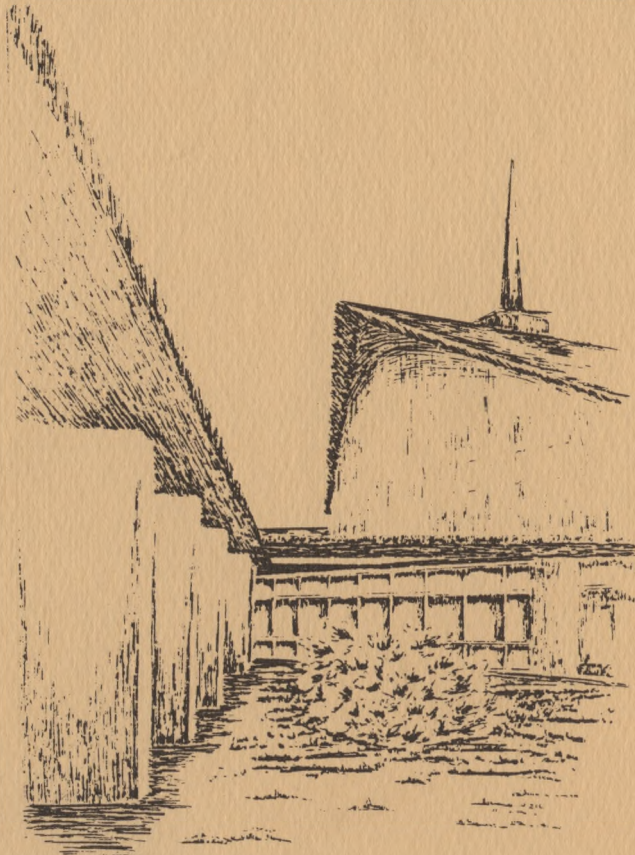


1978 STUDENT HANDBOOK



**SACRED
HEART
UNIVERSITY**



President's Message

January 1978

An Open Letter to the Student Body:

I would like to begin this semester by welcoming you--new and returning students--to Sacred Heart University.

This year of celebrating our fifteenth anniversary of founding is an especially appropriate time to reaffirm our continued growth by the expansion of our campus. Through the continued generosity of the Catholic Diocese of Greater Bridgeport, we acquired the building adjacent to our campus which the Diocese previously utilized as a Christian Formation Center. The building now serves the university as a Campus Center. Because of this additional space, many office locations have changed and all of us have had to re-orient ourselves to the new locations.

This handbook will hopefully help you in this re-orientation process. This publication is provided, in addition to the academic catalogue, to serve as a guide to the university--its services, policies, activities, and personnel.

May we join together as an academic community in this new year, expanding our awareness and growing through shared experiences. Have a good semester!

Sincerely,

Thomas Patrick Melady
President

Dr. Thomas Patrick Melady, Sacred Heart University's third president, is a political scientist, professor and internationally recognized expert on African affairs and developing nations. He has served as United States ambassador to Burundi and Uganda and as senior advisor to the United States delegation at the United Nations.

Dr. Melady has been on the faculties of Fordham and St. John's Universities. At Seton Hall University, he was Professor and Chairman, Department of Asian Studies and Non-Western Civilization. While at Duquesne University, he founded the Institute of African Affairs. Before being named President of Sacred Heart University, he was Executive Vice President of St. Joseph's College, Philadelphia.

The author of ten books on international matters, Dr. Melady has served as consultant to government, business and industry, non-profit organizations and churches.

ADMINISTRATIVE OFFICES--DAY DIVISION: 8:30am-4:30pm*

(*note: Evening Students must call these offices during the day to obtain information or arrange for an evening appointment)

Academic Vice-President and Dean

Location..... Main Building, North-First Floor
Personnel..... Dr. Charles Ford, Academic Vice-President and Dean
Mr. John Quinn, Assistant to the Vice-President
Ms. Mary Evanish, Administrative Assistant
Ms. Pat Zelle, Secretary

Activities

Location..... Campus Center, First Floor
Personnel..... Ms. Dorothy Anger, Coordinator of Activities
Ms. Gail Heid, Secretary

Admissions

Location..... Campus Center, Ground Floor
Personnel..... Ms. Sharon Browne, Acting Director of Admissions
Ms. Rose Napoli, Secretary
Ms. Rosemary Allsop, Secretary

Alumni and Special Events

Location..... Campus Center, Ground Floor
Personnel..... Ms. Anita Vigeant, Director of Alumni Relations and Special Events

Assistant to the President and Director of Public Affairs

Location..... Administration Building, First Floor
Personnel..... Mr. Bill Kennedy, Assistant to the President and Director of Public Affairs
Ms. Chris Paternoster, Secretary for Annual Giving

Athletics

Location..... Main Building, South-First Floor
Personnel..... Mr. Don Feeley, Director of Athletics
Mr. Pete Diorio, Assistant Director of Athletics

Business

Location..... Administration Building, First Floor
Personnel..... Mr. John Huck, Business Manager and Comptroller
Mr. Frank Hutvagner, Chief Accountant
Mr. Bill Heil, Accountant
Ms. Jewell Nefores, Secretary
Ms. Marylou Edwards, Cashier
Ms. Mary Decker, Student Accounts
Ms. Jay Guastella, Student Accounts
Ms. Jane May, Student Accounts
Ms. Toni Michaud, Payroll
Ms. Marge Corarito, Accounts Payable

Career Development and Cooperative Education

Location..... Campus Center, Second Floor
Personnel..... Mr. Tom Calabrese, Director of Career Development and Cooperative Education
Ms. Pat Rudd, Secretary

Counseling Center

Location..... Campus Center, Second Floor
Personnel..... Mr. Wilson Luna, Counselor
Ms. Carol Griffiths, Secretary

Vice-President and Dean of Students

Location..... Campus Center, First Floor
Personnel..... Dean John Croffy, Vice-President and Dean of Students
Ms. Marion Cahill, Administrative Assistant

Health

Location..... Main Building, South-First Floor
Personnel..... Ms. Kay Hughes, RN
Office Hours..... 9:00am-3:00pm

Maintenance

Location..... Main Building, South-First Floor
Personnel..... Mr. Tony Centopanti, Superintendent of Buildings and Grounds

Personnel and Purchasing

Location..... Administration Building, First Floor
Personnel..... Ms. Sofi Kapadia, Director of Personnel and Purchasing
Ms. Mary Kressu, Secretary

President

Location..... Administration Building, First Floor
Personnel..... Dr. Thomas Melady, President of Sacred Heart University
Ms. Janet Mastrone, Secretary

Public Information

Location..... Campus Center, Ground Floor
Personnel..... Ms. Stephanie Federici, Director of Public Information
Ms. Julie Dziuba, News Assistant

Registrar and Associate Dean of Academics

Location..... Main Building, North-First Floor
Personnel..... Mr. Doug Bohn, Associate Academic Dean and Registrar
Ms. Maura Schwartz, Associate Registrar
Ms. Frances Smartusz, Secretary
Ms. Mary Balla, Secretary

ADMINISTRATIVE OFFICES--DAY & EVENING DIVISION

Campus Ministry

Office Hours.....9:00am-4:30pm, 6:00pm-9:00pm, Monday-Thursday
9:00am-4:30pm, Friday
Location.....Main Building, North-First Floor
Personnel.....Fr. Paul Merry and Sr. Patsy Diegnan, Co-Chaplains

Continuing Education

Office Hours.....8:30am-10:00pm, Monday-Thursday
8:30am-4:30pm, Friday
Location.....Main Building, North-First Floor
Personnel.....Ms. Phyllis Berns, Director of Continuing Education
Mr. Ed Donato, Assistant Director of Continuing Education
Ms. June Hausrath, Secretary
Ms. Catherine Pinto, Secretary

Continuing Education Services

Office Hours.....12:00am-7:30pm, Monday-Friday
Location.....Main Building, Main Corridor (South end)
Personnel.....Ms. Kathy Strite, Coordinator of Continuing Education Services

Financial Aid

Office Hours.....8:30am-4:30pm, Tuesday, Thursday, Friday
8:30am-7:00pm, Monday, Wednesday
Location.....Campus Center, Second Floor
Personnel.....Mr. Al Clinkscapes, Director of Financial Aid
Ms. Muriel Menhart, Financial Aid Comptroller
Ms. Helen McMahan, Secretary

Security

Office Hours.....8:30am-10:00pm, Monday-Thursday
8:30am-4:30pm, Friday...in addition,
Security Guards are available 24 hours/day, 7 days/week
Location.....Main Building, North-First Floor
Personnel.....Mr. Carmen Tragianese, Captain of Security
Mr. Bob Chittem, Lieutenant of Security
Ms. Effie Osterberg, Switchboard Operator

CAMPUS BUILDINGS

Library

Hours.....regular: Monday-Thursday, 8:30am-10:30pm
Friday, 8:30am-5:00pm
Saturday, 9:00am-5:00pm
Sunday, 12:00am-10:30pm
holiday & summer: reference posted announcements
Location.....corner of Park Avenue and Jefferson Avenue
Personnel.....Ms. Dorothy Siegfried, Assistant Librarian and Acting Director
Mr. Roch-Josef DiLisio, Assistant Librarian
Information.....resources: 100,000 volumes; 1,000 periodical titles (non-circulating);
assorted newspapers; 1,500 records, slide sets, tapes, and film-
strips; microfilm and microfilm readers; books and media materials
for childhood and young adult education (in the Instructional Materials
Center)
facilities: seminar rooms (upper and main level); lecture hall (lower
level); smoking lounges (upper and lower level); typing cubicles and
typewriters (upper and lower level); restrooms (each level, west
passageway); public telephones (lower level lobby); xerox machines
(lower level, 2 machines, 5¢ per copy); and vending machines (lower
level)
book circulation: cards are issued to all full and part-time day and
evening students and are available at the main desk; books are
loaned for an entire semester unless after 2 weeks a request is re-
ceived for a book, in which case the book must be returned; fines
are 10¢ per day; borrowers are responsible for damaged or lost books
assistance: the main desk provides assistance to anyone encountering
difficulty locating materials or information; a library guide is pub-
lished and available to anyone requesting one from the main desk

Campus Center

Hours.....8:30am-11:00pm
Location.....behind the South wing of the Main Building, on the hill
Personnel.....Ms. Dorothy Anger, Coordinator of Activities
Ms. Gail Heid, Secretary
Information.....facilities include: 2 student lounges (one with TV); game rooms
(card tables and equipment); community meeting room; administrative
offices; student organization offices; vending machines

Administration Building

Hours.....8:30am-4:30pm
Location.....next to the Library, on Jefferson Avenue
Information.....facilities include: administrative offices; faculty offices; media
studies studio

Main Building

Hours.....7:30am-10:30pm, although always accessible through security guards
Location.....facing Park Avenue
Information.....facilities include: classrooms; faculty offices; administrative offices;
science laboratories; art studios; auditorium; gymnasium; bookstore;
language laboratories; chapel; student lounge; cafeteria; draught
board; child care center; study skills center

FACULTY MEMBERS

FULL-TIME FACULTY

BIOLOGY

DENYES, Dr. H. Arliss (Chairperson)
GNEWUCH, Dr. William T.
GREEN, Dr. Rosemary
VERSES, Dr. Christ J.

BUSINESS ADMINISTRATION

HARPER, Mr. Charles W. (Chairperson)
BRISSETTE, Mr. Arthur J.
CABLE, Mrs. Roberta
CAUVIN, Dr. Henri
EVANS, Mr. John T.
FRANGUL, Dr. Ramzi (LOA)
FRYDMAN, Mrs. Nancy (Sec.Sci.)
GALLAGHER, Ms. MaryBeth (Sec.Sci.)
KELLY, Mr. Robert M.
MILLER, Mr. George F.R.
PERSSON, Dr. Leonard N. (Dir.MBA)
PLOTNICK, Mr. Robert N. (Dir. LAP)
PORTNOY, Mr. Murray
REALE, Mrs. Camille P. (Dir. Sec.Sci.)
WATERBURY, Mr. Lawrence N. (LOA)
WEINSTEIN, Mr. Laurence M.
WILLSEY, Mrs. Frances A. (Sec.Sci.)
ZUFFA, Mrs. Barbara S. (Sec.Sci.)

CHEMISTRY/PHYSICS

PINCIARO, Dr. Anthony V. (Chairperson)
CHRISS, Dr. Ronald J.
SNYDER, Dr. Robert J.

EDUCATION

GOSEN, Sr. (Dr.) Loretta (Chairperson)
FREEMAN, Dr. Joseph F.

ENGLISH/MEDIA STUDIES

FARRELL LEE, Dr. Grace (Chairperson)
CALABRESE, Mrs. Marian
COONLEY, Dr. Donald E. (Dir. M.S.)
CORRIGAN, Dr. Ralph L.
GOTTLIEB, Dr. Sidney P.
McNEAL, Mr. Claude L.
ROSS, Mr. Steven J.
RUSSELL, Dr. Mariann
STAPLES, Ms. Roberta L. (LOA)

FINE ARTS

ZIC, Ms. Virginia (Chairperson)
McCARTHY, Mr. William E.
ROBERTS, Mr. Leland R. (Dir. Mu.)

HISTORY/POLITICAL SCIENCE

MAHAR, Dr. John L. (Chairperson)
MIKOLIC, Dr. Stanislav-Adolf
SHAPIRO, Ms. Judith
SIFF, Dr. Paul
VERGOTTI, Dr. Jacques

MODERN LANGUAGES

TORREIRA, Mrs. Maria-Teresa (Chairperson)
PRULLETTI, Mr. Robert

LIBRARY

diLISIO, Mr. Roch-Josef (Tech. Services)
SIEGFRIED, Ms. Dorothy E. (Readers' Services)

MATHEMATICS/OPERATIONS RESEARCH

DeVILLIERS, Dr. Raoul A. (Chairperson)
BROOKES, Dr. John W.
CHRISTENSEN, Dr. Eric N.
NANNINI, Dr. Amos
SELLS, Dr. Jean T.
CRON, Mrs. Catherine (temporary)
PHILOSOPHY
O'SHEA, Fr. (Dr.) Philip (Chairperson)
BORDEAU, Dr. Edward J.
LADEMAN, Dr. William D.

PSYCHOLOGY

MALIN, Dr. Edward W. (Chairperson)
BRODEUR, Dr. Donald W. (Sabb.)
GOODWIN, Dr. William B.
HICKS, Dr. Thomas H.
TAYLOR, Ms. Christina (LOA)

RELIGIOUS STUDIES

BROOKS, Dr. Walter E. (Chairperson)
ARMSTRONG, Dr. April
WIELAND, Mr. James L.

SOCIOLOGY/SOCIAL WORK

CAUVIN, Dr. Nicole X. (Chairperson)
CESPEDES, Mr. William
HOLLINGSWORTH, Mrs. Sally E. (Dir. S.W.)
vonYORK, Dr. Tania
WALKER, Dr. Grant (Dir. Sociology)

ADJUNCT FACULTY

BIOLOGY

Schofield, Carol (day)
Vecchiarelli, Mario (day)

BUSINESS ADMINISTRATION

Ansbro, James (eve)
Berry, Ronald (day)
Bordeau, Richard (day)
Bozentko, Mary (SS-day)
Brooks, James (eve)
Bucci, Thomas (LAP-eve)
Calderoni, Felice (eve)
Callahan, Robert (LAP-eve)
Carveth, Christopher (LAP-eve)

Channing, Lila (day)

DePodesta, Daniel (day & eve)
Distefano, Virginia (SS-eve)
Drury, John (eve)
Ericksen, Adolph (eve)
Fairbaugh, Rawlin (eve)
Featherston, Charles (day & eve)
Flanagan, John (eve)
Flesher, Brian (eve)
Forbes, John (LAP-eve)
Gervais, Andre (eve)
Hadad, Norman (eve)
Hill, Dianne (SS-day)
Lawrence, David (eve)
Lehmann, Charles (eve)
Liskov, Andrew (LAP-day & eve)
Losen, Lynn (eve)
Lyons, Henry (eve)
Macora, Florence (SS-eve)
Markle, Arnold (eve)
McCloskey, John (eve)
Murzin, Leonard (day)
Naples, Clement (day)
Reinhardt, James (eve)
Scinto, John (eve)
Shockley, William (day)
Sidransky, Lawrence (eve)
Takach, Patricia (SS-day)
Thomas, Dale (eve)
Tirola, Vincent (eve)
Villani, Ronald (eve)
Walter, James (day)
Weinstein, Barbara (SS-eve)
Zadravec, Edward (eve)
Zielinski, Stephen (eve)
Zuckerman, Gerald (eve)

CHEMISTRY/PHYSICS

Hermes, Matthew (eve)
Roche, John (eve)
Simon, Michael (day)

EDUCATION

Brecher, Jerry (day)
Melady, Margaret (eve)
Oppenheim, Ilene (day)

ENGLISH/MEDIA STUDIES

Benamini, Barbara (day)
Black, John (eve)
Brooks, Nicole (day)
Chase, Dennis (eve)
Campbell, Christopher (MS-eve)
Chiseri, Elizabeth (day)
Coburn, Richard (eve)
Giuliani, Rev. John (MS-eve)
Gorman, Rosemarie (day)

Honegger, Gitta (day & eve)

Lambert, Ada (MS-day)
Lesneski, Karen (day)
Lisi, Judith (day)
Loris, Michelle (day)
Quinn, John (MS-day)
Redlich, Gloria (day)
Sweeney, Michael (day)
Temlock, Marsha (day)
Toth, Stephen (eve)
Valovcin, Michael (eve)
Winters, Stephen (MS-day)

FINE ARTS

Decker, William (day & eve)
Nerreau, John (eve)

HISTORY/POLITICAL SCIENCE

Donato, Edward (day)
Rachleff, Marshall (eve)
Wallin, Rabbi S. Jerome (eve)

MATHEMATICS/OPER. RSRCH

Cron, Joseph (eve)
Lademan, Mary (day)
Loris, Richard (eve)
Pinto, Domenick (eve)

MODERN LANGUAGES

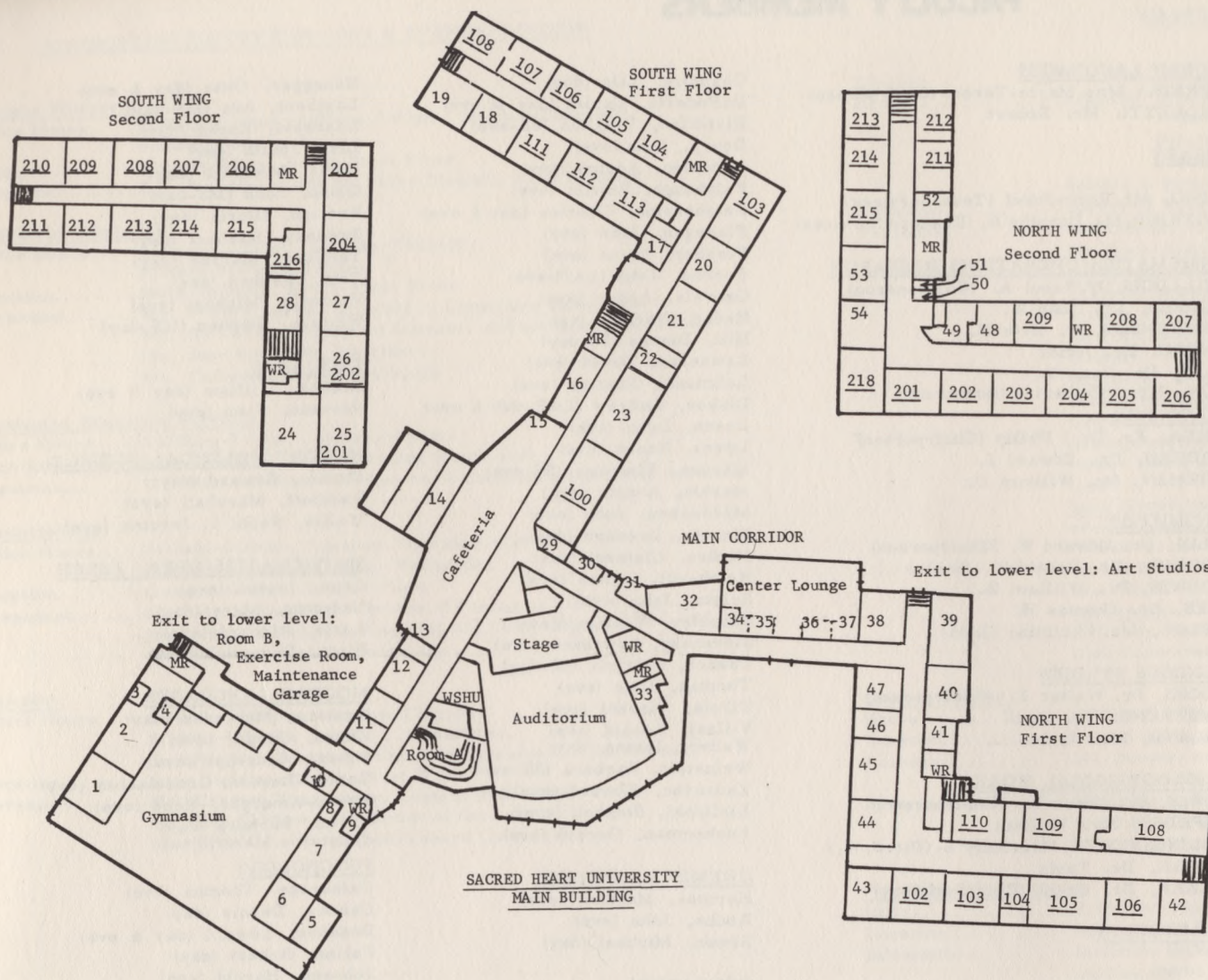
Aguirre, Mercedes (day)
Chren, Gregor (eve)
Frieri, Giuseppe (eve)
Garcia-Devesa, Consolacion (day)
Perez-Amargos, Rene (eve)
Taron, Barbara (day)
Quintero, Maria (day)

PSYCHOLOGY

Calabrese, Thomas (eve)
Carney, Dennis (day)
Donahue, Edward (day & eve)
Fallon, Robert (day)
Johnson, Harold (eve)
Kmetz, David (day)
Wakin, Albert (day & eve)

SOCIOLOGY/SOCIAL WORK

Bialek, Edward (day)
Fletcher, Rev. William (day)
Keeley, Robert (day)
Lindsey, Ida (eve)
Wajnberg, Betty (day & eve)
Wieland, Virginia (eve)



Key:

- 1-- Men's Locker Room
- 2-- Men's Locker Room
- 3-- Office, Athletics-Mr. Diorio
- 4-- Office, Coaches
- 5-- Pioneer Room
- 6-- Women's Locker Room
- 7-- Women's Locker Room
- 8-- Equipment Room
- 9-- Office, Coaches
- 10-- Ticket Office, Athletics
- 11-- Office, Athletics-Mr. Feeley
- 12-- Office, Nurse-Ms. Hughes

13-Snack Bar

- 14-Cafeteria Line; Office-Ms. Nobrega
- 15-Draught Board
- 16-Faculty Room
- 17-Audio-Visual Center-Ms. Roberts
- 18-Office, BEI
- 19- Office, BEI
- 20-AV Screening Room
- 21-Bookstore
- 22-Office, Maintenance-Mr. Centopenti
- 23-Boiler Room
- 24- Study Skills & Tutoring Center; Offices, English Dept. -Ms. Loris, Ms. Chiseri

25-Classroom

- 26-Classroom
- 27-Offices, English Dept. -Ms. Calabrese, Dr. Gottlieb, Ms. Honneger, Dr. Corrigan
- 28-Offices, English Dept. -Dr. Farrell-Lee, Dr. Russell
- 29-Office, Continuing Education Council
- 30-Office, Continuing Education Services-Ms. Strite
- 31- Sacristy
- 32-Chapel
- 33- Carol Ney Early Learning Center-Ms. Hazen
- 34- Women's Center
- 35-Honors Program Seminar Room
- 36-Office, 15th Anniversary Comm.

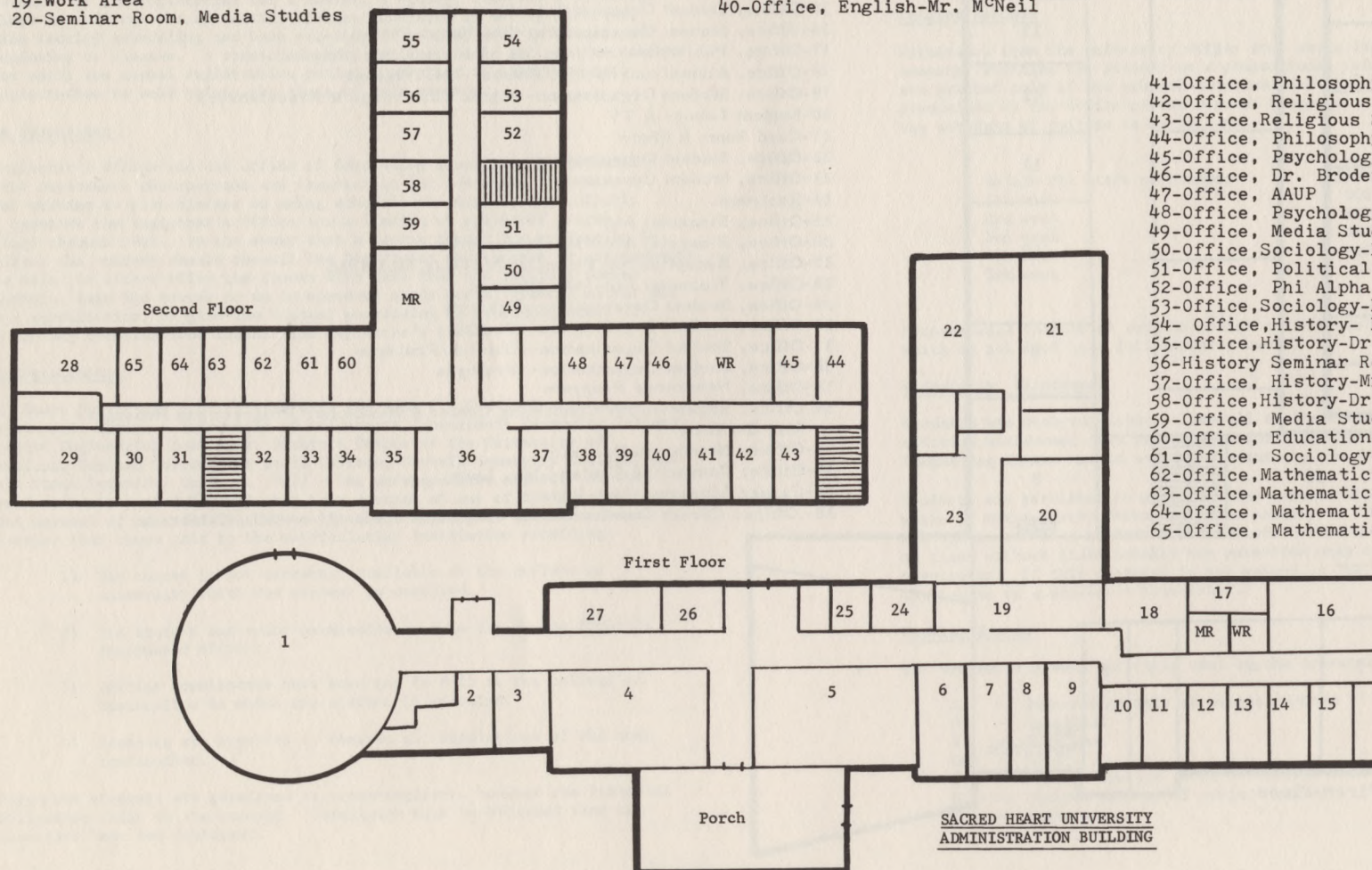
- 37-Office, University Senate
- 38-Office, Campus Ministry-Fr. Merry, Sr. Deignan
- 39- Art Department Classroom and Office-Ms. Zic, Mr. McCarthy
- 40-Office, Continuing Education-Ms. Berns, Mr. Donato, Ms. Hausrath, Ms. Pinto
- 41-Duplicating and Mail Services-Ms. Wagner, Ms. Ruzicka
- 42-Offices, Science Departments-Dr. Chriss, Dr. Green, Dr. Schofield, Dr. Verses, Dr. Gnewuch, Dr. Snyder, Dr. Simon
- 43-Offices, Psychology and Science Department Chairpersons-Dr. Pinciario, Dr. Denyes
- Dr. Main
- 44-Switchboard and Security- Ms. Osterberg, Cpt. T. Raglanese, Lt. Chittum
- 45-Office, Registrar-Mr. Bohn, Ms. Schwartz, Ms. Smarkusz, Ms. Balla
- 46-Office, Academic Vice-President and Dean- Dr. Ford, Ms. Evanish, Ms. Zelle
- 47-Academic Office and Faculty/Administration Mailboxes; Office-Mr. Quinn
- 48-Foreign Language Laboratory
- 49-Offices, Foreign Language Department
- 50- Computer Terminal and Keypunch
- 51-Office, Legal Assistant Program - Ms. Small, Mr. Plotnick
- 52-Office, Secretarial Science Program - Ms. Reale
- 53-Offices, Business Department and MBA-Mr. Harper, Dr. Persson, Mr. Miller, Ms. Kovaleski
- 54-Offices, Business Department-Dr. H. Cauvin, Mr. Weinstein, Mr. Brissette, Ms. Cable, Mr. Frangel, Mr. Portnoy, Mr. Evans, Mr. Kelly, Mr. Berry
- Room A-Classroom; Fine Arts Department Office - Mr. Roberts

Key:

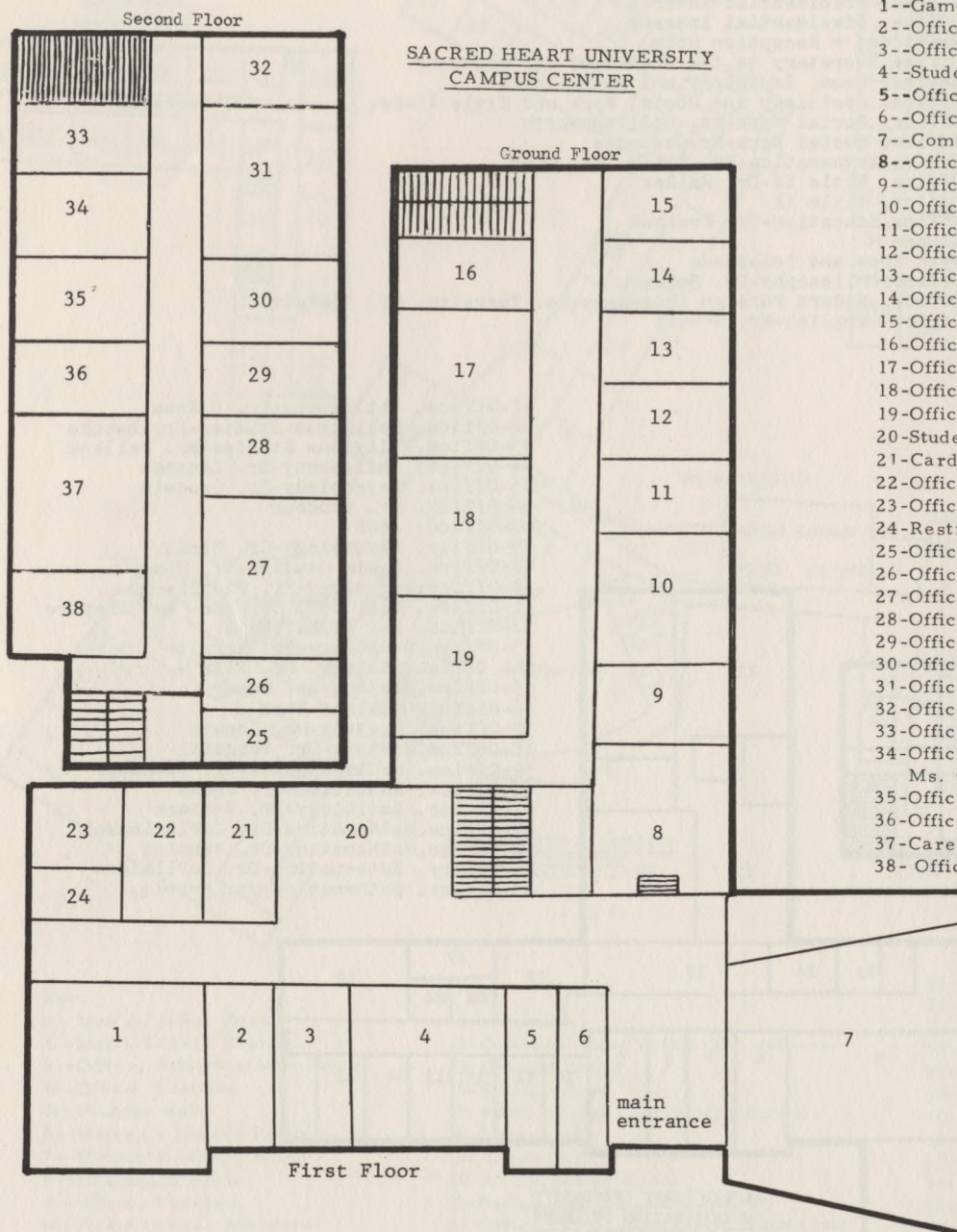
- 1--Media Studies, Television Studio
- 2--Media Studies, Control Room
- 3--Office, Development
- 4--President's Office-Dr. Melady
- 5--Board Room
- 6--Office, Personnel/Purchasing Director-Ms. Kapadia
- 7--Office, Assistant to the Business Manager-Mr. Hutvagner
- 8--Office, Business Manager, Reception-Ms. Nefores
- 9--Office, Business Manager-Mr. Huck
- 10--Office, Accounts Payable-Ms. Corarito
- 11--Office, Payroll-Ms. Michaud
- 12--Office, Accountant-Mr. Heil
- 13--Office, Personnel/Purchasing-Ms. Kressu
- 14--Office, Cashier-Ms. Edwards
- 15--Office, Assistant to the President-Mr. Kennedy
- 16--Office, Annual Giving-Ms. Paternoster
- 17--Office, Student Accounts
- 18--Office, Student Accounts-Ms. Decker, Ms. Guastella, Ms. May
- 19--Work Area
- 20--Seminar Room, Media Studies

- 21--Boiler Room
- 22--Storage, Media Studies
- 23--Supply Room
- 24--Office, Presidential Interns
- 25--Office, Presidential Interns
- 26--President's Reception Room
- 27--Office, Secretary to the President-Ms. Mastrone
- 28--Seminar Room, Sociology and Social Work
- 29--Office, Sociology and Social Work and Title XX-Dr. Cauvin, Ms. Buchanon
- 30--Office, Social Work-Ms. Hollingsworth
- 31--Office, Social Work-Mr. Cespedes
- 32--Office, Mathematics-Dr. Sells, Ms. Cron
- 33--Office, Title XX-Dr. Walker
- 34--Office, Title XX
- 35--Office, Education-Dr. Freeman
- 36--Lounge
- 37--Work Room and Telephone
- 38--Office, Philosophy-Dr. Bordeaux
- 39--Office, Modern Foreign Languages-Ms. Torreira, Mr. Pruletti
- 40--Office, English-Mr. McNeil

- 41--Office, Philosophy-Fr. O'Shea
- 42--Office, Religious Studies-Dr. Brooks
- 43--Office, Religious Studies-Mr. Weiland
- 44--Office, Philosophy-Dr. Lademan
- 45--Office, Psychology-Dr. Goodwin
- 46--Office, Dr. Brodeur
- 47--Office, AAUP
- 48--Office, Psychology-Dr. Hicks
- 49--Office, Media Studies-Mr. Ross
- 50--Office, Sociology-Fr. Fletcher
- 51--Office, Political Science- Ms. Shapiro
- 52--Office, Phi Alpha Theta
- 53--Office, Sociology-Dr. Mikolic
- 54--Office, History- Dr. Siff
- 55--Office, History-Dr. Mahar
- 56--History Seminar Room
- 57--Office, History-Mr. Donato
- 58--Office, History-Dr. Vergotti
- 59--Office, Media Studies-Dr. Coonley
- 60--Office, Education-Sr. Gosen
- 61--Office, Sociology-Dr. VonYork
- 62--Office, Mathematics-Dr. Christiansen
- 63--Office, Mathematics-Dr. Nannini
- 64--Office, Mathematics-Dr. DeVilliers
- 65--Office, Mathematics-Dr. Brookes



**SACRED HEART UNIVERSITY
ADMINISTRATION BUILDING**



ACADEMIC INFORMATION

Registration

Students register for courses either in advance by mail or in person during the regularly scheduled registration period. Individuals who register late are liable for a penalty fee of \$10. All charges for the semester are payable in full during registration unless other arrangements have been made in advance with the Director of Financial Aid or the Business Manager. The normal course load for a full-time student is five courses although some full-time students take only four courses. Any student wishing to enroll in more than five courses must receive the permission of the Academic Vice President or the Associate Dean.

Pre-Registration

All students are requested to pre-register. Pre-registration allows students to plan their program for the following academic year with the assistance of an advisor. By pre-registering for a course, a student reserves a place in the class and affords the university advance knowledge of course interest, allowing faculty scheduling and book ordering to be completed in advance of the beginning of classes. A student who pre-registers does not pay for his/her courses until the normal registration period just prior to each semester. Pre-registration is held before the close of each semester.

Course Scheduling

The Registrar's Office and the Office of Continuing Education in conjunction with the Department chairpersons are responsible for scheduling courses. A student wishing to plan his/her on going schedule may consult the bulletin board opposite the Registrar's Office for a listing of projected course offerings through 1981. In the event that a course needed for graduation is cancelled, the student should consult the Department chairperson so arrangements can be made to either offer the course with less than the required number of students, take the course on an independent study basis, grant a waiver and allow a substitution, or give the student permission to cross-register. If there are any complications consult the Registrar's Office.

Cross Registration

Sacred Heart University participates with the nine H.E.C.U.S. Institutions in cross-registration - University of Bridgeport, Housatonic Community College, Bridgeport Engineering Institute, Stamford Campus of the University of Connecticut, Western Connecticut State College, Norwalk Community College, and Norwalk State Technical College. Full-time undergraduate students of the member institutions of H.E.C.U.S. may take courses at any of the institutions without payment of any additional fees. (except appropriate special course fees): other than those paid to the matriculating institution providing:

- 1) The course is not currently available at the college or university which the student is enrolled.
- 2) The student has prior permission to take the course from the designated officer.
- 3) Tuition commitments have been met in full at the college or institution in which the student is enrolled.
- 4) Students are expected to observe all regulations of the host institution.

Part-time students are permitted to cross-register, however the financial obligation falls on the student. Permission must be obtained from the Associate Dean and Registrar.

Class Attendance

Regular class attendance is the responsibility of each student at the University. Furthermore, students are expected to complete work missed because of absence.

Course Changes

Students wishing to withdraw from a course or switch from one course to another are allowed to do so during the first week of classes provided that they follow the procedure outlined in the materials distributed at the time of registration. A \$2 fee is charged for each course change. Any student registering for a course but not attending must go through this official withdrawal procedure or be subject to a "WF" grade for the course. Official withdrawal is also required in order to be entitled to a tuition refund according to the published schedule.

Tuition Refunds

Withdrawal from the university within four weeks from the commencement of a semester entitles the student to a proportional refund of tuition. Refunds are granted only if the student complies with the withdrawal procedure as prescribed by the Office of the Dean of Students. Fees are not refundable and the schedule of tuition is as follows:

Before the start of classes	100%
1st week	80%
2nd week	60%
3rd week	40%
4th week	20%
5th week	0%

Proportional refunds of tuition monies are also in effect for those courses which do not meet on a full semester basis.

University Withdrawal

Students who wish to withdraw from all of their courses must complete an official withdrawal form provided to day students by the Counselor in the Counseling Center and to evening students by the Continuing Education Office.

Students are permitted to withdraw from courses within the first five weeks of the semester without a grade penalty. A "W" will be recorded for the course on a student's transcript. Withdrawals after five weeks of class without grade penalty are permitted only with the instructors permission. If this approval is not gained, a "WF" grade is recorded for the course on a student's transcript.

Grading System

The system of grades currently used by the university is as follows:

A	- Superior mastery of subject matter
B+	- Excellent
B	- Very good
C+	- Good
C	- Fair or average level of college work
D	- Minimum mastery of subject matter
F	- Failure

Other grades include:

WF	-	Withdrawal failing or unofficial withdrawal
W	-	Official withdrawal
FI	-	Failure incomplete
P	-	Pass

Grades and Examinations

Mid-term advisory grades are provided to the student for their guidance half-way through the semester. These mid-term grades do not appear on the student's official transcript. Final grades, derived from evaluation of the semester's work, are sent to the student on a transcript after the close of the semester.

A student who missed his/her final exam should immediately contact the faculty member to arrange for a make-up exam. A student who has not completed the course requirements by the end of the semester will receive a failure-incomplete ("FI") grade for the course. Make-up work and exams must be complete within the first six-weeks of the following semester in order for the "FI" to be removed from a student's transcript. If the make-up work is not complete, the "FI" grade becomes an automatic "F" on the transcript. For unusual circumstances, the make-up period may be extended with the approval of the faculty member and the Associate Dean. On occasion, "FI" grades for completed courses are inadvertently not removed from the transcript. For errors of this nature on the transcript, a student should contact the Registrar's office immediately or return their student copy of the transcript so that the error can be corrected. The schedule for final examinations is posted on university bulletin boards after mid-terms of each semester. Students should check their scheduled exams and consult their instructors for alternate times if several exams conflict. If this is not possible, the Registrar should be consulted.

Quality Point Average (QPA)

Grade point equivalents:

A	=	4.0	D	=	1.0
B+	=	3.5	F	=	0.0
B	=	3.0	WF	=	0.0
C+	=	2.5	FI	=	No point value
C	=	2.0	W	=	No point value
D+	=	1.5	P	=	No point value

An individual's QPA is used as a measure of his/her academic quality and serves to determine whether they are in good standing with the university. QPA's are also used to determine a student's class rank. The QPA is derived by dividing the cumulative total grade point equivalents for the grades a student has received in his/her courses by the total number of credits taken. For example, a student with 30 credits (10 courses) received 2 A's, 3 B's and 5 C's. The individual's QPA would be figured by taking 6 credits times 4.0 + 9 credits times 3.0 + 15 credits times 2.0 = 81 and dividing 81 by 30, arriving at a QPA = 2.7.

Student Standing

A student making normal progress toward an Associate or Baccalaureate Degree is generally in good standing if he/she achieves the QPA's indicated in the following schedule:

Entry into 2nd semester, freshman year	1.5 minimum
Entry into sophomore year	1.6 minimum
Entry into junior year	1.8 minimum
Entry into senior year	2.0 minimum

If a student's QPA falls below these minimum levels, the student is placed on academic probation. A student who has been on academic probation and who has not shown improvement may be subject to dismissal by the Associate Dean and Registrar.

Academic Appeals

Those students placed on Academic Probation or Dismissal who have further information which was not available to the Academic Officers in making their decision should appeal their status to the Academic Vice-President and Dean. Students who have been dismissed in previous semesters must obtain permission from the Academic Appeals Committee before re-enrolling in the university.

Transcripts

A transcript is the university's official recording for each student of the courses for which a student enrolled while at the university. It lists the course title, course symbol, credit value, semester the course was taken, grade received, credits earned, cumulative credits achieved, semester average and the QPA.

An official transcript is often required when transferring schools, applying for graduate school, or applying for a job. Requests for transcripts should be made to the Registrar's office. The first transcript is free. There is a one dollar charge per transcript for every request beyond the first. During the semester, transcript requests are usually processed in one week. At the end of the semester, allow two to three weeks for processing a request. At the end of each semester students receive student copies of their transcripts with their current and past semester grades recorded.

Transfer of Credit

The student who has attended another institution and wishes to transfer to Sacred Heart University must present an official transcript indicating the work he/she has completed and evidence of honorable dismissal from the institution he/she is transferring. Credit will be given for courses which carry grades of "C" or above. Generally all courses are accepted for transfer, but the University reserves the right to examine selected courses to determine whether or not their quality and content are parallel to the university's offering. The university normally will accept a maximum of 66 credits from junior colleges and 90 credits from four-year colleges. The university will grant 45 credits in the appropriate curriculum areas to those students who have a 3 year RN diploma from an accredited institution. 21 credits will be accepted in skill courses from regionally accredited program in Secretarial Sciences.

Dean's List

Full-time students who have earned a 3.40 average for the current semester are named to the Dean's List by the Academic Vice President. Part-time students (day and evening) will be named to the Dean's List utilizing the following criteria:

9 to 11 credits	3.40 semester average
6 to 8 credits	3.75 semester average
0 to 5 credits	not eligible for Dean's List

Honors Program

The Honors Program has as its purpose the fulfilling of the needs of students whose previous records and whose achievements at SHU indicate that they are capable of receiving an intellectual challenge of high order. To meet this end, the Honors Program has been established around an 18 credit core which is related to the particular major chosen by the student and to independent study courses in various areas.

Sophomores who have done superior work during their freshmen year will be invited to join the Honors Program. A small number of freshmen are also invited to join.

Honor Society

In order to qualify for a honor society a student must have a 3.60 or better cumulative average and at least 60 credits earned.

Graduate Honors

Students demonstrating academic excellence are eligible for the following honors at graduation:

Summa Cum Laude	3.80 or better cumulative average
Magna Cum Laude	3.60 to 3.79 cumulative average
Cum Laude	3.50 to 3.59 cumulative average

Academic Honesty

The university placed special emphasis on academic honesty. Plagiarism, theft, mutilation of library books, and all other forms of academic dishonesty are subject to appropriate disciplinary action. Clear cases of academic dishonesty within a given course will result in an "F" grade for that course.

Matriculation

Students initially enrolling part-time or full-time at Sacred Heart University may enter as Special Students or Matriculated Students. Matriculated students are those who have been accepted into a degree program, either B.S., B.A., A.S., or A.A. These students have been accepted based on submission of their high school transcript, S.A.T. scores, a character profile, and a recommendation from their high school counselor.

Special students are those who enroll, without submitting academic credentials, on a one semester basis. Each semester they may continue to take courses, however, they are requested to become matriculated before they complete 18 credits. Special students who attend part-time during the day or evening and who wish to attend full-time must gain the approval of the Associate Dean and Registrar. In order for a special student to become matriculated, they must fill out a form supplied by the Registrar's office or the Continuing Education Office indicating their degree goal. At this time they are also required to submit a high school transcript and a transcript of their grades at any prior college attended. A special student need not submit S.A.T. scores in order to become matriculated. When the Registrar's office has received the form and transcript (s) the Associate Dean and Registrar will review these records and the student's SHU transcript, verifying that the student is in good standing, and will notify the student of his/her acceptance as a matriculated student at SHU. Although a student need not declare a specific major within his/her selected degree at the time of matriculation, it is recommended that a major be selected prior to one's junior year. Students should follow the process outlined for selection of major.

Degree and Major Requirements

For requirements, refer to Academic Advisors or the Academic Catalogue. Copies of the Catalogue are available in the Admissions Office and the Office of Continuing Education. Students are also encouraged to consult with department chairpersons for special information.

Departmental Advisor

Once a student has chosen a major and has applied for acceptance into a specific department, he/she is encouraged to seek the guidance of the department chairperson and request a department faculty member as an on-going advisor.

Waiver Policy

Each student is recognized as an individual. On occasion it becomes necessary that his or her degree requirements or other considerations involving university policies and regulations be modified. A student wishing a modification - be it academic, programmatic, financial, or regulatory - should obtain application for waiver in the Registrar's Office and submit it to the appropriate University Officer as indicated below. Applications for modification of requirements should be submitted at least one semester prior to the anticipated completion of degree requirements.

Types of Waivers

- 1) **Proficiency:** The university CORE provides for proficiency waivers in the following areas: English Composition, Speech, Mathematics, and Modern Language. The university officials to be contacted respectively are Director of Freshmen Composition; Chairman, Department of English; Chairman, Department of Mathematics; Chairman, Department of Modern Languages. Proficiency waivers exempt the student from taking the course (s). No credits are awarded for the waived courses. Students who are proficient in one of the above listed should consider advanced standing through CLEP or LWX as a method of earning credit.
- 2) **Physical Handicaps:** Students who have a physical handicap which puts undue hardship on the completion of a specific degree requirement can appeal to the Academic Vice President and Dean for a waiver of that requirement.
- 3) **Departmental Major Requirements:** Students who desire substitutions for required major courses may appeal to the chairman of the major department. The total number of credits required cannot be less than the minimum requirement established in the degree requirements (Baccalaureate-30 credits, Associate - 15 credits).
- 4) **One-Half of Major Courses in Residence:** On occasion a transfer student has completed a majority of courses offered by the major department. The department chairman, with the approval of the department, can recommend to the Academic Vice President and Dean the reduction of one-half of the major courses in residence.
- 5) **Others:** On occasion a required course is cancelled by the University; therefore, the Academic Vice President and Dean after consultation with the department chairperson of the major department involved may substitute a comparable requirement, preferably in the same or similar discipline.

TIME SHORTENED DEGREE PROGRAMS

Credit for Life/Work Experience

Within the context of higher learning, Sacred Heart University recognizes the validity and applicability of knowledge and intellectual skills acquired through life/work experience. The university awards academic credit for demonstrated intellectual, professional, cultural, or scholarly achievement through self-education, professional certified experience, in-service training programs, management work experience and volunteer experience.

LWX credit will not be awarded in areas where the College Level Examinations Program (CLEP) is applicable. Applicants for LWX credit must be admitted to a university program or currently enrolled as a full or part-time student. It is recommended that you complete at least one academic semester before applying for LWX credit.

LWX credits will be applied where appropriate to satisfy degree requirements as major courses, as core requirements, or as electives. All degree candidates must complete a minimum of 30 classroom credits at Sacred Heart University. LWX credit may not replace these credits.

You are encouraged to confer with an advisor in the Continuing Education Office before you begin to assemble your Life/Work Portfolio. LWX portfolios must be submitted to the Director of Continuing Education and accompanied by a completed application and application fee of \$35. Students should retain a duplicate of their portfolio.

Notification of credit award is made by the Academic Dean. A fee of \$10 per credit awarded is payable to the Business Office prior to the formal award of credit.

The University transcript will indicate LWX credits. The portfolio becomes part of your permanent file. Letter grades are not given for LWX credit. Quality point average is computed only on classroom grades; therefore, LWX credit will not affect your quality point average.

Credit by Examination Through CLEP

The College Level Examination Program (CLEP) is a national program that offers you the opportunity to obtain college credit by examination. On-the-job experience, purposeful reading, adult school correspondence courses, television or taped courses may have prepared you to earn college credit. No matter where or how you have learned, you can take CLEP tests, and, if the results are acceptable, you can receive credit.

Sacred Heart University is an official test center (#3780) for all students wishing to earn the CLEP credits through the College Level Examination Program.

Sacred Heart University uses the CLEP program to award advance standing to students seeking a degree. The level of acceptance at Sacred Heart University is the 50th percentile.

The language exams are given on the third Friday of each month. General Exams and specific subject tests are offered every third Saturday. The General Exams offered are as follows:

English Composition	SHU Equivalent
Natural Sciences:	EN 11 with writing sample
Biological Science	Area III req.
Physical Science	Area III req.
Mathematics:	
Skills	Math I
Content	Math 2
Humanities:	
Fine Arts	Area I
Literature	Area I
Social Sciences-History:	Area II
Social Sciences	Area I
History	

A full list of subject exams is on the back of the Registration guide which can be obtained through the University Registrar's Office or the Continuing Education Office. Complete Registration guide should be returned at least four weeks before the exam date to: Office of Registrar, Sacred Heart University, P.O. Box 6460, Bridgeport, Connecticut, 06606.

Independent Study

Many department offer the opportunity for students to engage in a program of independent studies under the supervision of a member of their faculty. Independent study is a program designed to encourage sustained and advanced or more specialized work in a specific area of interest.

The procedure and requirements vary among departments. Generally it is geared to provide academic credit for significant outside work related to the student's field of study. Students with demonstrated academic achievement are encouraged to apply to the chairperson of the department involved.

Cooperative Education Program

The Cooperative Education Program allows students the opportunity to integrate classroom learning with work experience. Students alternate academic semesters and full time employment in business, industry, government or social service agencies. While on assignment, students work as regular employees and receive academic credit for learning derived from the work experience.

Graduation Requirements

A student is eligible for a degree if he/she has complete degree requirements. Students planning to graduate in December, June or August should see the Registrar in October to fill out a registration form for graduation. At this time the Registrar will review the student's credit to verify that the student has met all degree requirements. Students will also be measured for a cap and gown at this time.

Veterans and Social Security Counseling

The office of the Registrar is the source of counseling for those students receiving the benefits of Veteran's Education legislation. Veterans must present form 21E 1993, "Certification of Eligibility," to Gertrude Buchanan in the Sociology and Social Work Department office to obtain veteran's benefits. This form can be obtained from the local Veteran's Administration Office. Dependents of veterans should present the "Request of Approval of School Attendance" form. Veterans and dependents of veterans must notify Mrs. Buchanan each semester during registration if they will be continuing their Veterans program. In addition, veterans must file monthly attendance reports with Mrs. Buchanan by the 21st of each month or be subject to loss of benefits. The Registrar's Office also certifies full time students for Social Security Benefits.

Change of Address

A change of address or telephone number should be reported immediately by day students to the Registrar's Office and by evening students to the Continuing Education Office.

Weather Closing

In the event that weather conditions require cancellation of classes, an announcement will be broadcast by 8:00 a.m. for day classes and 5:00 p.m. for evening classes on the following area radio stations:

Bridgeport:	WEZN, WICC, WNAB, WPKN
Brookfield:	WINE
Danbury:	WLAD
Hamden:	WKCI
Milford:	WFIF
Greenwich:	WCCH
New Haven:	WAVZ, WELI, WNHC, WPLR
New York:	WOR
Norwalk:	WNLK
Stamford:	WSTC
Waterbury:	WATR
Westport:	WMMM

If no announcement is broadcast, classes will be held.

The Family Educational Rights And Privacy Act of 1974 affords students presently enrolled, former students, but not applicants seeking admissions to the university, the right to examine their educational records maintained by the university. Since some of the records obtained prior to January 1, 1975, are confidential, a more detailed listing of the records made available to the student is posted in all university offices maintaining such records.

The Act also restricts the right of others access to the student's file. No one, except appropriate university personnel and all others authorized by the law, has access to the educational records without written consent of the student concerned.

The university will release directory information which includes the student's name, address, the major field of study, the dates of attendance and the degree received. Requests by students to suppress the above mentioned information from public distribution are to be made annually in writing to the Office of the Registrar.

STUDENT SERVICES AND INFORMATION

Activities

Throughout the year a wide variety of social, cultural, and informational activities are scheduled by the students, faculty and administrators of the university. All dates and locations for these non-academic activities must be approved and scheduled through the University Activities Office. This office publishes the information to the university community in a weekly University Calendar which is posted on bulletin boards and distributed to all faculty and administrators. The Activities Office is also responsible for the Campus Center, coordinating and advising student organizations, distributing ID cards, planning social orientation, providing general information, and handling ticket sales for various campus events.

Athletics

The athletics program at SHU provides students with an opportunity to participate in a variety of sports. At the present time, varsity athletics include: baseball, soccer, basketball, softball, golf, and volleyball. In addition, intramural programs allow students to participate in touch football, basketball, volleyball, bowling, softball and golf. Recreational activities include: weight lifting, vokalari, pool, ping-pong and badminton. All information pertaining to schedules, rules, regulations and programs are available in the Athletics Office adjacent to the gym.

Automobile Registration

All students must register the vehicle(s) they operate and park on the university campus. All vehicles parked on campus must display the current SHU official sticker. Students must obey the university traffic regulations or be subject to a two dollar fine. The fine increases to seven dollars if the automobile does not have an official SHU sticker. Vehicle violations include: parking in the faculty parking lot, parking in a fire zone, parking in areas designated for the handicapped, parking on the grass, parking in the rear of the library staff parking, occupying more than one parking space, entering a one-way exit, or not obeying the posted speed limits.

Bulletin Boards

There are many bulletin boards throughout the campus which post information of interest to students. The bulletin boards on the main corridor between the chapel and the cafeteria are the location for news concerning: items for sale and services available, University Senate meeting schedules and minutes, Continuing Education student information, women's issues and senior class news. The glass enclosed bulletin board across from the cafeteria, lists current events and activities and is maintained by the Activities Office. The bulletin board across from the Continuing Education Office is maintained by the Academic Office and posts graduate school information. Each academic department has a bulletin board space outside their office. All students wishing to post notices on any of the general bulletin boards must receive the approval of the Student Government.

Campus Ministry

The campus ministry, in addition to providing pastoral counseling, sponsors daily liturgies, sacraments of penance, convocations, retreats, religious workshops, outreach projects, and pre-cana and encounters. The campus ministry office is maintained as a hospitality and drop-in center for all students.

Career Counseling

Career counseling services are available from the Career Development Office, the Counseling Center and the Continuing Education Services Office. Students who are undecided about their major or career goals may benefit from career counseling. Interest testing is also available to supplement this process. In addition, the offices maintain literature which can be helpful to students who wish to explore various career directions.

Child Care

Child care services are available for the children of full or part-time day students and faculty from 8:00 am - 2:00 pm in the Carol Ney Early Learning Center. The center operates a developmentally individualized educational program for which the parents pay a nominal hourly fee. Services may either be contracted for the entire semester or utilized on a drop-in basis when space is available.

Class Rings

Class rings are available and may be ordered from the Josten Ring Company. The Josten salesperson visits Sacred Heart University once a month and is available during the day and in the evening until 7:30 pm outside the cafeteria. Further information is available from the Activities Office.

Counseling

The staffs of the Counseling Center and Continuing Education Services Office are available to all students experiencing academic, social, or personal difficulties. These offices also welcome students to simply drop-in to relax and converse. Information and referrals are also available from the counselors to all students needing contact with community agencies and resources. In addition, the counselors serve as general student advocates and assist students who are experiencing a problem of any kind with the university.

Emergencies

On campus medical, fire, or security emergencies should be reported immediately to the Switchboard Office (dial 0) who will contact the proper authority. Emergency oxygen is available in the Switchboard Office, the Chemistry Labs, the Athletic Office, the main desk of the Library, the Cashier's Office in the Administration Building and the Nurse's Office. In case of an off-campus emergency which necessitates contacting a student on campus, individuals should call the university (374-9441), and during the day contact the Counseling Center (X251) or during the evening contact the Continuing Education Office (X204). The nature of the emergency must be stated. Everything possible will be done to contact the student.

Faculty Evaluations

Each semester, the day and evening student governments administer faculty evaluations to all students enrolled in courses at the university. The results of these evaluations concerning each faculty member are available for students to review before registering for courses. Copies of the faculty evaluations are available in the library, the Activities Office, and the Continuing Education Services Office.

Financial Aid

Students who are partially or totally unable to finance their education should consult with the Financial Aid Office concerning scholarships, loans and employment. Financial aid programs are based on the student's academic potential, character and citizenship, and demonstrated financial need. The procedure for applying for financial aid is as follows: 1) admission to the university, 2) submission of a financial aid application, and 3) submission of a parent's confidential statement or a student's financial statement. The university participates in the following aid programs: State Student Aid, College Work Program, Area Part-time Employment, Family Allowance, and Deferred Payment Plan. In addition, the university also participates in the following Federal and State programs: National Direct Student Supplementary Educational Opportunities Grants, Basic Educational Opportunities Grants, and Connecticut Guarantee Students Loans. Other scholarships include: Presidential, WNAB, Southern Connecticut Gas Company, Greater Bridgeport Personnel Association, The Mechanics and Farmers Savings Bank, The James Jay Scholarship, Dr. Daniel T. Bank Fund, The John Balamaci Memorial Fund, and The Sandra Lynn Nobili Fund.

Graduate School Information

The Career Development Office contains numerous catalogues from graduate schools throughout the nation. These are available for student use. Applications for various graduate level tests (ie: the Graduate Record Exam and the Graduate Management Admission Test) are available from the Career Development Office or the Continuing Education Services Office. The bulletin board across from the Continuing Education Office also contains some information concerning graduate schools and fellowships. Students should contact their department chairperson for additional information concerning application to graduate schools.

Handicapped Assistance

The university's ombudsman for handicapped students is Mr. Tom Calabrese, Director of Career Development and Cooperative Education. He is responsible for ensuring accessibility by handicapped students to campus facilities and activities. Any handicapped student encountering difficulty with the university's facilities should contact Mr. Calabrese.

Health

The university maintains student health facilities for first aid and general health services. The Health Services Office, located in the South wing next to the cafeteria, includes a three bed infirmary and a restroom. Students are encouraged to consult with the university's registered nurse about their health problems. The nurse is on duty daily until 3:00 pm. Medical emergencies, during the day or evening, should first be reported to the switchboard office. The switchboard will then be responsible for contacting the nurse or other proper authorities.

Housing

The Counseling Center of the University maintains a file of available housing in the area. This reference service is available to all students free of charge. For more information about this service, call Mrs. Griffiths, ext. 251.

Lockers

Any student desiring a locker to store his/her books, supplies, coat, etc. may locate an empty locker along the North or South corridors of the main building and claim it by placing his/her own combination or padlock on it.

Lost and Found

The Activities Office in the Campus Center and the Switchboard Office in the main building serve as the locations for the lost and found. All items found should be turned in to these offices.

Mailboxes

Full-time and part-time day and evening faculty and administrators have mailboxes located in the Academic Office on the first floor of the North wing in the main building. Mailboxes for day student organizations and leaders are located in the Campus Center, Student Lounge. The WSHU and Continuing Education Council Mailboxes are located in the Academic Office.

Newcomer Program

The Newcomer Program is designated to acquaint each new full-time day student with the university campus and available supportive services. Developmental activities are provided which assist students in their adjustment to college life. Through the Newcomer Program, each student is assigned a faculty member as an advisor. Students and advisors meet regularly to discuss academic programs and evaluate personal objectives. The advisory program allows students to relate to university professors in a relaxed, informative atmosphere. The Newcomer Program is operated through the Counseling Center.

Placement

Throughout the year, workshops and individual advising is available from the Career Development Office and the Continuing Education Services Office concerning development of skills in resume writing, interviewing, and procedures for job-hunting. Corporation annual reports and graduate catalogs are also available from the Career Development Office to assist students with their job search or educational plans after graduation. The Career Development Office also maintains a listing of job opportunities, full and part-time, as well as a file of graduates' resumes.

Pre-Law and Pre-medical advising

Those students who are interested in information concerning careers in law or medicine should contact Dr. John Mahar, Pre-law advisor, or Dr. Tony Pinciario, Pre-medical advisor. These advisors can also guide students concerning application procedures and qualification requirements for law school or medical school.

Public Telephones

Public pay phones are located in the Library, the Campus Center, and in the following locations in the main building: the auditorium hallway, the gymnasium hallway, the hallway across from the chapel, and outside the building beside the auditorium.

Student Grievances

If a student has a complaint about the way in which he/she has been treated at the university or about a university policy, he/she should follow the Grievance Procedure outlined below.

1. Initial informal channels of grievance resolution:
When a student has a grievance he/she should seek an informal resolution of the issue utilizing the following procedure(s):*
 - a. Discussion of the issue with the involved party, in hopes of achieving a solution.
 - b. If a resolution can not be achieved with the involved party, then the student should contact the department chairperson or the appropriate administrative supervisor.
 - c. If these methods fail, then the student should contact the Student Grievance Officer (Day students - John Croffy, Vice-president and Dean of Students; Evening students - Kathy Strite, Coordinator of Continuing Education Services) who will attempt to resolve the issue to the satisfaction of both parties.
2. Subsequent formal channels of grievance resolution:
If informal procedures fail to satisfactorily resolve the grievance, then the grievant should seek a formal resolution of the issue by **utilizing the following procedure(s)**:
 - a. Request the initiation of formal proceedings by submitting the request to the Grievance Officer, accompanied by a written statement concerning the nature of the grievance.
 - b. The Grievance Officer will then establish a Grievance Committee comprising persons selected from the student body, the faculty, or the other employees of the University. One member will be selected by the student, one member by the adversary, and one member by agreement of the first two members.
 - c. The Grievance Committee must meet and begin investigation of both sides of the issue within 2 weeks (provided the request is submitted during the academic year-special arrangements must be made for grievances submitted during non-academic calendar periods) after the submission of the formal grievance request.
 - d. After sufficient investigation, the committee will then propose a solution to the grievance.
 - e. If the Grievance Committee fails to satisfactorily resolve the grievance, then either of the parties may appeal the decision to the University President and later, if necessary, to the University's Board of Trustees.
 - f. By participating in the resolution of a grievance through the above mentioned grievance procedures, either party does not waive his/her right to pursue simultaneous or subsequent legal action through the courts.

*If a student is unsure about procedures for pursuing a grievance or whom to see about his/her specific grievance, the student should initially consult the Student Grievance Officer for information and/or advice.

Student ID Cards

All full-time students receive a Sacred Heart University identification card free of charge. Part-time day and all evening students may obtain an ID card for a one dollar fee. An ID card contains a student's picture and verification of his/her student status and is useful for check-cashing, obtaining student discounts at movies/theaters, etc.. For further information, contact the Activities Office or the Continuing Education Services Office.

Tutoring

Any day student needing tutoring help with any course(s) or wishing to become a tutor (on a volunteer or paid basis) should contact the Counseling Center. Any evening student should contact the Continuing Education Services Office.

Who's Who Among Students In American Universities and Colleges

Any student graduating in August '77, December '77, or May '78 who would like to be considered for nomination to Who's Who should submit their name and a written list of qualifications (participation and leadership in academic and extra-curricular school or community activities) by the end of October to either the Dean of Students Office or the Continuing Education Services Offices.

Women's Center

The Women's Center is located on the balcony of the Center Lounge. The Center is open from 8:00 am - 10:00 pm and is available to all women at SHU as a place to relax between classes and converse with other women about issues of interest or concern. Hot water is available for coffee, tea, or soup for those women who bring their lunch and eat at the Women's Center. The Women's Center is run by the students, and plans a variety of workshops of interest throughout the year. The Continuing Education Services Coordinator serves as the administrative advisor for the center.

Yearbook Pictures

Any student planning to graduate in December '77, May '78, or August '78 and who would like their picture to appear in the yearbook, Prologue, should sign-up for an appointment with the yearbook staff during the month of September.

CAMPUS FACILITIES

Bookstore

Hours.....8:30am-4:30pm, 6:00pm-7:30pm, Monday-Thursday
8:30am-4:30pm, Friday
Location.....Main Building, South Wing-First Floor
Personnel.....Mr. Ken Anton, Manager (United Art Company)
Information.....merchandise includes: textbooks, books, supplies, newspapers, clothing, snacks

Cafeteria

Hours.....snack bar: 8:00am-9:30pm, Monday-Thursday
8:00am-3:00pm, Friday
kitchen: 10:30am-1:30pm, Monday-Friday
Location.....Main Building, South Wing-First Floor
Personnel.....Ms. Vi Nobrega, Manager (Horn and Hardart Company)
Information.....snack bar: grill service, beverages, snacks
kitchen: hot dinners, grill services, soups, salads, beverages, snacks

Carol Ney Early Learning Center

Hours.....9:00am-3:00pm, Monday-Friday (other hours by arrangement)
Location.....Main Building, Main Corridor (next to the auditorium)
Personnel.....Ms. Jean Hazen, teacher
Ms. Kathy Strite, administrative coordinator
Information.....nursery school program available to children of university students, faculty, administrators, and staff for a nominal hourly fee

Chapel

Hours.....7:30am-10:30pm
Location.....Main Building, Main Corridor
Personnel.....Rev. Paul Merry and Sr. Patsey Diegnan, Co-Chaplains
Information.....masses: Monday-Friday, 8:15am & 12:00am
Tuesdays & Thursdays, 4:45pm
Saturdays, 7:00pm
Sundays, 11:00am

Draught Board

Hours.....3:00pm-11:00pm, Monday & Tuesday
3:00pm-12:00pm, Wednesday & Thursday
3:00pm-6:00pm, Friday
Location.....Main Building, South Wing-First Floor (west end of cafeteria)
Information.....menu includes: beer, soda, snacks

Gymnasium & Exercise Room

Hours.....gym: 10:00am-2:00pm, free play
3:30pm reserved for organized intramurals
exercise room: available upon request to the Athletic Office
Location.....gym: Main Building, South Wing-First Floor (east end)
exercise room: Main Building, South Wing-Basement (south end)

Mail Room & Duplicating Services

Hours.....8:30am-4:30pm
Location.....Main Building, North Wing-First Floor
Personnel.....Ms. Ingrid Wagner, Duplicating Services Manager
Ms. Marion Ruzicka, Postal Services Manager
Information.....services include: sale of stamps & postage services; xeroxing services for faculty, administrators, and student organizations

Media Services

Hours.....9:00am-2:00pm
Location.....Main Building, South Wing-First Floor
Personnel.....Ms. Monica Roberts, Coordinator of Media Services
Information.....services include: loan of audio-visual equipment to faculty, students and administrators (tape recorders, 16mm film projectors, carousel slide projectors, overhead projectors, record players, filmstrip projectors); ordering rental films & AV materials for faculty, students and administrators; obtaining free films and AV materials through the State library system

Student Lounges

Hours.....open as long as the building is open
Locations.....Main Building: Center Lounge, Main Corridor
Campus Center: 2 lounges, First Floor
Library: 2 lounges, upper & lower level

Switchboard

Hours.....24 hours daily, 7 days weekly
Location.....Main Building, North Wing-First Floor (Switchboard/Security Office)
Personnel.....Ms. Effie Osterberg, Operator from 8:30am-4:30pm
Students & Security Guards, Operators during the evenings & weekends
Information.....services include: handling all in-coming calls; handling all out-of-Connecticut out-going calls; contacting security & maintenance via radio, at any time; handling all contacts for medical emergencies

DIRECTORY -- "Whom-To-See-For-What"

Key: F=full-time day students; P=part-time day students; E=evening students; E*=evening students must call during the day to obtain information or arrange for an evening appointment

topic	individual(s) to be contacted for information
Academic advising.....	freshmen: F-Newcomer Program Faculty Advisor P, E-Ms. Phyllis Berns, Mr. Ed Donato non-declared majors: F, P-Mr. Doug Bohn, Ms. Maura Schwartz P, E-Ms. Phyllis Berns, Mr. Ed Donato declared majors: F, P, E*-Departmental Faculty Advisor E-Ms. Phyllis Berns, Mr. Ed Donato
Activities-student & University....	F, P, E*-Ms. Dorothy Anger E-Ms. Kathy Strite
Athletics, varsity & intramural....	F, P, E*-Mr. Don Feeley
CLEP.....	information: F, P-Registrar's Office P, E-Continuing Education Office scheduling: F, P, E*-Ms. Rosemary Allsop (Admissions)
Campus ministry.....	F, P, E-Fr. Paul Merry, Sr. Patsey Diegnan
Car registration.....	F, P, E-Security Office
Career counseling & literature....	F, P, E*-Mr. Tom Calabrese P, E-Ms. Kathy Strite
Change of address.....	F, P-Registrar's Office E-Continuing Education Office
Cheerleading.....	F, P-Mr. Don Feeley
Child Care Center.....	F, P-Ms. Kathy Strite, Ms. Jean Hazen
Class rings.....	F, P-Activities Office E-Continuing Education Services Office
Continuing Education Council.....	P, E-Continuing Education Services Office
Cooperative Education.....	F, P, E*-Mr. Tom Calabrese
Counseling.....	F, P, E*-Mr. Wilson Luna P, E-Ms. Kathy Strite
Course changes.....	F, P-Registrar's Office E-Continuing Education Office
Course withdrawal.....	F, P-Mr. Wilson Luna E-Mr. Ed Donato, Ms. Phyllis Berns
Cross-registration.....	F, P, E*-Mr. Doug Bohn
Dean's list.....	F, P, E*-Mr. Doug Bohn
Dismissal, academic.....	F, P, E*-Mr. Doug Bohn
Emergencies.....	F, P, E-Switchboard/Security Office
Faculty evaluations.....	F, P- Activities Office P, E-Continuing Education Services Office
Faculty messages & information...	F, P-Ms. Pat Zelle (Academic Office) E-Continuing Education Office
Financial aid.....	F, P, E*-Mr. Al Clinkscales E-Ms. Muriel Menhart (M & W until 7:00pm)
Food services.....	F, P, E*-Ms. Vi Nobrega (Horn & Hardart)
Grade changes.....	approval: F, P, E-Faculty member problems: F, P-Mr. Doug Bohn E-Ms. Phyllis Berns, Mr. Ed Donato appeals: F, P, E*-Department Chairperson then Dr. Ford
Graduate school, SHU.....	F, P, E*-Dr. Len Persson (MBA program)
Graduate school, other.....	F, P, E*-Department Chairpersons, Mr. Tom Calabrese E-Ms. Kathy Strite
Graduation application & info...	F, P, E*-Mr. Doug Bohn
Grievances.....	F, P-Dean John Croffy E-Ms. Kathy Strite
Handicapped services.....	F, P, E*-Mr. Tom Calabrese
Health services.....	F, P-Ms. Kay Hughes
Honors program.....	F, P-Fr. Phillip O'Shea
Housing information.....	F, P, E*-Ms. Carol Griffiths

topic	individual(s) to be contacted for information
ID cards.....	F, P-Activities Office E-Continuing Education Services Office
Information & Student advocacy....	F, P-Mr. Wilson Luna P, E-Ms. Kathy Strite
Interest testing.....	F, P, E*-Mr. Tom Calabrese P, E-Ms. Kathy Strite
Jobs, off-campus full & part-time..	F, P, E*-Mr. Tom Calabrese
Jobs, on-campus full & part-time..	F, P, E*-Ms. Sofi Kapadia, Mr. Al Clinkscales
Life/Work/Experience (LWX).....	F, P, E-Continuing Education Office
Lost & found.....	F, P, E-Switchboard Office F, P-Activities Office
MBA program.....	F, P, E*-Dr. Len Persson
Major change.....	form: F, P-Registrar's Office E-Continuing Education Office approval: F, P, E*-Department Chairperson
Matriculation.....	F, P-Registrar's Office E-Continuing Education Office
Media services.....	F, P, E*-Ms. Monica Roberts
Medical emergencies.....	F, P, E-Switchboard/Security Office
Newcomer program.....	F-Ms. Carol Griffiths
Placement services.....	F, P, E*-Mr. Tom Calabrese
Placement papers.....	F, P, E*-Ms. Carol Griffiths
Pre-law advisor.....	F, P, E*-Dr. John Mahar
Pre-medical advisor.....	F, P, E*-Dr. Tony Pinciario
Probation, academic.....	information: F, P, E*-Mr. Doug Bohn assistance: F, P, E*-Mr. Wilson Luna P, E-Ms. Kathy Strite
Refunds of tuition.....	F, P, E*-Registrar's Office
Registration materials & info....	F, P-Registrar's Office E-Continuing Education Office
Scholarships.....	F, P, E*-Mr. Al Clinkscales
Social security certification.....	F, P, E*-Registrar's Office
Student activities.....	F, P-Ms. Dorothy Anger E-Ms. Kathy Strite
Student organization mailboxes....	F, P-Campus Center E-Academic Office
Student records & addresses.....	F, P, E*-Registrar's Office E-Continuing Education Office
Time-shortened degree programs..	F, P, E-Continuing Education Office
Transcript requests.....	F, P, E*-Registrar's Office E-Continuing Education Office
Tutoring services.....	F, P-Mr. Wilson Luna P, E-Ms. Kathy Strite
University calendar & activities scheduling.....	F, P, E*-Ms. Dorothy Anger
Veterans' information.....	F, P, E*-Ms. Gertrude Buchanan
WSHU.....	F, P, E*-Dr. Don Cooney
Waivers for courses.....	forms: F, P-Registrar's Office E-Continuing Education Office approval: F, P, E*-Department Chairperson
Who's Who application.....	F, P-Dean John Croffy E-Ms. Kathy Strite
Withdrawal from the university....	F, P-Mr. Wilson Luna E-Continuing Education Office
Women's center.....	F, P, E-Ms. Kathy Strite
Work study.....	F, P, E*-Mr. Al Clinkscales
Yearbook pictures.....	F, P-Activities Office E-Continuing Education Services Office