Dear Parent or Guardian:

Welcome to the Adelphi family. Adelphi University offers many services and opportunities to its students. The Parent Handbook is a publication that provides information about curriculum, activities, commuter and residential student services, financial aid, health, safety and University policies.

As the parent or guardian of an Adelphi undergraduate, you are automatically a member of the Adelphi University Parents Association (AUPA). The goal of the AUPA is to be an advocate for parents. The AUPA invites you to join us on Saturday, October 3rd at the Parents Association Annual Meeting and Brunch during Family Weekend. For details about the AUPA, including a description of board positions, visit http://www.adelphi.edu/parents/parents-association.php.

The AUPA provides opportunities to meet other parents throughout the year, including the Meet and Greet Information Session in July. Family Weekend Activities this fall, AUPA Spring Reception and Performance, and for graduating seniors and parents, the Parent Senior celebration. Visit Adelphi.edu/parents for information about these events. Adelphi celebrates its students with a variety of campus activities. You and your family are invited to attend University lectures, performances, exhibits and sporting events. For cultural events, visit http://events.adelphi.edu/events/upcoming/ for performances go to http://aupac.adelphi.edu/. Schedules for athletic events are available at aupanthers.com.

The Parent Handbook is a resource for parents. The AUPA encourages you to use the information in the handbook to have a conversation with your student and to encourage him or her to access the many services and programs available at Adelphi University.

For additional information contact the Adelphi University Parents Association at (516) 877-3660 or email parents@adelphi.edu.

Sincerely,

Carol A. Sedlak, President
Adelphi University Parents Association
INTRODUCTION

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

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

- Get to know the professors. With an average student-to-faculty ratio of 10:1, our students should take every opportunity to speak with their professors inside and outside the classroom, during office hours and around campus.
- Choose a major that corresponds to your student’s intellectual passions but keep an open mind if he or she chooses to change to a different major. If your student is undeclared or has not chosen a major, there is time to explore academics to determine what is the best option. When 45 credits have been accumulated, all students should have a discussion with their academic advisers so that they declare their majors by the time they reach 60 credits.
- Select a balanced course load when choosing classes for the semester. Encourage your son or daughter to go on C.L.A.S.S. to select first and second options for courses and to meet with an academic adviser for guidance.
- Explore a wide range of academic interests. Our students generally have a range of electives, so, in addition to their academic majors, they can broaden their experience with other topics.
- Stay current with all academic work. Attending class and participating is essential. If our students begin to have academic difficulties, it is important that they speak with their professors about what steps can be taken to rectify the problem.
- Use the academic resources available. The learning and writing centers offer free tutorial services, and Swirbul Library offers an extensive collection of books, periodicals and academic material plus the assistance of the research librarians.
- Get involved! With over 80 clubs, organizations and Greek life options; more than 20 honor societies; and intramural and collegiate-level sports, there is a wide array of activities that encourage campus involvement. There are also leadership opportunities to help students develop and achieve their potential.

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

- Academics
- Campus Life
- Commuter Student Services
- Residential Life/Meal Plans
- University Policies and Services
- Financial Services
PARENT RESOURCES

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

Resources include:
- Parents Association
- Family Weekend, October 2, 3 and 4, 2015
- Cultural events: lectures and performances
- Parent database for important updates (All parents of freshman/transfer students are requested to provide information. Visit students.adelphi.edu/gettingstarted/parents.php to complete.)

PARENTS ASSOCIATION
As the parent or guardian of an Adelphi undergraduate student, you are automatically a member of the Adelphi University Parents Association. One of the association’s objectives is to support you by providing information about the services and resources available to your student.

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

GETTING STARTED AT AU: PARENTS!
We believe informed parents become effective partners. As you’re getting started as an Adelphi parent or guardian, visit adelphi.edu/parent-orientation. For questions, email parents@adelphi.edu. Throughout the year, parents will have resources and information available to them at adelphi.edu/parents. As a parent, you are also a member of the Adelphi community, and we welcome you to campus events. For a schedule, visit events.adelphi.edu.
COLLEGE IS DIFFERENT FROM HIGH SCHOOL

“As a parent of a second-semester freshman, I can assure you that Adelphi University makes the transition from high school into college as seamless as possible. There are constant communications, as well as academic and social safeguards in place to ease each student's transition. The biggest adjustment is finding time to fit in all the wonderful things that Adelphi has to offer.”

—Barbara McElroy, mother of Daniel McElroy ’18

<table>
<thead>
<tr>
<th>Personal Freedom in High School</th>
<th>Personal Freedom in College</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Your time is usually structured by others.</td>
<td>• You manage your own time.</td>
</tr>
<tr>
<td>• Guiding principle: You will usually be told what your responsibilities are and corrected if your behavior is out of line.</td>
<td>• You’re old enough to take responsibility for what you do and don’t do, as well as for the consequences of your decisions.</td>
</tr>
</tbody>
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<table>
<thead>
<tr>
<th>High School Classes</th>
<th>College Classes</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Most of your classes are arranged for you.</td>
<td>• 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.</td>
</tr>
<tr>
<td>• Teachers carefully monitor class attendance.</td>
<td>• Professors may not formally take attendance, but they are still likely to know whether or not you were there.</td>
</tr>
<tr>
<td>• You are provided with textbooks at little or no expense.</td>
<td>• You need to budget substantial funds for textbooks, at an average cost of $500 each semester.</td>
</tr>
<tr>
<td>• You may not be responsible for knowing what it takes to graduate.</td>
<td>• 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.</td>
</tr>
</tbody>
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<th>Studying in High School</th>
<th>Studying in College</th>
</tr>
</thead>
<tbody>
<tr>
<td>• You may study outside class as little as two hours a week, and this may be mostly last-minute test preparation.</td>
<td>• You need to study at least two to three hours outside class for each hour in class.</td>
</tr>
<tr>
<td>• You often need to read or hear presentations only once to learn all you need to learn about them.</td>
<td>• You need to review class notes and text material regularly.</td>
</tr>
<tr>
<td>• You are expected to read short assignments that are then discussed and often retaught in class.</td>
<td>• You are assigned substantial amounts of reading and writing that may not be directly addressed in class.</td>
</tr>
<tr>
<td>• Guiding principle: You will usually be told in class what you need to learn from assigned readings.</td>
<td>• 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.</td>
</tr>
</tbody>
</table>

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<tr>
<th>High School Teachers</th>
<th>College Professors</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Teachers provide you with information you missed when you were absent.</td>
<td>• Professors expect you to get any notes you missed from classmates.</td>
</tr>
<tr>
<td>• Teachers often write information on the board to be copied in your notes.</td>
<td>• Professors may lecture nonstop, expecting you to identify the important points in your notes, so take good notes.</td>
</tr>
<tr>
<td>• Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.</td>
<td>• Professors expect you to think about, make sense of and connect seemingly unrelated topics.</td>
</tr>
</tbody>
</table>
## COLLEGE IS DIFFERENT FROM HIGH SCHOOL (CONTINUED)

### Tests in High School
- Testing is frequent and covers a small amounts 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 in regard to the professor’s willingness to help you achieve good results, it will not substitute for results in the grading process.
LETTING GO

“When Malik was accepted by Adelphi University, I was beside myself with joy. As a parent, you want the best for your child. However, move-in day was the hardest for me because I knew it was time to let go and have him form his own independence. As I hugged and kissed my son goodbye, it felt like I left a part of me on campus, but I knew great things awaited him as he embarked on a new chapter of his life.”—Althea Malcolm, mother of Malik Clarke ’16

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

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

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

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

STUDENT PRIVACY AND COMMUNICATING WITH PARENTS

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

At its discretion, the University may communicate directly with a student’s parent(s), with that student’s consent, for a specific purpose. In this case, the student must give the University a signed and dated written consent to disclose information contained in his or her education record. This consent must (1) specify the records that may be disclosed, (2) state the purpose of the disclosure and (3) identify the party or class of parties to whom the disclosure may be made. Please note that the University does not employ or accept blanket waivers signed by students for release of information.

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

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

With regard to medical or counseling information, which is not covered under FERPA, the University will
Registration is at adelphi.edu/parent-orientation. 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.

Prior to attending the Freshman Orientation session, students should review eCampus C.L.A.S.S. program for a list of courses offered in the fall to create a potential schedule, keeping alternative classes in mind.

Student needs to complete the online Language Placement Exam prior to Freshman Orientation—the earlier the better!

Submit Health History and Assessment/Immunization Requirement forms to Health Services Center, Waldo Hall—before Freshman Orientation is preferred. (If not submitted by the first day of the semester, students will not be allowed to attend classes and may be withdrawn from the University, so again, early is best.)

Resident and international students are automatically enrolled and billed for the 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 October 15 (fall semester) or March 15 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/forms.

Remind your son or daughter to check University email system for important updates and information regarding Freshman Orientation as well as communications from his or her commuter assistant or peer assistant leader.

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

Commuter students: Register for the Commuter Assistant Program and watch for emails just before the semester. Freshman commuters meet their commuter assistants right after the Matriculation ceremony concludes.

Register for Parent Orientation (if you have not already done so) and Matriculation ceremony scheduled for Sunday, August 30. Registration is at adelphi.edu/parent-orientation. The online registration system does not allow changes to

Here’s What You Can Do Now to Help Your Student Get Started at AU

Freshman Students Entering in Fall

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

Remind student to activate eCampus account and become familiar with Adelphi website to discover services, resources and programs at AU. All communications from Adelphi administration and faculty are via Adelphi Gmail account, so it’s important to use this email.

Prompt student to check Adelphi email for updates on room selection and roommate(s) (resident students only).

Student attends Freshman Orientation. (Session I: July 8, 9, 10, or Session II: July 14, 15, 16).

Visit students.adelphi.edu/gettingstarted/orientation/freshman.php for what student should bring to Freshman Orientation.

Attend Parent Meet and Greet—day one of Freshman Orientation session (July 8 or 14).

Moving Forward

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

As the parent or guardian of an incoming student, your next steps are determined when your son or daughter begins at AU, 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 is color coded according to whether your son or daughter is a freshman entering in the fall or spring, a transfer student or an international student.
Save the date! Family Weekend is scheduled for October 2, 3 and 4, 2015. For details, visit events.adelphi.edu/family-weekend.

PARENT MEET AND GREET (FALL FRESHMEN ONLY) INFORMATION SESSION AT FRESHMAN ORIENTATION

Just like your son or daughter, you are also getting started at AU. On day one (July 8 or July 14) of Freshman Orientation, after your student checks in, you will have an opportunity to learn about the resources and programs available to Adelphi students during a brief Parent Meet and Greet session. The program begins at 10:45 a.m. and will conclude at approximately 12:00 noon. While you have a chance to meet AU administrators as well as other parents, you can also enjoy light refreshments. For details, visit adelphi.edu/parent-orientation.

PARENT ORIENTATION AND MATRICULATION CEREMONY

Sunday, August 30, 2015 (Fall semester: freshman students and parents only)

What happens on this day?
The day begins with Parent Orientation. For parents who were able to attend the Parent Meet and Greet session in July, you were given basic information about AU, and the Parent Orientation program extends that conversation. For parents new to any discussion, attending the Parent Orientation and reading this Parent Handbook will also help inform you about Adelphi University.

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

The program also has an emphasis on academics, and you and your son or daughter will have an opportunity during an academic reception to meet members of Adelphi’s faculty to better understand the general academic expectations and those connected with your student’s major.

During this day you will discover how all members of the Adelphi community are working hard to provide students with an exceptional educational experience as well as preparation for their future.

What about my son or daughter during this time?
As parents attend the Orientation program, freshman students will participate in the book discussion on the summer freshman reading assignment. During Freshman Orientation, students will receive the book and instructions about this assigned reading. Freshmen unable to attend Freshman Orientation will receive the book in the mail later in the summer. Following Parent Orientation, book discussion and academic receptions, the day continues with the Matriculation Ceremony.

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

FRESHMAN STUDENTS ENTERING IN SPRING

Remind student to activate eCampus account and become familiar with Adelphi website to discover services, resources and programs at AU. All communications from Adelphi administration and faculty are via Adelphi Gmail account, so it’s important to use this email.

Prompt student to check Adelphi email for updates on room selection and roommate(s) (resident students only).

AP, IB and college courses taken in high school should transfer to Adelphi University. Student should speak with an admissions counselor to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap. Do this prior to registration to eliminate any course

previous registration, so please email parents@adelphi.edu for a manual update.

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Encourage him or her to register for and attend the Transfer Transition program (Wednesday, August 5, 2015, or Friday, August 21, 2015). For Spring semester dates, visit students.adelphi.edu/gettingstarted/orientation/transfer.php.

Transfer students receive a preliminary transfer credit evaluation with the acceptance letter. If the student believes that they have 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 on eSass. 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 Admissions needs all official transcripts to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap.

Prior to attending Transfer Transition or meeting with a transfer counselor or academic adviser, students should review the eCampus C.L.A.S.S. program for a list of courses offered in the upcoming semester to create a potential schedule with alternative course options.

For transfer students who would like to begin or continue language studies, please visit academics.adelphi.edu/general-education/language-requirement/faqs for guidelines about the online Language Placement Exam.

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

Residential and international students are automatically enrolled and billed for the Student Health Insurance. If student is covered by another plan and does not require school health insurance, be sure to submit the waiver by March 15 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/forms.

Remind student to check University email system for important updates and 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 residence hall shopping trip! The student should also contact the roommate(s) to coordinate larger furnishings (refrigerator, TV, etc.) so there’s no duplication. For more information, visit students.adelphi.edu/catalog/moving-in-to-campus-housing.

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- Save the date! Family Weekend is scheduled for October 2, 3 and 4, 2015. For details, visit events.adelphi.edu/family-weekend.

INTERNATIONAL STUDENT PARENTS—ALTHOUGH YOU MAY BE FAR AWAY, HERE’S WHAT YOU CAN DO:

- Remind student to activate eCampus account and become familiar with Adelphi website to discover services, resources and programs at AU. All communications from Adelphi administration and faculty are via Adelphi Gmail account, so it’s important to use this email.

- Prompt student to check Adelphi email for updates on room selection and roommate(s) (resident students only).

- Encourage your son or daughter to register for the International Orientation scheduled for Thursday, August 27, 2015 (fall semester) or Friday, January 22, 2016 (spring semester). For more information, visit students.adelphi.edu/gettingstarted/orientation/international.php.

- Students should communicate with the Office of International Student Services, keeping them informed and asking any questions.

- The Office of Academic Services and Retention will reach out via email to undergraduate international students to advise and register that student for classes for his or her first semester at Adelphi. To communicate with representatives of this office, visit academic-services.adelphi.edu/contact.

- If residing on campus in one of Adelphi’s residence halls, the student should contact the Office of Residential Life and Housing at housing.adelphi.edu/contact or the Office of International Student Services at iss.adelphi.edu and advise the office of their expected arrival date on campus and request permission to move into the residence hall.

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

- Residential and international students are automatically enrolled and billed for the student health insurance. If student is covered by another plan and does not require school health insurance, be sure to submit the waiver by October 15 (fall semester) or March 15 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/forms.

- Parents of international resident students: You can shop online at Residence Hall Linens at students.adelphi.edu/catalog/residence-hall-linen-and-bedding, making it easier for your son or daughter to pick up his or her bedding here rather than transporting them across the globe.
## IMPORTANT DATES: 2015–2016

All our students should consult the academic calendar for important course information and dates.


### ADELPHI UNIVERSITY ACADEMIC and INFORMATION CALENDAR 2015–2016

#### SUMMER 2015

<table>
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<tr>
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<tr>
<td>July 8, 9, 10</td>
<td>Freshman Orientation Session I</td>
</tr>
<tr>
<td>July 8</td>
<td>Freshman Parent Meet and Greet Session I 10:45 a.m.–12:00 noon</td>
</tr>
<tr>
<td>July 14, 15, 16</td>
<td>Freshman Orientation Session II</td>
</tr>
<tr>
<td>July 14</td>
<td>Freshman Parent Meet and Greet 10:45 a.m.–12:00 noon</td>
</tr>
<tr>
<td>August 5</td>
<td>Transfer Transition Program (transfer students only)</td>
</tr>
<tr>
<td>August 21</td>
<td>Transfer Transition Program (transfer students only)</td>
</tr>
<tr>
<td>August 24–28</td>
<td>Freshman Community Action Program (FCAP)</td>
</tr>
<tr>
<td>August 27</td>
<td>International Student Orientation (Contact RHD to advise arrival date)</td>
</tr>
<tr>
<td>August 29</td>
<td>New student move-in day 10:00 a.m.–3:00 p.m.</td>
</tr>
</tbody>
</table>

#### FALL 2015

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>August 30</td>
<td>Matriculation Ceremony (freshman students and parents)</td>
</tr>
<tr>
<td>August 30</td>
<td>Parent Orientation (freshman parents)</td>
</tr>
<tr>
<td>August 31</td>
<td>Classes begin—Fall 2015</td>
</tr>
<tr>
<td>September 7</td>
<td>No classes—Labor Day</td>
</tr>
<tr>
<td>September 14</td>
<td>Last day to add a course</td>
</tr>
<tr>
<td>September 28</td>
<td>Last day to drop a course/Last day to change course grading option/</td>
</tr>
<tr>
<td>October 2, 3, 4</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>October 12</td>
<td>Student Insurance Waiver deadline for Fall 2015</td>
</tr>
<tr>
<td>October 15</td>
<td>(if covered by another plan with equal coverage)</td>
</tr>
<tr>
<td>October 19</td>
<td>Open course planning begins for Spring 2016</td>
</tr>
<tr>
<td>November 2</td>
<td>Last day to withdraw from a course</td>
</tr>
<tr>
<td>November 9</td>
<td>Undergraduate priority registration begins for Spring 2016</td>
</tr>
<tr>
<td>November 25–29</td>
<td>No classes—Thanksgiving break</td>
</tr>
<tr>
<td>December 8</td>
<td>Makeup Day (available to faculty to schedule for a missed class—no regular classes held)</td>
</tr>
<tr>
<td>December 15</td>
<td>Finals begin</td>
</tr>
<tr>
<td>December 21</td>
<td>Finals end—Last day of classes—Fall 2015*</td>
</tr>
<tr>
<td>December 22</td>
<td>Residence halls closed at 5:00 p.m. **</td>
</tr>
<tr>
<td>December 22</td>
<td>Students move out unless emergency days are scheduled</td>
</tr>
<tr>
<td>December 22</td>
<td>Emergency Day (scheduled by registrar, if necessary)*</td>
</tr>
<tr>
<td>December 23</td>
<td>Emergency Day (scheduled by registrar, if necessary)*</td>
</tr>
</tbody>
</table>

#### SPRING 2016

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 4</td>
<td>Classes begin—Intersession 2016</td>
</tr>
<tr>
<td>January 18</td>
<td>No classes—Martin Luther King Jr. Day</td>
</tr>
<tr>
<td>January 22</td>
<td>International Student Orientation</td>
</tr>
<tr>
<td>January 25</td>
<td>Classes end—Intersession 2016</td>
</tr>
<tr>
<td>January 25</td>
<td>Move-In Day (resident students only)</td>
</tr>
<tr>
<td>January 26</td>
<td>Classes begin—Spring 2016</td>
</tr>
<tr>
<td>February 9</td>
<td>Last day to add a course</td>
</tr>
</tbody>
</table>
IMPORTANT DATES: 2015–2016 (CONTINUED)

February 23 ................................................................. Last day to drop a course
....................................................................................... Last day to change course grading option
....................................................................................... Last day to add an independent study/internship
March 7 ........................................................................ Open planning begins for Summer and Fall 2016
March 14–20 ................................................................. No classes—Spring break
March 15 ........................................................................ Student Insurance Waiver deadline for Spring 2016
....................................................................................... (if covered by another plan with equal coverage)
March 21 ........................................................................ Priority registration begins for Summer 2016
March 29 ........................................................................ Last day to withdraw from a course
March 30 ........................................................................ Graduate priority registration begins for Fall 2016
April 4 ........................................................................ Undergraduate priority registration begins for Fall 2016
April 12 ............................................................................ No classes—Research Day
May 11 ........................................................................... Makeup Day (available to faculty to schedule for a missed class)
....................................................................................... No regular classes held
May 12 ........................................................................... Makeup Day (available to faculty to schedule for a missed class)
....................................................................................... No regular classes held
May 13 ........................................................................... Emergency Day (scheduled by registrar, if necessary)
May 14 ........................................................................... Finals begin
May 20 ........................................................................... Finals end
....................................................................................... Last day of classes and term—Spring 2016
May 20 ........................................................................... Doctoral Hooding Ceremony
May 22 ........................................................................... Commencement*
May 22 ........................................................................... Residence halls close 5:00 p.m. for all students (including graduates)**

SUMMER 2016
Housing for Summer Session(s) — Special approval is required. Additional fee applies.
May 31 ................................................................. Classes begin—Summer I 2016
July 5 ................................................................. Last day of classes—Summer I 2016
July 11 ................................................................. Classes begin—Summer II 2016
August 14 ............................................................... Last day of classes—Summer II 2016

*Date subject to change
**Students who have a class or exam after closing of residence halls must request an extension.
MEET SOME OF YOUR STUDENT’S PEER LEADERS

32 Orientation Leaders (OLs)—July Freshman Orientation Sessions Only
9 Freshman Community Action Program (FCAP) Leaders (community service projects prior to fall classes)
15 Commuter Assistants (CAs)
37 Resident Assistants (RAs)
31 Peer Assistant Leaders (PALs)
20 Student Government Association (SGA) Senators
16 Class Officers
25 Peer Health Educators
50+ Tutors (Learning and Writing Centers)
70+ Bridges to Adelphi Program Mentors and Bridges to Adelphi Program Mentors (coaches and strategists)
20 International Orientation Leaders
5 International Mentors

SERVICES TO HELP WITH THE ACADEMIC TRANSITION

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

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

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

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

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

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

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

Many students will have classes in the newly renovated Gallagher Lab on the second floor of Swirbul. This lab may also be available during non-class time for study groups. After hours, our students have computer and
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’ve 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; and a student who is subject to dismissal may file an appeal with OASR.

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

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

Academic Probation—As demonstrated by the earned semester or cumulative GPA, academic probation is a result of a student not meeting specific standards or completing particular requirements. A student will be notified by a letter from the dean, specifying the criteria used to determine the probation. A contract is drawn between the student and 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.

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

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.

Good academic standing describes the minimum academic attainment:

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

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

Students who have declared a major must maintain the minimum GPA of that major to continue their affiliation with the major and to graduate with the chosen major. Note: Some majors require a GPA higher than 2.0. (See list below.)
GPA Requirements—Minimum Cumulative GPA:
- Good standing, all undergraduates: 2.0
- Undeclared students: 2.0
- Arts and sciences—all majors: 2.0
- Education—all majors: 2.75 Overall
  (3.0 in education courses)
- Business—all majors: 2.3
- Nursing and public health—all majors: 2.5
- Social work—all majors: 2.8

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

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

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

- Attendance—Only students who have been registered by the Office of the University Registrar may attend courses at the University. The attendance requirement for each course is included in the syllabus. Parents may not contact the school for an attendance record.
- Early Warning System—From the first day of classes through the ninth week of the semester, students who are not meeting academic expectations due to absences, poor performance or other reasons may receive an Early Warning. An email will be sent only to the Adelphi student’s Gmail account. Students are then encouraged to make positive changes in their academic habits early in the semester by meeting with an academic adviser, tutor or career or personal counselor.
- Final Exams—Time frame for finals is included on the course syllabus or via a class announcement. If a final exam is not required, appropriate course-related activity will be substituted at the scheduled time during finals week. For the Exam and Assignment Policy for Religious Observances, visit academics.adelphi.edu/policies/examassignment.php.

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

- Grade Reports—Reports are available as soon as they are submitted by the instructor. Talk with your son or daughter about grades as this information is guided by FERPA and not communicated by the University to a parent or guardian.
- Leave of Absence—Permission to be temporarily away from the University (generally to study at another institution in the U.S. 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 academic-services.adelphi.edu/medical-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 From the University—Student interruption in the course of study means a discontinuation in the 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 withdrawal. For additional requirements, visit academic-services.adelphi.edu/withdraw.

For a complete list of academic terms, visit academics.adelphi.edu/glossary. Additional information regarding Adelphi’s academic policies, procedures and general guidelines is available at 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, honors societies, civic engagement and service opportunities, diversity discussions and campus-wide social events. A cocurricular transcript of student involvement is available for future employers and graduate programs.

MyAULife is a centralized electronic hub for the more than 80 organizations, the programs and activities that are happening on campus and a source of news and events. Students are encouraged to stop by UC 110 to discover what the center has to offer and to log on to adelphi.collegiatelink.net to get involved at AU!
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:

- **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 plus cheerleading and dance teams. Adelphi is affiliated with the Eastern College Athletic Conference (ECAC) and is a member of the Northeast-10. 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. During the semester the facilities are available seven days a week with extended evening hours. For intersession and summer schedules, visit [recreation.adelphi.edu/facilities/hours](recreation.adelphi.edu/facilities/hours).

Our students have an opportunity to work out around their class schedule or 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 or learn a new sport.

**Parking Regulations**
Students need a parking decal to park a car at Adelphi University. They must bring the vehicle registration to the Office of Public Safety, Levermore Hall, Lower Level, Room 12, to get the car decal. Students can register up to two vehicles, but they must bring both registrations. The decal must be renewed at the beginning of each academic year or if the car is changed.

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

**Parking Restrictions for Resident Freshman and Sophomore Students**
During the construction period, resident freshmen and sophomores will be required to park their University-registered vehicles at the Garden City Pool parking lot (Field No. 9). Visit administration.adelphi.edu/publicsafety and open the text box for details.

**Panther Express Shuttle Service**
Adelphi’s Panther Express Shuttle Services 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.

**COMMERTER STUDENTS**
Commuters are a major and essential component of Adelphi’s student population, commuting to campus by car, rail, bus, carpool, 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 in 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**
Freshman students who are registered for the program will be assigned a commuter assistant (CA), an upper-class 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.
Residential Life

The Office of Residential Life and Housing creates an integrated academic and cocurricular educational environment for our residents by providing programs, services and facilities that contribute to the intellectual, social and cultural development of students. We house 1,300 students in seven residence halls. For a description of each residence hall, visit housing.adelphi.edu/halls.

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

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

How to Get Housing

For students who want to live in the residence halls, the student must complete the University Residence Hall Agreement (sent with the acceptance packet for new students). To read this agreement online, visit class.adelphi.edu/deposit/housing-agreement.php.

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

Note: International students can open this link for specific international payment instructions.
IMPORTANT HOUSING DATES 2015–2016

SUMMER 2015
May 1................................................................. Housing Agreement Priority Deadline (resident students)

FALL 2015
August 24–27....................................................... Freshman Community Action Program (FCAP)
                                                        (Community service program participants only)
August 27............................................................... International Student Orientation (contact RHD to advise arrival date)
August 29............................................................... New Student Move-In Day
                                                        10:00 a.m.–3:00 p.m.
August 31............................................................... Classes Begin
October 15........................................................... Student Health Insurance Waiver Deadline for
                                                        New Incoming Students for Fall 2015
December 21....................................................... Finals End—Last Day of Classes Fall 2015*
December 22........................................................ Residence Halls Closed 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 2016
Housing for Intersession—Special approval required; additional fee applies
January 4–25......................................................... Intersession 2016

SPRING 2016
January 22........................................................... International Student Orientation (contact RHD to advise arrival date)
January 25........................................................... Move-In Day (all students)
January 26........................................................... Classes Begin—Spring 2016
March 14–20........................................................... No Classes—Spring Break
March 15........................................................... Student Health Insurance Waiver Deadline for
                                                        New Incoming Students for Spring 2016
May 20............................................................... Finals End—Last Day of Classes Spring 2016
May 22............................................................... Commencement*
                                                        Residence Halls Close 5:00 p.m. ** (for all students, including graduates)

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

SUMMER 2016
Housing for Summer Session(s)—Special approval required; additional fee applies
May 31............................................................... Classes Begin—Summer I 2016
July 5............................................................... Last Day of Classes—Summer I 2016
July 11............................................................... Classes Begin—Summer II 2016
August 14........................................................... Last Day of Classes—Summer II 2016
Roommate Conflicts
Residents sometimes have conflicts with their roommates. We encourage our residents to speak openly with their roommates and understand that compromises are a part of any living situation. It is essential to be conscious of your roommate at all times and establish mutual respect and consideration. If problems do arise, roommates should first try to work it out between themselves. Residents may also contact their resident assistant and/or residence hall director for mediation and a resolution.

Resident Student Meal Plans
All resident students are required to purchase a meal plan. Freshman students can choose from Gold, Platinum or Premium meal plans. Sophomore, junior, and senior residents have the option of Silver, Gold, Platinum or Premium meal plans.

The all-you-care-to-eat meals should be used at Post Hall; however, meal equivalencies and Panther Dollars can be used at all retail venues throughout campus. For details about the plans, visit adelphi.edu/meals and click on Meal Plan. The Adelphi student ID card provides meal plan access in six 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 included in the room and board charge. Students must supply their own laundry detergent (high efficiency).

Residential Life Policies and Procedures
There are many policies for the entire campus community included in 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. To read the policies, visit students.adelphi.edu/handbooks.

Policies specific to the resident population are briefly outlined below:

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

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 Early Release Request from the Annual Housing Agreement Form and then follow appropriate procedures by checking out with a residential life staff member. (See the Room Refund Schedule, below.)

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

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

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

<table>
<thead>
<tr>
<th>Room Refund Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full withdrawal prior to first day of semester</td>
</tr>
<tr>
<td>Full withdrawal prior to end of first week</td>
</tr>
<tr>
<td>Full withdrawal prior to end of second week</td>
</tr>
<tr>
<td>Full withdrawal prior to end of third week</td>
</tr>
<tr>
<td>Full withdrawal prior to end of fourth week</td>
</tr>
<tr>
<td>Thereafter</td>
</tr>
</tbody>
</table>

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.
STUDENT SERVICES AND RESOURCES

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

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

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

On-campus employment opportunities are generally available in most University offices. Students should visit the Handshake link on the Career Development website for position postings. Visit career-center.adelphi.edu.

Dining Services are located in six 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.

Disability Support Services (DSS) assists students with disabilities. The office helps provide equal access to all aspects of University life, including accessible classrooms and residence halls. It is the student’s obligation to submit a petition to DSS. There is cost-free assistance to Adelphi students with learning, mobility, neurological, acoustical, visual and other documented disabilities. For services, visit dss.adelphi.edu.

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

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

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

All international and resident students are automatically enrolled and billed under the University’s student health insurance policy. If the student has private adequate coverage, a waiver may be completed at health.adelphi.edu/forms/insurance.

Information Technology (IT) is dedicated to providing Adelphi students with the technology resources to help them succeed.

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

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

The Interfaith Center is available to students. The Center has chaplains representing Catholic, Jewish, Muslim and Protestant faiths and oversees religious services in the Interfaith Chapel. For additional details, visit interfaith.adelphi.edu.
International education and study abroad offers opportunities for semester, January intersession and spring break study abroad options in a variety of locations around the world, and funding may be covered by the student’s financial aid. University graduates with an international experience and a command of a foreign language offer an added value to corporate employers and government agencies.

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

Multicultural Affairs is an area within the Center for Student Involvement that promotes an inclusive and socially just University environment. Through collaboration with various AU departments and students, the 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 the multicultural affairs programs.

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 to 4:30 on Fridays. Public safety officers patrol the campus on foot, vehicle or bike 24 hours a day, seven days a week, and the Public Safety Booth also operates 24/7.

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

For emergency notifications, Adelphi uses the University Mass Notification System to instantly broadcast urgent messages and deliver instructions to the campus community via phone, text and email. Students sign in via eCampus and can modify notification settings and preferred methods of contact. For emergency hotlines and local radio/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, underground parking access and entrance to the student’s residence hall.

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

UNIVERSITY POLICIES

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

Academic Honesty at Adelphi

Code of Conduct

Anti-Discrimination and Harrassment (including Sexual Misconduct) and Retaliation

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

Exam and Assignment Policy for Religious Observances

Fire Safety Policy

Hazing

Illicit Drugs and Alcohol

Nonsmoking

Protocol for Student Complaints Concerning the Actions of Members of Faculty

STUDENT FINANCIAL SERVICES

We understand that you, as parents and guardians, can play a vital role in supporting your son or daughter, including financially. Financing an education can be one of the biggest investments in one’s life. The Office of Student Financial Services can guide you and your student through the financial aid process; to assist in identifying scholarships, grants and loans; and to provide ongoing advice.
Adelphi maintains a site dedicated to assisting parents in navigating some financial aid requirements and understanding some of the process. For details, visit financial-aid.adelphi.edu/apply/parents.

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

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

- From their Gmail accounts, students can email financialservices@adelphi.edu, and an SFS counselor will get back to them promptly.

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

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

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

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

BILLING POLICIES

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

Tuition Refund Policy
Students may make a written request to withdraw from a course before the end of the semester and will receive credit...
FREQUENTLY ASKED QUESTIONS

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

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

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

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

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

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

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

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

Once assigned to live in a residence hall, is my son or daughter guaranteed housing for all four years?
A student following all deadlines and requirements can expect to receive housing for all four years.

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.

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:
Name of Student
Residence Hall
Building, Room No.
Adelphi University
P.O. Box 701
One South Avenue
Garden City, NY 11530-0701

How do packages delivered by Express Mail, UPS, Federal Express or other carriers get to students?
Large packages that will not fit in the student’s regular mailbox will be delivered Monday through Friday to the package room located in Earle Hall. Students will be notified by email when they receive a package and should bring their student ID card at pick up.

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 be on a meal plan.

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

Can students bring cars to campus?
All students are permitted to bring cars to campus. Parking is by permit only and vehicles are required to register annually.

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

For immediate communication with the Office of Public Safety and Transportation 24 hours a day, there are 39 blue-light exterior call boxes, including several solar-powered emergency call boxes, throughout the Garden City campus. In addition, there are 59 red interior telephones that require no dialing.

In addition to on-campus safety measures, the Public Safety Department 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 administration.adelphi.edu/publicsafety/safetytips/volunteer_students.php.

What is the proper procedure for notifying a student in case of a family emergency?
The first course of action is for you to contact your son or daughter by cell phone or text message. If the student is a resident, contact the Office of Residential Life and Housing at 516.877.3650. During class hours, a message will be left at the student’s next scheduled class. During nonclass hours, a message will be left in the student’s room or mailbox. During times when University offices are closed, call the Public Safety Booth at 516.877.3511.

If the student is a commuter, during office hours, 8:30 a.m.—4:30 p.m., contact the Public Safety Booth at 516.877.3511.

What if a student becomes ill while at the University?
Health services personnel are available 24 hours a day during the fall and spring semesters. If a student becomes ill, he or she may come to the Health Services Center, located in Waldo Hall. If the student is not able to come to the Health Services Center, the Office 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.

What is the proper procedure for obtaining information about the condition of an ill son or daughter at Adelphi?
Parents will be notified in case of illness of a student who is under 18 years of age. All students who become ill on campus are encouraged to keep their parents informed. A student over the age of 18 must give the Health Service Center personnel permission to speak with parents, except in serious or life-threatening emergencies.
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<thead>
<tr>
<th>Abbreviation</th>
<th>Description</th>
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<tbody>
<tr>
<td>AHE</td>
<td>Angello Alumni House</td>
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<td>ALH</td>
<td>Alumnae Hall</td>
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<td>BLH</td>
<td>Blodgett Hall</td>
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<td>CHH</td>
<td>Chapman Hall</td>
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<td>CRS</td>
<td>Center for Recreation and Sports</td>
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<td>EDH</td>
<td>Eddy Hall</td>
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<td>EHA</td>
<td>Earle Hall A</td>
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<td>EHB</td>
<td>Earle Hall B</td>
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<tr>
<td>ELC</td>
<td>Alice Brown Early Learning Center</td>
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<td>GMB</td>
<td>Grounds Maintenance Building</td>
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<td>HHE</td>
<td>Hagedorn Hall of Enterprise</td>
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<td>HRH</td>
<td>Harvey Hall</td>
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<td>HWC</td>
<td>Hy Weinberg Center</td>
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<td>KFA</td>
<td>Adele and Herbert J. Klapper Center for Fine Arts</td>
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<td>LNH</td>
<td>Linen Hall</td>
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<td>LVH</td>
<td>Levermore Hall</td>
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<td>PAC</td>
<td>Performing Arts Center</td>
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<td>PSB</td>
<td>Public Safety Booth</td>
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<td>PSH</td>
<td>Post Hall</td>
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<td>RHA</td>
<td>Residence Hall A (New Hall)</td>
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<td>RHB</td>
<td>Residence Hall B</td>
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<td>SCB</td>
<td>Science Building</td>
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<td>SWB</td>
<td>Social Work Building</td>
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<td>SWL</td>
<td>Swirbul Library</td>
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<td>UNC</td>
<td>Ruth S. Harley University Center</td>
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<td>WDH</td>
<td>Woodruff Hall</td>
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<td>WLH</td>
<td>Waldo Hall</td>
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<td>PG</td>
<td>Parking Garage</td>
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<td>ALX I</td>
<td>Alumnae Hall Annex I</td>
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<td>ALX II</td>
<td>Alumnae Hall Annex II</td>
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<tr>
<td>PSX</td>
<td>Post Hall Annex</td>
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SAFETY FIRST

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

Adelphi University’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Adelphi University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, emergency response plan, timely warnings, fire statistics, missing students and other matters. The advisory committee on campus safety will provide upon request all campus crime statistics as reported to the United States Department of Education. You may obtain a copy of this report by contacting the Office of Public Safety and Transportation, Levermore Hall, lower level, 516.877.3500, or by accessing administration.adelphi.edu/publicsafety.

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

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

ACCREDITATION

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

EQUAL OPPORTUNITY AND NOTICE OF NONDISCRIMINATION

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