

## **Documents Required for Veterans' Educational Benefits**

1. WCSU Veteran's Registration Form;
2. Criteria depends on the benefit for which you're applying:
  - a. Montgomery G.I. Bill (Chapter 30) candidates: Form DD-214.
  - b. Montgomery G.I. Bill (Chapter 106) candidates: Form DD-22384.
  - c. Post 9/11 (Chapter 33) candidates: Form DD-214.

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## **Student Services**

### **Division of Student Affairs**

The Division of Student Affairs is responsible for offering a variety of programs and services to meet student needs including: career development, student employment, mental health services, international student assistance, health services, student life, student center operations, campus ministry, housing and residence life, athletics, recreation, drug/alcohol prevention programs, pre-collegiate access programs, access-ability services, and police and university judicial affairs. Through its various offices, the division assists students by making them aware of co-curricular opportunities, helping them to optimize performance behaviorally and academically, enriching their college experience in a variety of areas, and ensuring the protection of student rights and responsibilities. It is the goal of the division to create and support an environment that fosters the intellectual, social and emotional growth of the student body. All members of the division have a professional commitment to help make WestConn a positive and personal experience for all students.

### **Academic Testing Center**

The Academic Testing Center administers the College Level Examination (CLEP) for students wishing to earn credit by examination, and the Miller Analogies Test (MAT), an entrance exam for many graduate programs. Visit [wcsu.edu/academictesting](http://wcsu.edu/academictesting) or call (203) 837-8877 for more information on CLEP or MAT.

Distance Learning examinations are administered at the Westside Campus Center Suite 300. Contact Oni Figueroa at (203) 837-8415 for more information.

### **AccessAbility Services**

The mission of the Office of AccessAbility Services is to facilitate and advocate the best university environment for students with disabilities. The AccessAbility Services staff works collaboratively with the university community to accomplish this mission. Students with documented disabilities who are in need of disability services or accommodations are encouraged to contact AccessAbility Services. The university respects students' rights to disclose or not to disclose a disability; however, the university is not responsible for providing services or accommodations for students who do not disclose a disability to AccessAbility Services. To receive services or accommodations, students must provide appropriate documentation. Communication of a disability to other sources does not serve as a substitute for official notification to AccessAbility Services. Please contact Coordinator Deborah Cohen at (203) 837-8946 in AccessAbility Services when requesting accommodations.

To discuss a disability concern or to request an accommodation, contact the coordinator of AccessAbility Services in the Student Center, Room 207, or call (203) 837-8225 or (203) 837-8946, or voice, (203) 837-8284 TTY.

Discrimination in programs and services due to a disability is prohibited at Western Connecticut State University and is a violation of state and federal law. To file a complaint of discrimination because of a disability, contact Carolyn Lanier, executive assistant to the president/chief diversity officer, Old Main 101, at (203) 837-8277 or (203) 837-8284 TTY. Please note that the discrimination complaint procedure does not replace and is not a substitute for other established university procedures such as judicial, grade appeal, housing, public safety, or other such policies and procedures. Students with disabilities are held to the same standards and must follow established policies and procedures as other students at Western Connecticut State University.

### *Protection from Adverse Actions*

All individuals shall be free from all restraint, interference, coercion, or reprisal on the part of their associates, supervisors, and all others in making any complaint or appeal, in serving as a representative for a complaint, in appearing as a witness, or in seeking information. The above principles apply with equal force after a complaint has been resolved. Should these principles be violated, the facts shall be brought to the attention of Carolyn Lanier, executive assistant to the president/chief diversity officer, in Old Main 101, by the aggrieved party, his/her representative, or any person affected. Lanier shall bring all such situations to the attention of the president for confidential discussion, review, and potential for early proactive intervention and appropriate action.

Individuals are advised of their legal options to file complaints with the Connecticut Commission on Human Rights and Opportunities, United States Equal Employment Opportunity Commission, United States Department of Labor, Wage and Hour Division and any other agencies, state, federal or local that enforce laws concerning discrimination.

Students are encouraged to contact the Office of AccessAbility Services with questions or concerns. Western Connecticut State University is an equal opportunity educator and employer.

### **Campus Ministry**

The spiritual needs of our students are served by a staff of three ministers from the Roman Catholic, Protestant, and Jewish communities. They offer students opportunity for worship celebrations, service projects, pastoral counseling, community outreach, and various programs of a religious, ethical and philosophical nature. Available to the students are places for study, reflection, friendship and relaxation at the Student Center and the Newman Center (across the street from Newbury Hall). Campus ministers can be reached at (203) 744-5846 (Catholic), (203) 837-8328 (Protestant) and (203) 438-8330 (Jewish).

### **Career Development Center**

The Career Development Center (CDC) provides a wide range of services to graduate students, undergraduates and alumni. Students may seek assistance with job searches and utilize our on-line system to post resumes and/or review job opportunities. They may also participate in our annual Career Fair held in the spring. Graduate students can attend regularly scheduled workshops on resumé writing, interviewing and job search strategies. They can utilize the CDC's career library, which offers a wide range of literature on career fields, job search, company profiles, and graduate and professional school information. For more information on career-related services, contact the CDC, located in the Student Center, Rm. 227, or call (203) 837-8263.

### **Counseling Center**

The goal of the Counseling Center is to provide students with a safe, confidential and supportive environment to discuss life concerns, challenges and opportunities. In the Counseling Center, we offer help in handling the difficulties and anxieties associated with everyday campus life as well as those that arise out of extraordinary circumstances.

Therapy is provided to help students address personal, interpersonal and academic concerns. The therapy process is about problem solving, expansion of awareness, coping skills and personal growth. Students seek help for a variety of reasons including, but not limited to: adjustment to college life; relationships with family or friends; stress and time management; depression and suicidal thoughts; anxiety; grief and loss; alcohol and substance use; anger management and irritability; acquaintance rape; loneliness and isolation; weight or body image concerns; identity issues; and sleep disturbance.

The Counseling Center also provides outreach, educational workshops and training. Outreach includes providing consultation services to administration, faculty, staff and parents. The Counseling Center serves as a training site for master's and doctoral level graduate students in counseling and psychology programs.

Our services are free and available to all undergraduate and graduate students who are matriculated at Western Connecticut State University. Students can call the Counseling Center at (203) 837-8690 or stop by the

Midtown Student Center, Room 222, to make an appointment. Appointments are available Monday through Friday between 8:30 a.m. and 4:30 p.m. Cancellations are required 24 hours in advance.

The initial appointment with the intake therapist will assess concerns a student may have and what services may be needed. During this appointment, available therapy options will be discussed and decided upon between the student and the intake therapist. If it is determined that therapy needs require resources beyond what the center can provide, we will assist a student with a referral to an appropriate mental health provider, program or agency. We will also offer referrals to any on-campus resources that can provide additional help.

## **Health Service**

The Health Service Office, located in Litchfield Hall, provides full-time students with primary care and health education. It is staffed by a doctor, a nurse practitioner and nurses. Office hours are 8 a.m. to 4 p.m., Monday through Friday. Changes in hours are reported to the Office of the Dean of Student Affairs, Campus Police, and Housing Office, and are available on a message when you call the Health Services Office at (203) 837-8594.

All entering full-time students are required to present evidence of a recent physical examination and a tuberculin assessment form. These examinations are the responsibility of the student. All students — full and part time — must show proof of one rubella and two measles immunizations prior to registration. In addition, beginning August 1, 2010, all first-time entering students will have to comply with the State of Connecticut General Statutes Section 10a-155. The following criteria applies to the new state statutes: proof of two measles vaccinations, one rubella vaccination, two mumps vaccinations and two varicella (chicken pox) vaccinations. In place of a vaccination a positive laboratory serology to any of these diseases is acceptable proof. The actual laboratory report is required. Since 2002, residence hall students are required by Connecticut State law to be vaccinated with meningococcal vaccine before arriving on campus. Failure to comply with these state-mandated immunization laws will block registration for the following semester.

The Hepatitis B vaccine, though not required, is strongly recommended for students. Hepatitis B is a serious viral infection which can be prevented through the vaccine. This preventative vaccine is recommended by a number of health associations, including the Center for Disease Control, the National Collegiate Athletic Association and the American College Health Association. For vaccine availability, please contact your health care provider or local health department.

Some academic programs may require additional immunizations or examinations prior to the student's participation in an internship or other assignment.

Health Service provides ambulatory care for full-time students. Referrals can be made for specialized health care. Costs of laboratory tests, prescription medicines, and any additional medical services are the student's responsibility. Seriously ill students or emergency cases are referred to nearby Danbury Hospital for evaluation, treatment, and/or hospitalization, if necessary. Parents or guardians will be contacted to arrange transportation if a minor becomes incapacitated by illness.

## **Housing/Office of Residence Life**

### *On-Campus Housing*

When graduate students are accepted to the university, they receive a letter from the Division of Graduate Studies detailing payment information and housing application deadlines, if requested. Generally, we will house any full-time graduate student who is matriculated and pays a housing deposit by April 1. Most graduate students prefer to live at the Westside campus in the apartment buildings. We will permit graduate students to live at Midtown if they wish and if space permits. Only students, not spouses or children, will be housed. Married couples must both be full-time students in order to live on campus.

### *Off-Campus Housing*

Due to demand for on-campus housing, it is possible that a student applying late may not be accommodated in university facilities. Efforts will be made to accommodate those wishing to live on-campus as space

becomes available. For students who are willing to live off-campus, the Housing Office provides a listing service of off-campus facilities via their Web site ([www.wcsu.edu/housing](http://www.wcsu.edu/housing)). It is recommended that a student also use local newspapers in the search for off-campus housing.

## **Insurance Requirements**

**Accident Insurance:** As part of the student fee, all full-time students are covered under an accident insurance plan, 24-hours a day, on and off campus, from August 1 to July 31, or until full-time enrollment is terminated.

Benefits under the accident plan are paid on an excess basis. This means no expense is covered if it would be covered by another health care plan in the absence of this insurance. This insurance supplements, but does not replace, other health care coverage.

**Sickness Insurance:** Connecticut State University requires that all full-time students carry sickness insurance to cover medical care not provided by the University Health Service. The university is able to offer its students comprehensive health care coverage at a very affordable cost. Coverage under this plan includes both inpatient and outpatient services for medical, surgical and mental health needs.

All full-time students will be automatically enrolled in and billed for this sickness insurance plan unless they submit a waiver indicating alternative coverage. In reviewing present insurance coverage and deciding whether or not to carry this student insurance, please remember that many sickness insurance plans (e.g., local HMOs or PPOs) provide appropriate or effective coverage which may, however, be based at considerable distances from the campus. This has in the past caused problems in providing medical services for students at the university. In addition, many insurance plans may have age limits for dependents. Students with known health problems are advised to consider enrolling in this insurance in addition to their family coverage, especially if the latter does not cover 100 percent of medical expenses. All parents must inform students which outpatient laboratory, x-ray, emergency room or hospital they must use, if necessary, in order to have costs paid by their HMO Plan. Students are required to notify Health Service of their insurance coverage and whether or not the plan includes prescription coverage.

Part-time students are eligible to enroll in the University Accident and Sickness Policy. Coverage is identical to that for full-time students, but pre-existing conditions are excluded. Part-time students should direct inquiries about this coverage to Aetna Student Health @ [www.aetnastudenthealth.com](http://www.aetnastudenthealth.com). Although more expensive than the full-time student's policy, it provides excellent benefits for many medical, surgical or mental health problems. A brochure is available from the Cashier's Office, 1st floor, Old Main.

## **International Student Services**

International applications are accepted from students who wish to pursue full-time graduate study at WCSU. Unfortunately, the university is prohibited by law from considering non-immigrant students who wish to study part-time.

Students applying for graduate application are required to indicate their ability to finance their education. WCSU is unable to offer financial assistance to any student who does not hold United States citizenship. Applicants must demonstrate language ability and economic support in order to be considered for application. If a request for application is approved, appropriate academic transcripts must be sent to the university as soon as possible. In addition, the applicant is required to provide an official evaluation of his/her high school diploma and/or college level courses that has been conducted by an international educational service that is approved by WCSU. A high school diploma or its equivalent may be a document to document evaluation. College and university courses must be evaluated on a course-by-course basis.

The university accepts a score of 77 or higher on the Melab and 6 or higher on the IELTS (Band). Applicants must earn a 79 (internet-based exam), 213 (computer-based exam), 550 (paper-based exam) score or higher on the Test of English as a Foreign Language (TOEFL). International students residing outside the U.S. should contact the Office of University Admissions at (203) 837-9000 for graduate admission information.

All new students planning to enter the university in the fall semester must submit all application materials before March 1. Students desiring to enroll in the spring semester must submit all completed materials before Oct. 1. Students already studying in the United States should submit admission materials as outlined in the admissions procedure.

For more information about post admissions international student advisement, call the International Services Coordinator Missy Gluckmann at (203) 837-3270 or skype at missyg77. You may also e-mail her at [gluckmannm@wcsu.edu](mailto:gluckmannm@wcsu.edu).

### **Substance Abuse Prevention Program (CHOICES)**

The Substance Abuse Prevention Program at WCSU is called CHOICES (Cultivating Healthy Opportunities in College Environments). We believe that all students want to succeed both academically and fulfill their potential during their college years. When substance abuse gets in the way, it can seriously derail those dreams. The goal of the office is to provide confidential counseling for substance abuse, resources, information and services that help students make informed and responsible decisions about the use of alcohol and/or drugs; to collaborate with student organizations, faculty and staff in planning exciting, alternative activities that promote healthy lifestyle choices; and to work with students in creating positive changes on campus and reduce underage and binge drinking.

The CHOICES Office provides: accurate, current information on alcohol and other drugs; conducts individual screenings and assessments for students on a voluntary or referral basis; refers students to counseling and support services on and off campus; provide support for any student concerned about someone else's use/abuse by advising ways they can make a difference; plans educational workshops and presentations for residence halls, clubs, Greek Life and athletic teams; and runs support groups for students who are trying to make positive changes in their lives.

All services are confidential. We encourage all students to participate in our programs, activities, the Alcohol Task Force and Choices Peer Educators Program. For more information, please call (203) 837-8899 or stop by Litchfield Hall, Room 101, Monday through Friday 9 a.m. through 5 p.m. The Web site is [www.wcsu.edu/CHOICES](http://www.wcsu.edu/CHOICES).

### **WESTCONNect Cards (Student IDs)**

Every student must obtain a WESTCONNect card (Student ID) to use university facilities and attend university events. The WESTCONNect card allows a student to gain access to the 24-hour computer labs, check books out of the library and use the Colonial Shuttle bus service. Additionally, students may deposit money (CONNect Cash) in a debit account for use at campus food service locations, the campus bookstores and residence hall laundry rooms. To learn more about the CONNect Cash program, visit the department Web site ([www.wcsu.edu/westconnect](http://www.wcsu.edu/westconnect)) or call (203) 837-9311.

Information regarding these features is available from the WESTCONNect Card Office, located on the lower level of the Old Main building. To obtain a WESTCONNect card the student should bring to the WESTCONNect card Office both a valid driver's license or other form of photo identification and a course schedule that verifies registration for the current semester. Business hours are 8 a.m. - 4 p.m., Monday through Friday. The office offers extended hours for the first two weeks of the fall and spring semesters. Please check the Web site ([www.wcsu.edu/westconnect](http://www.wcsu.edu/westconnect)) for detailed information on extended hours before the start of semester.

The WESTCONNect card should be retained as long the student is enrolled. There is no charge for the original card. Nor is there a charge for a replacement if your card no longer works due to normal wear and tear. However, there is a \$15 fee to replace all cards that have been damaged or vandalized, lost or stolen.

Those who have legally changed their name may obtain a free updated WESTCONNect Card after the name change has been entered by the Registrar's Office (students) or Human Resources Office (faculty/staff). In the event of a role change (e.g. student to faculty), an updated WESTCONNect Card will also be provided free of charge. For more information on WESTCONNect services, please call (203) 837-9311.

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# Student Life

## Campus Programs and Events

The university sponsors a full schedule of concerts, lectures, plays, exhibitions, and athletic competitions, open to students without a charge or for a minimum fee. Graduate students are urged to take advantage of the cultural and recreational resources of the campus.

## Clubs and Associations

The Student Activities Office assists with the administration of all student clubs, organizations and activities. The office helps students to connect and get involved with organizations of their choice.

A complete listing of clubs, organizations and campus associations can be found in the Student Handbook and on the web@clubs.wcsu.edu. If you would like to start a club or organization, or get more information about an existing one, please call the Student Activities Office at (203) 837-8214.

## Graduate Student Honorary Organizations

### *Phi Delta Kappa*

Phi Delta Kappa is a national professional educational fraternity devoted to public education. Although it is not an honorary fraternity in the traditional sense, it is an honor to belong to it. Members of the Western Connecticut State University chapter consist of faculty, superintendents, principals, administrators and outstanding teachers.

Membership is by invitation only. A graduate student must have a minimum of 21 graduate credits and a 3.17 cumulative grade point average in order to qualify for admission. Graduate faculty are asked to recommend worthy students each spring. A graduate student who seeks such an invitation should contact the chair of the education and educational psychology department, (203) 837-8574.

### *Pi Lambda Theta Pi*

Lambda Theta is a national honor and professional association in education. A candidate for membership in the Beta Omega Chapter at Western Connecticut State University should evidence superior scholastic achievement (at least a 3.5 cumulative grade point average, upon completing a minimum of nine [9] semester hours) and also exhibit promise of leadership in education or in related fields. Membership is by invitation only. A graduate student who wants such an invitation should contact the chair of the education and educational psychology department, (203) 837-8510.

### *The Delta Gamma Gertrude Braun Recruitment Grant*

The Iota Chapter of Alpha Kappa State (Connecticut) of the Delta Kappa Gamma Society International, an honorary society for women educators, periodically awards a Recruitment Grant to a matriculated graduate student certified as a teacher and enrolled in a program directly related to education. The candidate must reside or be employed in one of the area towns: Bethel, Brookfield, Danbury, New Fairfield, New Milford, Newtown, Redding and Ridgefield. Application forms and guidelines are available in the Office of Graduate Studies. The final date for returning the forms is March 15. The minimum amount of the Grant is three hundred dollars.

## Recreation, Intramurals and Club Sports

All students are encouraged to engage in one of the many recreation and intramural activities taking place on campus. These programs are offered through the recreation department, which is a division of Student Affairs. Students also may participate in any one of the club sports programs at the university. Current active club sports include ice hockey, dance team, cheerleading and men's and women's rugby.

## Governance

Each year the graduate program coordinators are asked to nominate two graduate students to the Graduate Council, a standing committee of the University Senate, advisory to the faculty and administration. Interested students should contact their coordinator or call the Division of Graduate Studies at (203) 837-8244.

All full-time students of the university are members of the Student Government Association. The Association's governing body is the student senate, with members chosen by university-wide election. The student senate prepares a budget to allocate student activity funds to campus organizations. The Program Activities Council and the Student Center Board are responsible for sponsoring student activities throughout the year and for recommending improvements in the student center building. These organizations give students the opportunity to develop leadership and organizational skills.

### **Student Code of Conduct and Statement of Judicial Procedures**

This Student Code of Conduct and Statement of Judicial Procedures is intended to present a clear statement of student rights and responsibilities and to set forth the judicial procedures established by the Connecticut State University System to protect those rights and address the abdication of those responsibilities. The code describes the types of acts that are not acceptable in an academic community, as well as the general processes by which the commission of those acts will be addressed.

Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all university regulations governing student conduct and responsibilities. Students do not relinquish their rights or shed their responsibilities as citizens by becoming members of the Connecticut State University community.

#### *Preamble*

Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. In line with this purpose, the university has the duty to protect the freedoms of inquiry and expression and furthermore has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

The Connecticut State University System has certain self-defined institutional values. Principal among these values is respect for the dignity, rights, and individuality of each member of the university community. The opportunity to live, study, and work in an institution which values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education at this university.

All members of the university community must at all times govern their social and academic interactions with tolerance and mutual respect so that the men and women who pass through the university's doors are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the university's commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on the university campus. Acts of intolerance, of hatred or violence based on race, religion, sexual orientation, disability, gender, age, or ethnic background are antithetical to the university's fundamental principles and values. It is the university's responsibility to secure the students' right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of the CSU System. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

The complete "Student Code of Conduct and Statement of Judicial Procedures" can be found in the Student Handbook 2007-08, which is available through the Office of Student Affairs in Old Main 306.