Dear Panther parent or guardian,

We couldn’t be happier that your son or daughter has chosen to join us at Adelphi University. We’re certain you’re excited too, though we know your joy and your pride likely come mixed with some concern. College isn’t just about academics—it’s about learning how to overcome obstacles and make important life decisions. As a parent, you wonder when to support and when to step back, when to catch your son or daughter and when to let him or her stumble.

We understand this transition can be challenging, and we want to support you in any way we can. With that in mind, we developed this handbook with information about everything from campus life to financial policies to programs and associations that will help keep you connected to Adelphi and to your student’s experiences here.

Your son or daughter is not the only new member of our community—we welcome you, too, to be an active part of who we are and what we do. We encourage you to join in every opportunity to be a part of our campus, from working with our Parents Association to cheering on our sports teams to attending lectures to watching plays and music performances in our Performing Arts Center. You will likely see me there as well, and I look forward to personally welcoming you to the Adelphi family.

When you’re not on campus, you can stay in touch online. Adelphi is on Facebook, Twitter and Instagram, and our website is adelphi.edu.

Thank you again for including us in your journey as you help your son or daughter transition into adulthood. If we can assist you in any way, please feel free to contact me or my colleagues, the Parents Association or Jeffrey A. Kessler, assistant vice president and dean of student affairs.

Christine M. Riordan, President
Dear parent or guardian,

Welcome to the Adelphi family and welcome to the Adelphi University Parents Association (PA). Last year we celebrated our 15th year! The purpose of the PA is to advocate for and support the parents of Adelphi students, to improve the students’ Adelphi experience through parental knowledge of resources and to advance the aims and programs of the University. Through the PA, we all have an opportunity to play a supporting role in our student’s college experience.

The PA also provides opportunities to meet other parents throughout the year. We welcome incoming parents at the Meet and Greet Information Sessions in July. The PA will also be present at Parent Orientation during Matriculation Day, Sunday, August 28, 2016. During Family Weekend, parents are invited to join us at the Parents Association Annual Meeting on Saturday, October 1, 2016. Every spring, we host the Annual Reception, where parents enjoy meeting others at the reception and then attend an on-campus performance.

Each year, at the parent senior celebration in May, we have the honor of recognizing graduating students with awards for outstanding leadership, citizenship and scholarship. We also present an exceptional parent/guardian of a graduating senior with an award for positively impacting the life of their student.

We have found that the Parent Handbook is an excellent resource for parents. The PA encourages you to use the information here to have a conversation with your student and to encourage them to access the many services and programs available at Adelphi University. Visit the Adelphi parents Facebook page at facebook.com/AdelphiParents for ongoing communications and dialogue.

This year we hope to celebrate the 16th anniversary of the PA at a reception following the October 1, 2016, Annual Meeting (part of Family Weekend). We look forward to meeting you at one of our many events or meetings and wish you and your student much success at Adelphi University.

For more details about the PA, including a description of board positions, visit adelphi.edu/pa. You can also contact the PA through the Office of the Dean at 516.877.3660 or email parents@adelphi.edu.

Sincerely,

Melissa Gates, President
Adelphi University Parents Association
INTRODUCTION

As your son or daughter begins at Adelphi University—whether entering as a freshman completely new to the college scene or as a transfer student who might be a little more familiar but still has questions about Adelphi University—it is hoped that this Parent Handbook will help inform you about resources, programs and services to help you guide your student through his or her college experience.

At Adelphi we strive to help our students make good choices—good academic choices, good choices about participation in campus involvement and good choices for lives and careers beyond their undergraduate experience. We understand that our students’ families also want them to make these good choices. You can assist your student in getting the most from an Adelphi education by encouraging him or her to do the following:

• Get to know the professors. With an average student-to-faculty ratio of 10:1, our students should take every opportunity to speak with their professors inside and outside the classroom, during office hours and around campus.

• Choose a major that corresponds to your student’s intellectual passions but keep an open mind if he or she chooses to change to a different major. If your student is undeclared or has not chosen a major, there is time to explore academics to determine what is the best option. When 45 credits have been accumulated, all students should have a discussion with their academic advisers so that they declare their majors by the time they reach 60 credits.

• Select a balanced course load when choosing classes for the semester. Encourage your son or daughter to go on eCampus CLASS to select first and second options for courses and to meet with an academic adviser for guidance.

• Keep track of academic progress and fulfilling degree requirements using Degree Audit. They can go to eCampus and open the Services tab to find the Degree Audit icon.

• Explore a wide range of academic interests. Our students generally have a range of electives, so, in addition to their academic majors, they can broaden their experience with other topics.

• Stay current with all academic work. Attending class and participating is essential. If our students begin to have academic difficulties, it is important that they speak with their professors about what steps can be taken to rectify the problem.

• Use the academic resources available. The Learning and Writing Centers provide free tutorial services. Swirbul Library offers an extensive collection of books, periodicals and academic materials, easily accessed on the Adelphi Libraries website using OneSearch. Students can also avail themselves of the research librarians’ assistance.

• Get involved! With over 80 clubs, including organizations and Greek life options, about 20 honor societies, plus intramural and collegiate-level sports, there is a wide array of activities that encourage campus involvement. There are also leadership opportunities to help students develop and achieve their potential.

In addition to the check lists of your next steps, we know there is information you want and need to know. Please read this Parent Handbook for information about:

• Academics
• Campus life
• Commuter student services
• Residential life/meal plans
• University policies and services
• Financial services

HELPFUL WEBSITES FOR PARENTS
getting-started.adelphi.edu/parents
academics.adelphi.edu
financial-aid.adelphi.edu
health.adelphi.edu
safety.adelphi.edu
events.adelphi.edu/family-weekend
aupac.adelphi.edu

Follow us on Facebook facebook.com/AdelphiParents
PARENT RESOURCES

In addition to this handbook, the website and parent email, Adelphi University also offers additional resources for our parents to assist in the transition of not only your student, but you as a parent, to the college experience. Some programs are specific to freshman parents entering in the fall, but other resources are available to all parents and guardians. Please take advantage of all Adelphi offers, as we welcome you as a new Panther Parent.

Resources include:
- Parents Association
- Family Weekend 2016: September 30–October 2, 2016
- Cultural events: lectures and performances
- Parent database for important updates (All parents of freshman/transfer students are requested to provide information. To complete the form, visit getting-started.adelphi.edu/parents.)

PARENTS ASSOCIATION
As the parent or guardian of an Adelphi undergraduate student, you are automatically a member of the Adelphi University Parents Association (PA). One of the association’s objectives is to support you by providing information about the services and resources available to your student. We hope you will attend the PA Annual Meeting scheduled during Family Weekend on Saturday, October 1, 2016. Register online at events.adelphi.edu/family-weekend.

In addition to increasing parent participation, the Parents Association aims to:
- Network with other parents.
- Communicate about University events and important dates.
- Develop tools to assist parents.
- Communicate with Adelphi administrators and students.
- Help parents understand their student’s college experience.
- Sponsor the association’s Annual Parent Recognition Award.
- Raise funds for the association’s Annual Senior Awards.
- For more information, contact the Office of the Dean of Student Affairs at 516.877.3660, email parents@adelphi.edu or visit adelphi.edu/pa.

GETTING STARTED AT ADELPHE: PARENTS
We believe informed parents become effective partners. As you’re getting started as an Adelphi parent or guardian, visit getting-started.adelphi.edu/parents. For questions, email parents@adelphi.edu. Throughout the year, parents will have resources and information available to them at adelphi.edu/parents. As a parent, you are also a member of the Adelphi community, and we welcome you to campus events. For a schedule, visit events.adelphi.edu.
### Personal Freedom in High School
- Your time is usually structured by others.
- Guiding principle: You will usually be told what your responsibilities are and corrected if your behavior is out of line.

### Personal Freedom in College
- You manage your own time.
- You’re old enough to take responsibility for what you do and don’t do, as well as for the consequences of your decisions.

### High School Classes
- Most of your classes are arranged for you.
- Teachers carefully monitor class attendance.
- You are provided with textbooks at little or no expense.
- You may not be responsible for knowing what it takes to graduate.

### College Classes
- You arrange your own schedule in consultation with your academic adviser. You will be expected to spend at least twice as much time on your studies as you spend in class.
- Professors may not formally take attendance, but they are still likely to know whether or not you were there.
- You need to budget substantial funds for textbooks, at an average cost of $500 each semester.
- Graduation requirements are complex. You are expected to know those that apply to you and should frequently meet with your adviser to be sure you are completing the requirements.

### Studying in High School
- You may study outside class as little as two hours a week, and this may be mostly last-minute test preparation.
- You often need to read or hear presentations only once to learn all you need to know about them.
- You are expected to read short assignments that are then discussed and often retaught in class.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

### Studying in College
- You need to study at least two to three hours outside class for each hour in class.
- You need to review class notes and text material regularly.
- You are assigned substantial amounts of reading and writing that may not be directly addressed in class.
- Guiding principle: It’s up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you’ve already done so.

### High School Teachers
- Teachers provide you with information you missed when you were absent.
- Teachers often write information on the board to be copied into your notes.
- Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.

### College Professors
- Professors expect you to get any notes you missed from classmates.
- Professors may lecture nonstop, expecting you to identify the important points in your notes, so take good notes.
- Professors expect you to think about, make sense of and connect seemingly unrelated topics.

### Tests in High School
- Testing is frequent and covers a small amount of material.
- Makeup tests are often available.
- Teachers frequently rearrange test dates to avoid conflict with school events.
- Teachers frequently conduct review sessions, pointing out the most important concepts.

### Tests in College
- Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only two or three tests in a semester.
- Makeup tests are rarely an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Professors may offer review sessions. An alternative to professor-led sessions is the Learning Center.

### Grades in High School
- Grades are given for most assigned work.
- Consistently good homework grades may help raise your overall grade when test grades are low.
- Guiding principle: Effort counts. Courses are usually structured to reward a good-faith effort.

### Grades in College
- Grades may not be provided for all assigned work.
- Grades on tests and major papers usually provide most of the course grade.
- Guiding principle: Although good-faith effort is important to the professor’s willingness to help achieve good results, it will not substitute for grading process results.
LETTING GO

“I have boy/girl twins who are juniors in college. My son is away at school, an approximate four-hour drive, and my daughter is a commuter at Adelphi. Although there are benefits to both, I find there are many pros to being a commuter. I find my ‘commuter’ loves being able to come home to the familiar comfort of her own bed and a home-cooked meal. She is able to enjoy the balance of family life and the social aspect of school while still maintaining her independence and being a responsible adult.”—Alanne Gerlack, mother of commuter student Mara Gerlack ’17

Whether your son or daughter is leaving home to live on campus or is staying at home and commuting to school, this is a new and challenging situation for both of you. This life transition is something for our students and their families to work out both before and after they begin at Adelphi. Attending the Parent Meet and Greet and the Parent Orientation programs will help. The Parents Association can also be a valuable resource. If you have any specific questions or concerns, contact the Office of the Dean of Student Affairs at 516.877.3660 or email parents@adelphi.edu.

College is different from high school. Students will have new freedoms and added responsibilities. They will be treated as adults in a school setting, perhaps for the first time. They will be adjusting to this new environment as they gain more autonomy from their families. Typically, they will rely less on their parents and more on themselves. They will have to manage their own time. They will be figuring out where they fit in at Adelphi and who their friends will be.

What can you do to help? Talk with your son or daughter as they go through the inevitable struggles, but let them handle these challenges. Share your experiences. Talk about choices and consequences. Ask open-ended questions that invite discussion. You just need to strike the right balance between letting go and being there.

Remember, when the parent-child relationship is positive, young adults are more likely to keep their parents informed of what is going on in their college lives. Be supportive and interested, but allow your son or daughter to work things out and become self-sufficient. As your child evolves into adulthood, things will no longer be as they were, but this is good; you are all embarking on a new adventure that will have rewards for everyone.

STUDENT PRIVACY AND COMMUNICATING WITH PARENTS

Parents should be aware that federal law (the Family Educational Rights and Privacy Act of 1974, as amended, also known as FERPA or the Buckley Amendment) limits the information concerning students that the University can make available to third parties, including parents. This law applies to all college students, regardless of age. Hence, all communication and information regarding academics, discipline, etc. takes place between the University and the student. We recommend that parents who wish to be informed about their student’s progress and situation in school have a clear understanding with their sons and daughters about mutual expectations to foster an open exchange of information. The college years are a time of growth as well as a time of new freedom and responsibility. The University believes it is important to treat students as adults. In this regard and in accordance with FERPA, University personnel cannot reveal specific information about a student, except as follows.

At its discretion, the University may communicate directly with a student’s parent(s), with that student’s consent, for a specific purpose. In this case, the student must give the University a signed and dated written consent to disclose information contained in his or her education record. This consent must (1) specify the records that may be disclosed, (2) state the purpose of the disclosure and (3) identify the party or class of parties to whom the disclosure may be made. Consent for release of grades, schedules or similar academic information must be requested through the Office of the University Registrar, and the named individual must be present to receive any information. Requests for release of other information must be made to the relevant department. Please note that the University does not employ or accept blanket waivers signed by students for release of information.

Additionally, absent the consent of the student, a parent may request information from his or her student’s education record if the student is a dependent (as defined in Section 152 of the Internal Revenue Code of 1986). Upon written request from a parent, together with documentation that the student is a dependent as indicated above, the University will respond to such requests, at its discretion, on an individual basis.

FERPA now permits universities to disclose information to parents concerning a student who is under 21 if it is determined that the student violated the University policy governing the use or possession of alcohol or controlled
substances. The University will consider doing so, at its discretion, on a case-by-case basis.

With regard to medical or counseling information, the University will abide by legal and ethical standards pertaining to confidential information obtained during counseling and health service sessions. In general, information will not be disclosed without the student's consent, except in certain emergency situations.

MOVING FORWARD

New students have by now received the New Student Handbook, filled with details to inform them about Orientation or Transfer Transition, answer questions about resources, guide them through their next steps until classes begin and prepare them for the expectations of college life. So now your student is a Panther, and you're a Panther Parent. What are your next steps?

As the parent or guardian of an incoming student, your next steps are determined by when your son or daughter begins at Adelphi, so the sections have been identified to help guide you. We have assembled a check list of things that you or your student will need to do—the list notes whether your son or daughter is a freshman entering in the fall or spring or is a transfer student.

HERE’S WHAT YOU CAN DO NOW TO HELP YOUR STUDENT GET STARTED AT ADELPHI

FRESHMAN STUDENTS ENTERING IN FALL

It's a time line to keep you informed—or just call it "next steps."

- Remind student to activate eCampus account and become familiar with the Adelphi website to discover services, resources and programs at Adelphi. All communications from Adelphi administration and faculty are sent via Adelphi Gmail account, so it's important to use this email.
- Prompt student to check Adelphi email for updates on room selection and roommate(s) (resident students only).
- Visit getting-started.adelphi.edu/orientation for what student should bring to Freshman Orientation.
- Prior to attending the Freshman Orientation session, students should review the eCampus CLASS program for a list of courses offered in the fall to create a potential schedule, keeping alternative classes in mind.
- Student needs to complete the online Language Placement Exam prior to Freshman Orientation.
- Submit Health History and Assessment/Immunization Requirement forms to Health Services Center, Waldo Hall—before Freshman Orientation is preferred. (If not submitted by the first day of the semester, students will not be allowed to attend classes and may be withdrawn from the University.)
- Student attends Freshman Orientation. Session I: July 6, 7, 8 (Wednesday, Thursday and Friday) or Session II: July 12, 13, 14 (Tuesday, Wednesday and Thursday).
- Attend Parent Meet and Greet—day one of Freshman Orientation session (July 6 or July 12).
- Registration is at getting-started.adelphi.edu/parents.
- Advanced Placement (AP), International Baccalaureate (IB) and college courses taken in high school should transfer to Adelphi University. Students should speak with an admissions counselor to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap. Do this prior to registration to eliminate any course duplication.
- Resident and international students are automatically enrolled and billed for student health insurance. If a student is covered by another plan and does not require school health insurance, submit the waiver by October 1 (fall semester) or March 1 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/insurance.
- Remind your son or daughter to check the University email system for important updates and information regarding Freshman Orientation, as well as communications from his or her commuter assistant or peer assistant leader.
- Parents of resident students: Visit the Moving In to Campus Housing website for what to bring and what not to bring before going on that shopping trip. Students should contact their roommate(s) to coordinate larger furnishings (refrigerator, TV, etc.) so there’s no duplication. For more information, visit students.adelphi.edu/movein.
- Linens may also be ordered online through the Residence Hall Linens Program. This program supplies parents and students with a convenient solution for every college bedding need. For details visit students.adelphi.edu/bedding.
- Commuter students: Register for the Commuter Assistant Program and watch for emails just before the semester. Freshman commuters meet their commuter assistants following the Matriculation ceremony.
Register for Parent Orientation and the Matriculation ceremony (if you have not already done so), scheduled for Sunday, August 28. Registration is at getting-started.adelphi.edu/parents. The online registration system does not allow changes to previous registration, so please email parents@adelphi.edu for a manual update.

Save the date! Family Weekend is scheduled for September 30–October 2, 2016. For details, visit events.adelphi.edu/family-weekend.

PARENT MEET AND GREET/ PARENT ORIENTATION (FALL FRESHMEN ONLY)

Meet and Greet
Wednesday, July 6 or Tuesday, July 12, 2016 (fall semester freshman parents only)

Just like your son or daughter, you are also getting started at Adelphi, so we would like to begin your transition into Adelphi. On day one (July 6 or July 12) of Freshman Orientation, once your student checks in, parents have an opportunity to learn about Adelphi’s student resources and services during the Parent Meet and Greet session. This is a brief program, beginning at 10:45 a.m., which touches upon Freshman Orientation student activities, academic expectations and general information about college life. You’ll meet Adelphi administrators and members of the Adelphi University Parents Association and other parents, and enjoy some light refreshments. The program will conclude around noon. In addition, Office of Student Financial Services representatives will be available in Levermore Hall, lower level, Room 1, from 8:30 a.m.–6:00 p.m., to answer questions about financial aid. (Note: On Fridays, that office is open from 9:00 a.m.–4:30 p.m.)

For details, and to register, visit getting-started.adelphi.edu/parents.

PARENT ORIENTATION AND MATRICULATION CEREMONY

Sunday, August 28, 2016 (fall semester: freshman students and parents only)

What happens on this day?
Students and parents have an opportunity to begin the journey at Adelphi University—meeting faculty from the student’s major during the academic sessions. Parents become more informed about the University during Parent Orientation and then attend the Matriculation Ceremony. Students and families will enjoy a light breakfast upon check-in and, later, have refreshments at the academic sessions.

Why attend Parent Orientation?
Here’s what will be covered. Parent Orientation focuses on University services, including health and safety. There will also be a helpful discussion about the coming separation and independent development of your son or daughter, with some tips about this transition. You’ll meet University administrators, current Adelphi students and other parents.

What is the difference between the Parent Meet and Greet and Parent Orientation?
During the Parent Meet and Greet session, parents get a brief overview of some of the resources and programs, while the Parent Orientation program includes presentations about campus health and safety.

The Parent Orientation program also places an emphasis on academics, and you and your son or daughter will have an opportunity, during an academic session, to meet members of Adelphi’s faculty to better understand the general academic expectations and those connected with your student’s major. During this day you will discover how all members of the Adelphi community are working hard to provide students with an exceptional educational experience as well as preparation for their future.

What about my son or daughter during this time?
While parents attend the Parent Orientation, freshman students will attend a presentation related to the summer reading assignment. (Information will be provided to students during the July Freshman Orientation.) This is mandatory for all freshmen to attend as it is related to the Freshman Orientation Experience (FORe) course. See getting-started.adelphi.edu/matriculation for details and registration.

What is the Matriculation Ceremony?
Parents are invited to and encouraged to attend the time-honored Matriculation Ceremony during which students are formally welcomed as scholars into the
Adelphi community. Members of the Adelphi University Board of Trustees as well as senior administration and faculty—robed in their academic attire—lead the distinguished procession and then welcome the freshman class during this ceremonial occasion. Upperclass leaders also welcome students. Past keynote speakers have included eminent alumni and renowned members of the community, as well as national and global leaders. On behalf of the new student body, a representative of the entering freshman class is presented with the University’s Honor Code. Parents have remarked that this is truly an impressive event and that they felt honored and pleased to attend. Matriculation reflects the ceremonial entrance of students into the academic community, similar to the formal tradition of Commencement that celebrates the graduating class.

FRESHMAN STUDENTS ENTERING IN SPRING

- Remind student to activate eCampus account and become familiar with the Adelphi website to discover services, resources and programs at Adelphi. All communications from Adelphi administration and faculty are via Adelphi Gmail account, so it’s important to use this email.
- Prompt student to check Adelphi email for updates on room selection and roommate(s) (resident students only).
- AP, IB and college courses taken in high school should transfer to Adelphi University. Student should speak with an admissions counselor to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap. Do this prior to registration to eliminate any course duplication.
- Student should review the eCampus CLASS program for a list of courses offered in the upcoming semester to create a potential schedule with alternative course options. Then the student should click My Adviser, which includes all the information needed to contact the assigned academic adviser about registration.
- Student will be invited via a phone call from the Center for Student Involvement to attend an Orientation session in January 2017. This session provides helpful information to all new students. For details, visit getting-started.adelphi.edu/freshman.
- Students may need to complete the online Language Placement Exam. For details and instructions, visit getting-started.adelphi.edu/language.
- Submit Health History and Assessment/Immunization Requirement forms to Health Services Center, Waldo Hall, prior to the first day of classes. (If not submitted by the first day of the semester, students will not be allowed to attend classes and may be withdrawn from the University, so early is best.)
- Resident and international students are automatically enrolled and billed for student health insurance. If student is covered by another plan and does not require school health insurance, be sure to submit the waiver by March 1 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/insurance.
- Remind your student to check the University email system for important updates and campus information.
- Parents of resident students: Visit the Moving In to Campus Housing website for what to bring and what not to bring before going on that shopping trip. Students should also contact their roommate(s) to coordinate larger furnishings (refrigerator, TV, etc.) so there’s no duplication. For more information, visit students.adelphi.edu/movein.
- Linens may also be ordered online through the Residence Hall Linens Program. This program supplies parents and students with a convenient solution for every college bedding need. For details visit students.adelphi.edu/bedding.

TRANSFER STUDENTS ENTERING IN FALL OR SPRING

- Remind your son or daughter to activate eCampus account and become familiar with the Adelphi website to discover services, resources and programs at Adelphi. All communications from Adelphi administration and faculty are sent via Adelphi Gmail account, so it’s important to use this email.
- Prompt your student to check Adelphi email for updates on room selection and roommate(s) (resident students only).
- Encourage him or her to attend the Transfer Transition program. For details and to register, visit getting-started.adelphi.edu/transition.
- Transfer students receive a preliminary transfer credit evaluation with the acceptance letter. If the student has earned additional credits since that evaluation, they should be evaluated by an admissions transfer counselor prior to meeting with an academic adviser. All advisers have access to the transfer credit evaluation. Any questions about what credits transfer should be addressed prior to registering for classes so any previously earned credits are not duplicated.
- Advanced Placement (AP), International Baccalaureate (IB) and college courses taken in high school should transfer to Adelphi University from any previous institution(s). However, the Office of University Admissions needs all official transcripts to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap.
- Prior to attending Transfer Transition or meeting with a transfer counselor or academic adviser, students should review the eCampus CLASS program for a list of courses offered in the upcoming semester to create a potential schedule with alternative course options.
Transfer students who would like to begin or continue their language studies, should visit getting-started.adelphi.edu/language for guidelines about the online Language Placement Exam.

Submit Health History and Assessment/Immunization Requirement forms to Health Services Center, Waldo Hall, prior to the first day of classes. If not submitted by the deadline, students will not be allowed to attend classes and may be withdrawn from the University, so early is best.

Resident and international students are automatically enrolled and billed for student health insurance. Students covered by another plan who do not require school health insurance should submit the waiver by October 1 (fall semester) or March 1 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/insurance.

Remind your student to continue to check the University email system for important updates and information regarding Transfer Transition and the Tau Sigma Transfer Honor Society as well as other University communications.

Parents of resident students: Visit the Moving In to Campus Housing website for what to bring and what not to bring before going on that shopping trip. Students should also contact their roommate(s) to coordinate larger furnishings (refrigerator, TV, etc.) so there’s no duplication. For more information, visit students.adelphi.edu/movein.

Linens may also be ordered online through the Residence Hall Linens Program. This program supplies parents and students with a convenient solution for every college bedding need. For details visit students.adelphi.edu/bedding.

Save the date—Family Weekend is scheduled for September 30–October 2, 2016. For details, visit events.adelphi.edu/family-weekend.

IMPORTANT DATES 2016–2017

All our students should consult the academic calendar for important course information and dates at adelphi.edu/calendar.

ADELPHI UNIVERSITY ACADEMIC and INFORMATION CALENDAR 2016–2017

SUMMER 2016

- **July 6, 7, 8** Freshman Orientation Session I
- **July 6** Freshman Parent Meet and Greet Session I 10:45 a.m.–12:00 noon
- **July 12, 13, 14** Freshman Orientation Session II
- **July 12** Freshman Parent Meet and Greet Session II 10:45 a.m.–12:00 noon
- **August 16** Transfer Transition Program (transfer students only)
- **August 22–25** Freshman Community Action Program (FCAP)
- **August 25** International Student Orientation (Contact residence hall director to advise of arrival date)
- **August 27** New student move-in day 10:00 a.m.–3:00 p.m.
- **August 28** Matriculation Ceremony (freshman students and parents)

FALL 2016

- **August 29** Classes begin—Fall 2016
- **September 3–5** No classes—Labor Day weekend
- **September 12** Last day to add a course
- **September 26** Last day to drop a course
- **September 30–October 2** Last day to change course grading option
- **October 1** Student health insurance waiver deadline for Fall 2016 (if covered by another plan with equal coverage)
- **October 10** Last day to add an independent study/internship
- **October 17** Open course planning begins for Spring 2017
- **November 2** Last day to withdraw from a course
November 7 ................................................................. Undergraduate registration begins for Spring 2017
November 23–27 ...................................................... No classes—Thanksgiving break
December 6 ............................................................... Makeup Day (available to faculty to schedule for a missed class)

December 13 ............................................................... Finals begin
December 19 ............................................................... Finals end

December 20 ............................................................... Last day of classes and term—Fall 2016

Students move out unless emergency days are scheduled
Emergency Day (scheduled by registrar, if necessary)

December 21 ............................................................... Emergency Day (scheduled by registrar, if necessary)

SPRING 2017
January 2 ................................................................. Classes begin—Intersession 2017
January 16 ......................................................... No classes—Martin Luther King Jr. Day
January 20 .............................................................. International Student Orientation
January 22 ............................................................... Classes end—Intersession 2017

January 23 ............................................................... Move-In Day (resident students only)
January 28 ............................................................... Classes begin—Spring 2017
February 6 ............................................................... 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 change

March 1 ................................................................. Student health insurance waiver deadline for Spring 2017
(if covered by another plan with equal coverage)
March 6 ................................................................. Open planning begins for Summer and Fall 2017
March 13–19 .......................................................... No classes—Spring break
March 20 ............................................................... Registration begins for Summer 2017*
March 27 ............................................................... Last day to withdraw from a course
April 3 ................................................................. Undergraduate registration begins for Fall 2017*
April 25 ................................................................. No classes—Research Day
May 8 ................................................................. Emergency Day (scheduled by registrar, if necessary)

May 10 ................................................................. Emergency Day (scheduled by registrar, if necessary)

May 11 ................................................................. Emergency Day (scheduled by registrar, if necessary)
May 12 ............................................................... Finals begin
May 18 ............................................................... Finals end

Last day of classes and term—Spring 2017

May 19 ................................................................. Residence halls close at 5:00 p.m. for all students except for students participating in Commencement**

May 21 ................................................................. Commencement*

SUMMER 2017
Housing for Summer Session(s)—Special approval is required. Additional fee applies.
May 30 ................................................................. Classes begin—Summer I 2017
July 3 ................................................................. Last day of classes—Summer I 2017
July 10 ................................................................. Classes begin—Summer II 2017
August 13 ............................................................ Last day of classes—Summer II 2017

*Tentative dates. Dates subject to change. Please visit registrar.adelphi.edu/academic-calendar.

**Students who have a class or exam after closing of residence halls must request an extension.
HERE ARE SOME OF YOUR STUDENT’S PEER LEADERS

Orientation leaders (OLs)—July Freshman Orientation Sessions Only
Freshman Community Action Program (FCAP) leaders (community service projects prior to fall classes)
Commuter assistants (CAs)
Resident assistants (RAs)
Peer assistant leaders (PALs)
Student Government Association (SGA) senators
Class officers
Health and Wellness Peer Educators
Tutors (Learning and Writing Centers)
Adelphi University Mentoring Program
Bridges to Adelphi program mentors (coaches and strategists)
International Orientation leaders
International mentors

“From the moment my son was accepted there were resources and services available to him to help him succeed academically and socially. From summer Orientation leaders to commuter assistants, there were peers available to assimilate him to college life. Then there are the Learning and Writing Centers, class-specific tutoring and faculty advisers to help him get the most out of the academic environment at Adelphi. Adelphi offers it all, so if you don’t find what you need—just ask—it’s there!” —Barbara McElroy, parent of Daniel McElroy ’18

SERVICES TO HELP WITH THE ACADEMIC TRANSITION

Academic Services and Retention
The Office of Academic Services and Retention is dedicated to helping each student realize his or her full academic potential. The office monitors all academic standards and procedures, providing students and faculty with the information needed to make informed decisions. The office encourages thoughtful consideration of academic and personal goals, leading students to take responsibility for their academic choices and decisions. This office is the very undergraduate student’s backup academic adviser. For more information, visit academic-services.adelphi.edu.

Pre-Professional Advising and Fellowships
The Office of Pre-Professional Advising and Fellowships supports current Adelphi students and recent graduates alike who plan to apply to professional schools beyond Adelphi in areas of medicine, dentistry, optometry, osteopathy, physical therapy, podiatry, veterinary and other health professions as well as engineering, environmental studies and law. The office educates our students about nationally competitive scholarships and assists with the application process to prepare those interested in connected educational goals which extend beyond Adelphi University.

Learning Center
The Learning Center promotes not only academic success but also an enriched scholastic experience. Our students can avail themselves of free tutoring services as well as a variety of workshops and information sessions. For more information, visit learning.adelphi.edu.

Writing Center
The Writing Center is a free service available to all Adelphi University students. The center can assist our students in all disciplines to become more effective and more confident writers. To find out more, visit writing.adelphi.edu.

Swirbul Library
Swirbul Library is a major resource for our students. There are well over a half million volumes (just books alone) in Swirbul Library at the Garden City campus, plus library materials available to students attending Adelphi’s Manhattan and Suffolk County centers (Hauppauge and Sayville). There are millions more titles available through the interlibrary loan resources of Connect NY and NExpress. For details, visit libraries.adelphi.edu. Starting in Fall 2016, the library will have OneSearch available to students; this online tool simultaneously searches for books, articles and other library resources.

Ask a Librarian
Our students should avail themselves of Adelphi’s research librarians. All students have access to the expertise of a research librarian through email, chat or in-person services. For details, visit libraries.adelphi.edu/ask.

Information Commons, Collaboration Units and Labs
Our students have computer and printer access in the Information Commons area on the second floor of Swirbul Library. Each student is provided limited free prints each semester and can purchase additional prints if necessary. The prints are accessible from any printer on campus. Balances can be checked on eCampus. Students also have technical support and services available through the IT Help Desk.
Student study groups are encouraged to reserve and use the state-of-the-art Collaboration Studios located on the main floor of Swirbul Library. The units may be reserved online from any computer. For information, visit libraries.adelphi.edu/studios.

Many students will have classes in the Gallagher Lab on the second floor of Swirbul. This smart lab may also be available during nonclass time for study groups. After hours, our students have computer and study space access in Swirbul Library, Rooms 100 and 101—these labs are available only for Adelphi students, with access via the student ID card.

For details about these and other services available to our students from the University Libraries, visit libraries.adelphi.edu.

### ACADEMIC POLICIES, PROCEDURES AND GENERAL INFORMATION

- **Academic Advising**—Undergraduate students generally have two sources for academic advisement: (1) major advisers and (2) academic advisers in the offices of the deans and the Office of Academic Services and Retention (OASR). Freshman students attending Orientation meet with an adviser, although it may not be their assigned adviser. Transfer and international students will be contacted by OASR about course advisement. For the name of the adviser, the student should open eCampus and check the My Adviser link. Faculty advisers from the individual academic departments assist students who have identified their major with course registration. The adviser approves the course registration. For more information, visit academic-services.adelphi.edu/advisement.

- **Academic Integrity**—Adelphi University maintains high standards, which include appropriate conduct during examinations, proper citing of sources and expectations of honesty in all academic efforts as well as acceptable student behavior. These standards are outlined in the Code of Academic Honesty and the Code of Conduct. For additional details, visit academics.adelphi.edu/academic-integrity.

- **Academic Probation**—As demonstrated by the earned semester or cumulative GPA, academic probation results from a student not meeting specific standards or completing particular requirements. A student will be notified by a letter from the dean, specifying the criteria used to determine the probation. A contract is drawn between the student and the academic department outlining the probation requirements and expectations, including the number of credits allowed the next semester and the mandatory minimum GPA. Failure to return to good academic standing may result in a student being dropped from the major or, if warranted, dismissed from the University.

  - **Dismissal** means a separation from the University because of the student’s poor quality of academic achievement and low level of progress toward the baccalaureate degree. Students who are dismissed from the University will have their next semester’s registration cancelled (if they have registered in advance) and have all of their affiliations with the University terminated. Students who have been dismissed from the University will not be considered for readmission within the year following their dismissal. Dismissed students are advised that there is no real or implied right to such readmission. The Office of Academic Services and Retention (OASR) carries out academic dismissals; a student who is subject to dismissal may file an appeal with OASR.

  - **Academic Regulations**—All undergraduate students are bound by the regulations set forth in the Undergraduate and Graduate Bulletin and are responsible for adherence to these regulations. For a list of the regulations, visit academics.adelphi.edu/regulations.

  - **Academic Standing**—Academic standing is defined by a student’s semester, cumulative grade point average (GPA) and the level of progress made toward the number of credits required for completion of the bachelor’s degree.

    **Class Standing:**
    
    - Freshman: 0 to 29 credits
    - Sophomore: 30 to 59 credits
    - Junior: 60 to 89 credits
    - Senior: 90 or more credits

    Good academic standing describes the minimum academic attainment:

    All Adelphi undergraduates, regardless of grades in their major, must maintain a minimum cumulative GPA to remain in good academic standing and to be eligible for graduation.

    Students who have not chosen a major must maintain a minimum 2.0 cumulative GPA to remain in good academic standing.

    Students who have declared a major must maintain the minimum GPA of that major to continue their affiliation with the major and to graduate with the chosen major.

    Note: Some majors require a GPA higher than 2.0. (See page 12.)
GPA Requirements—Minimum Cumulative GPA:
- Good standing, all undergraduates: 2.0
- Undeclared students: 2.0
- Arts and sciences—all majors: 2.0
- Business—all majors: 2.3
- Education—all majors: 2.75 overall (3.0 in education courses)
- Nursing and public health—all majors: 2.5
- Psychology (Derner Institute): 2.0
- Social work—all majors: 2.8

Poor Academic Standing—Students who fall below the minimum GPA required by the University or their major are in poor academic standing and will be placed on academic probation. The fall from good academic standing does not preclude students from registering for courses of study, but it may have consequences for their eligibility to participate in student activities such as student government, intercollegiate athletics, study abroad, fraternities, sororities and other student organizations.

Students in poor academic standing who receive financial assistance may also lose their eligibility to continue to receive such assistance. Answers to the very important question “What are the academic requirements to receive federal and state financial aid?” are included on the Office of Student Financial Services website at financial-aid.adelphi.edu/faq.

Students will be notified by email from their department (major) about what the student must do when the GPA fails to meet the standards.

- Attendance—Only students who have been registered by the Office of the University Registrar may attend courses at the University. The attendance requirement for each course is included in the syllabus. Parents may not contact the school for an attendance record.
- Dean’s List—Full-time students who achieve a minimum 3.5 GPA for the semester will be named to the Dean’s List. This recognition by the dean becomes part of the student’s academic record and is entered on the student’s transcript.
- Early Warning System—From the first day of classes through the ninth week of the semester, students who are not meeting academic expectations due to absences, poor performance or other reasons may receive an early warning. An email will be sent only to the Adelphi student’s Gmail account. Students are then encouraged to make positive changes in their academic habits early in the semester by meeting with an academic adviser, tutor or career and/or personal counselor.
- Final Exams—The time frame for finals is included on the course syllabus or via a class announcement. If a final exam is not required, appropriate course-related activity will be substituted at the scheduled time during finals week. For the exam and assignment policy for religious observances, visit registrar.adelphi.edu/exam-policy.

Note: Vacation or travel plans should not be made during the week of final exams.

- Grade Reports—Reports are available as soon as they are submitted by the instructor. Talk with your son or daughter about grades, as this information is guided by FERPA and not communicated by the University to a parent or guardian. (See page 4.)
- Leave of Absence—With permission to be temporarily away from the University (generally to study at another institution in the United States or abroad), a leave of up to one year can be granted to students in good academic and financial standing. Medical and personal leaves are also possible. For details about requirements and the process, visit academics.adelphi.edu/leave.
- Previous College Credits—As noted in the checklist, AP, IB and college courses taken in high school should be evaluated by an admissions counselor prior to registration to eliminate duplication.
- Withdrawal—Student interruption in the course of study means a discontinuation in affiliation with the University. This must be approved in writing from the appropriate academic dean. Financial obligations and refunds will be determined from the date of the withdrawal. For additional requirements, visit academic-services.adelphi.edu/withdraw.

For a complete list of academic terms, visit academics.adelphi.edu/glossary For additional information regarding Adelphi’s academic policies, procedures and general guidelines, visit academic-services.adelphi.edu/advisement.

CAMPUS LIFE

Campus life adds to the development of an individual’s potential. Involved students become well-rounded citizens. We provide activities and services including student organizations, Greek life*, leadership programs, honor societies, civic engagement and service opportunities, diversity programs and campuswide social events. A cocurricular transcript of student involvement is available for future employers and graduate programs.

MyAULife is a centralized electronic hub for the more than 80-plus organizations and the programs and activities happening on campus, as well as a source for news and events. Students are encouraged to stop
Parking Regulations
Students need a parking decal to park a car at Adelphi University. They must bring the vehicle registration to the Department of Public Safety and Transportation, Levermore Hall, to get the car decal. Students can register up to two vehicles, but they must bring both registrations. The decal must be renewed at the beginning of each academic year (fall semester) or if the car is changed.

Parking is free; however, there are some guidelines. Visit the website for on-campus parking suggestions. Off-campus parking is prohibited in the residential areas adjacent to the Garden City campus. For other guidelines regarding parking, visit safety.adelphi.edu/parking.

Parking Restrictions for Resident Freshman and Sophomore Students
Currently, resident freshmen and sophomores will be required to park their University-registered vehicles at the Garden City Pool parking lot (Field No. 9). Visit safety.adelphi.edu and open the text box for details. Free 24-hour shuttle service is provided to and from the Garden City campus.

Panther Express Shuttle Service
Adelphi’s Panther Express shuttle service runs between the University and local train and bus stations plus convenient shopping malls and other locations. For schedules and pickup and drop-off locations, visit adelphi.edu/shuttle.

COMMUTER STUDENTS

Commuters are a major and essential component of Adelphi’s student population, commuting to campus by car, rail, bus, car pool, bike or foot. In addition to driving to campus, commuters use Adelphi’s free shuttle service from many public transportation locations, including the Long Island Rail Road Nassau Boulevard and Mineola stations plus the Hempstead bus terminal.

Commuter Lounges
The Angela and Barry Zeman Commuter Student Lounge is located on the lower level of the Ruth S. Harley University Center (UC). This main commuter lounge provides the perfect place for Adelphi’s commuter students to relax and take a break between classes or to have an opportunity to study. The lounge is equipped with computers, printers, flat-screen TV, lockers and microwaves. In addition to the UC commuter lounge, there are other lounge areas around campus.

Commuter Assistants
Freshman students who are registered for the program will be assigned a commuter assistant (CA), an upperclassman who acts as a mentor and guide during the transition to college life. CAs hold meetings and
organize activities and events for commuters. At certain
times throughout the day, commuter assistants are
available in the UC commuter lounge to answer any
questions students may have.

Commuter Student Organization (CSO)
This student-led organization is a representative body for
the commuter population and acts as an advocate for
commuter needs. CSO meets weekly to plan programs
both on and off campus for commuter students. Commuter
Appreciation Week is organized by CSO and held
every semester, providing recognition and special events
for commuter students.

Commuter Meal Plans
Commuter students can add meal money to their ID cards
to take advantage of tax savings and enjoy the added
convenience of a meal plan. Money can be added to
the card for as little as $25 by visiting the Meal Plan
Office in the UC Café. The following packages are also
available and present the best value for your money:

$250 Meal Money
Add $250 to your card and get three free
all-you-care-to-eat meals at Post Hall.

$500 Meal Money
Add $500 to your card and get a $50 bonus for a
total of $550.

Lockers
Lockers are available in the UC commuter lounge as well
as in the Hy Weinberg Center and the Performing Arts
Center. To reserve a commuter locker, bring your Adelphi
student ID card and $10 to Auxiliary Services, in the
Ruth S. Harley University Center, Room 301. When the
lock is returned, the $10 deposit is reimbursed.

Other Services
Additional commuter services include free ice scrapers.
Umbrella lending services are available at the
PantherTainment Booth, UC first floor, with student ID.

For additional information about Commuter Student
Services, visit adelphi.edu/commuters.

RESIDENTIAL LIFE
housing.adelphi.edu

The Office of Residential Life and Housing enhances
student learning by providing programs, services and
facilities that contribute to the intellectual, social and
cultural development of resident students. We house
more than 1,300 students in seven residence halls. For
a description of each residence hall, visit
housing.adelphi.edu/halls.

Each residence hall is supervised by a full-time,
professional residence hall director (RHD) who is
committed professionally and personally to the concept
of the residence hall as a center of learning. The RHD
lives and works in the hall throughout the year and
supervises a staff of trained graduate and undergraduate
resident assistants (RAs). In addition, each building has
hall attendants who register guests before they may
enter the building during evening and latenight hours.

Every year, the residents of each building elect a hall
council. Through the Resident Student Association, these
hall councils manage an activities budget, provide
social and educational programs for students, suggest
additional policies that complement those established
by the University and communicate student concerns to
the Office of Residential Life and Housing.

How to Apply for Housing
For students who want to live in the residence halls,
the student must complete the University Residence
Hall Agreement, sent with the acceptance packet for
new students. Please indicate on the application if
the student requests a specific housing assignment,
such as the Honors College Suites (must be enrolled
in Honors College program), Green Community
or Gender Inclusive Housing. Assignments are
based on room availability. For details, visit
housing.adelphi.edu/agreement.

For priority consideration for new students, the agreement
should be completed online and returned with the $300
housing deposit and the $250 tuition deposit by May 1.
Students who meet the priority deadline will be eligible
to participate in the freshman online room selection,
which occurs the second week of June. All other
applicants will be assigned rooms and roommate(s)
by our housing professionals during the summer.
To pay the housing and tuition deposit online, visit
housing.adelphi.edu/deposit and follow the instructions.

Note: International students can open this link for
specific international payment instructions at
peertransfer.com/school/adelphi.
IMPORTANT HOUSING
DATES 2016–2017

SUMMER 2016
May 1 .......................................................... Housing agreement priority deadline (resident students)
June 15–17 .................................................. New student online room selection (Eligible students will be notified.)
August 22–25 .............................................. Freshman Community Action Program (FCAP) (community service program participants only)
August 27 .................................................. New student move-in day
                                             10:00 a.m.–3:00 p.m.

FALL 2016
August 29 .................................................. Classes begin
October 1 .................................................. Student health insurance waiver deadline for new incoming students for Fall 2016
December 19 .............................................. Finals end/Last day of classes—Fall 2016*
December 20 .............................................. Residence halls close at 5:00 p.m. **

* Students move out unless emergency days are scheduled.
** Students who have a class or exam after closing of residence halls must request an extension.

INTERSESSION 2017
Housing for Intercession—Special approval is required; additional fee applies.
January 2–22 .............................................. Intercession 2017

SPRING 2017
January 22 .................................................. Move-in day (all students)
January 23 .................................................. Classes begin—Spring 2017
March 1 ........................................................ Student health insurance waiver deadline for
                                             new incoming students for Spring 2017
March 13–19 .................................................. No classes—Spring break
May 18 ........................................................ Finals end—Last day of classes Spring 2017
May 21 ........................................................ Commencement* 
                                             Residence halls close 5:00 p.m. (for all students, including graduates) **

* Date subject to change
** Students who have a class or exam after closing of residence halls must request an extension.

SUMMER 2017
Housing for Summer Session(s)—Special approval is required; additional fee applies.
May 30 ........................................................ Classes begin—Summer I 2017
July 3 .......................................................... Last day of classes—Summer I 2017
July 10 ........................................................ Classes begin—Summer II 2017
August 13 .................................................. Last day of classes—Summer II 2017
Roommate Conflicts
Residents sometimes have conflicts with their roommates. We encourage our residents to speak openly with their roommates and understand that compromises are a part of any living situation. It is essential to be conscious of your roommate at all times and establish mutual respect and consideration. If problems do arise, roommates should first try to work it out between themselves. Residents may also contact their resident assistant and/or residence hall director for mediation and a resolution.

Resident Student Meal Plans
All resident students are required to purchase a meal plan. Freshman students can choose from gold, platinum or premium meal plans. Sophomore, junior, and senior residents have the option of silver, gold, platinum or premium meal plans.

The all-you-care-to-eat meals should be used at Post Hall; however, meal equivalencies and Panther Dollars can be used at all retail venues throughout campus. For details about the plans, visit adelphi.edu/meals and click on Meal Plans. The Adelphi student ID card provides meal plan access in all locations on the Garden City campus. For hours and an overview of locations, visit adelphi.edu/meals.

Laundry Service
Laundry rooms are located in each of the residence halls. Use of laundry machines is free—it's included in the room and board charge. Students must supply their own laundry detergent (high efficiency). Powder and pod detergents are strongly discouraged.

Residential Life Policies and Procedures
There are many policies for the entire campus community included on the University Policies website, academics.adelphi.edu/policies. Additional policies are outlined in the Guide to Student Life, which is distributed to all incoming students at the beginning of their first semester. To read the policies, visit students.adelphi.edu/handbooks.

Policies specific to the resident population are briefly outlined below:

Housing Deposits—Deposits are nonrefundable. Once the room is occupied, the deposit becomes the damage deposit to be refunded after the resident checks out for the academic year.

Damage Deposits—Deposits will be credited to the student's account after all billing has been completed (usually two to three weeks after the end of each semester). Only those who have checked out for the academic year are eligible to have the deposit released, and refunds are only granted by the Office of Student Financial Services if there is no money owed to the University.

Housing Charges—Except in the case of midyear graduation or withdrawal from the University, the Housing Agreement is binding from the date of occupancy to the end of the current academic year. A student may be released from this Residence Hall Agreement only if approved by a special committee that shall review each request individually and with reference to prevailing University policy for granting such waivers. Should a resident withdraw from the University, that student must notify the Office of Residential Life and Housing by completing the online Early Release Request from the Annual Housing Agreement Form. The form is located at housing.adelphi.edu/apply/cancel. Follow the link Early Release Request From the Annual Housing Agreement Form.

Students who are suspended, expelled or dismissed from University housing pursuant to disciplinary action are not entitled to a refund for tuition, fees or room charges for the semester in which the sanction is imposed. Meal plan refunds are made in accordance with the schedule in effect at the time of the dismissal.

Students who submit a Residence Hall Agreement after the first day of the semester or change rooms after the first day of the semester should contact the Office of Residential Life and Housing to discuss their financial responsibility to the University.

Room Refund Policy—This policy is briefly outlined on the graph below. For additional details, visit housing.adelphi.edu/refund.

<table>
<thead>
<tr>
<th>Room Refund Schedule</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Full withdrawal prior to first day of semester</td>
<td>100% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of first week</td>
<td>90% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of second week</td>
<td>75% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of third week</td>
<td>50% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of fourth week</td>
<td>25% refund</td>
</tr>
<tr>
<td>Thereafter</td>
<td>No refund</td>
</tr>
</tbody>
</table>
STUDENT SERVICES AND RESOURCES

The University Bookstore is located on the lower level of the Ruth S. Harley University Center and sells all required and recommended course textbooks, as well as school and residence hall supplies, plus spirit wear. For information about digital, reserved and rental textbooks, as well as textbook return and buy-back policies, visit adelphi.edu/bookstore.

The Center for Career Development helps build your student’s career from the very beginning of college life. The Welcome Back Party at the beginning of the fall semester gives students an opportunity to find out about campus jobs and, in the spring, the center hosts the Job Expo, with positions not only for on-campus employment but also extensive representation of companies and organizations for student employment/internship opportunities. During both fall and spring semesters, America Reads/America Counts matches work-study students with mentoring roles in nearby schools. Working on campus or completing an internship helps develop skills, communication, workplace confidence and marketability. It’s also a great way to feel connected.

The center develops your student’s career potential by offering résumé and cover letter workshops, interview skills, networking and job search techniques. Services continue even as your son or daughter graduates. Connections with alumni are offered through the Count on Alumni for Career Help (COACH) program.

On- and off-campus employment opportunities, off-campus internships, as well as part-time and full-time positions, are all viewable on the Center for Career Development’s partner site, Handshake. Students may click the Job and Internship Search icon on eCampus (under the Services tab) to find opportunities on Handshake. Students are encouraged to discover the many resources, services and programs on the Career Development website at career-center.adelphi.edu.

Dining Services are located at many locations around campus, with varying menu items. Some locations have extended hours, and others are seasonal. For details about locations and meal plans, visit adelphi.edu/meals.

The Health Services Center (HSC) is open 24 hours a day, seven days a week, during the fall and spring semesters. During semester breaks and summer sessions, HSC hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. It provides access to quality healthcare and promotes wellness for Adelphi’s diverse student population. HSC is under the direction of a nurse practitioner and is staffed by nurse practitioners, registered professional nurses and emergency medical technicians. Committed to helping all students—undergraduate and graduate, commuter and resident—become independent in meeting and maintaining health needs, HSC provides services such as study abroad and athletic clearance exams, flu shots, prescription pickup services and more.

Health Assessment forms and proof of immunizations must be submitted prior to the first day of classes or the student may be removed from courses or withdrawn from the University.

For more information on required immunizations, visit health.adelphi.edu/forms.

All international and resident students are automatically enrolled and billed under the University’s student health insurance policy. If the student has adequate private coverage, a waiver may be completed at health.adelphi.edu/insurance. The deadline for the fall semester is October 1 and, for the spring semester, March 1.

The Office of information Technology (IT) is dedicated to providing Adelphi students with the technology resources to help them succeed.

After setting up the student’s eCampus and Gmail accounts, most services are located in CLASS. Students use this system to register for courses, make payments, check grades and view personal, academic and financial information. Please encourage your son or daughter to access the many other IT services and resources, including:

- AU2Go mobile app
- General access computer workstations
- Computer and accessory discounts
- Equipment loan program
- Print management (free prints)
- Wireless access

Visit it.adelphi.edu to see all services.

The Interfaith Center is available to students. The Center has chaplains representing Catholic, Jewish, Muslim and Protestant faiths and oversees religious services in the Interfaith Chapel. For additional details, visit interfaith.adelphi.edu.

International education and study abroad are coordinated by the Center for International Education, with opportunities for semester, January intersession and spring break study abroad options in a variety of locations around the world. Funding may be


covered by the student’s financial aid. University graduates with an international experience and a command of a foreign language offer added value to corporate employers and government agencies. Visit study-abroad.adelphi.edu for additional information.

International students have services available for their particular needs through the Office of International Student Services. The office, which provides guidance in maintaining nonimmigration status and offers programs to assist with the transition to a new culture and academic model, also has many other important resources to help students during their academic journey here at Adelphi. Visit iss.adelphi.edu for additional information.

Multicultural Affairs is an area within the Center for Student Involvement that promotes an inclusive and socially just University environment. Through collaboration with various Adelphi departments and students, this resource provides multifaceted activities and services that will educate and empower our students, faculty and staff. Multicultural Affairs explores the complex intersection of our social identities, such as race, gender, sexual orientation, class and spiritual diversity. All members of the campus community are encouraged to participate in Multicultural Affairs programs. For details, visit csi.adelphi.edu/multicultural.

The Adelphi University Mentoring Program was created to help ensure academic success, especially for students of color who may be the first in their families to attend college. The program supports the academic, social and professional development of students at any phase of their undergraduate career. Students qualify by being a current/active (fully registered and taking classes) undergraduate student. There is no GPA requirement. For next steps, which include the application and training, students should contact the mentoring program coordinator and trainer at 516.877.3182 or by email at cwest@adelphi.edu.

The Department of Public Safety and Transportation contributes to the quality of University life and maintains a comprehensive safety and crime prevention program for all members of the Adelphi community. The office is open 8:30 a.m.–6:00 p.m., Monday through Thursday, and 8:30 a.m.–4:30 p.m. on Fridays. Public safety officers patrol the campus by foot, vehicle or bike 24 hours a day, seven days a week, and the Public Safety Command Center also operates 24/7.

In addition, public safety officers work closely with the Health Services Center to provide prompt medical attention and emergency services. Officers also respond to and investigate reports of crime and enforce on-campus traffic and parking regulations.

For emergency notifications, Adelphi uses the University Mass Notification System to instantly broadcast urgent messages and deliver instructions to the campus community via phone, text and email. Students sign in via eCampus and can modify notification settings and preferred methods of contact. For emergency hotlines and local radio and television station information, visit about.adelphi.edu/campus-locations/closing.

The office also issues Adelphi student ID cards, which function as the meal plan swipe, library card, gym/recreation access, etc. For all other services provided by the department, visit safety.adelphi.edu/about.

Student Access Office (SAO) provides support for students with documented disabilities. This is a cost-free assistance for Adelphi students with disabilities, including, but not limited to, neurodevelopmental, sensory, mental health and physical. It is the student’s obligation to submit a Petition for Reasonable Accommodations form with supporting documentation to the SAO. Visit adelphi.edu/sao or email sao@adelphi.edu for information.

The Student Counseling Center (SCC) provides comprehensive mental health, preventative and educational services to any student enrolled at Adelphi. Services are free and confidential. Staffed by a psychiatrist, licensed clinical psychologists, social workers, graduate-level social work interns and doctoral-level clinical psychology interns, the center can provide students with the services and support to help define and accomplish personal, academic and professional goals. Visit scc.adelphi.edu for more information.
UNIVERSITY POLICIES

To access the policies noted below, visit parents-family.adelphi.edu/policies.

Academic Honesty at Adelphi

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

The University has a support system and guidelines in place for reporting sexual assault, bias crime and/or domestic violence/dating violence and stalking.

Code of Conduct

In addition to policies particular to residential life, all students—whether resident or commuter—must adhere to University guidelines outlined in the Code of Conduct.

Exam and Assignment Policy for Religious Observances

Fire Safety Policy

Hazing

Illicit Drugs and Alcohol

Nonsmoking

Protocol for Student Complaints Concerning the Actions of Members of Faculty

STUDENT FINANCIAL SERVICES

We understand that you, as parents and guardians, play a vital role in supporting your son or daughter, including financially. Financing an education can be one of the biggest investments in one’s life. The Office of Student Financial Services can guide you and your student through the financial aid process; to assist in identifying scholarships, grants and loans; and to provide ongoing advice.

For additional information, the Student Financial Services website, financial-aid.adelphi.edu, is the best resource. The site includes information specific to various populations, including freshman, transfer and international students. Visit the Student Financial Services site to be informed about refund policies, payment plans and loans. At this site you can also find information about FAFSA filing as well as policies that affect a student's eligibility for financial aid. The Financial Aid FAQ link under Resources and Tools helps you become familiar with financial aid terms, answers many routine questions that students and parents may have and provides resource links to information about securing college financial aid.

- For other questions or concerns, the Office of Student Financial Services (SFS) has many financial aid options available to your student.

- FAFSA deadline for new students is March 1.

- Adelphi Federal School Code is 002666.

- Adelphi HESC TAP Code is 0010.

- Students can email financialservices@adelphi.edu from their Adelphi email accounts and an SFS counselor will get back to them promptly.

- Call the SFS office at 516.877.3080 and follow the prompts.

- Fax questions and/or documents to 516.877.3380. Just be sure to include the student’s name and Adelphi ID number on each faxed page.

- Send any written correspondence to: Office of Student Financial Services, Levermore Hall, Lower Level, One South Avenue, P.O. Box 701, Garden City, NY 11530-0701

- Come to the Office of Student Financial Services in Levermore Hall, lower level, during regular office hours (financial-aid.adelphi.edu/hours). You may send questions about financial aid and billing to our office email address at financial-aid.adelphi.edu/contact.
BILLING POLICIES

Tuition Payments
Total tuition charges, less confirmed financial assistance, are payable in full to the University on August 1 for the fall semester and January 6 for the spring semester.

Tuition Refund Policy
Students may make a written request to withdraw from a course before the end of the semester and will receive credit for tuition (less mandatory deposits and nonrefundable fees) in accordance with the schedule outlined at financial-aid.adelphi.edu/refund. Refunds are computed as of the date the Office of the University Registrar is notified of the withdrawal. The date of the request will determine the tuition liability for the semester. Nonattendance in a course does not constitute an official withdrawal. All students who withdraw from the University prior to the first day of classes will receive a credit for all tuition and fees, less the mandatory withdrawal fee.

FREQUENTLY ASKED QUESTIONS

What if my son or daughter is unable to attend Freshman Orientation in July?
Students not attending the summer orientation program will register for Fall 2016 classes after July 14. Students should call the Office of Academic Services and Retention at 516.877.3150 to set up a scheduling appointment. International students can correspond through email to oasr@adelphi.edu.

Whom can my son or daughter see about academic progress or any other academic concern?
The student’s faculty adviser and the Office of Academic Services and Retention, 516.877.3150, are excellent resources for discussions about degree requirements, appropriate electives, changes in academic plans, etc.

How much should a student plan to study each week?
As a rule of thumb, most students should spend at least two to three hours per week in preparation outside class for every credit hour they are in class. Since most students take 15 credit hours, they should plan to spend at least 30–45 hours per week studying, depending on individual study habits and course requirements.

How can a student obtain tutorial assistance, if needed?
The Learning and Writing Centers provide students with an opportunity to enhance their reading, writing, critical thinking, research and study skills. Seminars on special learning topics, review sessions for particular courses and individualized tutoring are also available, at no cost.

Is it okay for a student to be undeclared, and for how long should a student go without choosing a major field of study?
Over one-third of the freshman class enters undeclared, and one-third will change their majors after they begin. The University requires all undergraduates to declare a major upon completing 60 credits.

What happens if my son or daughter decides to change his or her major? How far behind will that put him or her?
If a change of major is made within the first two years, it probably will not delay graduation. After that, it could add a semester or more. Students contemplating a change of major should seek advice from their academic adviser or visit the Office of Academic Services and Retention.

Can I have access to my student’s grades and progress in class?
Parents should be aware that federal law (the Family Educational Rights and Privacy Act of 1974, as amended, also known as FERPA or the Buckley Amendment) limits the information concerning students that the University can make available to third parties, including parents. This law applies to all college students, regardless of
age. See the earlier section entitled Student Privacy and Communicating With Parents (page 4) for more details.

Should my son or daughter work while in college?
There is no simple answer. It depends upon his or her credit load, financial need, involvement in cocurricular activities and family responsibilities. Keep in mind that being a full-time student is a full-time endeavor. A course load of 15 credits requires about 45–60 hours per week in classwork and homework. And to do well academically requires getting plenty of rest and being alert and receptive during class. Therefore, the more outside work a student is engaged in, the less time he or she will have available for academic study. If your son or daughter must work, a job on campus is preferable to one off campus. For details, visit career-center.adelphi.edu/campus.

How are resident students assigned roommates in freshman year?
Incoming freshmen who complete the housing application and deposit by May 1 will be eligible to participate in New Freshmen Online Room Selection, which is available during the month of June. Otherwise, the staff considers the room/roommate preference to see if the student had selected another student to room with. The staff assigns by gender, class and year to determine which students would best fit with each other.

What is the housing policy regarding moving out at the end of the year?
The Office of Residential Life and Housing has two closings per year, one at the end of each semester. During each closing, students must be out 24 hours after their last final or by 5:00 p.m. on the last day of finals, whichever comes first. In the case of the fall closing, students who are returning to the residence halls in the spring will be permitted to leave personal belongings in their rooms over the break. Students should bring all valuables home during this break. For those not returning in the spring and for all checkouts in the spring semester, all students’ belongings must be removed.

What is the residence hall visitation policy?
All residents in good standing are allowed to have up to three visitors at a time in their rooms, but they must accept full responsibility for the conduct of their visitors when present in the residence halls. Students must register their visitors with the hall attendant. All overnight guests must be approved by the residence hall director.

Is there a post office on campus? How does U.S. mail get to resident students?
There is no post office on campus. Mail is delivered to each individual building Monday through Friday. It should be available each evening. All mail should be addressed with the following information:

Adelphi University
Student’s Name
Student’s Residence Hall and Student’s Room Number
One South Ave, PO Box 701
Garden City, NY 11530-0701

How do packages delivered by Express Mail, UPS, Federal Express or other carriers get to students? Large packages that will not fit in the student’s regular mailbox will be delivered Monday through Friday to the package room located in Earle Hall. Students will be notified by email when they receive a package and they should bring their student ID card at pickup. For all packages and letters, it is critical to include the student’s name, residence hall name and room number as these items will not be delivered without the information. Check with the carrier regarding proper labeling instructions.

Are there kitchen facilities in the residence halls? There is a kitchenette in the main lounge of each building with a stove, oven, sink and microwave; however, all residents are still required to have a meal plan.

Are on-campus banking facilities available? ATM services are available on the main levels of the Ruth S. Harley University Center and Post Hall.

Can students bring cars to campus? All students are permitted to bring cars to campus. Parking is by permit only and vehicles are required to be registered annually. For restrictions, visit safety.adelphi.edu/parking.

How safe is the campus? Adelphi University is currently listed as one of the Top 50 Safest Colleges in the United States. Adelphi University has long been committed to maintaining a
comprehensive safety and crime prevention program for all members of the Adelphi community. With the assistance of our students, faculty and staff, and through cooperative efforts with the Garden City community and the Garden City Police Department, this program has contributed to what is an excellent record of safety. Garden City remains one of the safest neighborhoods on Long Island, and Adelphi is one of the safest campuses in the country.

For immediate communication with the Department of Public Safety and Transportation 24 hours a day, there are 45 blue-light exterior call boxes, including several solar-powered emergency call boxes, throughout the Garden City campus. There are also 67 red interior telephones that require no dialing. For additional safety measures, CCTV systems are located throughout the Garden City campus.

In addition to on-campus safety measures, the Department of Public Safety and Transportation has arranged for a number of merchants in the Garden City area to post stickers in their windows, identifying their participation in the Student Protection Program. For details, visit safety.adelphi.edu/spp.

What is the proper procedure for notifying a student in case of a family emergency?
The first course of action is for you to contact your son or daughter by cellphone or text message. If the student is a resident, contact the Office of Residential Life and Housing at 516.877.3650. A staff member will attempt to contact your son or daughter. If reached, he or she will be encouraged to contact you. If your student is not in their residence hall, a message will be left in the student’s room or mailbox. During class hours, a message will be left at the student’s next scheduled class. During nonclass hours, a message will be left in the student’s room or mailbox. During times when University offices are closed, call the Public Safety Booth at 516.877.3511.

If the student is a commuter, the parent may contact the Public Safety Booth at 516.877.3511 and an attempt will be made to contact your son or daughter. If reached, he or she will be encouraged to contact you.

What if a student becomes ill while at the University?
Health services personnel are available 24 hours a day during the fall and spring semesters. If a student becomes ill, he or she may come to the Health Services Center, located in Waldo Hall. If the student is not able to come to the Health Services Center, the Department of Public Safety and Transportation should be called. The health services personnel will treat and/or refer the student as needed. The Health Services Center can be contacted at 516.877.6000. Public Safety should be called at 516.877.3511 or press 5 on any campus phone.

What is the proper procedure for obtaining information about the condition of an ill son or daughter at Adelphi?
Parents will be notified in case of illness of a student who is under 18 years of age. All students who become ill on campus are encouraged to keep their parents informed. A student over the age of 18 must give Health Services Center personnel permission to speak with parents, except in serious or life-threatening emergencies.
SAFETY FIRST

Colleges and universities are required under federal law to publish and make available an annual campus security report, which includes, among other information, statistics on campus crime. The crime statistics for all colleges and universities required to comply with this law are available from the United States Department of Education.

Adelphi University’s annual security report includes statistics for the previous three 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, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, emergency response plan, timely warnings, fire statistics, missing students and other matters. The advisory committee on campus safety will provide upon request all campus crime statistics as reported to the United States Department of Education. You may obtain a copy of this report by contacting the Office of Public Safety and Transportation, Levermore Hall, lower level, 516.877.3500, or by accessing safety.adelphi.edu.

The United States Department of Education’s website for campus crime statistics is ope.ed.gov/security.

As a reminder, the rear of any Adelphi University ID card provides you with weather advisory and alert numbers to obtain information on any possible delayed openings or school closings. To register for the University Mass Notification System, log on to eCampus (ecampus.adelphi.edu) and click on University Mass Notification System.

ACCREDITATION

Adelphi University, an independent, comprehensive institution, is chartered by the University of the State of New York and is accredited by the Middle States Commission on Higher Education, 3624 Market Street, Philadelphia, PA 19104-2680, 267.284.5000; the New York State Education Department, 89 Washington Avenue, Albany, NY 12234, 518.474.3852; the Commission on Collegiate Nursing Education, One Dupont Circle NW, Suite 530, Washington, D.C. 20036, 202.887.6791; the American Speech-Language-Hearing Association, 2200 Research Boulevard, Rockville, MD 20850-3289, 800.638.8255; the Council on Social Work Education, 1701 Duke Street, Suite 200, Alexandria, VA 22314, 703.683.8080; the National Council for Accreditation of Teacher Education (NCATE), 1140 19th Street NW, Suite 400, Washington, D.C. 20036, 202.223.0077; and AACSB International-The Association to Advance Collegiate Schools of Business, 777 South Harbor Island Boulevard, Suite 750, Tampa, FL 33602-5730, 813.769.6500.

EQUAL OPPORTUNITY AND NOTICE OF NONDISCRIMINATION

Adelphi University is committed to extending equal opportunity in employment and educational programs and activities to all qualified individuals and does not discriminate on the basis of race, religion, age, color, creed, sex, marital status, sexual orientation, ethnicity, national origin, disability, genetic disposition or carrier status, veteran status, status as a disabled or Vietnam-era veteran, gender identity, or any other basis protected by applicable local, state or federal laws. Adelphi University does not discriminate on the basis of sex in any education program or activity they operate as required by Title IX. All questions regarding Title IX should be referred to Title IX Coordinator and Director of Equity and Compliance Rhonnie Jaus, Room 203, Levermore Hall, 516.877.4819, titleix@adelphi.edu. The discrimination coordinator for student concerns pursuant to Section 504 of the Rehabilitation Act of 1973 is Rosemary Garabedian, Director of the Student Access Office, Room 310, Ruth S. Harley University Center, 516.877.3145; the discrimination coordinator for employee concerns pursuant to Section 504 of the Rehabilitation Act of 1973 is Jane Fisher, Director of Employment, Employee and Labor Relations, Room 203, Levermore Hall, 516.877.3222; the coordinator of Title VII and the affirmative action officer is Lisa S. Araujo, Associate Vice President for Human Resources and Labor Relations, Room 203, Levermore Hall, 516.877.3230.