of the Residence Life Program including managing the departmental budget and strategic planning.

The **Associate Director** manages the housing assignment and selection process, coordinates all late stay and early returns to campus, and supervises the live-in professional staff members.

The **Associate Director** manages the Resident Assistant Program and resident education component of the department in addition to supervising the selection and training of new student staff members.

The **Residence Life Secretary** manages the central office and assists the Associate Director with the housing assignment process.
Residence Halls Staff

Area Coordinators/Resident Directors
The Area Coordinators (AC) and the Resident Directors (RD) are full-time administrators at Central Connecticut State University and live in the residence halls. They are responsible for the residence hall students, activities, and facilities. They advise, counsel and supervise residents individually or as part of a group. It is their responsibility to work with students and Resident Assistants (RA) to create an environment that encourages both social and academic development of the students who live in the halls. Each night an Area Coordinator or Resident Director is on duty for crisis management and intervention.

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 residence hall 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 summer break. Those leadership positions offered are: Sign-in Workers, Main Office Student Staff, Work Crew, and Summer Coordinators.

Campus Living

As a Member of a Community
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 your residence building with regard to the spirit of “community.” We encourage you to form positive relationships with other resident students, such as your roommate(s), suitemates, floor members, Residence Life staff and others. You are not only sharing a bedroom but also a bathroom and common areas. You have the responsibility to live up to the rules and regulations and to work with others in your community to create an atmosphere that promotes studying and social
interaction. We encourage you to ask questions and seek out the Residence Life staff when you have problems or concerns.

Resident Bill of Rights
Your enjoyment of your Residence Life experience will depend on the mutual respect and understanding that you demonstrate as a resident. It is important that each student realizes that he/she has basic rights while residing on campus.

Resident Bill of Rights
Your enjoyment of your Residence Life experience will depend on the mutual respect and understanding that you demonstrate as a resident. It is important that each student realizes that they have 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.
- 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 relationships in the residence hall, each resident 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 another resident, follow these guidelines:
- Keep the problem between you and that resident.
- Talk with the resident about the situation.
- Discuss solutions that you both can live with and write them down.
- Discuss the situation with a Residence Life staff member.

Getting Involved in the Residential Community

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, all of whom are students elected by their peers. 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 the goal of Residence Life 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 may include a President, Vice President, Treasurer, Secretary, Public Relations, Floor Representatives and Committee Representatives. The Executive Board works with the Residence Hall Director/ Area Coordinator and the Senior Resident Assistant to run effective meetings and to enhance your residence life experience.

Living-Learning Communities
We offer a twist on the traditional on-campus living experience. Consider a Living Learning Community or LLC for short. These communities are developed around a theme. Students who share a common interest or academic focus live on the same floor of a residence hall. In some cases, entire halls are devoted to a theme, for example, Sam May Hall is dedicated to our Fitness & Wellness LLC and Seth North is a First Year Residence Hall.

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. 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.” The Dean’s Cup is a much-anticipated tradition each semester.

Recycling & Energy Conservation
The Department of Residence Life encourages students to reduce, reuse and recycle any of their personal items. Each Residence Hall has different bins for students to use for their recyclables. The gray top bin is for waste such as food waste and non-recyclables. The blue top bin is for recycling any type of paper, newspapers, magazines, cardboard or posters. The green top bin is used for recycling any type of bottle, including glass or plastic, alumni cans and gallon jugs. The blue bins used to recycle any size or type batteries. The green bins used to recycle any type of electronics including items operated by battery. The yellow bin is used for chemical waste such as flammables, corrosives, aerosol cans, nail polish and cleaners. Hydration stations are available in the Residence Halls. Conserving energy is an easy way to protect the environment and keep energy costs under control. Below are a few tips on how to go about it:

- Turn off your electrical devices when no longer needed.
- Turn off your lights when room is unoccupied.
- Utilize the recycling bins within your Residence Hall to dispose of batteries, electronics and chemical waste.
- Separate paper, glass, aluminum and plastic from your waste bins.
- Only print what you need.
- Use a Nalgene bottle instead of disposable water bottles.
- Grab only the food you can eat.
- Trade in books you no longer use & donate unused clothing to an organization.
- Purchase items made from recycled materials.

To learn more about CCSU “green” initiatives visit http://www.ccsu.edu/about/sustainability/sustainability.html
Residence Life Policies

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.
- **Blue Chip ID Card:** This is your student ID. It gives you access to your Residence Hall main entrance door and your room. It is used when you do your laundry, get snacks or drinks from the vending machines, borrow books from the library and purchase meals on campus. In addition, off-campus merchants accept it as a form of payment. Visit the Card Office website for the listing of the merchants’ locations where the Blue Chip ID Card is accepted.
- **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/police
- **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. The Department of Residence Life is not responsible for food left in the kitchen common areas. 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 at any time.
- **Courtesy Hours:** They are observed 24 hours a day throughout the residence halls. When asked by another resident or Residence Life staff member to reduce noise level, residents are expected to immediately comply as a courtesy to fellow community members.
- **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. Students who let in unauthorized individuals and/or prop side doors may be subject to disciplinary action.
- **Disruptive Behavior:** Behavior that infringes upon academic pursuits or is disruptive to orderly community living, including infringing on the privacy and privileges of the residential community members is not allowed. Hall sports such as throwing items in the hallways, lounges and suites including rollerblading, wrestling or bouncing balls are prohibited. Sports/ recreational equipment is not to be utilized in the residence halls except in designated areas as they can lead to injury, activation of the sprinkler system or damage to a person or property. **Nerf products must be used outside of the Residence Halls or designated programming space.** Students/ guests will be subject to disciplinary action and possible restitution.
- **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.
- **Electronic Student Communication Policy:** The Department of Residence Life uses email accounts provided by the University as the designated form of communication with all students. It is the student’s responsibility to check My.CCSU email accounts on a regular basis.
- **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 lease
microwave/refrigerator units in designated Residence Halls. These are 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 hung from or on ceilings. The Residence Life staff conducts monthly health and fire safety inspections.

- **Fire Alarms, 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 and/or covering 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 & Fire Safety Inspections**: For the health and safety of each resident, the Residence Life staff conducts monthly routine inspections for fire safety hazards, damages and the cleanliness of the rooms/suites. If a student is found in possession of prohibited items, these items will be confiscated by the Residence Life staff.

- **Health Forms**: See the Student Wellness Services section of the Student Handbook to see all student health requirements. All residential students are also required to obtain a meningitis vaccination before they move into the residence halls. For more information about required vaccine information and resources, please visit: [http://web.ccsu.edu/healthservices/?redirected](http://web.ccsu.edu/healthservices/?redirected).

- **Quiet Hours**: From 10:00 pm - 10:00 am Sunday - Thursday, and 11:00 pm - 11:00 am Friday - Saturday. Consideration is essential at all times. Students should be active in enforcing this policy and involving the Residence Life staff when necessary.

- **24 - Hour Quiet Hours**: During Finals Week, the “Quiet Hour” policy is implemented all day, 24 hours. If a student violates the 24 - hour Quiet Hour policy, they 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 all materials in the Residence Halls. All posting materials must be dropped off in the Residence Life main office located in Mid-Campus Residence Hall, Room 118 for approval. Once the material is approved it will be posted by the Residence Life staff in the Residence Halls.

- **Reporting a missing student**: If you believe a resident student (your friend or roommate) is missing, please contact a Residence Life staff member immediately. The Resident Director/ Area Coordinator will attempt to contact the missing student and notify the University Police.

- **Smoking**: The State of Connecticut prohibits smoking (including e-cigarettes) in any Residence Hall or Residence Hall rooms. Please refer to the following webpage for the designated smoking areas on campus: [http://www.ccsu.edu/policy/smokingpolicy.html](http://www.ccsu.edu/policy/smokingpolicy.html). Use of e-cigarettes in any Residence Hall may be subject to a citation issued by University Police and referral to the Office of Student Conduct.

- **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 alcohol, drug or other substance abuse and/or medical must establish contact and/or make an appointment with a Student Affairs Designee within 24 hours of the next business day. 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. Transportation back to campus is the responsibility of the student.
• **Theft of Personal Belongings:** Students must lock their room at all times. Students should not keep valuables in conspicuous places, but should 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 University Police and Residence Life staff. The University does not carry insurance for personal thefts.

• **University Right of Entry:** The University/Department of Residence Life staff reserves the right to enter students’ rooms/suites for University-related business and/or emergency situations.

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

• **Windows:** Throwing, dropping or causing anything (an object or liquid) to fall through and/or out of a window is prohibited. Entering and/or exiting any residence hall through a window is prohibited. Residents are not allowed to hang or place any items out of windows, including posters, flags and/or any type of decorations.

• **Window Screens:** Removing window screens in bedrooms, suites, lounges and hallways is prohibited. Students who remove screens from the windows may be subject to disciplinary action and a fee may be assessed to the responsible individual.

**Appliances, Equipment and Personal Items**

Many of the items, listed as prohibited below, are also known as restricted items that create safety hazards and may cause fires or damage property in the residence halls. 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 the given time, it will be discarded. Additionally, students are subject to disciplinary action. All parties are responsible for the restricted items found in the room or suite. Please note that the items on the listing below may be changed in order to ensure the security and safety of the students in the Residence Halls.

**Prohibited/Restricted Items:**

<table>
<thead>
<tr>
<th>Air Conditioners</th>
<th>Duct Tape</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol beverages/containers</td>
<td>Electric Appliances</td>
</tr>
<tr>
<td>(empty or filled)</td>
<td>Electric Appliances</td>
</tr>
<tr>
<td>Alcohol paraphernalia</td>
<td>Electric Guitars</td>
</tr>
<tr>
<td>Amplifiers</td>
<td>Extensions cords (only surge protectors permitted)</td>
</tr>
<tr>
<td>B-B Guns</td>
<td>Firearms including air rifles</td>
</tr>
<tr>
<td>Bean Bag furniture</td>
<td>Fireworks</td>
</tr>
<tr>
<td>Candles (with or without wicks)</td>
<td>Fishnets and other ceiling decorations</td>
</tr>
<tr>
<td>Cardboard drawer units</td>
<td>Fitness Equipment</td>
</tr>
<tr>
<td>Ceiling fans</td>
<td>Flammable liquids</td>
</tr>
<tr>
<td>Coffee pots or coffee makers</td>
<td>Full-size sofas/couches</td>
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<tr>
<td>including Keurig</td>
<td>Gasoline-powered equipment</td>
</tr>
<tr>
<td>Gasoline</td>
<td>Halogen bulb fixtures</td>
</tr>
<tr>
<td>Paint</td>
<td>Heating elements</td>
</tr>
<tr>
<td>Paint thinner</td>
<td>Hot plates</td>
</tr>
<tr>
<td>Paneling</td>
<td>Hot pots</td>
</tr>
<tr>
<td>Pets (except fish)</td>
<td>Hookah</td>
</tr>
<tr>
<td>Portable heaters</td>
<td>Incense</td>
</tr>
<tr>
<td>Sun lamps</td>
<td>Knives (other than kitchen/pocket knives)</td>
</tr>
<tr>
<td>Sub/woofers</td>
<td></td>
</tr>
<tr>
<td>Toasters of any kind</td>
<td></td>
</tr>
<tr>
<td>Item</td>
<td>严禁物品</td>
</tr>
<tr>
<td>----------------------------------------------------------------------</td>
<td>-----------------------------------------------------------</td>
</tr>
<tr>
<td>Vaporizers</td>
<td>Lamps (塑料 fixture, kerosene, oil types)</td>
</tr>
<tr>
<td>Weapons of any kind</td>
<td>Lava lamps</td>
</tr>
<tr>
<td>Wicker wastepaper baskets</td>
<td>Loft units</td>
</tr>
<tr>
<td>Wicker furniture</td>
<td>Non-University Mattress</td>
</tr>
<tr>
<td>Wireless router</td>
<td>Microwave ovens</td>
</tr>
<tr>
<td>Noise makers such as bull horns, vuvuzula or microphone</td>
<td>Multi-outlet adapters</td>
</tr>
<tr>
<td></td>
<td>Oil/wax tart warmers</td>
</tr>
</tbody>
</table>

**Permitted 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.
- **Black lights** - must not be used to replace fixtures provided by university
- **Couches/sofas/chairs** - must not be ripped, and not exceed 65 inches in length.
- **Electronic Cigarettes** - Must be used outside in designated smoking areas
- **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/straighteners** - hand-held only, must be U.L. approved. To be use in bathrooms and bedrooms only.
- **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.
- **Lamps** - only metal and glass fixtures allowed.
- **Microwave/refrigerator combination units** - only one allowed per room. If using a microwave combination unit must be one-plug technology. These units are also available for rent through an approved vendor. Please click the following link for more information about rentals: [http://www.nestudentservices.com/](http://www.nestudentservices.com/)
- **Musical instruments** - subject to quiet hours and 24-hour courtesy hours.
- **Plug strip/surge protector** - must have built-in circuit breaker & UL approved.
- **Radios/Stereos** - only one per room due to the power allotment for each room.
- **Refrigerators** - the unit must be UL approved and draw a maximum two amps due to power allotment in the rooms. Only one per room.
- **Television** - due to the power allotment for each room, only one per room.
- **Vacuums** - handhelds 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).

**Safety & 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 Card that will provide access into the building. The Residence Halls are locked 24 hours a day. All students must carry their Blue Chip ID Card 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.
Lost/Stolen Blue Chip ID Card
Report a lost or stolen card immediately! You can report your lost card to the Card Office during Card Office hours by calling (860) 832-2140. After-hours, call the University Police at (860) 832-2375. You can also report your lost card to the http://www.ccsu.edu/it/bluechipcard/index.html. When you report your lost Blue Chip ID Card, request a “hold” to be placed on your card. This prevents anyone (even if you find it) from using your card. If you think you left your card in your room, car, or somewhere else, ask us for a temporary card so you can look for your card. You can purchase a new card for a fee. Your first lost or intentionally damaged card is $10, additional cards are $25! There will not be a charge for a replacement of a stolen card if a police report with a case number can be produced.

Lockouts
Lockouts During Week Days:
- Residents should first try to locate their RA to gain access to their room.
- If your RA is not available you should then try to locate another RA in the building.

If no RA is available, please contact the On Call Staff Assistant. The contact number is posted in your Residence Hall Office. Please note, if you are locked out you might need to wait for assistance.

Lockouts During Week Nights:
- During “duty hours” (8:00 pm to 12:00 am Sunday – Wednesday, & 8:00 pm to 1:00 am Thursday – Saturday) residents should go to the staff office and have the RA on duty provide access to him/her.
- After “duty hours” have ended, students should go to the room of the RA(s) on duty and ask to be let into their room. The name of each RA on duty is posted near the residence hall staff office and on each RA’s door.

Lockouts During Weekends:
- During the day residents should go to the room of the RA(s) on duty and ask for access to their room. The name of each RA on duty is posted throughout the building.
- During “duty hours” (8:00 pm to 12:00 am Sunday – Wednesday, & 8:00 pm to 1:00 am Thursday – Saturday) residents should go to the staff office and have the RA on duty provide access to him/her.
- After “duty hours” have ended, students should go to the room of the RA(s) on duty and ask for entry into their room. The name of each RA on duty is posted throughout the building.

Once a student has been accessed into their room, they will be required to show their ID or give the location of the missing ID.

Visitor Sign-in Policy
- All visitors must enter through the Residence Hall’s designated front entrance and must sign in during the hours of 8:00 pm - 12:00 am Sunday – Wednesday, and 8:00 pm - 1:00 am Thursday - Saturday. All visitors who are in the Residence Halls prior to 8:00 pm must come to the main lobby to sign in. All visitors are expected to leave by the end of visiting hours.
- All visitors must call the resident who they are visiting, ahead of time, to meet them at the main entrance. Visitors are not allowed to go up to the resident’s room first.
- Resident hosts must provide signature to assure that the visitor is indeed a guest and to assume all responsibility for that guest.
- Visitors must be 18 years of age or older.
• All visitors must show a valid form of photo identification, either a CCSU I.D. or a state/government I.D. such as driver’s license.
• Each resident is allowed only 2 guests at a time, regardless of whether or not the resident has a single room or a roommate is present.
• All visitors must sign out upon leaving the Residence Halls.
• If a visitor is planning to stay overnight, their host must indicate that at the time of sign-in for safety and security reasons.
• Visitors must be escorted by the resident host at all times. Guests must leave the residence hall at the same time as their host.
• Visitors are authorized to use only the guest bathrooms and showers.
• All visitors are to abide by University policies. Resident students who have visitors are responsible for their visitor while on campus. In addition, resident 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 (860-832-2375). The following are considered a serious breach of building security and are subject to University sanctions:
  ➢ Propping open interior and exterior doors
  ➢ Tampering with any of the building protection systems (i.e., fire alarm pull handles, smoke detectors, smoke suppression systems, fire extinguishers, etc.)
  ➢ Entering/exitng through an unauthorized door
  ➢ Unauthorized entry by a non-resident

**Overnight Visitation**
• Students are allowed to have up to two overnight guests per room.
• All overnight guests must be at least 18 years old.
• Must provide a state identification containing their date of birth if they are not a current CCSU student.
• Each guest is permitted to stay up to three nights per seven-day period.
• There must be a mutual agreement between the roommate(s), while respecting the other’s decision as to overnight stays. In accordance with the “Resident Bill of Rights,” students have the right to deny overnight visits. Guests must not infringe on the roommate’s rights.
• Having an overnight guest is a privilege. 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 their guests and may be subject to Student Conduct action if University and Residence Life policies are violated.
• It is the sole responsibility of the roommate to greet a guest to make sure that he/she is checked in correctly with the sign-in staff of the Residence Hall.
• Cohabitation is strictly prohibited.

**Door Alarms**
For safety, all of the 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.
Housing Selection Process

All of the housing assignments are done through MyHousing software. By using MyHousing, students are able to apply for housing, choose their own roommates and make room switches during the times provided by the department of Residence Life.

Criteria for students living on campus

- All residents are assigned individually. Only matriculated undergraduate students with satisfactory academic progress are eligible to live on campus. Housing is available to graduate students if space is available on a semester-to-semester basis.
- 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/sds/index.html. Reasonable notification is requested.
- Students living in the Residence Halls must be on a meal plan. Your meal plan can be changed, up until the first day of classes each semester, by visiting the Residence Life Office in Mid-Campus Residence Hall, Room 118. 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.ccsu.edu/bursar/
  - Food Services: https://ccсудining.sodexomyway.com/

Residents who are: student teaching, military deployment, participating in Co-op or 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 the e-bill. Additionally, if residents wish to return to the Residence Hall for the following semester, they must complete a new housing application indicating their intentions before leaving the Residence Hall. Please note, the Department of Residence Life will try to honor the request for students seeking a specific room, based on available space.

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 health and safety. 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 of the necessary paperwork must be filled out with the RA or Residence Hall Director/Area Coordinator at the time of checking out of the Residence Hall. All room changes must be approved by the Department of Residence Life prior to moving.

Room Consolidations

Most residents will initially have a roommate. If a resident moves out or cancels their room assignment, the remaining roommate will be asked to do one of the following:

- Select a roommate of their choosing (if possible)
- Anticipate that a new roommate will be assigned to the room at some point during the semester
- 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 provided they have an academic reason. 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 sign the Room Condition Form with the Residence Hall staff.
3. If withdrawing from University housing, the student must fill out, sign and date a “Residence Hall Withdrawal Form” and submit it to the Residence Hall staff while checking out from their current housing assignment. In addition, the student must complete a Housing Cancellation Form and submit it to the Department of Residence Life.

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

Housing Fees & Refund Policies

Housing Deposits
The housing deposit for the Fall and Spring semesters 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.

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 to enhance the college experience of the students. Programs such as trips to Boston, New York City, Lake Compounce, hockey games, ice skating trips, laser tag to name a few. Multiple on campus events are held throughout the academic year.

Damage Billing
Individual Rooms
- Prior to a student moving into their 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 their room, the student should review the Room Condition Form and make additions that may have been overlooked by the Residence Life staff.
- After a student has checked out with a Residence Life staff member, and moved out of their room, the 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 room. 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 their CCSU account or may check MyHousing to see the damage charges. The e-mail will include the damage the student is being billed, along with the process for appealing the damage, if it is believed they were 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 their account.
  - Students may only appeal a damage bill that occurred in their room/suite.
    Damage that occurred in common areas (i.e., hallways, floor bathrooms, lounges, kitchens, and computer labs) may not be appealed.

- Due to the volume of damage billing done at the end of each semester and the time necessary to receive price quotes from Facilities Department, 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 determine 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 Area Coordinator/Resident Director will bill students living on a section of a floor, the entire floor, or the entire residence hall. In turn, students will be notified by e-mail that they have been billed for common area damage. Common area damage bills cannot be appealed.

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.
- 90% of the balance, less the housing deposit, will be refunded during the first week of University-wide classes.
- 60% of the balance, less the housing deposit, will be refunded during the second week of University-wide classes.
- 40% of the balance, less the housing deposit, will be refunded 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 university housing up to and including June 30th, 100% housing charges, less the housing deposit, will be removed from the student’s account.
- No refunds for students who withdraw from university housing on or after July 1 (academic year) or December 1 (spring term for those students who planned to enter housing for the first time in spring), unless otherwise approved.

Housing Contract Cancellation

I. Students who wish to cancel their Housing Contract/Assignment must do so in writing by adhering to the Housing Withdrawal process for their respective University.

II. Students who request to cancel their Housing Contract/Assignment will automatically be released for the following reasons:

- The student is participating in an internship, co-op, study abroad, student teaching, or other academic obligation that reduces or eliminates their need for on-campus housing.
- The student has medical reasons for cancellation that are verified by University Health Service Staff.
- The student has graduated from the University before the end of the contract period.
- The student is academically suspended before the end of the contract period.
- The student has officially withdrawn from the University.

III. Students who request a Housing Contract Cancellation for reasons other than those noted in section II will have their Housing Cancellation request reviewed through a process to be established by each University.

IV. Students who are approved to have their Housing Contract cancelled for reasons other than those noted in section II, will forfeit the Housing Deposit that they have paid if their cancellation is before or during their initial contracted term of occupancy.

V. Students who are not approved to have their Housing Contract cancelled shall remain responsible for the fees associated with the duration of their Housing Contract and retain the right to occupy their assigned room.

VI. Students who have their Housing Contract cancelled for the convenience of the university will not be required to pay any housing fee associated with the contract period.
VII. Students who have their Housing Contract cancelled for judicial/disciplinary reasons will be responsible for paying for the duration of the semester in which their contract was cancelled and are not entitled to a refund.

Housing Contract Cancellation Review Process:

A. The Vice President for Student Affairs (or Vice President to whom Residence Life reports) at each university will establish a process to review and decide upon student requests to cancel their housing contract when the student does not meet any of the conditions identified in section II above and the student requests relief from their obligation to pay the full academic-year housing fee.

B. Under the process, each university may define conditions under which it will waive or refund any portion of the housing fee, with the exception of the housing deposit. In cases where the Committee agrees to cancel the housing contract during the fall term (or first term of occupancy), the student forfeits their housing deposit.

An Annual Housing Contract 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/reslife/forms.html

Housing Bill Charge Dispute Procedures
Any housing bill charge dispute must be submitted in writing to the Director of Residence Life.

- Must include the student’s full name and ID number
- Brief statement as to reason for disputing the billing charges
- Must include the amount disputing

Amenities & Services

Living on campus has great rewards included within the price of your residence hall room. This section covers all of the great services the department of residence life can offer.

Cable TV
Campus Televideo is the cable provider for CCSU campus. Basic cable, along with HBO and Showtime, is provided in all student rooms and is included in your housing fee. Televisions and cable cords are not provided, so please bring your own. Refer to http://itservices.ccsu.edu/categories/websites-media/ for the CCSU campus cable lineup. Report any concerns regarding your cable service to your Residence Director/Area Coordinator.

Residence Life Cinema Movie Channel
CCSU joins over 250 campuses nationwide in offering the Residence Life Cinema service, which is now available on cable channel 24 of the closed circuit campus cable system. Inter Residence Council (IRC) sponsors residence Life Cinema. Each month a new selection of movies will be selected by the Residence Hall Councils to be shown on the movie channel. These films may be utilized in a student development environment through discussion guides that are provided as part of the service.
**Internet Connection**

Wired and wireless Internet access is available through a residential computing network called ResNet. In order to qualify for the ResNet service, you must be an on-campus student with your own computer. If you need any computer assistance, call the IT Help Desk at (860) 832-1720 or visit the Walk-In Support Center located in Willard Hall, room 013. Data jacks are located in each resident’s room. Students are encouraged to bring their personal computers. Wireless Routers are prohibited in the Residence Halls. To see all of the policies involving student computers on campus and computer labs see the *Computer Use Policy* section of the Student Handbook.

**Computer Labs**

Each Residence Hall has a computer lab with printer access. Students are responsible to provide their own paper. Software programs such as Microsoft Word, Excel, Access, and PowerPoint are available.

**Laundry**

All of the Residence Halls have a laundry room with several washers and dryers. Your Blue Chip ID Card is required to do laundry. Report any problems with washers and dryers to your Residence Director/Area Coordinator. As a student living on campus, you are able to monitor the availability of all washers and dryers in your residence hall. You can also monitor the time left on laundry loads and receive e-mail alerts notifying you when your laundry is finished. To utilize Laundry Alert follow these simple steps:

- Visit [www.laundryalert.com](http://www.laundryalert.com)
- Enter ccsu3917 and click *Sign In*
- Click on your Residence Hall to display washer and dryer availability

**To receive e-mail alerts:**

- Once logged in, click *Let Me Know* from the left hand navigation bar, and then click *E-mail*.
- Fill in the appropriate fields and click *Submit*.

**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 non-emergency maintenance issues, report it by using *MyHousing* or 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.

**Telephones**

Central Connecticut State University no longer provides 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 provider using a PC.

**Vending Machines**

Each Residence Hall has a soda and snack vending machine. Your Blue Chip ID Card or cash is required to make purchases. For information concerning refunds due to vending issues see the online Card Office at: [http://www.ccsu.edu/it/bluechipcard/index.html](http://www.ccsu.edu/it/bluechipcard/index.html)
Residence Halls Information
All of the Residence Hall rooms are standard double rooms with the exception of a few triple and quad 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/

Quad Style Residence Halls

Barrows Hall – All female. Every three rooms share a bathroom. Kitchen on each floor, TV lounge, computer lab, study lounge, recreation room, and laundry facilities.

Gallaudet Hall - Coed by floor. Three rooms share a bathroom. Kitchens and lounge on each floor, computer lab, TV lounge, multipurpose room, and laundry facilities. All bunked beds need to stay bunked at all times due to egress safety.

Sheridan Hall – Coed by floor. Three rooms share a bathroom. Kitchen and lounge on each floor, computer lab, TV lounge, multipurpose room, and laundry facilities. All bunked beds need to stay bunked at all times due to egress safety.

Vance Hall – Coed by quad areas. Three rooms share a bathroom. Kitchen and lounge on each floor, computer lab, multipurpose room, and laundry facilities.

Suite Style Residence Halls

James Hall - Coed by suites. Three to four bedrooms share a bathroom and furnished living room. Kitchen and lounge on each floor, two computer labs, TV lounge, multipurpose room, and laundry facilities.

Mid-Campus Residence Hall – Coed by suites. Two to three bedrooms share a bathroom and furnished living room. TV lounge and microwave area on each floor, computer lab, community kitchen and fireplace lounge, fitness center, multipurpose room, and laundry facilities.

Traditional Style Residence Halls

Beecher Hall – Coed by floor. One common bathroom on each floor, computer lab, large multipurpose/study space, kitchen, and laundry facilities, along with a campus fitness center. This Residence Hall is the winter break building for the academic year 2016-2017.

Seth North Hall – First year residence hall by only. Coed by floor. One common bathroom on each floor, computer lab, large multipurpose/study space, kitchen, and laundry facilities.

Sam May Hall – Coed by floor. One common bathroom on each floor, computer lab, large multipurpose/study space, kitchen, and laundry facilities, along with a campus fitness center.
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://web.ccsu.edu/campusmap/
Campus Map Guide

An interactive map can be found at [http://web.ccsu.edu/campusmap/](http://web.ccsu.edu/campusmap/)

<table>
<thead>
<tr>
<th>BUILDING KEY</th>
<th>DESCRIPTION</th>
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<tbody>
<tr>
<td>1. Davidson Hall (LD)</td>
<td>29D. Public Safety Building (Police Department)</td>
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<tr>
<td>3. Marcus White Hall (MW)</td>
<td>36. James Residence Hall</td>
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<tr>
<td>3A. Marcus White Annex</td>
<td>37. Vance Academic Center (VAC)</td>
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<tr>
<td>4. Carroll Hall</td>
<td>41. Mid-Campus Residence Hall</td>
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<tr>
<td>5. Barnard Hall (HB)</td>
<td>42. Baseball Field</td>
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<td>6. Welte Hall (HW)</td>
<td>43. Energy Center</td>
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<tr>
<td>7. Kaiser Hall (HK)</td>
<td>44. Softball Field</td>
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<tr>
<td>7A. Kaiser Hall Annex (ANX)</td>
<td>46. Recreation Field</td>
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<tr>
<td>8. Beecher Residence Hall</td>
<td>67. ATM Kiosk</td>
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<td>9. May Residence Hall</td>
<td>68. Soccer Field</td>
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<td>10. Seth North Residence Hall</td>
<td>70. Social Sciences Hall</td>
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<td>11. Willard Hall (EW)</td>
<td>71. Track</td>
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<tr>
<td>12. Sanford Hall (MS)</td>
<td>76. Hitchcock-Young Pavilion</td>
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<tr>
<td>13. Student Center</td>
<td>85. Hilltop Café</td>
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<tr>
<td>14. Sheridan Residence Hall</td>
<td>NH. Newman House</td>
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<td>15. DIlareto Hall (FD)</td>
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<td>16. Galloway Residence Hall</td>
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<td>17. Memorial Hall</td>
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<td>19. Barrows Residence Hall</td>
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<td>20. Vance Residence Hall</td>
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<td>21. Arute Field</td>
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<td>21A. Arute Stadium/Press Box</td>
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<td>22. Elihu Burritt Library (EB)</td>
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<td>23. Copernicus Hall (NC)</td>
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<td>23A. Bichau Engineering Laboratory</td>
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<td>25. Maloney Hall (FA)</td>
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<tr>
<td>26. East Hall (Facilities Management)</td>
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<tr>
<td>28. Charter Oak State College</td>
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<tr>
<th>PARKING KEY</th>
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<tbody>
<tr>
<td>A. Kaiser Hall Lot</td>
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<td>B. Student Center Lot</td>
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<td>BB. Library Lot</td>
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<td>C. Pikiell Lot</td>
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<tr>
<td>CG. Copernicus Garage</td>
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<td>CO. Charter Oak State College Reserved Lot</td>
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<td>D.マンフォート Drive Lot</td>
<td>(After 5pm)</td>
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<tr>
<td>E. Welte Hall Lot</td>
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<tr>
<td>F. Barrows/James Hall Lot</td>
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<tr>
<td>G. Willard/DIlareto Lot</td>
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<td>J. Athletic Fields Lot</td>
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<td>K. James Hall Circle</td>
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<td>L. Willard Hall Reserved Lot</td>
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<td>N. Davidson Hall Reserved Lot</td>
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<td>O. May Hall Lot</td>
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<td>P. Power House Lot</td>
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<td>R. Kaiser Annex Lot</td>
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<tr>
<td>S. Vance Residence Hall Reserved Lot</td>
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<td>SG. Student Center Garage</td>
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<tr>
<td>T. Memorial Hall Lot</td>
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<tr>
<td>U. Copernicus Hall Lot</td>
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<tr>
<td>V. East Hall Upper Lot</td>
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<tr>
<td>VG. Vance Garage (after 5 pm)</td>
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<tr>
<td>W. East Hall Lower Lot</td>
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<tr>
<td>WG. Welte Garage</td>
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<tr>
<td>Z. Fine Arts Center Lot</td>
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</table>

* Denotes student parking

EMERGENCY PHONE LOCATIONS
For further information about the University, please visit www.ccsu.edu or call (860) 832-CCSU (2278)

CCSU
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New Britain, CT 06050-4010