

GRADUATE AND ADULT STUDENT HANDBOOK

2017–2018

ADELPHI

UNIVERSITY

Office of the President
Levermore Hall
Suite 100 - P.O. Box 701
One South Avenue
Garden City, NY 11530

Dear Adelphi Student:

It is my pleasure to welcome you into the Adelphi University family. You are joining a distinguished community of students, faculty and staff and an alumni community of more than 100,000 across the state, country and globe.

We have prepared this handbook to help answer the frequently asked questions which adult and graduate students have when getting started as an Adelphi student. However, I understand that, like many of our students, you are balancing both school and life demands and there may be matters unique to you that we have not addressed here. Our commitment to excellent service is a point of pride for our staff, so please do not hesitate to ask for our help by calling **1.800.ADELPHI (233.5744)**.

Once again, on behalf of the faculty and administration of Adelphi, I welcome you to Adelphi University and look forward to meeting you.

All the best,



Christine M. Riordan, Ph.D.
President



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The information in the *Graduate and Adult Student Handbook* was prepared as of September 2017. The University reserves the right to make changes to its regulations and procedures as educational considerations require.



INTRODUCTION

Welcome to Adelphi!

As a new graduate or adult student, please know that the University is committed to assisting your transition to this exciting education experience. Whether you are attending the main campus in Garden City or your classes are held in one of Adelphi's learning hubs in Suffolk County (Hauppauge and Sayville), Manhattan Center or at the Hudson Valley Center—or perhaps your classes are online—we welcome you to the Adelphi community of scholars.

This handbook was developed with the graduate and adult student in mind. We hope this resource will help guide you through your studies at Adelphi University. As no handbook can be completely comprehensive, follow the links for additional information and visit adelphi.edu for current details.

In addition to the *Graduate and Adult Student Handbook*, many graduate programs have specific handbooks or similar resources to guide you. A complete list of the contacts for Adelphi University graduate programs is included on the next few pages. Contact your graduate program for resources available to you.

For College of Professional and Continuing Studies (CPCS) students, there are also specific guidelines for your adult experience in this program. To assist adult students seeking to begin or complete their undergraduate degrees, CPCS offers personalized academic advising, an adult-friendly admissions process and credit for work and experience. These services, plus high retention and graduation rates, are all hallmarks of the CPCS experience.

Additional information for all students is available in various Division of Student Affairs publications, particularly in the *Guide to Student Life*. Visit students.adelphi.edu/handbooks to access online copies of these publications.

Academic information can be accessed at catalog.adelphi.edu.

CONTACT INFORMATION

College of Arts and Sciences

Applied Mathematics and Statistics (M.S.)	Salvatore Petrilli	516.877.4488	petrilli@adelphi.edu
Biology (M.S.)	Tandra Chakraborty	516.877.4202	chakraborty@adelphi.edu
Computer Science (M.S.)	Salvatore Petrilli	516.877.4488	petrilli@adelphi.edu
English (M.F.A.)	Igor Webb	516.877.4030	webb@adelphi.edu
Environmental Studies (M.S.)	Aaren Freeman	516.237.8546	afreeman@adelphi.edu

Gordon F. Derner School of Psychology

Clinical Psychology (Ph.D)	Christopher Muran	516.877.4803	jcmuran@adelphi.edu
General Psychology (M.A.)	Errol Rodriguez	516.237.8572	erodriguez@adelphi.edu
Mental Health Counseling (M.A.)	Errol Rodriguez	516.237.8572	erodriguez@adelphi.edu
School Psychology (M.A.)	Jennifer Durham	516.877.4852	jdurham@adelphi.edu
Postgraduate Certificate Programs	Marybeth Cresci	516.877.4826	cresci@adelphi.edu

Robert B. Wilumstad School of Business

Graduate and Certificate Programs	Michael Minutoli	516.877.4670	mminutoli@adelphi.edu
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Ruth S. Ammon School of Education: Curriculum and Instruction

Adolescent Education	Robert Linne	516.877.4411	linne@adelphi.edu
Art Education	Courtney Weida	516.877.4105	cweida@adelphi.edu
Childhood Education	Shilpi Sinha	516.877.4144	sinha@adelphi.edu
Childhood and Adolescent Special Education Programs	Pavan Antony	516.877.4394	pantony@adelphi.edu
Early Childhood Education and Early Childhood Special Education	Dorothy Phalen	516.877.4025	phalen2@adelphi.edu
Educational Leadership	Susan Eichenholtz	516.877.4393	eichenho@adelphi.edu
Educational Technology	Aaron Hung	516.877.8159	hung@adelphi.edu
Educational Theatre	Diane Caracciolo	516.877.4099	caraccio@adelphi.edu
Literacy Education	Evelyn O'Connor	516.877.4173	eoconnor@adelphi.edu
Scholar Teacher Education Programs (STEP)	Michelle Blackwell	516.877.4067	mblackwell@adelphi.edu
TESOL & Bilingual Education	Eva Roca	516.877.4072	roca2@adelphi.edu
Manhattan Center Education Programs	Christopher Church	212.965.8340	church@adelphi.edu

Communication Sciences & Disorders

Audiology (Au.D.)	Yula Serpanos	516.877.4774	serpanos@adelphi.edu
Communications Disorders (M.S.)	Cindy Arroyo	516.877.4768	arroyo@adelphi.edu
Speech-Language Sciences and Disorders (Ph.D.)	Janet Schoepflin	516.877.3343	schoepfl@adelphi.edu

Exercise Science, Health Studies, Physical Education & Sport Management

Exercise Science	Robert Otto	516.877.4276	otto@adelphi.edu
Health Studies	Jean Harris	516.877.4273	harris@adelphi.edu
Physical Education	Stephen Virgilio	516.877.4262	virgilio@adelphi.edu
Sport Management	Julian Woolf	516.877.4258	jwoolf@adelphi.edu

College of Nursing and Public Health

Adult Gerontology Primary Care Nurse Practitioner (M.S., D.N.P., Certificate)	Margaret Cox	516.833.8169	mmcox@adelphi.edu
Nursing (Ph.D.)	Patricia Donohue-Porter	516.877.4532	donohue-porter@adelphi.edu
Nursing Administration (M.S., Cert.)	Yiyuan Sun	516.877.4564	ysun@adelphi.edu
Nursing Education (M.S., Cert.)	Yiyuan Sun	516.877.4564	ysun@adelphi.edu
Nutrition (M.S.)	Diane Dembicki	516.877.4522	dembicki@adelphi.edu
Psychiatric Mental Health Nurse Practitioner (M.S., Cert.)	Margaret Cox	516.833.8169	mmcox@adelphi.edu
Public Health (M.P.H.)	Maria-Pilar Martin	516.877.4528	mpmartin@adelphi.edu

College of Professional and Continuing Studies (CPCS)

Emergency Management (M.S., Cert.)	Jaime Pober	516.877.3414	jpober@adelphi.edu
Healthcare Informatics (M.S., Cert.)	Thomas Virgona	516.877.4516	tvirgona@adelphi.edu
Infant Mental Health and Developmental Practice (M.S.)	Nicole Trotter	516.237.8511	ntrotter@adelphi.edu
A.A., A.S., B.A., B.S., Cert.	Academic Adviser	516.877.3400	cpcs@adelphi.edu

School of Social Work

M.S.W. Program	Elizabeth Szpilka	516.877.4384	eszpilka@adelphi.edu
Hybrid M.S.W. Program	Beverly Araujo Dawson	516.877.4382	baraujo@adelphi.edu
Ph.D. Program	Sabadra Panchanadeswaran	516.877.4310	panchanadeswaran@adelphi.edu
Addictions Certificate Program	Audrey Freshman	516.877.4339	afreshman@adelphi.edu
Advanced Trauma Studies and Treatment Certificate	Audrey Freshman	516.877.4339	afreshmen@adelphi.edu
Bilingual School Social Work Certificate	Bradley Zodikoff	516.877.4363	zodikoff@adelphi.edu
Creative Arts Therapy Certificate Program	Audrey Freshman	516.877.4339	afreshman@adelphi.edu
Human Resource Management Certificate	Elizabeth Szpilka	516.877.4384	eszpilka@adelphi.edu
Mental Health and Aging Certificate	Audrey Freshman	516.877.4339	afreshman@adelphi.edu

DIRECTORY OF SERVICES CAMPUS LOCATIONS AND PHONE EXTENSIONS (ALL CAMPUS NUMBERS ARE 516.877.EXT.)

Academic Advising, Probation, Regulations and Support/Office of Academic Services and Retention	Nexus Building, Room 145	3150
Accounting and Law	Hagedorn Hall of Enterprise, Room 121	4600
Admissions, Office of University	Nexus Building, Room 100	3050
Advancement, Office of University	Nexus Building, 2nd Floor	3250
African, Black and Caribbean Studies Program	Alumnae Hall, Room 111	4980
Alumni Relations	Nexus Building, Room 200	3470
Anthropology	Blodgett Hall, Room 102	4110
Art and Art History	Blodgett Hall, Room 302	4460
Art Education	Blodgett Hall, Room 302	4460
Art Galleries	Adele and Herbert J. Klapper Center for Fine Arts Gallery AUPAC Gallery Manhattan Center Gallery Ruth S. Harley University Center Gallery Swirbul Library Gallery	3126
Arts and Sciences, College of	Science Building, Room 127	4120
Athletics Department	Center for Recreation and Sports	4240
ATM	Ruth S. Harley University Center, 1st Floor Post Hall, 1st Floor	
Biology	Science Building, Room 103	4200
Bookstore, Textbooks and Supplies	Ruth S. Harley University Center, Lower Level	3900
Bridges to Adelphi Program	Earle Hall B, Lower Level	4181
Business, Robert B. Willumstad School of	Hagedorn Hall of Enterprise, Room 121	4600
Campus Recreation	Woodruff Hall, 2nd Floor	4242
Car Registration/Department of Public Safety and Transportation	Levermore Hall, Lower Level	3500
Career and Professional Development, Center for	Nexus Building, Suite 225	3130
Change of Address, Name, Telephone Number, Major/Office of the University Registrar	Levermore Hall, Lower Level	3300
Chemistry	Science Building, Room 201	4130
Class Officers, Center for Student Involvement	Ruth S. Harley University Center, Room 110	3603
Club Information, Meeting Notices/Center for Student Involvement	Ruth S. Harley University Center, Room 110	3603
College of Professional and Continuing Studies (CPCS)	Levermore Hall, Room 303	3400

*Note on making telephone calls: When making calls on campus, dial only the extension (for example: 3600); off campus, simply add the 877 prefix (for example: 877.3600). Area code: 516.

College Work-Study Program/ Office of Student Financial Services	Levermore Hall, Lower Level	3080
Communication Sciences and Disorders	Hy Weinberg Center, Room 003	4770
Communications (Arts and Sciences)	Blodgett Hall, Room 113	4905
Commuter Student Services/ Center for Student Involvement	Ruth S. Harley University Center, Room 110	6667
Criminal Justice	Blodgett Hall, Room 102	4110
Dance	Performing Arts Center, Room 149	4250
Dean of Student Affairs	Nexus Building, 3rd Floor, East Suite, Room 303	3660
Decision Sciences and Marketing	Hagedorn Hall of Enterprise, Room 334	4640
<i>Delphian, The</i> (student newspaper)	Earle Hall, Lower Level	6935
Derner School of Psychology, Gordon F.	Hy Weinberg Center, Room 302	4800
Dining Services	Ruth S. Harley University Center Café	3950
Drop/Add Courses, Office of the University Registrar	Levermore Hall, Lower Level	3300
Education, Ruth S. Ammon School of	Harvey Hall, Room 130	4100
English	Harvey Hall, Room 216	4020
Environmental Studies	Science Building, Room 201	4170
Exceptions to Academic Regulations/ Office of Academic Services and Retention	Nexus Building, Room 145	3150
Finance and Economics	Hagedorn Hall of Enterprise, Room 121	4600
Financial Services, Office of Student	Levermore Hall, Lower Level	3080
Fraternities/ Center for Student Involvement	Ruth S. Harley University Center, Room 110	3603
Gender Studies	Blodgett Hall, Room 202	4595
General Studies Learning Community	Science Building, Room 303	3440
Grants-in-Aid/Office of Student Financial Services	Levermore Hall, Lower Level	3080
Health Services Center	Waldo Hall, First Floor	6000
History	Blodgett Hall, Room 200	4790
Honors College	Earle Hall, Room 100	3800
ID Cards/Department of Public Safety and Transportation	Levermore Hall, Lower Level	3502
Information Technology (Help Desk)	Swirbul Library, 2nd Floor, Room 213	3340
Insurance/Health Services Center	Waldo Hall	6000
Interfaith Center	Ruth S. Harley University Center, 3rd Floor	3113
Catholic Chaplain		3116
Jewish Chaplain		3115
Muslim Chaplain		3112
Protestant Chaplain		3114
Interfaith Chapel	Ruth S. Harley University Center, 3rd Floor	3113
International Education, Center for (Study Abroad)	Nexus Building, Room 145	3487
International Student Services	Post Hall, Room 203	4990

Languages, Literatures and Cultures	Alumnae Hall, Room 109	4050
Learning Center	Nexus Building, Suite 132	3200
Learning Resource Program	Chapman Hall, Lower Level, Room 7	4710
Leave of Absence, Letters of Recommendation, Good Standing/Office of Academic Services and Retention	Nexus Building, Room 145	3150
Levermore Global Scholars Program	Alumnae Hall, Room 108	4183
Library Hours	libraries.adelphi.edu	3572
Lockers	Ruth S. Harley University Center, Room 301	4299
Lost and Found	Ruth S. Harley University Center, Room 301	4299
Mail Room for Resident Students	Post Hall, Room 105	6180
Major, Declaration/Change/Office of the University Registrar	Levermore Hall, Lower Level	3300
Mathematics and Computer Science	Science Building, Room 413	4480
Meal Card/University Dining Services	Ruth S. Harley University Center Café	3950
Mentoring Program	Nexus Building, Room 144	3182
Multicultural Affairs/Center for Student Involvement	Ruth S. Harley University Center, Room 110	3602
Music	Performing Arts Center, Room 207	4290
Nursing and Public Health, College of	Nexus Building, 3rd Floor, West Suite	4510
<i>Oracle</i> (Yearbook)	Earle Hall, Lower Level	6940
Parking Permits and Decals, Parking Tickets/Department of Public Safety and Transportation	Levermore Hall, Room 113	3500
Pass/Fail Option/Office of the University Registrar	Levermore Hall, Lower Level	3300
Permission for Courses at Another University (forms available at Office of the University Registrar)	Respective deans' offices	
Philosophy	Harvey Hall, Room 216	4580
Physical Education	Woodruff Hall, Room 184	4260
Physics	Blodgett Hall, Room 8	4880
Political Science	Blodgett Hall, Room 202	4590
Pre-Professional Advising and Fellowships, Office of	Nexus Building, Room 145	3140
President's Office	Levermore Hall, Room 100	3700
Provost	Levermore Hall, Room 101	3160
Psychology	Blodgett Hall, Room 212	4750
Public Safety and Transportation, Department of	Levermore Hall, Suite 113	3500
Readmission/Office of Academic Services	Nexus Building, Room 145	3150
Registrar, Office of the University	Levermore Hall, Lower Level Off campus	2210 516.877.3300
Residential Life and Housing, Office of	Earle Hall, Room 100	3650
Resident Student Association	Earle Hall, Room 100	3650
Room Reservations/Reservations Coordinator	Ruth S. Harley University Center, Room 301	3604
Schedule Change/Office of the University Registrar	Levermore Hall, Lower Level	3300
Scholarships/Office of Student Financial Services	Levermore Hall, Lower Level	3080

School Closing Information (Garden City)*		6870
Social Fellowships/Center for Student Involvement	Ruth S. Harley University Center, Room 110	3603
Social Work, School of	Social Work Building, Room 201	4300
Sociology	Blodgett Hall, Room 102	4110
Sororities/Center for Student Involvement	Ruth S. Harley University Center, Room 110	3603
Speech and Hearing Center	Hy Weinberg Center, Room 211	4850
Sports Information	Center for Recreation and Sports	4293
Student Access Office	Post Hall, Room 107	3806
Student Accounts Office	Levermore Hall, Lower Level	3080
Student Activities Board	Earle Hall, Lower Level	6939
Student Conduct and Community Standards	Ruth S. Harley University Center, Room 308	3612
Student Counseling Center	Ruth S. Harley University Center, Room 310	3646
Student Financial Services, Office of	Levermore Hall, Lower Level	3080
Student Government Association	Ruth S. Harley University Center, Room 307	6934
Student Involvement, Center for	Ruth S. Harley University Center, Room 110	3603
Student Loans/Office of Student Financial Services	Levermore Hall, Lower Level	3080
Study Abroad /Center for International Education	Nexus Building, Room 145	3487
Teacher Certification/School of Education	Harvey Hall, Rooms 117 and 118	4100
Telephone Services	Swirbul Library, Room 200B	3000
Theatre	Performing Arts Center	4010
Transcripts/Office of the University Registrar	Levermore Hall, Lower Level	3300
Tutoring/Learning Center	Nexus Building, Suite 132	3200
University Center Operations	Ruth S. Harley University Center, Room 301	3611
Veterans' Affairs/CPCS	Levermore Hall, Room 303	3400
Withdrawal, Course/Office of the University Registrar	Levermore Hall, Lower Level	3300
Withdrawal, University/Office of Academic Services and Retention	Nexus Building, Room 145	3150
Writing Center	Nexus Building, Suite 132	3296

*Visit about.adelphi.edu/closing for other campus closing information.

ADELPHI UNIVERSITY NEW STUDENT GUIDE TO IMPORTANT DATES 2017–2018

Fall 2017

August 28

Classes begin—Fall 2017

September 2–September 4

Labor Day weekend—no classes

September 11

Last day to add a course

September 25

Last day to drop a course

Last day to change course grading option

Last day to add an independent study/internship

Last day to process course selection change

October 1

Student health insurance waiver deadline—
Fall 2017 semester (if covered by another plan with
equal coverage)

October 9

Mini fall break—no classes

October 13–October 15

Adelphi Spirit Weekend

October 16

Open planning begins for Spring 2018

October 30

Last day to withdraw from a course

November 6

Undergraduate registration begins for
Spring 2018

November 22–November 26

Thanksgiving break—no classes

December 5

Makeup day (available to faculty to schedule for
a missed class)

No regular classes held

December 6–December 11

Regular class schedule

December 12

Finals begin

December 18

Finals end

December 19

Emergency Day—scheduled by registrar,
if necessary

December 19

Last day of Fall 2017 term
Move-out day, by 5:00 p.m.

Spring 2018

January 3

Classes begin (Intersession)

January 15

Martin Luther King Jr. Day—no classes

January 20

International Student Orientation

January 22

Last day of classes (Intersession)

Resident student move-in day

January 23

Classes begin—Spring 2018

February 5

Last day to add a course

February 20

Last day to drop a course

Last day to change course grading option

Last day to add an independent study/internship

Last day to process course selection change

March 1

Student health insurance waiver deadline—
Spring 2018 semester (if covered by another plan
with equal coverage)

March 5*

Open course planning for Summer and Fall 2018

March 12–March 18

Spring break—no classes

March 20

Registration begins for Summer 2018

March 27

Last day to withdraw from a course

April 2*

Undergraduate registration begins for Fall 2018

April 24

Research Day—no classes

May 9

Makeup day—no classes

May 10

Makeup day—no classes

May 11

Finals begin

May 17

Finals end
Last day of Spring 2018 term
Move-out day, by 5:00 p.m.

May 18

Commencement

Summer 2018

May 28

Memorial Day—no classes

May 29

Classes begin (Summer I)

July 2

Classes end (Summer I)

July 4

Independence Day—no classes

July 9

Classes begin (Summer II)

August 12

Classes end (Summer II)

**Tentative date. Calendar subject to change.
Please visit adelphi.edu/calendar.*

CAMPUS MAP



ACADEMICS

ACADEMIC SERVICES AND RETENTION

Nexus Building, Room 145
academic-services.adelphi.edu

516.877.3150
 Email: oasr@adelphi.edu

Hours: Monday–Thursday, 8:30 a.m.–5:00 p.m.;
 Friday, 8:30 a.m.–4:30 p.m.
 Summer, winter break and when classes are not in session, 8:30 a.m.–4:30 p.m.

The Office of Academic Services and Retention (OASR) is dedicated to helping each student realize his/her full academic potential. It does this by monitoring all academic standards and procedures, as well as providing students and faculty with the information they need to make informed decisions. Students must give thoughtful consideration to their academic and personal goals, leading them to take responsibility for their academic choices and decisions.

Among OASR's responsibilities are:

- Monitoring academic standards and procedures
- Providing students and faculty with the information they need to make informed academic decisions
- Sponsoring and coordinating independent undergraduate research projects with Adelphi faculty members
- Overseeing the Early Warning System, a system for professors to alert students about academic problems or concerns in their courses in the first half of the semester

ACADEMIC ADVISEMENT

Academic Advisers

Academic Advising is central to the educational mission of Adelphi University. Advisement is a continuous process that begins with first semester registration and culminates in graduation. It challenges and supports students as they examine, determine and achieve their educational goals, and encourages students to take ownership of their intellectual journey.

Adelphi undergraduates have many sources for academic advice—faculty advisers, academic advisers in the offices of the deans of their School, and the Office of Academic Services and Retention. Every student that enters Adelphi is assigned an academic adviser, and each full-time member of the faculty holds a minimum of six office hours per week to serve the interests of students and to provide full and accurate academic advice. In addition, there is the Office of Pre-Professional Advising and Fellowships to counsel students who are interested in pursuing law, medicine, engineering, etc. (see below).

While all students must have their schedule approved by their adviser before they can register, course selection is just one part of the advising process. Understanding how a student will develop as an educated person is an essential part of an adviser/advisee relationship.

For additional information, visit adelphi.edu/advise.

Students in the College of Professional and Continuing Studies (CPCS) who do not have an adviser should contact the CPCS office at **516.877.3412** or visit cpcs.adelphi.edu.

Undergraduate students must declare a major when they reach 60 credits. If you do not have an adviser and have declared a major, contact your major department.

Graduate students should contact their academic department and meet with the adviser for guidance on course registration and requirements.

PRE-PROFESSIONAL ADVISEMENT AND FELLOWSHIPS

prepare.adelphi.edu

The Office of Pre-Professional Advising and Fellowships provides support and individual advising for current students and recent graduates who are seeking admission to professional school beyond Adelphi in the areas of dentistry, engineering, law, medicine, optometry, pharmaceutical studies, physical or occupational therapy, podiatry and veterinary medicine.

A strong liberal arts and sciences education is the best preparation for professional careers, including law and medicine. Students contemplating or planning to pursue careers in law and the health professions can receive guidance from pre-professional advisers established for this purpose.

In addition, the office can assist in the application process for fellowships that require institutional

support, and can provide information and assistance on locating funding opportunities for post-Adelphi study.

In addition, the office has developed several early decision/joint degree programs with schools representing many of these professions that can provide an easier transition to specific graduate schools.

COURSE REGISTRATION

Registration is the process by which the Office of the University Registrar certifies the enrollment of students in courses of study and verifies their right to use the University's available services. To access registration information, and to register for courses, log in to ecampus.adelphi.edu and access CLASS via the Services tab.

The Directory of Classes can be found online. Click on the link for online course search to search for courses by semester. You can also go directly to adelphi.edu/course to access a course search.

There is a registration schedule according to the number of credits earned. The **Course Listing, Advising and Student Service (CLASS)** system will allow you to select your courses and submit your registration at your appointed registration time. Important information regarding registration as well as graduate registration dates and times can be found at adelphi.edu/grad-reg.

For specific semester dates and deadlines, refer to the University's academic calendar at adelphi.edu/calendar.

INDEPENDENT STUDY

The purpose of independent study is to pursue an academic interest not adequately covered by the regular course offerings. Students must register for independent study during the regular registration periods and never later than the last day to drop courses. Each College and School has separate requirements concerning independent study. Information concerning these requirements is listed by School. Independent study may not be taken Pass/Fail.

ACADEMIC PROCEDURES

Adding Courses

Students who wish to add a course to their program after they have processed their initial registration can add the course using the CLASS system until the deadlines stated on the **academic calendar**. Students are advised that there is a fee for adding courses and that there may be additional tuition charges.

Dropping Courses

Students who wish to drop a course from their program after they have processed their initial registration can drop the course using the CLASS system until the deadlines stated on the **academic calendar**.

Students are advised that there is a fee for dropping courses. Dropped courses will not appear on the transcript. Students should be aware that their status as a full-time student will be affected by dropping courses if their resulting credit load is less than 12 credits. It may also affect their financial aid.

Unfinished Coursework

The designation "I" (Incomplete) will be issued when the student has not completed the course requirements by the end of the semester and has obtained permission from the instructor to take additional time to complete the coursework. The incomplete designation "I" may be used by instructors only if a student has been excused from the completion of course requirements because of illness or other exceptional, compelling circumstances. Students may have no more than twelve (12) months after the end of the semester in which the grade was given to resolve Incompletes. Unresolved Incompletes convert to "F"s after this time. This then becomes the final grade.

Withdrawing From Courses

Withdrawals from courses are possible after the deadline to drop courses but no later than the ninth week of the semester, the third week of a summer term or the second week of a one-month term. Students who wish to withdraw from a course must complete an Action Request Form, obtain appropriate signatures of academic approval and process the form in the Office of the University Registrar by the deadlines stated in

the academic calendar. Withdrawals from courses appear on the transcript as a "W". Nonattendance in a course does not constitute an official drop or withdrawal from a course. The student's failure to drop or withdraw properly from a course does not preclude the instructor from submitting a grade for the student on the basis of the work previously submitted.

Withdrawal for Medical Reasons

Students requesting a withdrawal from the University because of medical reasons must submit the appropriate medical documentation and a letter requesting a medical withdrawal to the Office of Academic Services and Retention. This must be done during the semester for which the leave is requested. Students approved for Medical Withdrawal might have a credit posted to their account to be applied toward future semesters. All unused credit will be forfeited after one year of issuance and tuition and fee charges will not be refunded. Students who withdraw from the University for medical reasons will be dropped from all of their courses. Students wishing to return after a Medical Withdrawal must submit medical documentation clearing them for return to the Office of Academic Services and Retention. Adelphi University retains the right to obtain supplemental medical information. For medical withdrawal instructions, visit academic-services.adelphi.edu/forms.

Medical withdrawal dates:

Fall 2017–November 13

Spring 2018–April 10

Any student requesting a medical withdrawal for the fall semester must have it submitted by **November 13, 2017**.

Academic Petitions

Academic regulations are established by the University to maintain and enforce academic standards, and are rigorously adhered to.

Petitions are requests for an exception to an academic rule or deadline, and are only granted under special and unique circumstances. Any student has the right to petition to waive a regulation. The University similarly has the right to disapprove any petition on the grounds that the circumstances are not compelling enough to warrant an exception to the established regulation.

After consulting with your adviser, you must file your petition with the dean of your school. Undeclared students should file through the College of Arts and Sciences. The request must

be in writing and you must document the extraordinary circumstances that necessitate the petition. The dean may approve or deny the petition, after which it is forwarded to the Associate Provost for Academic Affairs for a final decision. Any student petition for retroactive action must be submitted within one year.

For specific contact information of academic departments, please visit adelphi.edu/petition.

ACADEMIC SUPPORT SERVICES

To support classroom studies, students have available online and in-person support services. (See the Support Services section for information about the Student Access Office, Support Services, Information Technology, the Learning Center, the Writing Center and Swirbul Library.)

Adelphi University Mentoring Program

The Adelphi University Mentoring Program was created to help ensure academic success. Open to all students at any phase of their undergraduate career, but ideally within their first year, the program was designed to help students of color, LGBTQ+ students, veteran students and students who may be the first in their families to attend college and to fulfill their highest potential through academic, social and professional development with the guidance of a mentor. There is no GPA requirement and students qualify by being a current/active (fully registered and taking classes) undergraduate student. On a case-by-case basis and based on mentor availability, graduate students may participate as mentees. For next steps, which include an application and orientation/training, students should contact the director and trainer of student mentoring at adelphi.edu/mentoring or **516.877.3182**.

Bridges to Adelphi Program

Earle Hall B, Lower Level

bridges@adelphi.edu

516.877.4181

The Bridges to Adelphi Program offers comprehensive individualized, academic, social and vocational support services for Adelphi students who self-disclose with diagnoses of autism spectrum disorder, or other nonverbal learning disorders.

The Bridges Program, which is a fee-based program, helps students transition from high school to college by maximizing their areas of strength and creativity; and then helps them to understand how to get on the road to college success.

Because Adelphi prides itself on its diversity and inclusivity, the Bridges Program promotes awareness and understanding on campus through trainings and collaborations with University clubs and organizations, faculty, staff and students, and in the community through educational, social and vocational collaborations.

For details visit, bridges.adelphi.edu.

GRADUATION REQUIREMENTS AND DEADLINES FOR FILING

Graduation

All students must apply for graduation by the designated deadlines. Commencement requires a separate application. For details on both the Graduation and Commencement applications, visit adelphi.edu/graduation.

Graduate Student Requirements

The graduate student requirements vary according to the program. Students are encouraged to familiarize themselves with these requirements by visiting the department office or the appropriate website.

For additional details about graduation requirements, visit adelphi.edu/graduation.

Undergraduate Student Requirements

GPA Required for Graduation

Undergraduate students who have completed the minimum number of credits required by their major for graduation and attained a cumulative GPA of 2.0 to 3.0, depending on the major, may apply for graduation. Specific requirements for each degree will be found in the University Bulletin under the appropriate school/college and department. Visit catalog.adelphi.edu.

Go to the online graduation application or download the print application for graduation (PDF) at adelphi.edu/graduation.

Degrees will not be conferred upon students who have not applied for graduation.

Determination of Graduation Requirements

Normally, matriculated students follow the graduation requirements established in the Bulletin under which they are admitted to the University; however, students who interrupt enrollment for two or more consecutive semesters (fall and spring) are governed by the Bulletin in effect when they are readmitted. Requests for exceptions are reviewed by the appropriate academic dean.

Residence Requirements (Undergraduate Students Only)

A student must complete the final 30 credits toward a degree at Adelphi in order to be eligible for the degree.

Undergraduate students who transfer credits in excess of 64 from two-year colleges may apply only 64 of those credits toward a baccalaureate degree to be awarded by Adelphi University. (See statement regarding graded credits in Latin Honors.)

ACADEMIC AWARDS AND HONORS

Latin Honors (Undergraduate Students Only)

An undergraduate student whose cumulative GPA is between 3.3 and 3.599 may graduate with honors (cum laude); whose cumulative GPA is between 3.6 and 3.849 with high honors (magna cum laude); whose cumulative GPA is 3.85 and above with highest honors (summa cum laude).

In addition to the cumulative GPA, 56 Adelphi credits of graded courses—excluding “P” (Pass) grades—must be completed for a student to be considered for Latin Honors.

If a student has 56 earned hours at Adelphi but was required, for completion of the major, to take a major course offered only on a Pass/Fail basis, the student may request the Registrar to calculate the cumulative GPA (for purposes of determining Latin Honors only) based on all grades and coursework taken both at Adelphi and other institutions.

Departmental or School Honors

Students graduating with the highest averages in their major may be nominated for departmental or school honors, provided that the GPA of the nominated student is 3.5 or above for courses

taken in that department. A student must have completed 30 credits in a major field to be eligible for departmental or school honors.

CAREERS AND EMPLOYMENT

CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

Nexus Building, Room 225

[**career-center.adelphi.edu**](http://career-center.adelphi.edu)

516.877.3130

Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.
Evening appointments available upon request

In choosing to pursue a degree at Adelphi University, you understand the value of investing in yourself, thus shaping your own career path in this highly competitive global economy. Your commitment to honing your skills, deepening your knowledge base, enriching your self-understanding and enhancing career prospects are significant benefits of obtaining your graduate or adult degree. The Center for Career and Professional Development team is available to support you throughout your journey at Adelphi and beyond. Our career educators are dedicated to developing and implementing innovative programs and services that promote lifelong career management skills. Our workshops, online resources and events prepare you to excel in the global workplace. Through our Adelphi community, we connect you with alumni and employers who may assist in linking you to opportunities in a diverse range of fields and industries. Our tools and resources will enrich your studies, enhance your professional development and direct you toward well-defined career goals, enabling you to conduct an effective and productive job search. For details, visit [**career-center.adelphi.edu**](http://career-center.adelphi.edu).

Individual career counseling

Email [**careercounselor@adelphi.edu**](mailto:careercounselor@adelphi.edu) or visit [**career-center.adelphi.edu/appointment**](http://career-center.adelphi.edu/appointment) to make an appointment.

Career assessments

The Strong Interest Inventory or Type Focus Assessment may be administered by your career counselor to help you focus on the professional career path that is most appropriate for you, and to discuss ways to navigate that path.

Workshops

Sessions on résumé development, interviewing skills, job search, workplace professionalism and building your social media presence (LinkedIn profile development) are targeted to specific student majors, organizations or classes, and may be customized to be relevant to the groups' specific professional development needs.

Internship preparation seminar

The growing importance of experiential learning in a collegiate career necessitates a structured approach to preparing for the challenges ahead. Visit [**career-center.adelphi.edu/seminar**](http://career-center.adelphi.edu/seminar) for more information.

Graduate assistantships

A limited number of graduate assistantships are available to qualified graduate students to assist in teaching, research or other technical services. In return for such services, the student will receive either tuition remission or a stipend. Assistantships are awarded at the discretion of the individual administrative office or academic department, and may be based on academic merit and/or financial need. Contact your graduate school/department to obtain applications and specific eligibility requirements. Visit [**operations.adelphi.edu/handbooks**](http://operations.adelphi.edu/handbooks) to read the Graduate Assistant Handbook.

Hire a Panther

Hire a Panther provides on-campus experiential learning opportunities to Adelphi students who work in an array of environments, collaborating with professors on projects ranging from research and tutoring to new technology and social media. These semester-long opportunities pay \$10 an hour and students can work up to 10 hours a week. For details, visit [**career-center.adelphi.edu/hire-a-panther**](http://career-center.adelphi.edu/hire-a-panther).

Handshake

When you're looking for employment, you need to visit Handshake, the Center for Career and

Professional Development's online service for Adelphi students and alumni seeking full-time or part-time jobs, internships and work-study positions. For details, visit career-center.adelphi.edu/jobs.

Jaggar Community Fellows Program

The Jaggar Community Fellows Program offers competitive, paid summer internships to 70 Adelphi students, in any major, to gain valuable experience in the nonprofit sector. Visit career-center.adelphi.edu/cfp.

Leadership Certificate Program

This interdepartmental initiative offers the Adelphi graduate student, adult student and alumni communities opportunities to develop leadership and professional skills. By attending various workshops offered by the Center for Student Involvement, the Robert B. Willumstad School of Business, the Office of Alumni Relations and the Center for Career and Professional Development, participants may earn a certificate of accomplishment. Visit adelphi.edu/lcp.

Mentoring

We believe in the power of human relationships. Learning through interaction with experts and mentors changes how we view and relate to the world. That's why we bring Adelphi students, alumni and professionals together for mentoring opportunities. These learning experiences can be ongoing, or be a single informational interview in person or by phone. Some mentoring relationships turn into internships and eventual career prospects. Visit career-center.adelphi.edu/mentoring.

Going Global

Going Global is the leading provider of international career and employment information, with more than 600,000 internship and job listings within the United States and around the world. Going Global Country Career Guides and USA City Career Guides provide professional job search advice and cultural information; contacts with executive recruiters, staffing agencies and professional networking groups; workplace permit regulations; cost of living data; and résumé writing and interviewing tips for specific countries. Visit goingglobal.com.

Events

- **Annual Job and Internship Expo:** This event, hosted each spring for Adelphi University students and alumni, increases job and internship opportunities between employers and prospective candidates.
- **Welcome Back Block Party:** Our part-time job and internship fair is usually held during the first week of the fall semester, where campus departments and local employers recruit student employees for their part-time and internship opportunities.
- **Accounting on-campus recruitment:** Accounting majors seeking either full-time accounting positions or internships attend an Accounting Recruitment Seminar (during September) prior to October interviews.
- **Business, Education, Psychology and Social Work on-campus recruitment:** Candidates in the current graduating class and Adelphi alumni are welcome to participate. Each candidate must attend one Recruitment Seminar (offered January–March). Interviews are conducted at Adelphi during the spring semester.
- **Employer engagement:** These events and programs engage a diverse array of employers in a wide range of industries for networking, mentoring and interviewing opportunities for our adult and graduate students, including:
 - Accounting Networking Social
 - Careers in Healthcare
 - Careers in Nonprofits
 - Count on Alumni for Career Help (C.O.A.C.H.) programs
 - Executive Speaker Series
 - Mock Interview Night

CAMPUS LIFE AND RESOURCES

DEAN OF STUDENT AFFAIRS

Nexus Building, 3rd Floor East Suite
students.adelphi.edu/dean

516.877.3660

Open Office Hours: Thursday, 2:00 p.m. to 4:00 p.m., or call the office for an appointment.

The Office of the Dean of Student Affairs oversees all areas of student life at Adelphi, including Health Services, the Interfaith Center, International Student Services, Residential Life and Housing, the Student Access Office, Student Conduct and Community Standards, Student Counseling and the Center for Student Involvement. Services, programs and support are provided to enrich and complement the academic experience. As student advocates, the office promotes involvement, skill development and the overall health and well-being of the students.

Students with suggestions for augmenting student life at Adelphi, or who have other issues or concerns, are invited to see the assistant vice president and dean of student affairs in the Nexus Building.

CENTER FOR STUDENT INVOLVEMENT

Ruth S. Harley University Center, Room 110

csi.adelphi.edu

516.877.3603

Hours: Monday–Thursday, 8:30 a.m.–6:00 p.m.
 Friday, 8:30 a.m.–4:30 p.m.

The Center for Student Involvement (CSI) is a resource for campus life and activities. CSI offers support services and resources to students. All students are encouraged to get involved at Adelphi. To find out the many ways available for involvement, go to csi.adelphi.edu.

Civic Engagement and Service Program

The Center for Student Involvement is the hub for volunteer services. Whether you are looking for a one-time service opportunity or ongoing involvement in the community, the office can match your interests with a way to help the community.

GRADUATE STUDENT COUNCIL

The Graduate Student Council (GSC) was formed in 2016 to represent the interests of Adelphi's graduate population with the following goals:

- To foster a graduate student community by strengthening the communications between graduate students, not only in individual programs, but also across different disciplines.
- To strengthen communication between administrative bodies as it relates to graduate student concerns.
- To serve as a representative body of graduate students enrolled in all academic programs.
- To explore and suggest services, programs and activities for graduate students.

In addition to these goals, the Graduate Student Council hosts social events for the graduate population. GSC also co-sponsors and collaborates with departments throughout the Adelphi community ensuring that graduate students are represented. For information about the Graduate Student Council, contact augsc@adelphi.edu.

THE ARTS

Adelphi hosts a variety of exhibits, highlighting sculpture, works on paper, mixed media, oil painting, watercolor, silkscreen, lithographs, sketches and photography, including portraits, landscapes and abstract images.

Ongoing exhibitions are coordinated by the University Archives and Special Collections in galleries located at the Garden City Campus, in the Adele and Herbert J. Klapper Center for Fine Arts Gallery, the Ruth S. Harley University Center Gallery, the Performing Arts Center Gallery, the Swirbul Library Gallery and Alumni House, as well as at the Adelphi Manhattan Center Gallery. Rotating exhibitions display works by renowned artists, and feature art by faculty and students.

The Adelphi University Virtual Art Museum can be accessed at art-galleries.adelphi.edu.

Adelphi University Performing Arts Center (Adelphi PAC)

pac.adelphi.edu

The Adelphi University Performing Arts Center (Adelphi PAC) is home to five intimate venues. Although they are primarily used by our students and faculty throughout the academic year, all of our venues are available for rent by outside organizations.

The Adelphi University Lucia and Steven N. Fischer Box Office provides full-service ticketing for our guest artist series, departments of Theatre, Music and Dance performances, film series, as well as other ticketed events on campus. Tickets can be purchased online, by phone or in person—you choose your favorite way to buy tickets. For performance schedules, membership opportunities and more, visit pac.adelphi.edu. Student ticket guide: For the best deals, reserve a ticket in advance and check out the savings for students.

- The Adelphi student ticket price is \$5 for departments of Dance, Theatre and Music events.
- The Adelphi student ticket price is \$5–\$10 for guest artist events.

Adelphi student rush: Free rush tickets are a great way to catch a show at the last minute or to see a show you loved so much on opening night that you want to try to catch it again. Rush availability is regularly posted to the Adelphi Facebook and Twitter pages, so make sure you're connected. Or you can call the box office and check with one of the ticket agents. (Rush tickets cannot be reserved in advance and are subject to availability one hour prior to the show.)

The following discounts are available for most performances at the Adelphi PAC:

- Senior citizens (60 and older)
- Adelphi students
- All non-Adelphi students
- Alumni, Adelphi faculty and staff
- Groups (15 or more)

Lucia and Steven N. Fischer Box Office

Contact the Lucia and Steven N. Fischer Box Office at **516.877.4000** for discount information.

Hours: Tuesday–Friday, 1:00–6:00 p.m.

The box office is also open two hours prior to most performances.

Department of Music

Performing Arts Center, Room 207
music.adelphi.edu
516.877.4290

The Department of Music at Adelphi University is firmly committed to the teaching of excellence in all areas of the art of music and music education. In addition to concerts featuring superb guest artists, the music department offers you the opportunity to join a music ensemble. Students in ensemble courses receive Arts Distribution credit. Ensembles are open to all students regardless

of major. An audition or consultation with the ensemble director is required in the beginning of the semester for new students.

Distinguished Lecture Series

events.adelphi.edu/lectures

The University brings world-renowned and fascinating speakers from around the globe and across the nation to our campus. Poets, philosophers and political pundits share their experiences and insights to enhance the student academic experience and enlighten the community on national and international issues. Past speakers have included primatologist Jane Goodall, Pulitzer Prize winner and *New York Times* columnist Thomas Friedman and renowned chefs Anthony Bourdain and Tom Colicchio. Most lectures are free of charge and open to the public. For information, contact the Events Hotline at **516.877.4555**.

PantherTainment

PantherTainment serves as the vehicle to all that the Center for Student Involvement has to offer.

The booth provides Adelphi University students with resources including:

- Various student event information
- Umbrella lending service
- Free ice scrapers for inclement weather
- General information/customer service desk
- Tickets for many off-campus events

Visit adelphi.universitytickets.com for more information about ticketed events.

STUDENT AND FAMILY SERVICES

Adelphi Health and Wellness Committee

Adelphi's Health and Wellness Committee promotes awareness of the University's wellness programs and presents lectures on mental and physical health. Students are invited to join the committee to promote wellness on campus. For more information and to read University-produced health articles, visit wellness.adelphi.edu.

Adelphi NY Statewide Breast Cancer Hotline & Support Program

The hotline provides information, referrals and emotional support to educate and empower breast cancer patients. For more information, visit breast-cancer.adelphi.edu.

Adult Fitness Program

The program offers individualized evaluations and exercise programs that improve health and fitness and encourage lifelong wellness. A current student ID card is required, and some adult fitness programs may require a fee. For schedules, visit adelphi.edu/adult-fitness.

Center for Nonprofit Leadership

The center offers multifaceted programs providing services for executives, boards of directors and emerging leaders of local nonprofit organizations. Visit nonprofit.adelphi.edu for details.

Child Care

Alice Brown Early Learning Center

516.877.3906

Hours: Monday–Friday, 8:00 a.m.–6:00 p.m.

The Alice Brown Early Learning Center (ELC) provides a wonderful opportunity for parents of children 18 months to 5 years of age. The center offers a high-quality child care program to Adelphi faculty, staff, students and the surrounding community. The facility is a state-of-the-art complex that fosters the educational principles of the Reggio Emilia approach to early education, which also encourages the socialization of children, in coordination with their parents.

The ELC has 68 children in four spacious, bright rooms. The program operates in conjunction with the University calendar and it also rotates approximately 300 University students throughout the year who use the center for performing required observation hours for coursework. The child care program includes full- and part-week sessions. For more information about the program, please contact the Alice Brown Early Learning Center or visit adelphi.edu/elc.

Community Engagement

As the engaged university, Adelphi encourages student, faculty and staff participation in various service projects and community involvement. In addition, there are campus programs and services available for family members of Adelphi students, such as the Institute for Parenting, and the Hy Weinberg Center, for speech and hearing and audiology. Interested members should contact the program directly for additional details and requirements. For details, visit adelphi.edu/community.

Center for Psychological Services

The Gordon F. Derner School of Psychology provides affordable mental health services for

children, adolescents and adults at the Center for Psychological Services. For more information, visit derner.adelphi.edu/cps.

Hy Weinberg Center for Communication Disorders

The state-of-the-art facility and exceptional staff offer comprehensive testing, speech, language and audiological services. For details, visit adelphi.edu/hwc.

Institute for Parenting

The institute provides parents, educators, practitioners and students with training, education and service in a culturally sensitive framework. For more information, visit parenting.adelphi.edu.

Literacy Center

The center offers assessment and instruction for students in first through 12th grades with difficulties in decoding, fluency, writing, vocabulary, comprehension or study skills. To learn more, visit adelphi.edu/literacy.

Mentoring/Tutoring/Notetaking Opportunities

Opportunities are also available to all registered Adelphi students—graduate, undergraduate and CPCS—for notetakers, a paid position through the Student Access Office. For information, contact sao@adelphi.edu.

Regents Preparation Courses

Provided by Regents Review and hosted by Adelphi, these courses help local high school students prepare for New York State Regents Examinations. For details, visit adelphi.edu/community.

ATHLETICS AND RECREATION

Woodruff Hall, Room 240

recreation.adelphi.edu

Campus recreation brings people together in ways that foster a positive and active lifestyle. We are committed to creating a fun atmosphere that encourages participation in many activities. In fulfilling our mission, campus recreation aspires to be the best part of your day. The 76,000-square-foot Center for Recreation and Sports and connecting Woodruff Hall is the home of our Panthers. Additional intramural teams and events are offered year-round. For additional information, contact Campus Recreation, **516.877.4242**.

Atrium and Mezzanine

The spacious atrium provides views to the outdoors as well as the fitness center, pool and studio in Woodruff Hall. A friendly staff member will greet you at the information control desk and direct you to your desired destination. Relax or meet up with friends in the mezzanine lounge or grab a healthy snack or smoothie at the Legends Café after your workout.

Indoor Track

Enjoy views of the outdoors from the three-lane walking and jogging track, which is approximately 1/10th of a mile (9.5 circuits equates to a mile).

Gymnasium

A three-court gymnasium for basketball, volleyball, badminton and many other activities is located on the lower level. Sneakers are required for participating in any activities in the gym. Food, drinks and gum are prohibited.

Recreation Locker Rooms

Located on the lower level, equipped with grooming stations and swimsuit dryers, there are both day-use and long-term (annual) lockers. Locker registration takes place at the recreation department located in Woodruff Hall, Room 240. Locker rental fee is \$20 per year. Access to the swimming pool is at the rear of the recreation locker rooms.

Recreation Equipment Issue Desk

Just bring your ID to check out any number of items such as basketballs, volleyballs, badminton or tennis rackets and much more. Visit the equipment issue desk located in the Center for Recreation and Sports, Room 140.

Recreation Fitness Center

Our state-of-the-art, 5,000-square-foot fitness center has everything needed for a complete workout, including:

- Cybex selectorized weight training circuit
- 14 free weight stations
- Cable machines
- Stretching area
- 28 cardio machines featuring (primarily) Life Fitness with entertainment such as iPod connections and 17-inch personal TV screens, enhanced training with landscaped views, virtual trainers and USB data connections for tracking personal workouts

Swimming Pool

The swimming pool, located in the Center for Recreation and Sports, is four lanes and 25 yards in length. Lap swimming is the general rule during open swim times. Access to the pool is through the recreation locker rooms in the lower level of the Center for Recreation and Sports.

Racquetball and Squash Courts

Located on the third floor, one conversion court transforms from racquetball to squash in minutes and there is a dedicated squash court. Rackets and balls are available at the control desk next to the Fitness Center.

Tennis Courts

Four tennis courts are located at the south end of the outdoor soccer/lacrosse complex. The courts are open daily (March–October) from 8:00 a.m. to dusk (except during varsity practices or physical education classes) on a first-come, first-served basis. No reservation required.

Athletic Events

Athletics has 23 NCAA teams that compete in the Division II level, including two spirit groups, Cheerleading and the Dance Team. Adelphi has been a member of the Northeast-10 Conference for over a decade.

All students are welcome and encouraged to attend any sporting event, most of which offer free admission.

Panther teams include:

Men's Teams

Baseball
Basketball
Basketball
Cross country
Golf
Lacrosse
Soccer
Swimming and diving
Tennis
Track and Field

Women's Teams

Basketball
Bowling
Cross country
Field hockey
Golf
Lacrosse
Soccer
Softball
Swimming and diving
Tennis
Track and field
Volleyball

Schedules and locations can be found at aupanthers.com.

CAMPUS MEDIA

The Delphian

The Delphian, Adelphi's independent student newspaper for more than 50 years, publishes news, art, opinions and sports. It's a great opportunity to gain journalism experience and get involved in campus life. *The Delphian* is available to all Adelphi University campuses free of charge. Visit adelphi.edu/delphian for details.

PAWS Web Radio

Adelphi's PAWS is a student-run internet radio station. Its priority is to provide quality streaming radio to the campus. It aims to represent the opinions and voices of students and is open to all. For the past few years, PAWS Radio has expanded to offer DJ services to on- and off-campus organizations as well. All content and services are put together by student members who volunteer their time. PAWS web radio is located in the lower level of Earle Hall and can also be found at adelphi.edu/paws.

ADELPHI UNIVERSITY BOOKSTORE

Hours: Monday–Thursday, 9:00 a.m.–6:00 p.m.
Friday, 9:00 a.m.–3:00 p.m.

Open select weekends

At the start of each semester, the bookstore has extended hours. Check adelphi.bncollege.com for weekly store hours.

Owned and operated by Barnes & Noble Education Inc., the campus bookstore is located on the lower level of the Ruth S. Harley University Center. It sells all required and recommended textbook, as well as school and office supplies. The store also carries nursing supplies, Adelphi University spirit wear and gifts, reference books, trade paperbacks, candy, cards and health and beauty products.

Students can pre-order textbooks through their eCampus account. Once you log in to eCampus, click on the Services tab and scroll to the My Textbooks button. Click the button to view and print the textbook listing for your courses and place your order online, if desired.

The bookstore buys back texts from students at the end of the semester and beginning of summer. The bookstore also offers book rental, and ebooks on select textbooks.

ATM

There are two ATM kiosks located on campus—one is on the main floor of the Ruth S. Harley University Center, outside the door to the UC Café, and the other is located across campus on the ground floor of Post Hall in the vestibule outside the dining hall.

COMPUTER LABS (see Information Technology)

FAX/PRINT/SCAN SERVICES

Fax

Fax services are available in Swirbul Library dean's office from 8:30 a.m. to 4:30 p.m., and at the Access Services Desk during library hours; contact **516.877.3570**.

Print Management

Adelphi University utilizes a printing management program to manage student printing balances. Printing management is installed in Swirbul's Information Commons and in all computer labs to manage each student's printing allotment. The service is also available at the other campus locations. For the number of free prints allotted each semester and additional details, visit it.adelphi.edu/print.

Scan Services

Check out our BookScan, which lets you scan—without cost—from books, journals or any other document to your own USB drive. (As with photocopying, be sure to observe the copyright laws.) The service is available at the Garden City campus and other campus locations.

With BookScan you can choose your preferred file format and scan it into text-searchable PDF, JPEG, TIFF and Word file formats. Then you can use your USB drive to download or email the file as an attachment. Multilingual optical character recognition is available for English, French, Italian, German and Spanish.

Digital copies can be referenced repeatedly and shared with others while saving paper.

For additional information about these services, visit libguides.adelphi.edu/printing.

DINING SERVICES

Each dining location has its own identity, with a variety of items that can be enjoyed whenever your schedule allows. There is a meal plan to fit any lifestyle on campus with numerous retail locations. There is a selection of meal plan options tailored for either part- or full-time students.

In addition to cash and credit cards, all locations accept the Adelphi University ID card for both commuter and resident meal plans.

For information on meal plans, visit dining.adelphi.edu.

University Café

Ruth S. Harley University Center, Main Level

With six full-service stations including Back Bar Grill, SONO, Innovation Kitchen, Rosso Verde, New York Style Deli and a salad bar, the UC Café can satisfy any craving. In addition, snacks, ice cream and a variety of grab-and-go items are available.

Underground Café

Ruth S. Harley University Center, Lower Level
(next to the Angela and Barry Zeman Commuter Lounge)

In addition to Starbucks, this trendy hang spot features Juniors Cheesecake, Fresko Kosher Sandwiches, Au Bon Pain soups and a variety of bottled beverages and grab-and-go items.

Post Hall

Post Hall, Main Floor

The Diner offers traditional diner fare with an upscale, unique twist in a casual atmosphere. This location serves high-quality food and everything is made from scratch, with a homespun feel. The menu has something for everyone, including eggs, pancakes, waffles, omelets, burgers, sandwiches, salads, seafood, steak and so much more, including a fresh fish of the day. The only food item that comes from the freezer is the ice cream! Come try the menu, including breakfast all day.

Panther Mart (Convenience Store)

Post Hall

The convenience store carries all the necessities as well as a variety of groceries and snacks for the customer on the go. During late-night hunger needs, this store turns into a grill that features all your favorite items.

Paws Café

Nexus Building, first floor

This location features a barista-style coffee bar, offering breakfast, lunch and premium coffee and espresso beverages. There is also a selection of wellness-driven, quick-pick sandwiches, salads, soups, breads, pastries, desserts, snacks and confections.

Outtakes Express

Science Building, first floor

Located mid-campus, this grab-and-go location offers premade sandwiches and salads as well as a variety of snacks and beverages.

Legends Café

Center for Recreation and Sports, Main Floor

This juice bar offers healthy food for a healthy mind and body. Enjoy smoothies, breakfast items, salads, hot pressed panini sandwiches, Starbucks coffee, Au Bon Pain soup and a variety of bottled beverages and healthy snacks.

#cheeseplease (Seasonal)

Located outdoors between the Center for Recreation and Sports and Motamed Field

Build your own delicious grilled cheese sandwich or try one of our signature melts. Great to take with you on the run!

EMERGENCY SERVICES

Mass Notification System

We encourage Adelphi students, faculty and staff to sign up for Adelphi's University Mass Notification System to receive instant alerts and closing information. Information is available on the reverse side of your Adelphi ID card. Go to adelphi.edu/emergency-alerts for instructions about how to update and change your contact information.

University Alert Hotlines

Call the University alert hotlines for vital campus alerts, emergency information and announcements regarding inclement weather, delays, closings or power outages:

Garden City Campus:	516.877.6870
Manhattan Center:	516.877.6872
Suffolk County Centers:	516.877.6871
Hudson Valley Center:	845.471.3348

Major storm closings will be announced on the following local stations, at cancellations.com or visit adelphi.edu/closings.

AM	FM
660 WFAN	92.1 WLNG
880 WCBS	94.3 ISLAND
1010 WINS	97.5 WALK*
1055 WLNY	98.3 K-98.3
1100 WHLI	102.3 WBAB
	103.1 B103
	106.1 WBLI
Television	Social Media
Channel 2 CBS	Facebook
Channel 4 NBC*	Instagram
Channel 12 News	Twitter
Channel 109 (Adelphi on Campus)	

*These stations also publish closings on their websites.

FINANCIAL ASSISTANCE

financial-aid.adelphi.edu

Adelphi University offers a wide variety of financial assistance programs in addition to the various federal and state programs that currently exist. Financial assistance is any grant, scholarship, loan or employment opportunity that is offered to an enrolled or prospective student with the express purpose of helping the student meet educational expenses.

The amounts and types of financial assistance that a student receives are determined by the eligibility of the applicant for each program. The combination of these various awards is commonly referred to as the financial aid package. Graduate students are encouraged to file the appropriate application forms and to contact their graduate school/department for a listing of additional sources and assistantship information.

Financial Assistance for College of Professional and Continuing Studies (CPCS) Students

Adelphi University's Office of Student Financial Services is committed to helping you find the resources you need to fund your studies, and our numbers show our dedication. CPCS students are uniquely eligible for several grants and scholarships. For more information, visit cpcs.adelphi.edu/aid.

Responsibilities of Financial Assistance Recipients

Students receiving financial assistance have the following responsibilities:

- To complete the Free Application for Federal Student Aid (FAFSA) each

academic year by the deadline prescribed by the University

- To meet the requirements of good academic standing and maintain satisfactory academic progress toward their degree
- If a student transfers from another institution to Adelphi University during the same award year, federal regulations require that we request through the National Student Loan Data System (NSLDS) updated information about any fall disbursements so that your spring disbursements are accurate and do not exceed federal guidelines. Your assistance package may change after review of your record on the NSLDS.
- To report to the Office of Student Financial Services any changes in enrollment status, changes of name or address and receipt of any additional internal or external financial assistance

Financial Assistance Policies

All financial assistance awards are made based on the information available as of the date of the financial assistance award letter. Adelphi reserves the right to adjust the financial assistance package if the student receives financial assistance from sources not specified in the award letter, either from Adelphi or from outside sources.

The Office of Student Financial Services should be notified of any significant change to the family's financial situation after the completion of the FAFSA if the student (or parents) believe it could affect the student's eligibility for assistance. Adjustments to a student's financial assistance award may be made at the discretion of the Office of Student Financial Services. Some common reasons for adjustments are changes in budgets and awards (e.g., if the student moves from University housing to private housing), changes in enrollment (e.g., enrolling part-time when full-time was originally indicated on the admissions application), documentation of incorrectly reported income and asset information, changes in family circumstances, receipt of outside or academic scholarships or any other changes in information that, in the opinion of the Office of Student Financial Services, justifies a change in the financial assistance awards.

Students receiving institutional scholarships that exceed the cost of tuition may be subject to federal income tax on the amount by which the award exceeds tuition. We recommend that students check with their tax consultant for further information.

Institutional scholarships and grants are applicable to tuition and, in some cases, University fees. The University reserves the right to adjust the financial

assistance previously awarded when these awards, in combination with other sources of assistance, exceed the cost of tuition and fees. Awards include, but are not limited to, external awards and state scholarships and grants.

Nondegree Students

Individuals registering for courses in the University without applying to the Office of University Admissions for degree status are considered nondegree students. The courses taken are considered to be for personal enrichment and the student is not eligible for any financial assistance.

International Students

Federal and state financial aid programs are limited to U.S. citizens and certain permanent resident aliens—persons with Forms I-151, I-551 (a green card) or I-94.

FAFSA Application Procedures

Students applying for financial assistance must complete the Free Application for Federal Student Aid (FAFSA). Applications can be completed online at fafsa.gov. All New York State residents who are receiving financial assistance from Adelphi are encouraged to apply to New York State for the Tuition Assistance Program (TAP) grant. (Note: As of 2011, only undergraduate students are eligible for TAP.) Students will be presented with a link to the TAP application when they have completed the FAFSA online. They should follow this link to apply for TAP.

Transfer students should contact Student Financial Services at financial-aid@adelphi.edu. Although award decisions will not be made until an applicant has been officially accepted by the Office of University Admissions, it is important to note that financial assistance applications can and should be completed prior to admission acceptance.

Application Deadlines

Applications for all financial assistance programs should be made by all new and continuing students as soon as possible after October 1 each year. The various state and federal programs have deadlines that extend throughout the academic year.

Consult the Office of Student Financial Services for specific dates that may affect applications for these programs. The entire FAFSA should be

completed online at fafsa.gov as soon as possible after October 1 each year. Filing by January 1 for continuing students and March 1 for new students maximizes your access to the various financial aid programs. Applications made after those respective dates will only be considered if funds remain available.

Students currently enrolled are required to reapply for financial assistance each academic year. Eligibility for financial assistance cannot be determined prior to the student's acceptance into an eligible program of study at the University. The published financial aid priority deadlines are used when determining eligibility for certain limited sources of funding.

Please note: Any student selected for verification who has not completed the federal verification process cannot receive federal financial aid or need-based University grants.

First-time students at Adelphi must complete entrance counseling and the master promissory note before Federal Direct Loan funds can be applied to their account. Students who have been offered a Federal Perkins Loan in their financial aid package must complete a separate master promissory note and separate entrance counseling before funds may be disbursed.

Academic Requirements to Maintain Financial Assistance

Adelphi University, in compliance with Federal and New York State regulations governing satisfactory academic progress, will review the records of all students who apply for financial assistance. Recipients of financial assistance must be in good academic standing and must be making satisfactory academic progress. Failure to meet the established various criteria governing Federal, state or institutional assistance will result in the loss of that source of financial assistance. Details concerning established criteria are available in the Office of Academic Services and Retention and the Office of Student Financial Services, or visit online at financial-aid.adelphi.edu/faq.

If a student is officially withdrawing from the University, the W grades will not count in the GPA toward unsatisfactory credits. Hours attempted constitute all courses for which a student registers, including courses in which grades of F, I and W are given. Credits earned include all courses in which grades of A, B, C, D or P are given. Students who do not make satisfactory progress because they have failed to earn the required ratio of credits attempted to credits completed, due to grades of

W, F or I, are not eligible for financial assistance. The federal criteria and New York State Tuition Assistance Program requirements may vary from the University criteria governing University aid. A chart detailing these requirements will be included with each financial aid award letter. Contact the Office of Student Financial Services for more specific information.

For information on paying your bill, visit financial-aid.adelphi.edu/bill.

LIBRARIES

libraries.adelphi.edu

516.877.3572

Swirbul Library/ Information Commons

Hours:

Monday–Thursday, 7:30 a.m.–12:00 midnight

Friday, 7:30 a.m.–6:00 p.m.

Saturday, 8:00 a.m.–6:00 p.m.

Sunday, 10:00 a.m.–12:00 midnight

Rooms 100 and 101 are open until 3:00 a.m. during regularly scheduled hours for students with a valid Adelphi University ID card. See the library website at libraries.adelphi.edu for details. For additional library information and hours, call **516.877.3572**. For the Information Technology Help Desk and Information Commons, call **516.877.3340**.

The University Libraries are composed of Swirbul Library, the Archives and Special Collections, and the libraries at the Manhattan, Suffolk County centers (Hauppauge and Sayville) and Hudson Valley learning hubs. The libraries offer facilities, resources and services in support of the instructional, research, cultural and student life programs of the University. They are dedicated to providing information and instruction as a central and integral part of the total educational experience of every student.

The libraries provide state-of-the-art information systems and services which include e-books, streaming content, electronic full-text journals and document delivery services. The Adelphi Library Catalog system (ALICAT) provides online access to the libraries' holdings. Adelphi's membership in ConnectNY permits direct borrowing of books owned by the 18 member libraries. Members of the library faculty are available to provide instruction in the use of the libraries and their resources.

Services

Swirbul Library serves as the main library, with particular strengths in the humanities, social sciences and professional studies. Science materials include collections in the areas of physics, chemistry and biology. The Aimee Ornstein Memorial Collection represents an outstanding collection in the areas of banking, money management and finance. Swirbul Library houses Research and Instruction Services, Access Services (nonprint, circulation and reserve), periodicals, microforms, Smart Delivery (interlibrary loan) and document services, a curriculum materials center, classrooms, computer laboratories, the Information Commons and the 3D Studio.

Collections are maintained in the libraries at the Manhattan, Suffolk County (Hauppauge and Sayville) and Hudson Valley centers in support of the academic programs offered at those sites.

University Archives and Special Collections is a department of University Libraries and is located in New Hall A, adjacent to Swirbul Library. The University Archives collects, holds, preserves and makes accessible the historical records of Adelphi University, documenting the history of the University, its students, faculty and administration.

Special Collections houses and provides access to Adelphi University's rare books, manuscripts and other unique, rare and primary source materials covering a wide variety of subjects and historical periods. Among the notable special collections at Adelphi are those on the English radical political journalist William Cobbett, the satirist and social reformer William Hone, the pioneering dancer and choreographer Ruth St. Denis and former New York Lieutenant Governor Timothy Woodruff. Areas of particular strength include the Spanish Civil War, Panama Canal history, the American antislavery movement, children's illustrated books and the social, political and cultural history of Long Island. Among recently added collections are the Horace Hagedorn Papers and the archives of former Long Island Congresswoman Carolyn McCarthy.

Collaboration Studios

The Collaboration Studios are located on the first floor of Swirbul Library and are designed for group study for current Adelphi students. There are 10 studios; two have wheelchair accessibility. Studios can be reserved for group study through the online reservation system for two hours daily.

The studios offer flat-screen monitors and dry-erase writable walls. Students can plug in their own devices (including tablets, laptops and smartphones) or check out a laptop at the Access Services Desk.

3D Studio

The 3D Studio is located in Swirbul Library. For information, see the IT section, page 27, or visit it.adelphi.edu/3d.

Quiet Study Areas

Quiet study areas are located throughout the library. The Aimee Ornstein and Lovely lounges are located on the first floor and are designated quiet rooms. Study carrels are located throughout the stack levels and provide quiet areas for individual study. The McMillan Viewing Rooms are available for viewing media or quiet study.

University Library Borrowing Privileges

Borrowing: Books from the open stacks may be checked out to students with a current Adelphi University ID card.

Loan Period: The standard loan period for most books is, with a few exceptions, 28 days. Extended loan periods are available to doctoral students. Reference books and periodicals do not circulate. DVDs are loaned for seven days.

Checking for Availability: All library materials are listed in ALICAT and OneSearch, the library's automated online catalog. ALICAT is also used in the circulation process so that the availability of materials can be checked. Just select the appropriate choice. Library materials that are available for circulation are marked "on shelf" in the status field on the screen. Library materials that have been borrowed by other library users display a date due on the screen. These materials may be placed on hold. See the section on Holds.

Limitations: Each undergraduate student is limited to 10 books and each graduate and doctoral student to 15 books checked out at any one time.

How to Return Books: Books may be returned to the Access Services Desk at Swirbul, to the book slots in the library or to the circulation desks of the libraries in Hauppauge, Manhattan and Hudson Valley. When Swirbul Library is closed, books may be returned to the exterior book drop.

Overdue Charges: There is a grace period of three days for overdue circulating books. After three days, there is a charge of 20 cents per day for the first 10 days. On the 11th day, the charge is \$1 per day from the date the item was due to the date it is returned. The maximum overdue charge for each circulating

book is \$100. DVD recordings are charged at \$1 per day. The maximum overdue charge for each circulating DVD is \$50. Reserve books are charged at 50 cents per hour for the first two hours, then \$1 per hour. The maximum overdue charge for each reserve book is \$100.

Renewals: If no other library borrower has requested them, books may be renewed online or by bringing them to any of the three Access Services desks (Swirbul, Hauppauge or Manhattan). Online renewals can take place from one week before to the day that a book is due. Materials may not be renewed if a hold has been placed or if there are outstanding fines. Renewals by telephone and mail are not permitted.

Recalls: All materials are subject to recall by library staff after 14 days. When a book has been recalled, the borrower will receive a Recall Notice through Adelphi email; the book must be returned by the new due date. The charge for overdue recalled books is \$1 per day.

Searches for Missing Books: Requests for searches are accepted at the Access Services Desk for books that are listed in ALICAT as "on shelf" but are not found in the stacks. The Access Services staff will then conduct a thorough search and notify the user through Adelphi email regarding the status of the item.

Holds: If a book is checked out to another library borrower, a hold may be placed on that item. The patron will be notified through the Adelphi email of its return and will be given one week to come in to borrow it.

ConnectNY: ConnectNY is a unified online catalog of independent academic libraries in New York State, with combined holdings of over eight million books. Before filling in an Interlibrary Loan request for a book in ALICAT, please click on the ConnectNY (C-NY) icon. If the book you want is available at any other member library, you can request it yourself. ConnectNY overdue fine(s) are \$1 per day for each book. The maximum overdue fine is \$100 per book. The loan period for C-NY books is 42 days with one renewal.

Smart Delivery (Interlibrary Loan): If you are unable to find the journal or book title you need in the University catalog, or if the item is not owned by the University, you may request that it be obtained for your use from another library outside of Adelphi. For more information, please contact Smart Delivery (Resource Sharing) at **516.877.3571**.

Referrals: If the Adelphi University Libraries do not own the journal or book you need and you cannot wait, a librarian at the reference desk can direct you to a nearby library that owns the needed material.

Lost Materials: If any library material is lost, it must be reported immediately. The charge for lost material is the cost of the item, a \$15 processing fee, plus the overdue charges accrued to the date the item is declared lost.

Damaged or Mutilated Materials: If library material is returned in such poor condition that it can no longer be circulated, the borrower is responsible for replacing the material. The charge to the borrower is the cost of the material plus a \$15 processing fee.

Long-Overdue Materials: Any library material not returned within a semester after the due date will be declared lost. The borrower will be responsible for the cost of its replacement. The charge is the cost of the item, plus the \$15 processing fee and the \$100 maximum overdue charge.

Penalties: Failure to return library materials or to clear outstanding records will result in the holding of students' grades, official transcripts and/or diplomas. The library reserves the right to suspend students' borrowing privileges when they accumulate overdue charges of \$15 or more, have overdue reserve items or have failed to return overdue recalled items.

LOCKERS

Lockers are available in the Ruth S. Harley University Center (UC) lower level within the Angela and Barry Zeman Commuter Lounge, as well as the Performing Arts Center. With a current Adelphi student ID, a student can go to Auxiliary Services, UC Room 301, to reserve a locker, and a locker will be provided with this reservation.

For additional information, contact:

Office of Auxiliary Services
Ruth S. Harley University Center, Room 301
516.877.4299

The Center for Recreation and Sports offers recreation lockers on a first-come, first-served basis to students, faculty, staff, alumni and community members. The lockers have a nominal fee, and must be registered through the recreation office in Woodruff Hall, Room 240. Only an approved combination lock may be used, the lock must be shown at registration and the lock combination must be provided in case of an emergency. The lockers are good for one calendar year running June to May of each year. The majority of lockers are reserved in August and early September, so early registration is highly recommended.

LOST AND FOUND

All found property should be sent to the University's Lost and Found located in the Ruth S. Harley University Center, Room 301. All found property is logged and stored for 60 days. Lost claims should also be made at this office. For additional information, contact the Office of Auxiliary Services in the Ruth S. Harley University Center, Room 301, **516.877.4299**.

LOUNGES

Located in the Ruth S. Harley University Center lower level and in Woodruff Hall on the third floor, the computer lounges feature desktop computers, a printer and wireless network access. Informal seating areas are also located in various campus buildings.

INFORMATION TECHNOLOGY

it.adelphi.edu

Support

The Office of Information Technology (IT) is dedicated to providing you with the technology resources that you need to succeed, including training and support so that you can take full advantage of Adelphi's resources. If you need assistance with campus-related technology issues, please contact us for support.

IT Help Desk

Swirbul Library, within the Information Commons.

it.adelphi.edu

516.877.3340

helpdesk@adelphi.edu

Hours (fall and spring semesters)

Monday–Thursday	7:30 a.m.–12:00 midnight
Friday	7:30 a.m.–6:00 p.m.
Saturday	8:00 a.m.–6:00 p.m.
Sunday	10:00 a.m.–12:00 midnight

Note: Hours are extended during exam periods.

The Office of Information Technology is a diverse group of professionals committed to serving the needs of Adelphi's students, faculty, staff and administration to facilitate their educational and cocurricular activities at Adelphi University. Adelphi has plenty of workstations with a full complement of software for your research and assignments. Or check out one of our kiosks around campus for quick computing needs.

Student Technology Training

The Help Desk offers brief workshops on topics such as Google Apps, Microsoft Office, 3D printing and more. You can set up an appointment for assistance with these and other topics at it.adelphi.edu/workshops.

General Access Computers Workstations

Adelphi has plenty of workstations with a full complement of software for your research and assignments. For locations and more information, go to it.adelphi.edu/workstations.

Kiosks

Conveniently located around the Garden City campus, computer and iPad kiosks are available for you to quickly check email and grades and perform other on-the-go tasks. There are also several ALICAT research database kiosks in Swirbul Library. Visit it.adelphi.edu/kiosks to find locations.

Computer and Accessory Discounts

Registered Adelphi students are eligible for discounts on desktops, laptops and software through our partner programs. Get details at it.adelphi.edu/discount.

Equipment Loan Programs

Borrow laptops, iPads and wireless presenter devices for daily checkout and return. Additional equipment is available for longer loan periods. Get details at it.adelphi.edu/loan.

Print Management

In an effort to reduce excess paper use by students printing within their page allotment, the University established a printing policy for printing in campus labs and lounges. Mobile printing can be used from desktops, laptops, tablets and phones. View details at it.adelphi.edu/print.

Wireless Access

Register your device with eduroam to access wireless at Adelphi and member campuses worldwide. Or use the AU network with key gopanthers and your login info. Get details at it.adelphi.edu/wifi.

Personal Web Pages

Create a personal website or team project using Google Sites via your Adelphi Gmail account. Specialized courses may require different programs. Get more info at it.adelphi.edu/sites.

Online Learning

Adelphi's online courses are led by expert faculty members, who use emerging technology and communication styles to emulate the personal nature of a classroom environment. In addition to fulfilling students' academic needs, online and blended formats augment information literacy and technology skills that are essential for today's technology-driven world. Find out more at online.adelphi.edu.

AU2Go: Mobile Adelphi

You can access important Adelphi information on your mobile device, including semester grades, shuttle schedules, the campus directory, news and events and campus maps. Visit adelphi.edu/au2go for details on how to download this app.

Information Security Awareness

Never give out your password to anyone, for any reason. Your password is yours, and you will be accountable for everything that happens with it. For tips on creating secure passwords and advice on preventing phishing, spyware and viruses, visit it.adelphi.edu/security.

File Sharing

Adelphi does not allow sharing of copyrighted materials, such as music or movies, without proper authorization from the copyright owner. Go to it.adelphi.edu/file-sharing to review Adelphi's file sharing policy.

eCampus

The Adelphi eCampus portal gives you access to applications and services with a single sign on. Once you log in to eCampus, you can read your email, access Moodle for course materials and check CLASS for registration, grades, on-campus housing, financial aid status and more.

My eCampus Homepage

Once you log in, your eCampus home screen features plenty of resources, including:

Message Center: Important personal alerts about your registration, payments and more

Favorite Services: Bookmark your favorite eCampus services for faster access

Enrolled courses: Click your course title to see location, time and textbook information. Click the Moodle icon to access course materials.

QuickLinks: News, announcements

Services Tab

This is the central gateway to all online services provided by the University. Users see only those services to which they have access. Some of the most used services include:

- Adelphi Gmail: Students are issued an official Adelphi University Gmail account to keep after graduation.
- Course Evaluations: Evaluate your courses and instructors near the end of each semester. Responses are anonymous.
- Course Search: You can specify your search criteria to find Adelphi course offerings by semester, level, school, department, day of the week and campus location.
- Degree Audit: Use this advisement tool to match your course history with University degree requirements to identify courses that still need to be taken.
- Moodle Course Management: Access course materials, submit assignments, take quizzes and participate in class discussions.
- My Housing: Review residential housing options online, reserve rooms and select roommates for the upcoming semester.
- My Profile: Review personal information, such as your Adelphi student ID number and your print balance.
- Off-Campus Housing: View housing options in the surrounding community.
- Password Security: Set up security questions in case you forget or need to reset your Adelphi password.
- Panther Express Shuttle Schedule: Access the schedule for shuttles to the train, bus terminal and shopping locations.
- Transcript Order System: Order a copy of your official transcript (fees apply). For an unofficial transcript, you can use the My Transcript option under CLASS.
- University Mass Notification System: Adelphi broadcasts urgent messages via phone, text and email. You can modify your notification settings and preferred methods of contact.
- Verification: Access your enrollment history, print an enrollment certificate and get real-time loan information.
- CLASS: Adelphi's Course Listing, Advising and Student Services (CLASS) system enables you to register for courses, see your bill, make payments, check grades, apply for housing, get a transcript, manage health requirements

and access other personal, academic and financial information. If you are a new student paying your tuition deposit online, you will need to access CLASS directly at class.adelphi.edu. Otherwise, you can conveniently access CLASS through eCampus.

Want more? Information on over a hundred IT services available to Adelphi students can be found at it.adelphi.edu/catalog.

OFFICE OF THE UNIVERSITY REGISTRAR

Levermore Hall, Lower Level

adelphi.edu/registrar

516.877.3300

Hours

Monday–Thursday, 8:30 a.m.–6:00 p.m.

Friday, 9:00 a.m.–4:30 p.m.

The Office of the University Registrar acknowledges its primary mission is to provide the most efficient and highest quality of service to students, faculty, deans, administrators and others, without compromising institutional, professional or legal standards.

The office has the responsibility to maintain timely and accurate academic records of its students, while also maintaining the privacy and security of those records. The office also assists schools and departments by furnishing needed data and other services, and rendering services to alumni by providing transcripts, certifications and other records.

The Office of the University Registrar pledges to be an exemplary model within the University for service and execution of duty. The highest quality of service is sought through the performance of its staff on behalf of the Adelphi community.

An accurate student record is very important to ensure proper and prompt communication between the University and all students. Students should provide the registrar with any changes to their information, including updating permanent address, email and phone contact.

The Registrar posts important information on its Facebook page. Check often for updates at facebook.com/RegistrarAU.

NEW YORK STATE CERTIFICATION (FOR RUTH S. AMMON SCHOOL OF EDUCATION STUDENTS)

Office of Certification and Student Records
Harvey Hall, Rooms 117 and 118

516.877.4081

The Office of Certification and Student Records serves as a resource for students, faculty and staff regarding certification information related to Adelphi University's New York State-approved teacher, administrative and pupil personnel preparation programs. The office provides current information about state certification requirements, regulations and related topics. The office also supports students throughout matriculation in the University's preparation programs and assists with alumni inquiries.

The office has the responsibility of clearing students for graduation, certification and student teaching. In addition, it maintains student records for the Department of Curriculum and Instruction in the Ruth S. Ammon School of Education. We also verify program completion for graduates applying for out-of-state certification and process salary differential requests.

New York State Teacher Certification information is also available at education.adelphi.edu/nys.

VETERAN SERVICES

Levermore Hall, Room 303

admissions.adelphi.edu/military

516.877.3411

Adelphi welcomes the opportunity to assist qualified veterans in their academic plans and preparations for the future. The University considers, on an individual basis, the needs, interests and purposes of veterans who desire higher education.

The Post-9/11 G.I. Bill represents the largest expansion of education benefits to veterans since World War II. Eligible veterans can receive benefits to pay tuition, housing and textbook costs that could allow them to study at Adelphi for little to no cost. We're a Yellow Ribbon school. Active, reserve and veteran military students

using Post-9/11 G.I. Bill benefits or any other Veterans Affairs program benefits can apply and enroll in any of the associate, bachelor's degree, credit certificate, master's degree or doctoral programs across our eight schools.

Visit admissions.adelphi.edu/military for further details, or visit College of Professional and Continuing Studies Academic Adviser Christina Wease or contact her via email at cwease@adelphi.edu.

DEPARTMENT OF PUBLIC SAFETY AND TRANSPORTATION

Levermore Hall, Suite 113

safety.adelphi.edu

Garden City Campus during normal business hours: **516.877.3500**

Emergencies: **516.877.3511** or **516.877.3507**, or **dial 5** from any campus telephone

Manhattan Center: **212.965.8340**, or **dial 1** from any campus telephone

Suffolk County locations: **516.237.8605**

Hudson Valley Center: **845.471.3348**

Regular office hours

Monday–Thursday, 8:30 a.m.–6:00 p.m.

Friday, 8:30 a.m.–4:30 p.m.

About the Department

The University Department of Public Safety and Transportation, located in Levermore Hall, Suite 113, provides public safety services 24 hours a day, seven days a week, 365 days a year. The department consists of an executive director, one associate director, one assistant director, three lieutenants (one of which manages the transportation and parking services and one that oversees fire safety), six sergeants (one assigned as a crime prevention sergeant, one for transportation and parking services and one to cover special events) and 30 carefully selected officers, many of whom have law enforcement backgrounds. Public safety officers provide vehicle, bicycle and foot patrols of the entire campus, parking lots, buildings and residence halls; protect life and property; in concert with Health Services, ensure that those sick or injured receive prompt medical treatment; respond to and investigate reports of crime; enforce traffic regulations and fire safety, and conduct crime-prevention programs and seminars. Jurisdiction

is limited to the interior and the sidewalk perimeter of the Garden City campus and Parking Field 9 (Garden City pool), a noncampus location. Each of the off-campus centers provides security only for the interior space that is leased by the University.

The Department of Public Safety and Transportation maintains a close working relationship with the Garden City, Hempstead, Nassau County, Suffolk County, Poughkeepsie and New York City police departments, all of which provide police services, including criminal investigation and emergency services. Although Adelphi public safety officers are not peace officers and therefore do not have authority to make arrests as such, they do provide crime-scene services pending the response of the law enforcement agency concerned. Officers have the authority to issue parking and moving violation summonses on campus, and have the authority to request identification of persons on campus. The University maintains a Memorandum of Understanding with the Garden City Police Department, which has geographical jurisdiction to investigate alleged criminal offenses that occur on the main campus in Garden City. The police department and Department of Public Safety have open lines of communication and continual interaction to ensure the safety of our campus environment and the surrounding communities.

Furthermore, the department has a close working relationship with members of the New York City Police Department's first precinct, covering the Manhattan Center; the Suffolk County Police Department, covering the Suffolk County Centers; and the Poughkeepsie Police Department, covering the Hudson Valley Center. Each department is contacted annually, or as needed, to ascertain whether any Clery crimes (Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act) occurred that impact reportable crimes. In addition, public safety maintains close relationships with other local and federal law enforcement authorities.

Campus Security and Fire Safety Report

Adelphi University's Annual Security and Fire Safety Report includes statistics for the previous three calendar years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Adelphi University; and on public property within, or immediately adjacent to and accessible from campus.

More detailed information can be found at safety.adelphi.edu.

Mass Notification System

We encourage Adelphi students, faculty and staff to sign up for the University Mass Notification System on ecampus to receive instant alerts and closing information.

Alert Hotlines

Call the University Alert Hotlines for vital campus alerts, emergency information and announcements regarding inclement weather, delays, closings or power outages:

Garden City Campus:	516.877.6870
Manhattan Center:	516.877.6872
Suffolk County Centers:	516.877.6871
Hudson Valley Center:	845.471.3348

Emergency Closings

When local weather conditions are severe, University closings or delayed openings will be announced on the following media or visit cancellations.com:

AM	FM
660 WFAN 880 WCBS 1010 WINS 1055 WLNY 1100 WHLI	92.1 WLNG 94.3 ISLAND 97.5 WALK* 98.3 K-98.3 102.3 WBAB 103.1 B103 106.1 WBLI
Television	Social Media
Channel 2 CBS Channel 4 NBC* Channel 12 News Channel 109 (Adelphi on Campus)	Facebook Instagram Twitter

*These stations also publish closings on their websites.

Adelphi will also use the University emergency notification system to instantly broadcast urgent messages and deliver instructions to the campus community. You can change or update your registered devices through the University Mass Notification system on eCampus.

Parking on Campus

- **Parking is by permit only.** Permits expire on September 30 of each year.
- Students, faculty and staff are required to register annually.
- All motor vehicles utilizing University parking facilities must:
 - Be registered with the University.
 - Display a current state registration.
 - Display a current University parking permit on the left side of rear bumper.

- Commercial vehicles are not permitted to park on campus, with the exception of vendors servicing the University and vehicles owned by the University.
- The University assumes no responsibility for loss or damage to vehicles parked on its property.
- Students, faculty and staff are permitted to register a maximum of two vehicles only.
- Permits are issued to a particular license plate and are not transferable.

Registering Your Vehicle

You must bring the following items/documents to the Department of Public Safety and Transportation to obtain a parking decal or temporary permit:

- Current University ID
- Valid vehicle registration showing plate number and description of vehicle
- Bursar's receipt or other proof that you are a registered student or employee

Also note:

- Parking decals must be affixed to the rear bumper, driver's side.
- Temporary permits must be displayed on the dashboard (driver's side).
- Special permits and day passes must be displayed on the dashboard (driver's side).
- One-day visitor permits can be obtained at the Public Safety Command Center.
- Permits/decals expire annually on September 30.

Accessible Parking Permits

Students, faculty and staff who have a government-issued accessible pass must obtain University-accessible parking permits for parking in designated accessible areas. Passes will be distributed only if the government-issued pass is valid for the requestor and the vehicle is properly registered with the University and displays the standard decal on the left (driver's side) bumper.

Visitors who require accessible parking can obtain a one-day visitor pass to park in accessible areas as long as a government-issued permit is visible.

Adelphi accessible passes may be obtained by:

- Faculty and staff seeking temporary accessible-parking permits should go to the Health Services Center located in Waldo Hall, first floor, or call **516.877.6000**.
- Faculty and staff seeking permits that expire the same date as their government-issued permit should go to the Department of Public Safety and Transportation, Levermore Hall, suite 113, or call **516.877.3500**. **Government permits and driver's license are required.**

- Students seeking accessible parking permits should go to the Student Access Office, Post Hall or call **516.877.3806**. **Government permits and driver's license are required.**

Vehicles without the proper accessible permits or one-day visitor passes that are parked in accessible areas will be summonsed and may be towed at the owner's expense.

Note: All Adelphi accessible-parking permits will expire the same date as the the recipient's issued accessible-parking permit. Faculty and staff will be required to obtain new accessible-parking permits at that time. Furthermore, if the faculty or staff member changes vehicles or registration, they must come to public safety for a new permit. If the Adelphi placard becomes unreadable, a new permit must be obtained from public safety.

Parking and Traffic Regulations

- Parking regulations apply to any vehicle using campus parking facilities, including those of visitors.
- Parking is permitted in lined areas only.
- Parking is prohibited in fire lanes. The following University roadways are fire lanes:
 - Service road between Levermore Hall and Blodgett Hall
 - South side Parking Field 1, adjacent to Nexus Building
 - Road alongside University Center
 - Service road between Alumnae Hall and Post Hall
 - Roadway between Earle Hall and Science Building
 - Roadway in front of Chapman, Linen and Eddy residence halls
 - Roadway on east side of Woodruff Hall
 - Roadway between the Center for Recreation and Sports and the Performing Arts Center
- Parking is prohibited within 15 feet of fire hydrants.
- Double parking is not permitted.
- Speed limit is 10 mph campuswide.
- Speeding and reckless driving are prohibited.
- Parking is prohibited on all grass areas.

Parking Off Campus

Most streets adjacent to the campus have restricted parking. Students who park off campus are cautioned to respect the privacy of the University's neighbors. Students should not litter.

For tips for parking when space is limited, visit safety.adelphi.edu/off-campus.

Parking/Traffic Summons Appeals Process

Appeals must be made in writing and submitted in person or by mail to:

Department of Public Safety and Transportation,
Levermore Hall, Suite 113
1 South Avenue
Garden City, NY 11530

Failure to appeal within seven days of the date of the summons will result in an automatic plea of guilty.

More detailed information regarding the appeals process can be found at
[**safety.adelphi.edu/summons**](http://safety.adelphi.edu/summons).

Campus Shuttle Service

Need a lift? The Panther Express has you covered. Adelphi University's Panther Express service provides shuttle transportation to local train stations, bus stations and shopping destinations.

Shuttle schedules may change if public transportation schedules change. Pick up a printed schedule at the Department of Public Safety and Transportation in Levermore Hall, Suite 113, or download the most current schedule at
[**safety.adelphi.edu/transportation/shuttle**](http://safety.adelphi.edu/transportation/shuttle).

Want to find our shuttles?

- » Panther Tracker (for Mineola, Nassau Boulevard and Garden City pool routes)
- » Learn more about the Panther Tracker and how to get it on your phone.

Visit [**it.adelphi.edu/catalog/panther-track**](http://it.adelphi.edu/catalog/panther-track).

Enterprise CarShare Program

An alternative to public transportation and shuttle service right here on campus!

Want a car when you need it? Register for the Adelphi Enterprise CarShare program. Registration includes free membership for the first year with a car credit allowance, then nominal hourly and weekend rates. Allow two weeks for your annual registration, then reserve a car right here on the Garden City campus. For details, visit
[**enterprisecarshare.com/adelphi**](http://enterprisecarshare.com/adelphi).

Adelphi University Identification Cards

An official Adelphi ID card is essential for many University activities.

ID cards are necessary to access all residence halls, some academic and administrative buildings, use of the library, entry to sports events and all University facilities. They expire upon leaving employment with the University or upon a student's graduation or leaving the University.

For your convenience, you are now able to obtain an electronic version of the Adelphi Identification card on your smartphone using the AU2Go mobile app. However, the physical ID card distributed by the Department of Public Safety and Transportation remains the only official identification for access control to buildings, parking facilities, venues and when requested by an official of the University.

Alumni ID cards are issued upon request after confirmation of alumni status.

How to Get a Physical ID Card

Visit the Department of Public Safety and Transportation in Levermore Hall, Suite 113, or call **516.877.3500**.

Current students should bring proof of payment, confirmation of classes and/or other evidence that you are currently registered at the University.

Alumni should provide a photo ID and student number (if known) for status confirmation.

Lost or Damaged ID Cards

There is a \$15 replacement fee for lost or damaged ID cards.

Note: The recent addition of an electronic ID card on AU2Go accessed through your cellphone is not meant to replace the physical ID card which must be carried at all times while on the Garden City campus or Adelphi's other campuses.

RESIDENTIAL LIFE AND HOUSING

Earle Hall, Room 100

[**housing.adelphi.edu**](http://housing.adelphi.edu)

516.877.3650

The Office of Residential Life and Housing offers living options for graduate students. The University maintains seven residential communities to meet the needs of all our students, plus we offer off-campus housing options. Each residence hall is supervised by a full-time professional residence hall director, as well as paraprofessional resident assistants.

It's just three easy steps to apply for on-campus housing:

1. Complete a Housing Agreement,
2. Pay a \$300 housing deposit, and
3. Be registered for class.

Newly admitted graduate students interested in living on campus should start by visiting
[**housing.adelphi.edu/apply**](http://housing.adelphi.edu/apply).

Off-Campus Housing

The Office of Residential Life and Housing is expanding to meet the growing needs of our students. Our services include housing options on campus in Garden City, nearby on Long Island and near the Manhattan Center with possible housing options in Manhattan and Brooklyn. For more information, please visit

[**housing.adelphi.edu/offcampushousing**](http://housing.adelphi.edu/offcampushousing) about these and other housing options.

Additionally, using their Adelphi log-in information, students may search the Adelphi Off-Campus Housing Service, which allows them to save and compare their listings of off-campus apartments, view their search history, search for roommates and more. Visit the Adelphi Off-Campus Housing Service at [**offcampushousing.adelphi.edu**](http://offcampushousing.adelphi.edu).

SUPPORT SERVICES

HEALTH SERVICES CENTER

Waldo Hall

[**health.adelphi.edu**](http://health.adelphi.edu)

516.877.6000

[**healthservicescenter@adelphi.edu**](mailto:healthservicescenter@adelphi.edu)

Hours: During the fall and spring semesters when school is in session, the Health Services Center is open 24 hours a day, seven days a week. During intersession and the summer terms, the center stays open from 8:00 a.m. to 4:00 p.m., Monday through Friday.

Services

The Health Services Center is under the direction of a nurse practitioner and staffed by nurse practitioners, registered professional nurses and emergency medical technicians. The center is located on the Garden City campus and can be accessed by any registered student. All students can access the center by appointment or on a walk-in basis for emergencies. Our nurse practitioners, who are independent providers, can diagnose and treat students on campus for illness and injuries. The center provides routine gynecological care, athletic clearances, study-abroad travel clearance and immunotherapy, as well as ongoing health and wellness education programs, for the campus community throughout the year.

Students can receive medical attention and treatment as well as education and information

about general wellness. Services are available to all students—undergraduate and graduate, resident and commuter.

For health alerts, visit [**health.adelphi.edu/news**](http://health.adelphi.edu/news). For full details about available services and health alerts, visit [**health.adelphi.edu/about**](http://health.adelphi.edu/about).

Health Portal

All registered students may access sections of their electronic medical record, self-schedule appointments and upload documents. Go to eCampus services and add the Health Portal to your eCampus dashboard.

Insurance

[**health.adelphi.edu/insurance**](http://health.adelphi.edu/insurance)

Every registered student, undergraduate or graduate, has the option to purchase student health insurance at the beginning of their school year or in the event of qualifying circumstances. Students who do not have medical insurance coverage, or are no longer covered under their parents' insurance plan and wish to enroll in Adelphi's plan, must do so by October 1 for the fall semester and March 1 for the spring semester. There is also an opportunity for dependents of insured students to purchase insurance coverage.

Do I have to purchase the Adelphi student health insurance?

No. Only residential and international students are required to have health insurance. If you have proof of another policy, you can waive the school's health insurance.

Important semester deadlines to waive student insurance:

- October 1, for students starting in the fall semester
- March 1, for students starting in the spring semester

The fall enrollment is a full-year policy. No refunds will be granted if the student remains for only half a semester and the policy remains in effect for the student for the full year.

All resident students and international students are automatically enrolled in the school health insurance policy which is billed to the student account, unless proof of insurance has been provided and a waiver is completed. If students have their own insurance with comparable coverage and wish to waive the student health insurance, they must complete the online waiver at [**health.adelphi.edu/insurance**](http://health.adelphi.edu/insurance).

The deadline for waiving insurance for the fall semester is October 1; for new students in the spring, the deadline is March 1. There are no exceptions to the waiver deadline.

Visit the Health Services Center website at health.adelphi.edu/insurance for information about insurance, or students may contact the Health Services Center at **516.877.6000**.

Immunizations and Health Standards

health.adelphi.edu

As a new student, you must meet New York State immunization requirements. The following forms are sent out with the accepted student's packet and can also be downloaded from the center's website at health.adelphi.edu/forms or picked up from the center in Waldo Hall:

Required Proof of Immunization

In order to attend classes, New York state requires students who were born after January 1, 1957, and who are registered for 6 or more credits, to provide the following proof of immunization:

- Measles: Two doses of live measles vaccine given no more than four days prior to the first birthday and, after 1967, physician-documented history of the disease, or a titer (blood test) showing immunity
- Mumps: One dose after 1968
- Rubella: One dose after 1968

An acknowledgment of meningococcal disease risks and either dates immunization was received or refusal to receive vaccination. This can be done on the health history and assessment form or through the online response section under the CLASS system.

Health History and Assessment Form

All undergraduate students must submit a complete Health History and Assessment Form which includes the meningitis response form and proof of required immunizations. The form, including a healthcare provider's examination, must be completed, dated, signed and returned to the Health Services Center. Forms can be found at health.adelphi.edu/forms.

Advisory

All requirements for the Health Center must be handed in prior to the first day of the school year.

Vaccine Availability and Cost

The meningitis vaccine can be received at the Student Health Center for a fee. Please contact

516.877.6002 for more information, for questions related to cost and any other inquiries. For information on meningococcal disease, visit health.adelphi.edu/forms/meningitis.

Health and Wellness Peer Education Program

health.adelphi.edu/peers

The Health and Wellness Peer Educators assist students through programming on various health and wellness issues. The Peer Educators are a diverse group of students who support and encourage health promotion for the individual student and collective student body. They are overseen by a Certified Health Educator, nationally certified through BACCUS and provide educational workshops, programs and resources throughout the academic year.

For information, contact the Adelphi Health and Wellness Peer Education Program at peereducators@adelphi.edu.

INTERFAITH CENTER/CHAPLAINS

interfaith.adelphi.edu

Ruth S. Harley University Center, Third Floor

516.877.3113

Religious life and practice is a matter of choice at Adelphi. As a private, nonsectarian university, Adelphi does not promulgate any particular religious belief. The Interfaith Center provides a campus ministry to suit individual needs through spiritual guidance, counseling, educational programs, social events and opportunities for worship. Participation is voluntary and all are welcome. Students are served by Catholic, Jewish, Muslim and Protestant chaplains. The Interfaith Center fosters an ecumenical and interfaith presence on campus and introduces interested members of the University community to houses of worship in the area.

LEARNING CENTER

learning.adelphi.edu

Nexus Building, Suite 132

516.877.3200

The Learning Center offers free academic support in the following areas:

- Content-specific tutoring (help with specific course material or assignments)
- General tutoring (basic academic skills like time management, note taking, study skills, reading comprehension and strategies)
- Satellite academic programs tailored to specific academic needs

- These services can help students who are having academic difficulty, or those who are doing well and want to develop or refine their skills (particularly in advance of study at the postgraduate level), increase their knowledge and/or raise their GPAs. Programs run on all campuses and may include:
 - One-on-one and small group tutoring (either in person or via video chat) with highly qualified, extensively trained undergraduate and graduate students across the curriculum
 - Workshops in areas of special interest
 - Specialized resources for practice and training

Online scheduling allows for convenient management of appointments and registration for supplementary programming.

Learning Center Services at Adelphi Learning Hubs

Online tutoring through the Learning Center is available to students attending the Hudson Valley, Manhattan or Suffolk County centers. The Manhattan location also has limited in-person tutoring during the fall and spring semesters. Students can access the scheduling system either through the Learning Center icon in eCampus or via the website, learning.adelphi.edu.

MULTICULTURAL AFFAIRS

Multicultural Affairs is an area within the Center for Student Involvement that seeks to promote an inclusive and socially just university environment by offering programming that explores the complex intersections of race, gender, sexual orientation, class, and spiritual diversity. Furthermore, Multicultural Affairs acts as an educational resource for the Adelphi community by offering diversity, social justice and LGBTQ+ trainings to promote cultural awareness. For more information, visit csi.adelphi.edu/multicultural.

STUDENT ACCESS OFFICE

Post Hall, Room 107

516.877.3806

access-office.adelphi.edu

Hours: Monday–Thursday, 8:30 a.m.–7:00 p.m.; Friday, 8:30 a.m.–4:30 p.m.

The Student Access Office (SAO) ensures that students with disabilities have equal

access to all aspects of university life. The office provides cost-free assistance to Adelphi students with documented disabilities such as neurodevelopmental, sensory, mental health, physical and intersystem disability.

The SAO provides a variety of services for students with temporary or permanent disabilities. Our services include, but are not limited to, accommodations for testing, note-taking services, alternative text format, assistive technology, sign-language interpreting, and accessible classroom and residence hall facilities. For opportunities for paid note-taking positions, contact [**sao@adelphi.edu**](mailto:sao@adelphi.edu).

SAO staff is available to assist students with individual accommodations tailored to fit specific needs. We encourage students to contact our office to ensure proper coordination of accommodations.

STUDENT COUNSELING CENTER

Ruth S. Harley University Center, Room 310
[**scc.adelphi.edu**](mailto:scc.adelphi.edu)
516.877.3646

Hours: Monday–Thursday, 8:30 a.m.–7:00 p.m.; 8:30 a.m.–4:30 p.m. (summer hours)
 Friday, 8:30 a.m.–4:30 p.m.
 Saturday, 8:30 a.m.–12:00 noon (by appointment only)

The Student Counseling Center assists undergraduate and graduate students with problems or concerns that may interfere with their academic and personal goals. The center offers a variety of services including confidential individual and group counseling, evaluation, crisis intervention, psychiatric services, rape crisis counseling, anger management counseling and education, outreach and consultation services, psychoeducational workshops and referrals to on-campus and off-campus resources.

The Student Counseling Center is staffed by a psychiatrist, licensed clinical psychologists, social workers, graduate-level social work interns and doctoral-level clinical psychology interns.

Common concerns students express to our counselors include self-esteem problems, depression, anxiety, eating disorders and body image issues, relationship difficulties, dealing with emotions, family-related issues, decision making and uncertainty about the future. Any student currently enrolled at Adelphi, part- or full-time, is eligible for these free, private and confidential year-round services.

Drugs and alcohol use are a concern on college campuses nationwide. At times, the use of drugs and alcohol becomes problematic for students, resulting in personal or academic difficulties. The

Student Counseling Center offers education and confidential counseling on substance abuse issues. Counseling services are also available through our clinical partners for students attending Hauppauge, Hudson Valley and Manhattan Learning Hubs. To schedule an appointment, call **516.877.3646** or visit the Student Counseling Center, located in Room 310 of the Ruth S. Harley University Center.

WRITING CENTER

Nexus Building, Suite 132
writing.adelphi.edu

The Writing Center on the Garden City campus is open during the fall and spring semesters.

516.877.3200

Hours:

Monday–Thursday, 9:00 a.m.–7:00 p.m.

Friday, 9:00 a.m.–5:00 p.m.

Tutors are available at Swirbul Library on the Garden City campus Monday–Thursday evenings, 3:00–7:00 p.m or by appointment.

The Writing Center helps students of all abilities learn to use writing more effectively within their programs. The staff of trained peer tutors works with students in the process of writing term projects, theses or other assignments in all disciplines. However, we are not a proofreading or editing service. Students may make an appointment or simply drop in. Standing appointments and long-term arrangements can be made for those working on larger projects. You can schedule an appointment at the Writing Center by visiting writing.adelphi.edu and registering for an account. Once registered, you'll be able to reserve an appointment with a Writing Center peer tutor. Tutoring sessions are generally 45–60 minutes and are free to current Adelphi students.

The Writing Center also offers other resources, including a computer lab and printer, a library of composition handbooks and a variety of citation style guides and useful handouts.

Writing Center Services at Adelphi Learning Hubs

Students attending Hudson Valley, Manhattan and Suffolk County centers can schedule a video tutoring appointment through our Online Scheduling System with a Writing Center tutor. For an online tutoring session, you'll need a reliable Internet connection, video camera (webcam), microphone and speakers connected to your computer or device.

Students can also get feedback on assignments online using the Writing Center's Digital Dropbox. For these and all services, visit writing.adelphi.edu.

TITLE IX OFFICE, OFFICE OF HUMAN RESOURCES

Levermore Hall, Room 207
adelphi.edu/title-ix

Hours: Monday–Friday, 8:30 a.m.–6:00 p.m.

**Title IX Coordinator,
Director of Equity and Compliance,**
titleix@adelphi.edu

516.877.4819

The Title IX coordinator is on call evenings and weekends and can be reached through the Department of Public Safety and Transportation at **516.877.3511**.

The Title IX office handles cases involving sexual harassment, sexual misconduct, dating violence, domestic violence and stalking as well as discrimination and harassment based upon an individual's protected class. No form of discrimination or harassment is tolerated on the campus. The University has established policies and procedures to ensure the well-being of all members of the campus community. Visit adelphi.edu/title-ix to see the full University Anti-Discrimination, Harassment (including Sexual Misconduct, Dating Violence, Domestic Violence, Stalking) and Retaliation Policy.

Student Bill of Rights

For sexual assault, dating violence, domestic violence and stalking, all students have the right to:

1. Make a report to local law enforcement and/or the state police;
2. Have disclosures of domestic violence, dating violence, stalking and sexual assault treated seriously;
3. Make a decision about whether or not to disclose a crime or violation and participate in the judicial or conduct process and/or criminal justice process free from pressure from the University;
4. Participate in a process that is fair, impartial and provides adequate notice and meaningful opportunity to be heard;
5. Be treated with dignity and receive from the University courteous, fair and respectful healthcare and counseling services where available;

6. Be free from any suggestion that the reporting individual is at fault when these crimes and violations are committed, or should have acted in a different manner to avoid such crimes or violations;
7. Describe the incident to as few University representatives as practicable and not be required to unnecessarily repeat a description of the incident;
8. Be protected from retaliation by the University, any student, the accused and/or the respondent, and/or their friends, family and acquaintances within the jurisdiction of the University;
9. Have access to at least one level of appeal of a determination;
10. Be accompanied by an adviser of choice, who may assist and advise a reporting individual, accused or respondent throughout the judicial or conduct process, including during all meetings and hearings related to such process;
11. Exercise civil rights and the practice of religion without interference by the investigative, criminal justice or judicial or conduct process of the University.

with the process—application, course approval, credit transfer and financial estimates. CIE offers fall and spring study-abroad fairs for students to explore their options, as well as individual advising appointments. For more information, contact the Center for International Education at **516.877.3487** or cie@adelphi.edu.

Study-Abroad Financial Information

Adelphi University supports semester-long study abroad by granting Adelphi students portability of on-campus financial aid and scholarships and by applying Adelphi tuition toward payment of their foreign tuition. The Center for International Education is committed to making study abroad affordable for all Adelphi students and has adopted policies and practices to ensure that a semester abroad will not substantially exceed the costs of a semester on campus. Additional financial aid and/or alternative loans can also be made available; please consult with the Office of Student Financial Services at **516.877.3080**.

For a list of study-abroad scholarships, visit study-abroad.adelphi.edu/scholarships.

OTHER RESOURCES

CENTER FOR INTERNATIONAL EDUCATION/STUDY ABROAD

Nexus Building, Suite 145
study-abroad.adelphi.edu
516.877.3487

Now is your time to see the world! Gain new perspectives, meet fascinating people, experience unique cultures and visit unforgettable places. The Center for International Education (CIE) assists students in finding study opportunities abroad that fit their academic and personal needs. Adelphi study-abroad programs include semester, summer, January intersession and spring break options around the world. Adelphi also offers short-term study-abroad programs led by Adelphi faculty in various locations. For program descriptions and destinations, visit study-abroad.adelphi.edu.

Corporate employers and government agencies are searching for university graduates with international experience and a command of a foreign language. Did you know that your job prospects and lifelong earnings could be considerably enhanced by these two factors? The Center for International Education will help you

CAMPUS SUSTAINABILITY/RECYCLING

Featured in *The Princeton Review's Guide to 322 Green Colleges*, Adelphi makes sustainability a priority—from the solar panels installed on Swirbul Library to sharing compost with our neighbors in Garden City.

Water Filling Stations

There are more than **80** water bottle filling stations located in various buildings on the Garden City campus, and additional systems at two of Adelphi's off-site centers. Reduce plastic bottle consumption and waste from landfills—while saving money—by filling a reusable water bottle with chilled, filtered water.

In November of 2015, a million bottles had been filled in these systems. For information about Adelphi's Project Water, which includes a map for all bottle filtration system locations, visit students.adelphi.edu/water.

Recycling

Adelphi recycles not only cans, bottles and paper, but also ensures that hazardous waste is not mixed with inert refuse. The University recycles all fluorescent light bulbs, batteries and computer equipment. Cardboard is also sorted into separate containers.

The University has also revised its construction standards to include recycling of all construction debris and the use of environmentally friendly materials whenever possible.

A laser toner recycling program for the administration is facilitated by Adelphi's Mail Room and our printing services partner, AM Exclusive. Inkjet toner should be returned by individuals to the vendor using a prepaid label which is usually included in the original box. Inkjet printer toner cartridges are recycled in all residence halls and in many academic buildings throughout the campus.

UNIVERSITY POLICIES

University policies included herein are accurate at the time of publication review, and subject to change. For a complete list of all University policies, as well as the full content of the following policies, refer to operations.adelphi.edu/policies.

Code Of Conduct

This code was revised on June 8, 2017, and supersedes all previous versions.

Adelphi University has a clear mission: Our University transforms the lives of all students by creating a distinctive environment of intellectual rigor, research, creativity and deep community engagement across four core areas of focus: arts and humanities, STEM and social sciences, the professions, and health and wellness.

The ability and freedom to teach, learn and develop depends upon appropriate opportunities and conditions in the classroom, in the residence hall, elsewhere on campus and in the greater academic community. The University has developed procedures and policies to safeguard this process and to maintain an environment conducive to the learning process.

Although no such document can be exhaustive, the purpose of a code of conduct is to set out standards of conduct, to give notice of expectations and prohibited behavior, and to identify the procedures the University may employ to resolve breaches of those standards. These policies and procedures are not meant to address simple differences of opinions or inhibit freedom of expression.

This Code applies to all members of the University community as well as all others on University premises.

Code of Conduct Policy Regarding Weapons

10.2 Weapons

Unauthorized use, possession or storage of any weapon, whether or not a federal or state license to possess the weapon has been issued to the possessor. Persons who are licensed and obligated to carry firearms should obtain written permission from the Executive Director of Public Safety and Campus Transportation or designee to bear such on University premises or at University-sponsored activities. See Section 1 for the University's definition of a weapon.

For the complete Code of Conduct, visit adelphi.edu/conduct.

Adelphi University Honor Code

"The University is an academic community devoted to the pursuit of knowledge. Fundamental to this pursuit is academic integrity. In joining the Adelphi community, I accept the University's Statement of Academic Integrity and pledge to uphold the principles of honesty and civility embodied in it. I will conduct myself in accordance with ideals of truth and honesty and I will forthrightly oppose actions which would violate these ideals."

All members of the University community are responsible to familiarize themselves and abide by all rules and procedures related to academic honesty at Adelphi. These materials can be found in multiple sources, including on Adelphi's Academic Integrity site at adelphi.edu/integrity.

For the complete policy, as well as information about academic honesty at Adelphi, visit adelphi.edu/honesty.

Anti-Discrimination, Harassment, (Including Sexual Misconduct, Dating Violence, Domestic Violence, Stalking) and Retaliation Policy

Adelphi Strives Toward a Safe Working and Learning Environment

Discrimination, harassment (including sexual misconduct, dating violence, domestic violence, stalking), and retaliation of any type will not be tolerated at Adelphi University. Upon notice, the University will act to end the discrimination, harassment or retaliation; prevent its recurrence; and remedy its effects on the victim and the University community.

If you have any questions or concerns about discrimination, harassment (including sexual misconduct, dating violence, domestic violence, stalking), and/or resulting retaliation, or if you need help in resolving a problem, you can:

- A. Use our [**online complaint form**](#) to report discrimination, harassment, and/or retaliation
- B. Contact the appropriate individual below, or any member of the [Anti-Discrimination Panel](#):

Student Complainants:

Jeffrey Kessler (Assistant Vice President and Dean of Student Affairs) at kessler@adelphi.edu or **516.877.3151**

Rhonnie Jaus (Title IX Coordinator, Director of Equity and Compliance) at titleix@adelphi.edu or **516.877.4819**

Employee or Third Party Complainants:

Jane Fisher (Director of Employment, Employee, and Labor Relations) at fisher2@adelphi.edu or **516.877.3222**

Rhonnie Jaus (Title IX Coordinator, Director of Equity and Compliance) at titleix@adelphi.edu or **516.877.4819**

General Comments or Inquiries:

Rhonnie Jaus (Title IX Coordinator, Director of Equity and Compliance) at titleix@adelphi.edu or **516.877.4819**

C. For emergency or immediate assistance at any time on campus, contact the Office of Public Safety at **516.877.3511** or by dialing **5** from any campus phone.

For the complete policy, Anti-Discrimination, Harassment (including sexual misconduct, dating violence, domestic violence, stalking) and retaliation, visit [adelphi.edu/title-ix](#).

Adelphi University Demonstration Policy For Students

Adelphi's Commitment to an Educational Environment and Freedom of Expression

Adelphi University's mission is to transform the lives of all students by creating a distinctive environment of intellectual rigor, research, creativity and deep community engagement. In alignment with its mission, Adelphi University is committed to creating an educational environment in which a variety of ideas can be reasonably proposed and critically examined. The University has developed procedures and policies to support its mission as well as each community member's freedom of expression. Freedom of expression is vital to our shared goal of the pursuit of knowledge.

Such freedom comes with a responsibility to welcome and promote this freedom for all, even in disagreement or opposition. The right of freedom of expression at Adelphi University includes peaceful demonstrations. At the same time, the University has long recognized that the right to demonstrate does not include the right to engage in conduct that disrupts the University's operations or endangers the safety of others.

Rationale for this Policy

The University sees its obligation to facilitate peaceful demonstrations in all ways possible, support personal safety and enable necessary activities of the University to be free from unreasonable disruption.

For the complete policy, visit [adelphi.edu/policies/demonstration](#).

Adelphi University Policies, Rules and Standards Regarding Illicit Drugs and Alcohol

Adelphi University—in its mission to provide a quality education for students and to prepare them for a productive and civilized life—realizes the importance of a drug-free campus and is therefore strongly committed to the prevention of substance abuse.

To maintain an atmosphere conducive to this mission, the following policies, rules and standards have been implemented. They apply to all students, employees and organizations, and are in accordance with all applicable federal, state and local laws.

A biennial review of this program will be conducted to determine its effectiveness and suggest the implementation of changes to the program, if deemed necessary. This review will also ensure that the sanctions developed by the University are consistently enforced.

To read the entire policy on illicit drugs and alcohol, visit [adelphi.edu/drug](#).

Information Systems: Acceptable Use Policy

The first time any student signs on to eCampus, you will be asked to agree to the terms of the Acceptable Use Policy. If the policy is updated, an alert will occur again for acceptance of the policy. The University enforces not only the Acceptable Use Policy, but other policies that impact the Information Technology options available to students.

Visit [it.adelphi.edu/policies](#) for the complete policy and for all other IT policies.

Adelphi University Policy on Hazing

This policy is deemed to be part of the by-laws of all organizations operating on the Adelphi University campus. Each organization has the responsibility to review, annually, such by-laws with individuals affiliated with such organizations.

Hazing Regulations

Adelphi University opposes hazing (inappropriate or unlawful activity conducted for the purpose of initiation into an organization) in any form by any person or group associated with this University. In recognition of the enactment of Chapter 676 of the Laws of 1980 which amends Section 6450 of the Education Law to prohibit dangerous activity conducted for the purpose of initiation into an affiliation with any organization, the Board of Trustees reaffirms as University policy its opposition to hazing by adoption of the following Rules and the Regulations thereunder:

No student, faculty, or staff member, visitor, licensee, invitee, or group or organization of such persons on the Campus of Adelphi University at Garden City, New York, and on any other University property used for educational purposes (collectively called Campus), shall engage in any action or situation which, among other things, recklessly or intentionally endangers mental or physical health or involves the enforced consumption of liquor or drugs for the purpose of initiation or entering into an affiliation of any group or organization (to be referred to as the Anti-Hazing Rule).

To read the entire Hazing Policy, visit adelphi.edu/hazing.

Protocol for Student Complaints Concerning the Actions of Faculty Members

Members of the Adelphi faculty are expected to meet the highest standards of the academy in all aspects of their professional conduct. These standards derive from many sources, including institutional policies, the rights and reasonable requirements of students, contractual agreements, the law and expectations of integrity. Adelphi University is responsible for fully and fairly addressing complaints concerning conduct by faculty while acting in the context of affiliation with the University.

Issues dealing with harassment should be dealt with under the University's Anti-Discrimination,

Harassment and Retaliation Policy. A reporting form is available at adelphi.edu/faculty-complaint.

Issues related to grades follow the procedures set forth in the Undergraduate and Graduate Bulletin and are included below:

Grades are submitted only by the instructor of the course. Any change of grade must be approved by that instructor. A grade may be changed only if there is unequivocal evidence that it was the result of computational or mechanical error. Students who believe their grades are incorrect or unfair should:

- Discuss their coursework with the instructor.
- Review with the course instructor the grading policies for the course.
- If still dissatisfied, disputes concerning grades should be brought to the chair of the department (if there is a chair).
- The chair may choose to discuss the matter with the instructor to try to resolve the issues.
- If still dissatisfied, or if there is no chair, students should bring their concerns to the assistant or associate dean of the school responsible for the course.
- The dean may choose to discuss the matter with the chair and/or the instructor to try to resolve the issues.
- If the issues remain unresolved, the student may request that the Office of Academic Services discuss the matter with the instructor.
- The Associate Provost may choose to discuss the matter with the dean.

If the Chair, Dean, or Provost concludes that a grade was a result of arbitrary or capricious conduct on the part of the instructor, the student may be allowed to withdraw from the course. In the case of arbitrary or capricious conduct, the department or school may allow the substitution of another course to replace the course in question.

All disputes concerning the accuracy of a grade must be raised within one calendar year. Grade changes must first be signed by the instructor and then by the department chair and the appropriate dean before being submitted to the Registrar.

Student complaints of bias-related incidents against University employees (including faculty) are to be filed with the Office of the Dean of Student Affairs.

Other complaints not covered above, should be addressed as follows:

- Discuss with the faculty member concerned, if appropriate

- If not appropriate or the student remains dissatisfied, the issue should be brought to the chair of the department (if there is a chair)
- If still dissatisfied, or if there is no chair, the issue should be brought to the assistant or associate dean of the school in which the faculty member belongs
- If still dissatisfied, the issue should be brought to the dean of the school in which the faculty member belongs
- If the issue remains unresolved, the student may request that the Office of Academic Services help resolve the matter

Smoking Policy

Adelphi University is committed to the improvement of the health and safety of students and employees, and to full compliance with New York State and local laws that limit smoking.

Adelphi University prohibits the smoking or carrying of any ignited tobacco-containing products in ALL buildings on campus. The University's Smoking Policy includes in its prohibition e-cigarettes and any and all similar products (such as hookah pens, e-hookahs, vaping pens, vape pipes, etc.).

Smoking (including cigars, e-cigarettes, hookah pens, e-hookahs, vaping pens, vape pipes, as well as any and all similar products) on the Garden City campus will be permitted only at four designated sites that will be clearly marked. No smoking will be allowed while traveling on walkways or traveling to or from sites where smoking is permitted. Please place only cigarette butts in urns at these four designated areas. This prohibition extends to any University-owned or -operated transportation.

Current designated smoking areas:

1. Northeast corner of Levermore Hall
2. Northeast side of Post Hall
3. South side of Swirbul Library
4. Southwest corner of Angello Alumni House

For additional information and site locations, visit green.adelphi.edu/fresh-air-adelphi.

Civil penalties for violation of this policy are set by New York State and local laws, and are enforced by the local departments of health. In addition, Adelphi University will discipline students and employees for violations of this policy in accordance with established procedures.

Reason for Policy

Significant health risks have been determined to be the result of exposure to environmental tobacco smoke. The Environmental Protection Agency

has determined that tobacco smoke is a known carcinogen and is responsible for lung cancer as well as several other diseases in adults and children. Adelphi University has as one of its highest priorities the health and safety of students, faculty, and staff, and believes that environmental considerations are part of the educational process. Our goal is to reduce the risk of exposure to potentially hazardous conditions.

Enforcement

Employees who are in violation of this policy will be informed that smoking is not permitted and that such action is punishable by a civil fine provided by applicable law and will be directed to a "Smoking Permitted" area. Upon the second offense, individuals will be reprimanded in writing, a copy of which will remain on file. Upon the third offense, disciplinary action may be more stringent, up to and including termination from employment, as decided by the appropriate University procedure. Any complaints concerning nonobservance of this policy should be directed to the Associate Vice President for Human Resources and Labor Relations, who is the official contact for the University with the local departments of health.

For students, complaints about smoking in Residence Halls should be directed to the Resident Assistant or Residence Hall Director in that building. Other complaints concerning students should be referred to the Office of Student Conduct and Community Standards. Student sanctions range from a letter of warning, to expulsion, including loss of University housing.

For the complete policy, visit adelphi.edu/smoking.

Speakers Policy for Students

The University seeks to offer a full, varied and balanced program of guest speakers that will result in a maximum exchange of ideas and opinions. As part of the educational process, students are encouraged to invite guest speakers to campus who can address an area of interest to the University community. Recognized student organizations may invite to Adelphi University any person(s) who, in their opinion, might contribute to the intellectual or cultural life of the University. Individual students wishing to invite a speaker to campus should seek the sponsorship of a recognized organization.

In order to derive maximum benefit from a guest speaker's presence on campus, it is required for student organizations planning to host a speaker to consult with the Center for Student Involvement staff prior to extending a final invitation. Student

organizations are also encouraged to consult with faculty in related fields of expertise.

For the complete policy, visit [**adelphi.edu/speaker**](http://adelphi.edu/speaker).

All students are expected to understand and abide by all University policies. Please consult [**operations.adelphi.edu/policies**](http://operations.adelphi.edu/policies) for the full content of these policies as well as other University guidelines/policies that apply to the campus community.

ADDITIONAL UNIVERSITY POLICIES

Academic Honesty at Adelphi University
[**adelphi.edu/honesty**](http://adelphi.edu/honesty)

Anti-Discrimination, Harassment (including Sexual Misconduct, Dating Violence, Domestic Violence, Stalking) and Retaliation Policy
[**adelphi.edu/title-ix**](http://adelphi.edu/title-ix)

Code of Conduct
[**adelphi.edu/conduct**](http://adelphi.edu/conduct)

Code of Ethics
[**adelphi.edu/ethics**](http://adelphi.edu/ethics)

Compliance Statement
[**adelphi.edu/compliance**](http://adelphi.edu/compliance)

Demonstration Policy
[**adelphi.edu/demonstration**](http://adelphi.edu/demonstration)

Exam/Assignment Absence Policy
[**adelphi.edu/absence**](http://adelphi.edu/absence)

FERPA (Family Educational Rights and Privacy Act)
[**adelphi.edu/ferpa**](http://adelphi.edu/ferpa)

Hazing Policy
[**adelphi.edu/hazing**](http://adelphi.edu/hazing)

Illicit Drugs and Alcohol
[**adelphi.edu/drug**](http://adelphi.edu/drug)

Information Technology Policies
[**it.adelphi.edu/policies**](http://it.adelphi.edu/policies)

Preferred Name Policy
[**adelphi.edu/name**](http://adelphi.edu/name)

Protocol for Student Complaints Concerning the Actions of Members of Faculty
[**adelphi.edu/faculty-complaint**](http://adelphi.edu/faculty-complaint)

Public Safety Policies
[**safety.adelphi.edu/policies/**](http://safety.adelphi.edu/policies/)

Social Media Guidelines
[**social.adelphi.edu/guidelines**](http://social.adelphi.edu/guidelines)

Smoking Policy
[**adelphi.edu/smoking**](http://adelphi.edu/smoking)

Speakers Policy
[**adelphi.edu/speaker**](http://adelphi.edu/speaker)

Student Access Office Policy
[**adelphi.edu/sao-forms**](http://adelphi.edu/sao-forms)

Student Disclosure
[**adelphi.edu/disclosure**](http://adelphi.edu/disclosure)