

HANDBOOK FOR PARENTS AND FAMILIES

2018–2019



Office of the President

Levermore Hall
Suite 100 - P.O. Box 701
One South Avenue
Garden City, New York 11530

Dear Panther Parents and Families,

I am delighted that you and your family have joined our Adelphi family. I am sure that you're excited too—and maybe a little bit anxious. College is a big transition for you and your student, so everyone at Adelphi University wants to help make it as smooth as possible.

We developed this handbook to provide you with all the support you might need for this big step—with information about everything from campus life and academic support, to policies and student services. I also hope you will check out the section about ways that you—as parents and guardians—can stay connected to Adelphi while your student is going to school here, and even after graduation.

In our strategic plan, *Momentum*, we set forth a very important goal: relentless dedication to student success—our faculty and administrators go above and beyond to ensure your student is welcome, successful, supported and involved. Our Center for Student Involvement supports more than 80 student organizations that include academic, social, religious and community service groups. These organizations change, grow and develop in response to student interests. Our Center for Career and Professional Development provides a variety of important learning and tutoring opportunities—like our popular PREP Program (Preparation, Reflection, Experiential Learning and Planning), which helps students prepare for their future careers. Also, the Center ensures a growing number of internships are available on our job board for Adelphi students. Perhaps most importantly, our average class size of 21 allows all our professors to know their students well, and makes it easy for students to ask for help if they need it.

We welcome you too, to be part of our campus. You can participate in our Parents Association, help cheer on our student-athletes or attend a lecture or performance. You will likely see me there too! I look forward to personally welcoming you to our Adelphi family!

When you're not on campus, you can visit me and Adelphi University on Facebook, Twitter and Instagram, or on our website at adelphi.edu. We'll also stay in touch with you by sending our Family Connections eNewsletter—it's always filled with helpful, up-to-the-moment information.

Thank you again for being part of our Panther family. We look forward to being part of yours!

All the best,

A handwritten signature in black ink that reads "Christine M. Riordan". The signature is fluid and cursive, with a long, sweeping underline that extends to the right.

Christine M. Riordan, Ph.D., President



Dear Parent or Guardian,

Welcome to the Adelphi family and welcome to the Adelphi University Parents Association (PA). This year, we are excited to be celebrating our 18th year! We are pleased to inform you that as a parent/guardian of an Adelphi undergraduate, you are automatically a member of the PA. Our purpose is to advocate for and support the parents of Adelphi students; to improve 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 your student's college experience.

The PA also provides many opportunities to meet other parents throughout the year. We look forward to welcoming incoming parents at various Orientation sessions and on Move-In Day. During Adelphi Spirit Weekend, parents are invited to join us at the Parents Association Annual Meeting (Saturday, October 13, 2018). Last year, we hosted several seminars for parents and are already busy planning more for you next year. We support and attend various campus activities, such as Relay for Life and the Human Ribbon. For years we have been enjoying entertainment and refreshments together at the annual PA Spring Reception and Performance—we hope you will join us at our next event. Each year at the Senior Parent celebration in May, we have the honor of recognizing a graduating student with an award 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 *Handbook for Parents and Families* 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. We also encourage you to “like” the Adelphi University Parents Facebook page, which is geared toward Panther parents.

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

This year, we hope to celebrate the 18th year of the PA with you! We look forward to meeting you at one of our many events, seminars or meetings, and wish you and your student much success at Adelphi University.

Sincerely,

Barbara McElroy
Adelphi University Parents Association

Follow us on Facebook
facebook.com/AdelphiParents



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
pac.adelphi.edu

INTRODUCTION

As your student begins at Adelphi University—whether entering as a first-year student completely new to the college scene or as a transfer student who might be a little more familiar with college but still has questions about Adelphi University—it is hoped that this *Handbook for Parents and Families* will inform you about resources, programs and services to help you guide your student through their college experience.

At Adelphi we strive to help our students make good choices—academically, about participation in campus activities, and for their 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 them 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 the student 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, and the student is registered for the current semester, they are contacted by the Office of Academic Services and Retention (OASR) and informed that they need to declare a major. The advisers in OASR work with each student to help identify an appropriate major.
- Select a balanced course load when choosing classes for the semester. Encourage your student 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 choice 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 student 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 *Handbook for Parents and Families* for information about:

- Academics
- Campus life
- Commuter student services
- Residential life/Meal plans
- University policies and services
- Financial services

“As parents of an Adelphi alumna and current undergraduate student, we can honestly say the University has been an outstanding foundation for academic and personal growth for our children. As commuters, Adelphi offers many opportunities for campus involvement, student leadership and a home to make meaningful connections outside the classroom. Our entire family has enjoyed many campus events and has experienced firsthand being part of the Adelphi community. We are forever grateful!”

—Lorraine and Rich Jacobson,
Panther parents
Lauren, B.S. '15, mathematics, M.A. '16,
adolescent education, STEP (Scholar Teacher
Education Program)
Andrew '20, Honors College, finance major

GETTING STARTED AT ADELPHI: PARENTS

Parent Resources

We believe informed parents become effective partners. As you're getting started as an Adelphi parent or guardian, visit getting-started.adelphi.edu/parents.

In addition to this handbook, the website and parent email, parents@adelphi.edu, 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 first-year 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 and family website (adelphi.edu/parents)
- Parents Association (adelphi.edu/pa)
- Parent Facebook page (facebook.com/AdelphiParents)
- Parent Orientation sessions for parents of first-year students (July 11, July 17 or August 24, 2018)
- Family Connections eNewsletter (sent to your email address each semester)
- Adelphi Spirit Weekend: October 11-October 14 (adelphi.edu/spirit)
- Cultural events: lectures and performances (events.adelphi.edu and pac.adelphi.edu)
- Collegiate athletics (aupanthers.com)
- Parent database for important updates (All parents of first-year/transfer students are requested to provide information. Complete the form at 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 Adelphi Spirit Weekend on Saturday, October 13, 2018. Register online at adelphi.edu/spirit.

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 Award.

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.

LETTING GO

Whether your student 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 Orientation program 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.

As noted on page 9, 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 student 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 student 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.

“Our daughter, Caitlin Cronin, spent her fall 2017 semester studying abroad at Lorenzo de Medici (LdM) Institute in Florence, Italy. This was a difficult decision to make because, as parents, we worry about our children. I have to say, this was one of the best decisions that we have ever made in allowing our daughter this incredible opportunity, which provided Caitlin an experience that allowed her to assert her independence, build her confidence and grow academically, professionally and personally. Best of all, we got to visit her!”

**—Patricia (Stockerl) Cronin '82 and
Frederick Kreuder '82, '94
Caitlin Cronin '19,
psychology major**

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 student 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 their 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 the 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.

FERPA is one of the reasons that it is imperative to keep the lines of communication open between you and your student. Students always have access to all of their academic records at any time.

MOVING FORWARD

New students have by now been notified about the *New Student Handbook*, an online publication, 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 student 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 they are a first-year student entering in the fall or spring or a transfer student.



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

First-Year Students Entering in Fall

The following is 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 email 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).
- Remind your student to check the University email system for important updates and information regarding First-Year Orientation, as well as communications from their commuter assistant or peer assistant leader.
- Student needs to complete the online Language Placement Exam, if this was not completed prior to attending First-Year Orientation.
- Student should contact the Office of Academic Services and Retention (OASR) at **516.877.3150** or email **oasr@adelphi.edu** to set up an advising and registration appointment, if this has not been done already.

- Prior to this appointment, the student should review the eCampus CLASS program for a list of courses offered in the fall and to create a potential schedule, keeping alternative classes in mind.
- Prior to attending the First-Year Orientation session, students who have not registered for classes, or who choose to make changes to their registration, should review the eCampus CLASS program for course offerings, with two options in mind.
- Submit the Complete Health History and Physical Examination form to the Health Services Center, Waldo Hall—before First-Year Orientation is preferred. ***(If not submitted by the deadline, students will not be allowed to attend classes and may be withdrawn from the University.)***
- Student can attend an Orientation program on Tuesday, August 14, 9:00 a.m. – 12:00 p.m. if they did not attend a session in July. Register at **getting-started@adelphi.edu/transfer**.
- 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**. ***Important: See page 18 in this handbook, or visit health.adelphi.edu, for wportant details about the Insurance Requirements.***
- 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 provides 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. First-year commuters meet their commuter assistants following the Matriculation ceremony.
- **Save the date!** Adelphi Spirit Weekend is scheduled for October 11 to October 14, 2018. For details, visit adelphi.edu/spirit.

First-Year Students Entering in Spring

- Remind student to activate their 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 email 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).
- Advanced Placement (AP), International Baccalaureate (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.
- Students may need to complete the online Language Placement Exam. For details and instructions, visit adelphi.edu/language.
- 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, or the student should contact the Office of Academic Services and Retention (OASR) at **516.877.3150** or oasr@adelphi.edu to set up an advisement and course registration appointment.
- Student will be invited via a phone call from the Center for Student Involvement to attend an Orientation session in January 2019. This session provides helpful information to all new students. Visit adelphi.edu/first-year for details.

- Submit Complete Health History and Physical Examination form 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. If a 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. See page 18 in this handbook, or visit health.adelphi.edu for important details about the Insurance Requirements.
- 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 provides parents and students with a convenient solution for every college bedding need. For details visit students.adelphi.edu/bedding.

“My son transferred to Adelphi University after only completing one semester at another school. He immediately adjusted and got involved in many of the campus activities that Adelphi has to offer, including the positions of Orientation leader, peer assistant leader and student worker, and he is also affiliated with Greek life. Daniel has made an incredible transition and I’m very proud of who he has become because of this.”

**—Lyssa Eshel, mother
Daniel Eshel '19,
political science major**

Transfer Students Entering in Fall or Spring

- Remind your student to activate their 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 email 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 your student to attend the Transfer Transition program. For details and to register, visit adelphi.edu/transfer.
- 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.
- Transfer students who would like to begin or continue their language studies should visit adelphi.edu/language for guidelines about the online Language Placement Exam.
- 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.
- Submit Complete Health History and Physical Examination form to the Health Services Center, Waldo Hall, prior to the deadline. *(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. See page 18 in this handbook, or visit health.adelphi.edu for important details about the Insurance Requirements.

- 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 provides parents and students with a convenient solution for every college bedding need. For details, visit students.adelphi.edu/bedding.
- Save the date—Adelphi Spirit Weekend is scheduled for October 11 to October 14, 2018. Visit adelphi.edu/spirit for details.

HERE ARE SOME OF YOUR STUDENT'S PEER LEADERS

Orientation Leaders (OLs)—First-Year Orientation sessions only

Transfer Ambassadors

First-Year Community Action Program (FCAP) Leaders (community service projects prior to fall classes)

Commuter Assistants (CAs)

Resident Assistants (RAs)

Peer Assistant Leaders (PALs) (first-year students only)

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 Peer Mentors

International Orientation Leaders

International Mentors

“Adelphi has not only given my daughter a place to grow and flourish in the present, but has provided help in every step in order for her to continue flourishing in the future. We believe that Adelphi has all the resources a student needs to fulfill any career path, and the professors and administration do everything in their power to encourage the student to do their best, along with ensuring that they succeed in all their goals. Adelphi’s strong community sense has created a homelike environment for our daughter and our whole family.”

—Vikas Anand, father
Pratibha Anand '19, biology major

SERVICES TO HELP WITH THE ACADEMIC TRANSITION

Academic Services and Retention

The Office of Academic Services and Retention (OASR) is dedicated to helping each student realize their 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 every undergraduate student’s backup academic adviser. Visit academic-services.adelphi.edu/about for more information.

Pre-Professional Advising and Fellowships

The Office of Pre-Professional Advising and Fellowships (OPPAF) provides support and individual advising for all students who are seeking admission to professional school beyond Adelphi in dentistry, engineering, law, medicine, optometry, physical or occupational therapy, podiatry, and veterinary medicine. OPPAF also assists students to apply for national/international fellowships and scholarships. In addition, the office has developed several early decision/joint degree programs with schools representing many of these professions that can provide an easier transition to specific graduate schools. For details, visit prepare.adelphi.edu.

Learning Center

The Learning Center promotes not only academic success but also an enriched scholastic experience. Free tutoring services are available to students, 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 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 Hudson Valley, Manhattan and Suffolk County centers. There are millions of more titles available through Connect NY and Smart Delivery (interlibrary loan). For details, visit libraries.adelphi.edu. The library also offers OneSearch to students. This online tool searches simultaneously for books, articles and other library resources. An online source of *New York Times* articles is also available to Adelphi students, faculty and staff.

Ask a Librarian

All students have access to the expertise of a research librarian through email, chat or in-person services. For details, visit askalibrarian.adelphi.edu.

Information Commons, Collaboration Studios and Computer Labs

Our students have computer and printer access in the Information Commons area on the second floor of Swirbul Library, plus the computer labs located throughout the campus. Each student is provided a limited number of 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, plus hardware and software discounts. Contact IT Help Desk at helpdesk@adelphi.edu, in person, online chat or at **516.877.3340**.

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/about.



COLLEGE IS DIFFERENT FROM HIGH SCHOOL

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, engage in discussion, break the class into groups to work on problems, assign work that will be completed online and a host of other methods. Your student needs to be alert to all of these modalities.
- 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.

ADELPHI UNIVERSITY GUIDE TO IMPORTANT DATES 2018–2019

Summer 2018

May 1

Housing Agreement priority deadline
(resident students)

June 13–June 15

New student online room selection
(Eligible students will be notified.)

July 11

Parent Orientation Session I
11:00 a.m.–12:30 p.m.
Parent reception follows.

July 11–July 13

First-Year Orientation Session I

July 17

Parent Orientation Session II

July 17–July 19

First-Year Orientation Session II
11:00 a.m.–12:30 p.m.

Parent reception follows.

August 14

Transfer Transition Program (For transfer and first-year
students unable to attend in July)
9:00 a.m.

August 19–August 22

FCAP (First-Year Community Action Program—
community service)

August 22–August 23

International Student Orientation

Fall 2018

August 24

New resident student Move-In Day
9:00 a.m.–3:00 p.m.

August 24

Parent Orientation Session III
2:00 p.m.–3:30 p.m.
President's reception at 1:00 p.m. precedes

August 24–August 26

Welcome Weekend

August 26

Matriculation Ceremony (first-year students only)

August 27

Classes begin—Fall 2018

September 1–September 3

Labor Day weekend—no classes

September 10

Last day to add a course

September 24

Last day to drop a course
Last day to change course grading option
Last day to add an independent study/internship
Last day to process course selection change

October 1

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

October 8

Mini fall break—no classes

October 11–October 14

Spirit Weekend

October 15

Open planning begins for Spring 2018

October 29

Last day to withdraw from a course

November 6

Undergraduate registration begins for
Spring 2019

November 21–November 25

Thanksgiving break—no classes

December 4

Makeup Day (available to faculty to schedule for
a missed class)
No regular classes held

December 5–December 10

Regular class schedule

December 11

Finals begin

December 17

Finals end

December 18

Emergency Day—scheduled by registrar, if necessary

December 18

Last day of Fall 2018 term
Resident student Move-Out Day, by 5:00 p.m.

Intersession 2019

January 2

Classes begin (Intersession)

January 19

International Student Orientation

January 21

Martin Luther King Jr. Day—no classes

January 22

Last day of classes (Intersession)

Spring 2019

January 22

Resident student Move-In Day
10:00 a.m.–3:00 p.m.

January 23

Classes begin—Spring 2019

February 5

Last day to add a course

February 20

Last day to drop a course
Last day to change course grading option
Last day to add an independent study/internship
Last day to process course section change

March 1

Student health insurance waiver deadline—
Spring 2019 semester (if covered by another plan with
equal coverage)

March 8*

Open course planning for Summer and Fall 2019

March 11–March 17

Spring break—no classes

March 20

Registration begins for Summer 2019

March 27

Last day to withdraw from a course

April 2*

Undergraduate registration begins for Fall 2019

April 17

Research Day—no classes

May 9

Makeup Day—no classes

May 10

Makeup Day—no classes

May 11

Finals begin

May 17

Finals end
Last day of Spring 2019 term

May 18

Resident student Move-Out Day, by 5:00 p.m.

May 19*

Commencement

Summer 2019

May 27

Memorial Day—no classes

May 28

Classes begin (Summer I)

July 1

Classes end (Summer I)

July 4

Independence Day—no classes

July 8

Classes begin (Summer II)

August 11

Classes end (Summer II)

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

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). Prior to attending First-Year Student Orientation, or the beginning of the semester if unable to attend Orientation, the student will contact OASR at **516.877.3150** or **oasr@adelphi.edu** to set up an appointment for advisement and course registration. 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 **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 **adelphi.edu/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 receive notification 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.

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 following list.)

Good academic standing describes the minimum academic attainment:

GPA Requirements—Minimum Cumulative GPA:

Undeclared students	2.0
Arts and Sciences—all majors	2.0
Business—all majors	2.3
Communication Sciences and Disorders	3.0
Exercise Science, Physical Education	2.75
Nursing and Public Health—all majors	2.5
Derner School of Psychology	2.0
Social Work	2.8
Sport Management	2.5

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.

Class Standing:

First Year	0 to 29 credits
Sophomore	30 to 59 credits
Junior	60 to 89 credits
Senior	90 or more credits

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 email 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, via a class announcement or posted at registrar.adelphi.edu. 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/final-exam.

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

Grade Reports—Reports are available as soon as they are submitted by the instructor. Talk with your student about grades, as this information is guided by FERPA and not communicated by the University to a parent or guardian. (See page 3.)

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.

Visit academics.adelphi.edu/glossary for a complete list of academic terms. 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.

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 by the Ruth S. Harley University Center, Room 110, to discover what the Center for Student Involvement has to offer, or log on to myaulife.adelphi.edu to get involved at Adelphi.

**Please note that students must have attained at least 12 credits and have attended college for one full semester to join a fraternity or sorority.*

Student Governance

Adelphi University encourages its students to become advocates for fellow students and serve in leadership roles. The student governing bodies include the following:

Student Government Association (SGA) represents all undergraduate interests and concerns between students and the University administration.

Resident Student Association (RSA) serves as the voice of all resident students, offering a variety of educational, social and community activities.

Commuter Student Organization (CSO) serves as the primary student organization representing the needs of commuter students.

Student-Athlete Advisory Committee (SAAC) is a board composed of student-athletes who are advocates for fellow student-athletes.

Athletics

Adelphi offers 23 Division II intercollegiate sports, including cheerleading and dance teams. Adelphi is affiliated with the Eastern College Athletic Conference (ECAC) and is a member of the Northeast-10 Conference (NE10). Most sporting events, unless at a tournament level, are free, so it's a great opportunity to discover a new sport or follow a favorite. Let's go, Panthers!

Campus Recreation

Campus Recreation amenities in Woodruff Hall and the Center for Recreation and Sports (CRS) include the fitness center, swimming pool, gymnasium, racquetball and squash courts, indoor track, and locker rooms. Tennis courts are also available. During the semester, the facilities are available seven days a week, with extended evening hours. For Intersession and summer schedules, visit recreation.adelphi.edu/hours.

Our students have an opportunity to work out around their class schedules or to take a fitness class for fun or credit. Adelphi's gym and recreational facilities are convenient and modern and, unless credit bearing, are completely free. Campus Recreation also offers intramural sports and sport clubs, providing our students an opportunity to continue a sport or learn a new one. Equipment loan is also available to registered students.

Parking Regulations

Students need a parking decal to park a car at Adelphi University. While many students have access to only one car, they are permitted to register up to two vehicles. Just bring one or both registrations and driver's license to the Department of Public Safety and Transportation, Levermore Hall, Room 113, to get the car decal(s). The decal must be renewed by September 30 of each academic year or if the car is changed.

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

Parking Restrictions for Resident First-Year and Sophomore Students

Currently, resident first-year and sophomore students will be required to park their University-registered vehicles at the Garden City Pool parking lot (Field No. 9), Monday through Thursday, 7:00 a.m. to 7:00 p.m., but these students may have a car on campus Friday, Saturday and Sunday. Visit safety.adelphi.edu and open the text box for details.

Free Panther Express Shuttle Service

Adelphi's Panther Express free 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 TVs, lockers and microwaves. In addition to the UC commuter lounge, there are other lounge areas around campus.

Commuter Assistants

First-year students who are registered for the program will be assigned a commuter assistant (CA), a student 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 package is also available and presents the best value for your money:

\$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 to Auxiliary Services, in the Ruth S. Harley University Center, Room 301. You will receive a lock and locker assignment at that time.

Other Services

Additional commuter services include free ice scrapers and umbrella lending services, available with student ID at the PantherTainment Booth, UC, first floor.

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

RESIDENTIAL LIFE

housing.adelphi.edu

Students who live on campus have an Adelphi residence hall as their “home away from home.” They can make friendships that last a lifetime and are never more than a few steps away from everything that’s happening at Adelphi. Living in one of our seven residence halls will help students connect with clubs, campus activities and volunteer opportunities. The Office of Residential Life and Housing enhances student learning by providing programs, services and assistance.

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 late-night 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.

Students may request a specific housing assignment, based on their choices on the Residence Hall Agreement. Assignments are based on room availability and the student’s interests. For a description of each of our seven residence halls—which house more than 1,300 students—and information about residential life as a whole, visit housing.adelphi.edu/halls.

How to Apply for Housing

For students who want to live in the residence halls, they 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), First-Year Living-Learning Communities, The Arts District, 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 first-year 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.

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. First-year 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 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 operations.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/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 following graph. For additional details, visit housing.adelphi.edu/refund.

Room Refund Schedule

Full withdrawal prior to first day of semester	100% refund
Full withdrawal prior to end of first week	90% refund
Full withdrawal prior to end of second week	75% refund
Full withdrawal prior to end of third week	50% refund
Full withdrawal prior to end of fourth week	25% refund
Thereafter	No refund

Off-Campus Housing

In order to further support student development, the Office of Residential Life and Housing facilitates opportunities for students to live off campus both through University-affiliated and nonaffiliated housing options.

Many Adelphi students, especially in their junior and senior years, as well as during their graduate studies, choose to live off campus for various reasons—increased autonomy, apartment-style living, opportunities to live independently or to facilitate a smooth transition to life after college.

Our services include housing options near Adelphi's campus in Garden City, nearby on Long Island and near the Manhattan Center, with possible housing options in Manhattan and Brooklyn. For information, visit housing.adelphi.edu/off-campus.

IMPORTANT HOUSING DATES 2018–2019

Summer 2018

May 1.....	Housing agreement priority deadline (resident students)
June 13–15.....	New student online room selection (Eligible students will be notified.)
August 19–22.....	First-Year Community Action Program (FCAP) (community service program participants only)

Fall 2018

August 24.....	New student Move-In Day 9:00 a.m.–3:00 p.m.
August 24–26.....	Welcome Weekend
August 27.....	Classes begin
October 1.....	Student health insurance waiver deadline for new incoming students for Fall 2018
December 17.....	Finals end/Last day of Fall 2018 term*
December 18.....	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 2019

Housing for Intersession—Special approval is required; additional fee applies.

January 2–22.....	Intersession 2019
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Spring 2019

January 22.....	Move-In Day (all students)
January 23.....	Classes begin
March 1.....	Student health insurance waiver deadline for new incoming students for Spring 2019
March 11–17.....	Spring break—no classes
May 17.....	Finals end—last day of Spring 2019 term
May 18.....	Residence halls close 5:00 p.m.**
May 19.....	Commencement*

*Date subject to change

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

Summer 2019

Housing for Summer Session(s)—Special approval is required; additional fee applies.

May 28.....	Classes begin—Summer I
July 1.....	Classes end—Summer I
July 8.....	Classes begin—Summer II
August 11.....	Classes end—Summer II

First-Year Living-Learning Communities

Help your student be part of student life from their very first day at Adelphi! They can earn credits required for all first-year students while making friends, building their leadership skills and engaging in the New York City and Long Island communities. First-year students who apply for and are selected into this program reside in New Hall B, our newest residence hall, which has an on-floor classroom and study lounge available to them. These communities will help your student feel engaged and connected with their peers and faculty while they participate in experiential learning opportunities. For more information, visit housing.adelphi.edu/options/#fyllc.

STUDENT SERVICES AND RESOURCES

University Bookstore

The 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.

Bridges to Adelphi Program

The Bridges to Adelphi program, located on the lower level of Earle Hall, offers comprehensive individualized, academic, social and vocational support services for Adelphi students who self-disclose with diagnoses of autism spectrum disorder or other nonverbal learning disorder, and free round-trip shuttle service is provided by the University.

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

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

For information, email bridges@adelphi.edu or call **516.877.3665**.

Center for Career and Professional Development

The Center helps build your student's career from the very beginning of college life. At the start of the semester, the Fall Career Fair gives students an opportunity to find out about campus jobs. Then, 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. Working on campus or completing an internship helps develop skills, communication, workplace confidence and marketability. It's also a great way to feel connected.

During both fall and spring semesters, America Reads/America Counts matches work-study students with mentoring roles in nearby schools. Free round-trip shuttle service is provided by the University.

The Center develops your student's career potential by offering résumé, cover letter, interview and job search workshops. Services continue even after students graduate. They can connect with alumni through alumnifire.com, our new social networking tool, or our 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 and Professional Development's partner site, Handshake. Students may click the Job and Internship Search icon on eCampus (under the Services tab) to find opportunities. Students are encouraged to discover the many resources, services and programs on the career center website at career-center.adelphi.edu.

"We're so happy that our daughter is working on campus. It helps her get involved with on-campus activities, and she is learning a valuable lesson on managing her time between work and school, giving her a great life experience!"

**—George and Kristina Merritts, parents
Alessia Merritts '19,
mathematics major,
adolescent education minor,
actuarial science minor**

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.

Health Services Center

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.

It is recommended that the Complete Health History and Physical Examination Form and proof of immunizations be submitted prior to First-Year Student Orientation or Transfer Transition programs as these forms *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.

Note: *The coverage must meet the guidelines included on the Health Services website under Insurance Requirements. Once a student enrolls, the insurance policy covers the full academic year, August 9, 2018, through August 8, 2019, and cannot be waived for partial coverage. Visit health.adelphi.edu for additional details about coverage and eligibility.*

Office of Information Technology

The IT Office is dedicated to providing Adelphi students with the technology resources to help them succeed.

After setting up the student's eCampus and email 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 student 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.

Interfaith Center

The Interfaith Center is available to all 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 Interession, International Student Services (ISS) spring break and summer 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 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 (ISS). The office provides guidance in maintaining nonimmigration status and offers programs to assist with the transition to a new culture and academic model. ISS also has many other important resources to help students during their academic journey here at Adelphi. Visit iss.adelphi.edu for additional information.

Learning Resource Program

The Learning Resource Program, located on the lower level of Chapman Hall, is a fee-based program designed specifically for students with language-based learning disabilities and/or ADHD. We are committed to one goal: providing students who face additional learning challenges with the professional expertise required for college students to realize their academic potential and achieve their goals.

With more than 35 years of groundbreaking experience in promoting student achievement, the Learning Resource Program is staffed with experienced professionals who provide instruction, advisement and counseling. The structured, personalized, individualized approach, and a low student-to-staff ratio, have proven to be successful in helping students reach their academic and future professional potential. Our mission is to encourage independence, and to improve the skills required to thrive in classes, in the workplace—and in life.



Students may be considered for admission to the program whether or not they meet the traditional criteria for enrollment in the University. All files received by the University are kept confidential.

For information, visit adelphi.edu/LRP or call **516.877.4710**.

Multicultural Affairs

Multicultural Affairs programming is coordinated under the Center for Student Involvement, which 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.

Adelphi University Mentoring Program

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

Department of Public Safety and Transportation

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. to 6:00 p.m., Monday through Thursday, and 8:30 a.m. to 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 incidents and enforce on-campus traffic and parking regulations.

Adelphi uses the University Mass Notification system to quickly broadcast urgent messages and deliver instructions to the campus community via phone, text and email about any emergency communications or closings. Students are automatically enrolled in the Emergency Notification System during the Orientation/Transfer Transition session. Once it's set up, contact information can be easily changed. Instructions are on the back of the student Adelphi ID card, or visit safety.adelphi.edu/resources/emergency-notification. 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.

The **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 or intersystem disability. A student or prospective student who wishes to request accommodations based on a disability or a formal review of disability documentation must submit a Petition for Reasonable Accommodations form to request such services. A request from a parent, legal guardian, clinician, school official or another third party will not be accepted in lieu of a direct request from the student. 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 at no additional cost and are 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 operations.adelphi.edu/policies. All students are expected to understand and abide by all University policies.

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

Preferred Name Policy

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 student, 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; assist in identifying scholarships, grants and loans; and 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 first-year, transfer and international students. Visit the Student Financial Services site to be informed about refund policies, payment plans and loans. 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, contact the Office of Student Financial Services (SFS) to discuss 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.

Come to the Office of Student Financial Services in Levermore Hall, lower level, during regular office hours (financial-aid.adelphi.edu/hours). Questions about financial aid and billing should be addressed to financialservices@adelphi.edu, preferably from the student's Adelphi email address.

Send any written correspondence to:

Adelphi University
Office of Student Financial Services
Levermore Hall, Room 001
One South Avenue
P.O. Box 701
Garden City, NY 11530-0701

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.

Note: International students can open the link for specific international payment instructions at peertransfer.com/school/adelphi.

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

Whom can my student 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 to 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. For information about the Learning Center, visit learning.adelphi.edu, and for the Writing Center, visit writing.adelphi.edu.

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 first-year class enters undeclared, and many students will also change their major after they begin. The University requires all undergraduates to declare a major upon completing 60 credits.

What happens if my student decides to change majors? Will that put them behind?

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, Nexus Building, Room 145, **516.877.3150**.

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 3) for more details.

Should my student work while in college?

There is no simple answer. It depends upon the 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 to 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 they will have available for academic study. If your student 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 their first year?

Incoming first-year students who complete the housing application and deposit by May 1 will be eligible to participate in New First-Year Online Room Selection, which is available during the month of June. Otherwise, the staff reviews 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. Visit housing.adelphi.edu for more information.

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 Post 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, however, there are some parking restrictions for resident first-year and sophomore students. (See page 14.) For restrictions, visit safety.adelphi.edu/parking.

The Adelphi Enterprise CarShare program is another option for students who do not have a car on campus. (See page 14.)

How safe is the campus?

Adelphi University is currently listed as one of the Top 50 Safest Colleges in the United States. The 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 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 on the Garden City campus, there are multiple blue-light exterior emergency call boxes, including several that are solar powered, as well as extensive 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 student 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 them. If reached, they 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. In 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 Command Center at **516.877.3511**.

If the student is a commuter, the parent may contact the Public Safety Command Center at **516.877.3511** and an attempt will be made to contact them. If reached, they will be encouraged to contact you.

What if a student becomes ill while at the University?

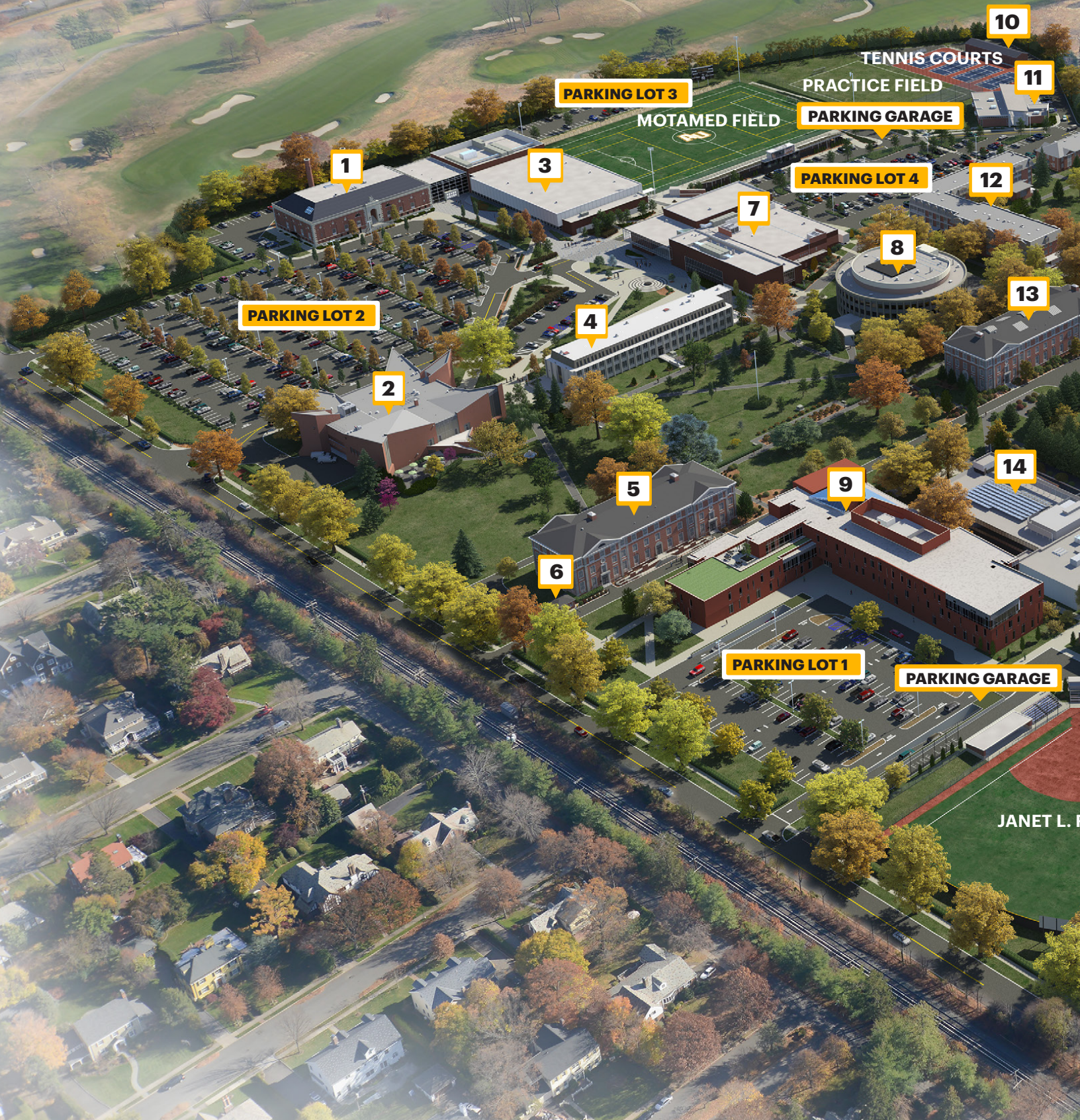
Health services personnel are available 24 hours a day during the fall and spring semesters. If a student becomes ill, they may come to the Health Services Center, located in Waldo Hall. If the student is not able to come to the Health Services Center, the Department of Public Safety and Transportation 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 **dial 5** on any campus phone.

What is the proper procedure at Adelphi for obtaining information about the condition of an ill student?

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.



ADELPHI UNIVERSITY



PARKING LOT 9

**GARDEN CITY
POOL**

24

PARKING LOT 5

PARKING LOT 8

27

28

15

18

20

19

21

16

PARKING LOT 6

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25

26

23

PARKING LOT 7

17

WILLIAM J. BONOMO FIELD

FICKE FIELD

CAMPUS MAP

- | | |
|-----------|---|
| 1 | Woodruff Hall |
| 2 | Ruth S. Harley University Center |
| 3 | Center for Recreation and Sports |
| 4 | Hagedorn Hall of Enterprise |
| 5 | Levermore Hall |
| 6 | Public Safety Booth |
| 7 | Performing Arts Center |
| 8 | Science Building |
| 9 | Nexus Building |
| 10 | Grounds Maintenance Building |
| 11 | Alice Brown Early Learning Center |
| 12 | Earle Hall |
| 13 | Blodgett Hall |
| 14 | Swirbul Library |
| 15 | Alumnae Hall |
| 16 | Waldo Hall |
| 17 | New Hall A |
| 18 | Post Hall |
| 19 | Harvey Hall |
| 20 | Post Hall Annex |
| 21 | Social Work Building |
| 22 | Chapman Hall |
| 23 | New Hall B |
| 24 | Adele and Herbert J. Klapper Center for Fine Arts |
| 25 | Linen Hall |
| 26 | Eddy Hall |
| 27 | Hy Weinberg Center |
| 28 | Angello Alumni House |

NOTES:

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 Department of Public Safety and Transportation, Levermore Hall, Suite 113, **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 back 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 Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680, **215.684.5000**; 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), 2010 Massachusetts Avenue NW, Suite 500, Washington, D.C. 20036-1023, **202.466.7496**; 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 predisposition or carrier status, veteran status, status as a disabled or Vietnam-era veteran, gender expression, 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 it operates as required by Title IX. All questions regarding Title IX should be referred to Title IX Coordinator and Director of Equity and Compliance Renaire Frierson, Room 207, 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, Post Hall, **516.877.3806**, **sao@adelphi.edu**; 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 Cindy Donnelly, Chief Human Resources Officer, Room 203, Levermore Hall, **516.877.3268**.