

**Sacred Heart
University**

Student Handbook

NOTE FROM THE EDITORS

Dear Readers,

Student Government will be publishing the first Sacred Heart University student handbook next fall, and we would like to hear your ideas and comments. This is our rough draft, and we invite you to share your suggestions on how we could change the handbook to best serve your needs. What kinds of information do you need to know?

The final handbook will be in calendar form, one page per month listing SHU activities and the academic schedule. The top pages of the calendar will contain information you'll need to know.

Bring your ideas to the Activities Office or to Student Government. This is your handbook and we need your suggestions to make it something that you will find interesting and informative!

Thank you!

The Editors

Michelle Schiappa
Cathie Corcoran
Nancy Mooney
Kim Petite

PLACES TO STUDY...SHOP...EAT...PARTY...OR JUST HANG OUT

LIBRARY

Monday thru Friday
8:30-10:30

Saturday
9:00-4:00

Sunday
1:00-10:30

BOOKSTORE

Monday thru Thursday
9:00-7:30

Friday
9:00-4:30

CAFE

Monday thru Thursday
7:30-9:30

Friday
7:30-2:30

Saturday
8:30-11:30

PUB

Monday thru Friday
3:00-11:00

Saturday
7:00-11:00

Sunday
7:00-11:00

GYM

Monday thru Friday
Open Recreation
10:00-2:00

STUDENT LOUNGE

Open all the time for
your convenience.

STUDENT RIGHTS & RESPONSIBILITIES

Association

Students may affiliate and organize for any political, educational, social, religious or cultural purpose.

Classroom

Students and faculty are free to express their ideas and position on all topics relative to the curriculum under discussion. However, there is no exemption for statements that are libelous or slanderous.

Conduct

Appropriate student behavior is the result of community decision as students are left free from arbitrary regulations. Congeniality prevails with the understanding that administrators and students share the responsibility that the University is not placed in a position of negligence.

Curriculum

All members of the University are free to propose curriculum change. This change should be of benefit to the University as a whole and the proposal must be subject to compromise.

Discrimination

The University Community is free from discrimination because of race, creed, sex or religious belief.

Governance

Students, faculty and administrators unite to recommend University policy through the Senate.

Press

Student publications enjoy the same rights and freedoms accorded to all public media.

Protest

The College Community is free to protest all issues, but care must be exercised to protect the rights of those not joining in the protest and the daily routine of the University is not obstructed.

Private Citizen

Students are not responsible to the University for off-campus activities and should not expect the University officials to come to their defense for any action in violation of civil codes. No student may conduct an activity in the name of the University unless duly authorized.

Responsibility

All members of the Community recognize that the ultimate decision rests with the Board of Trustees. It is the responsibility of individuals who disagree with established policy to use existing channels to reverse a decision. Disruptive activity is subject to resultant penalties.

Speakers/Topics

Student organizations may invite speakers to the Campus to address any topic chosen by students. Care should be exercised to provide equal opportunity for opposing views if an informed student body is to be the final result. Student organizations must recognize their joint responsibility for Campus order when invitations are extended to controversial figures whose presence may ignite active opposition.

STUDENT GRIEVANCE PROCEDURES

- A. A formal appeal to the student grievance officer. If he feels the case has merit, the student grievance officer will confer with a representative of the faculty or administration, depending on whom the grievance is against. They will then propose a solution.
- B. If that solution is unacceptable to either party, the issue goes to the grievance committee which will have one member selected by the student, one member selected by the adversary, and one member selected by the student grievance officer acceptable to all parties. That committee will then propose a solution.
- C. The student grievance procedure does not require either party to waive his or her right to appeal to the University President, the Trustees, or the courts.

NUMBERS YOU NEED TO KNOW

ADMISSIONS

7880 Full-time Undergraduate
7830 Part-time Undergrad./Non-cr.
7850 Bus. Adm. Graduate
7730 Rel. Studies Graduate
7800 Education Graduate
7770 Applied Oper. Res. Grad.
7830 Continuing Education
7890 Registrar/Registration
7830 Summer School

ACADEMIC DEPARTMENTS

Div. of Human./Soc. Sci.

7737 Art
7800 Education
7810 English
7821 Dir. Freshman Eng.
7820 Workshop Skills Cntr.
7740 History & Pol. Sci.
7755 Media Studies
7727 Modern Foreign Lang.
7735 Music
7805 Philosophy
7720 Psychology
7730 Religious Studies
7760 Sociology/Soc. Wrk/Crim. Jus.

Div. of Bus. Adm.

7850 Graduate Department
7850 Undergraduate Depts.
7960 Legal Asst. Program
7864 Secretarial Science

Div. of Math & Sciences

7780 Biology
7793 Chemistry/Physics
7770 Computer Science
7770 Mathematics
7715 Nursing

ADMINISTRATION

7900 President
7910 Acad. V.P. & Provost
7917 V.P. Student Services
7940 Treasurer
7850 Dean-Div. Bus. Adm.
7911 Dean-Div. Human./Soc. Sci.
7770 Dean-Div. Math. & Sci.
7750 Gov. Relations/Pub. Affairs
7970 News Bureau
7970 University Relations
7807 Cntr. for Applied Ethics
7945 Cntr. for Policy Issues & Gov. Affairs

STUDENT SERVICES

7861 Alumni Office
7827 Athletics
372-4615 Bookstore
374-1352 Cafeteria
7840 Campus Ministry
7975 Career Plan./Placement
7845 Cont. Ed. Student Service
7917 Dean of Students
7980 Financial Aid
7838 Health Services
7700 Library
Newcomer Advising
7778 Full-time Students
7845 Cont. Ed. Students
7956 Pub-Lounge
7967 Special Events
7969 Student Activities
7954 Student Government
Student Publications
7962 Obelisk
7963 Prologue
7890 Transcripts
7989 WSHU
7991 WSHU Newsline

NUMBERS YOU NEED TO KNOW
(cont.)

UNIVERSITY SERVICES

7877 Audio Visual Dept.
7936 Bookkeeping Dept.
7930 Accounts Payable
7923 Cashier
7935 Chief Accountant
7932 Payroll
7925 Student Accounts
7870 Bldgs. & Grounds
7934 Controller's Office
7860 Development Office
7870 Facilities Coordin.
7958 Grants Office

7970 News Office
7920 Personnel Office
7920 Purchasing Office
7995 Security
7999 Information Center
7953 Mailroom
7952 Duplicating
7950 Backstage
7951 Projection Room
7771 Computer Terminal
7868 Word Processing

**** When dialing these numbers from anywhere outside of the University it is necessary to use 371- first.

STUDENT CLUBS AND ORGANIZATIONS

ACCOUNTING CLUB

The Accounting Club was re-activated this year. Its purpose is to provide accounting students with access to accounting-oriented activities and to give them a better insight into their chosen field. Guest speakers from the public and private sectors address students periodically, regarding accounting functions in the business world.

President:	Ralph Aurelia	Treasurer:	Mark Antonini
Vice President:	Ron Nolting	Advisor:	Mr. Robert Kelly
Secretary:	Mike Algieri		

ART CLUB

The main objective of the Art Club is to bring together students who share an interest in the art field. Activities include lectures and trips to New York and area art shows and exhibits. Last year the club brightened up the Art and Music Department walls with some graphic work. The club also organizes the annual Student Art Show, which enables students to display their photographs and art work.

President:	Vicki Curiale	Treasurer:	Maureen Schwab
Vice President:	Marie DeFrancis	Advisor:	Mr. Ted Gutsa
Secretary:	Margaret Pasacreta		

ATHLETICS - SPORTS AND RECREATION

The University has expanded its major sports program and is now recognized in the Eastern Sports Division as well as in the National Level (Div. II). The University is a member of the NCAA, ECAC, and the NECAC.

Athletics is subdivided into three areas: (1) intercollegiate sports, including basketball, baseball, softball, volleyball, and cross country; (2) co-ed intramural sports, including basketball, softball, and volleyball; (3) open recreation, where facilities and equipment are made available for the university community's use, including basketball, ping-pong, volleyball, badminton, and horseshoes. Also available is a heavy bag, speed bag, an exercise room with a universal gym, and bi-weekly aerobic classes.

Advisor: Dave Bike

BIKE-HIKE CLUB

The Bike-Hike Club, founded in the late 70's, brings together students and faculty with an interest in exploring the outdoors. Each fall and spring the club schedules bicycle and hiking trips to sites in the New England region.

President: Tony Mortimer

Advisor: Dr. Corrigan

BIOLOGY CLUB

The Student Affiliate of the American Institute of Biological Sciences is dedicated to advancing the recognition of the importance of biological science as it serves mankind. The club aids the potential biologist in preparation for a career. In addition, the club makes a special effort in maintaining contact with their related biological fields through lectures and informal meetings.

President: Phil Hadden

Corr. Secretary: Jessica Caple

Vice President: Cathie Corcoran

Treasurer: Mike Hillis

Rec. Secretary: Darlene Bohannon

Advisor: Mrs. Schofield

CHEERLEADERS

The Cheerleading Squad consists of twelve students selected at annual try-outs. In addition to supporting the sports program, the squad also sponsors an annual High School Cheerleading Competition, with squads from all over the state participating. They also hold car washes, bake sales, and boosters to help raise money.

Advisor: Lorraine Boudreau

CHEMISTRY CLUB

The Student Affiliate Chapter of the American Chemical Society provides chemistry majors and other interested students with a variety of extra-curricular opportunities. Members work together on projects to raise money needed to fund the chapter's activities. Both social and educational events are organized by the club. They sponsor lectures on a variety of scientific subjects given by researchers and professionals from the area. Members and faculty participate in field trips and parties organized by ACS.

President: Greg LeFebvre

Treasurer: Denis McCann

Vice President: Barbara Pressner

Advisor: Ms. Marie Sabo

Secretary: Lori Coates

CLASS OFFICERS

Four class officers, consisting of a President, Vice President, Secretary, and Treasurer, are elected into office each year by their fellow class members. Their purpose is to represent the needs and interests of the class. Besides sponsoring mixers, pub nights, and other special activities, they work closely with administrators, faculty, and staff on university projects.

Class of 1983

President: Anne Dalle Ave
Vice President: Ron Nolting
Secretary: Cathie Corcoran
Treasurer: Todd Gallo

Class of 1985

President: Chris D'Arcangelo
Vice President: Christine DeMarchis
Secretary: Tif Wieloch
Treasurer: Nancy Mooney

Class of 1984

President: Gi Vozzolo
Vice President: Bob Pinciario
Secretary: Michelle Schiappa
Treasurer: Steve Karl

Class of 1986

President: Bobby Bocchino
Vice President: Johanna Whalen
Secretary: Lynn Holton
Treasurer: Tony Giugliano

COLLEGE REPUBLICANS

The Sacred Heart College Republicans are affiliated with the nationally recognized College Republicans. The club promotes today's new republicanism, encouraging people to become more involved in governing themselves. The club sponsors events such as voter registrations, candidates' debates, rallies, and forums. The club has been instrumental in providing the university with an outstanding selection of guest speakers, including Len Paoletta, Mayor of Bridgeport, and Prescott Bush, U.S. Senatorial candidate.

President: Bill Giraldo
Vice President: Ray Bastarache
Rec. Secretary: Lonnie Fravel

Corr. Secretary: Diane Parks
Treasurer: Robert Madar
Advisor: Dr. John Kikoski

CONTINUING EDUCATION COUNCIL

This organization was founded to represent Continuing Education students in all phases of academic and social spheres. It is made up of a group of students interested in planning activities and assisting their fellow classmates.

Advisor: Mr. Thomas Calabrese

COPUS

The Coalition of Private University Students is a six member executive committee. They work for the benefit of the student body by maintaining contact with the state legislators about concerns relating to financial aid for private universities. They coordinate Candidates Day, an annual program where candidates meet with the SHU community. Also, COPUS holds an annual petition drive asking the legislature for greater financial assistance.

President: Christopher Bleuel Advisor: Mr. William Kennedy

DEMOCRAT CLUB

The Sacred Heart University Young Democrats Club was founded in 1982. The organization was created to balance out the political spectrum on campus, to promote democracy, and to represent students interested in the Democratic Party. Since its founding, the organization has hosted several guest speakers on campus, including Toby Moffett and Carly Simon campaigning for Toby Moffett's bid for U.S. Senate, Bruce Morrison, and John Downey.

President: Bob Pinciario Treasurer: Janet Chandler
Vice President: Susan Farenga Advisor: Dr. John Kikoski

DRAMA CLUB

The Drama Club was established in the spring of 1979. It is dedicated to the presentation of quality drama at SHU. Several classic adaptations are presented throughout the year. Auditions are open to all students and faculty, and the outside community. The club gives students the opportunity to perform and work on the production, as well as giving greater experience to those wishing to pursue a career in drama.

Advisor: Ms. Glenna Ross

HONOR SOCIETIES

Students maintaining high academic averages and meeting other necessary qualifications may be nominated for membership in the honor societies.

Continuing Education Honor Society	Advisor: Mr. Thomas Calabrese
Delta Epsilon Sigma Honor Society	Advisor: Dr. John Brookes
Phi Alpha Theta Honor Society	Advisor: Dr. John Mahar

INTER-FRATERNITY/SORORITY COUNCIL

This council serves as an advisory board to the Greek organizations on campus. Their purpose is to motivate and set guidelines for the greeks, and to promote cooperation instead of competition. The council consists of two representatives from each fraternity and sorority. IFSC's big event is running the annual Spring Fest Weekend, including the King/Queen Contest and Skit Night.

President:	Lisa Petruzzelli	Secretary/Treasurer:	Annette Heybruck
Vice President:	Emily Mossey	Advisor:	Ms. Sue Vining

INTERNATIONAL STUDENTS ASSOCIATION

This club was formed in 1979 to enable students from foreign countries and various ethnic backgrounds to share their experiences and ideas. ISA strives to enrich the university community by increasing awareness and understanding of different cultures.

President: Tirusew Mamo

ITALIAN CLUB

The Italian Club is a social group which was started to develop student and community awareness of the Italian culture. This is achieved through trips and lectures. The club is open to anyone with an interest in the Italian culture and heritage.

Advisor: Mr. Giuseppe Frieri

KARATE CLUB

The Karate Club has been in existence for four years. Its membership is made up of students, faculty, and the community. Its purpose is to promote the martial arts of self defense. The club work-outs emphasize physical conditioning and the following of the art of karate as a way of life. Members of the club compete in tournaments for trophies; the club presently holds four trophies.

Advisor: Dr. Sid Gottlieb

LA HISPANIDAD

La Hispanidad was established in 1966 by the Modern Foreign Languages Department. Its members participate in many social and cultural events which include lectures, parties, movies, and theater presentations. They sponsor an annual Spanish Week Celebration in October. One of the events taking place that week is the "Fiesta Hispana," where students are invited to sample a variety of Spanish delicacies.

President: Jorge Pezo
Vice President: Melinda Stygles
Secretary: Darcy Montalvo

Treasurer: Gilberto Martinez
Advisor: Dr. Torreira

LEGAL ASSISTANT CLUB

The Legal Assistant Club was started in 1981 and is known as Lambda Alpha Phi. The club was developed as an activity for students in the legal assistant program and for legal administration majors. It gives these students an opportunity to meet and exchange ideas. One of the club's major activities is the annual Mock Trial, held to celebrate Law Day.

Advisor: Ms. Muriel Small

MARKETING CLUB

The Marketing Club's purpose is to promote a better understanding of the marketing environment to students. They accomplish this through guest speakers brought to campus to inform the students of various aspects of the marketing profession. The club also sponsors trips to marketing firms and other companies.

President: Debbie Greco
Vice President: Chris Lemoult
Secretary: Diana Picciallo

Treasurer: Lina Docimo
Advisor: Dr. Lorry Weinstein

OBELISK NEWSPAPER

Published under the same name since 1963, the Obelisk is the student newspaper of Sacred Heart University. It is an eight-page tabloid, produced every two weeks. The paper is funded by revenues from the student activity fee. Additional money is obtained through advertising. Anyone may submit articles to the paper, and any full or part-time student may be on the staff. The paper is a prime source of information about upcoming events at the university.

Co-Editor: Richard Fohrenbach
Co-Editor: Gina Siano

Business Manager: Mark Antonini

PHILOSOPHY CLUB

The Philosophy Club is made up of students and faculty. It meets informally three times each semester, and the discussion is open to anyone who wishes to initiate a topic. Often a student will present a paper or discuss a reading of philosophy that might be of interest to the group.

President: Todd Neuhaus Advisor: Dr. Edward Bordeau

POLISH CLUB

The Polish Club was established in February of 1979. Its purpose is to disseminate knowledge of the cultural achievements of Poland. Its aim is to provide scholarships to Sacred Heart students who pursue courses in Polish studies at the university. All students are eligible for membership in the club.

Advisor: Mr. Franciszek Lachowicz

PRE-MEDICAL SOCIETY

This is a new club, founded in the Fall of 1982. Its purpose is to promote and ensure a purposeful enlightenment to the college community on topics dealing with health and health education. The club strives to provide services for improvement of existing social conditions.

President:	Mike Hillis	Treasurer:	Jessica Caple
Vice President:	Phil Hadden	Advisor:	Dr. Babu George
Secretary:	Donna Tuba		Dr. Christ Verses

PRESIDENTIAL GOLD KEY

Presidential Gold Key consists of students who serve as hosts and hostesses at important university functions. These students are selected by the Director of Special Events and the Dean of Students. The experience derived from participating in Gold Key are immeasurable in the areas of public relations, university relations, and social affairs.

Advisor: Ms. Ann Fravel

PRESIDENTIAL INTERNS

In recognition of overall leadership activities at SHU, the President, on recommendation of the Intern Advisory Committee, appoints eight presidential interns each academic year. Each intern is assigned to a university administrator whose area of responsibility provides work and research experience related to the student's career objectives. The interns participate in a class conducted by the President and work with him on various assignments designed to benefit the student body. In addition, the interns receive a \$1,000 tuition grant, 15 hours per week of work-study compensation, and are provided with special training in advanced communications and stress analysis.

Criteria for selection are: (1) upper division (two years at SHU); (2) academic potential (QPR 2.6 minimum); (3) leadership potential.

1982-83 Interns:

Ray Bastarache
Kevin Fox
Todd Gallo

Eileen Greenberg
Gary Kubik
Karen Kuna

Anna Polimeni
Lucy Russo

PROLOGUE YEARBOOK

The purpose of the Prologue is to provide students with an account of the year's events. All students are welcome to join the staff, as layout workers, photographers, or assistants. The Prologue is funded by revenues from the student activity fee, and full-time students paying the activity fee are entitled to a free issue of the book.

Co-Editor:

Anna Polimeni

Co-Editor: Diana DiCenzo

REPHAS

The Recreation for Physically Handicapped After School Program was started in 1971 by a psychology major as part of an independent study project. SHU students and faculty meet with physically handicapped children twice a week at the Roosevelt School in Bridgeport. This program provides the children with recreational and social activities. REPHAS also serves as a core requirement for psychology majors.

Advisor:

Ms. Anne Biggs

RYCENGA SOCIETY

The Rycenga Society was formed to honor the memory of Dr. John Rycenga, former chairman of the SHU English Department. The society sponsors the Rycenga Symposium, an inter-disciplinary journal of student works, and holds an annual lecture series bringing well-known writers and scholars to campus.

Advisor: Dr. Ralph Corrigan

SOCIOLOGY-SOCIAL WORK CLUB

The Sociology-Social Work Club was formed in 1979. The club provides a support system for students majoring in Social Work and a forum for discussion of issues which affect students in the program. The club also provides services to the university and the larger community, and organizes social activities for social work students. Club membership is open to all students in the departments of Sociology, Social Work, and Criminal Justice.

Advisor: Ms. Sally Hollingsworth

SORORITIES AND FRATERNITIES

Fraternalities and sororities are an important part of student life at SHU. Being a commuter school, students welcome the cohesive ideals that the organizations offer. The members participate in activities sponsored by the school and other organizations. The fraternities and sororities strive to affirm a dedication to sisterhood and brotherhood, and to promote academic, social, and cultural concerns. These organizations also sponsor several charity drives for organizations which include the Leukemia Society, the Cancer Society, Muscular Dystrophy, the Diabetes Foundation, the United Way, the Special Olympics, and the Appalachia Drive for the poor in Kentucky. All students are welcome to join.

Beta Delta Phi Sorority

President: Brigitte Michaud
Vice President: Carol Kernicky
Rec. Secretary: Beth Vida
Cor. Secretary: Ann Bovard
Treasurer: Darcie Conlon

Pi Sigma Phi Sorority

President: Laura Blakeman
Vice President: Kathy Siwicki
Secretary: Carlene DeMarchis
Treasurer: Christine DeMarchis

Nu Epsilon Omega Sorority

President: Diana DiCenzo
Vice President: Marlene Gulli
Rec. Secretary: AnneMarie Forte
Cor. Secretary: Sharon Hudak
Treasurer: Nancy Coon

Rho Sigma Chi Society (men & women)

Co-Chairman: Mary Jo Kelly
Co-Chairman: Emily Mossey
Secretary &
Treasurer: Elizabeth Ryder

Sigma Psi Delta Fraternity
President: Bob Shea
Vice President: Mike Kindel
Secretary: Mike Silvernail
Treasurer: Rick Viola

Sigma Tau Omega Fraternity
President: Ray Szwec
Vice President: Todd Gallo
Secretary: Leslie Lusniak
Treasurer: Mike Algiere

STUDENT GOVERNMENT

Student Government is made up of a President, Vice President, and four representatives from each academic class. They are elected to office each April by their fellow classmates. Student Government is a powerful decision-making body governing student affairs. With an annual budget of \$80,000 (derived from the student activity fee), SG is responsible for funding, either partially or totally, student services at the university. This includes things such as the newspaper, yearbook, extra-curricular activities, sporting events, clubs, fraternities, and sororities. SG works for the student body, reviewing current programs and policies, and making recommendations to improve student life at SHU. In addition, they sponsor many programs of their own, such as Harvest Weekend, trips, the Mardi Gras, and Last Day of Classes Parties.

President: Ray Bastarache
Vice President: Kevin Fox
Advisor: Ms. Susan Vining

Class of 1983 Reps:
Cathie Corcoran
John Czapla
Todd Gallo
Lucy Russo

Class of 1985 Reps:
Chris D'Arcangelo
Nancy Mooney
Paul Vimini
Tif Wieloch

Class of 1984 Reps:
Victor Biancardi
Kim Petite
Michelle Schiappa
Gi Vozzolo

Class of 1986 Reps:
Tony Guigliano
Lynn Holton
Mary Ann Stanko
Johanna Whalen

UJAMMAA

Ujammaa is the Swahili word for cooperation. One of the goals of Ujammaa, the SHU Black Heritage Association, is to develop an awareness and an appreciation for black history and culture. This achieved through lectures, forums, and panel discussions which treat sensitive urban problems whose solutions require the cooperation of all.

President: Adolph Ellis
Vice President: Rhonie Wright
Advisor: Mr. Frederick McKinney

Rec. Secretary: Penny Owen
Cor. Secretary: Keith Bennett
Treasurer: Vicki Holmes

UNIVERSITY CHORALE

The University Chorale exists to give students the fun and the challenge of singing together. Their music is varied - contemporary, classical, traditional - and is often accompanied by instrumental ensembles in their concerts. The Chorale sponsors two on-campus concerts each year, and also gives performances in the community.

Advisor: Mr. Leland Roberts

UNIVERSITY SENATE

The University Senate is a tripod body made up of 38 members: 20 faculty, 6 administrators, and 12 students (10 full-time day, 2 Continuing Education). The Senate establishes the policies that guide the university in areas of academics, faculty and student affairs, and athletics. It derives its authority from the university Trustees, and its activities are guided by its Constitution and by-Laws.

Student Senators:	Mark Antonini	John Czapla
	Victor Biancardi	Bill Giraldo
	Christopher Bleuel	Eileen Greenberg
	Debbie Buckshon	Annette Heybruck
	Kathy Carr	Tony Mortimer

WSHU RADIO

WSHU, 91.1 FM, is a licensed, noncommercial educational radio station, owned and operated by Sacred Heart University. The station is staffed by student volunteers in a variety of areas including newscasting, engineering of classical programs, production of public service announcements, and researching and developing specialty programs. Air shifts are available upon obtaining an FCC license and proper familiarization with equipment and on-air procedures. WSHU delivers adult contemporary music, community affairs, and cultural programming to audiences in Southwestern Connecticut and Long Island. Any student with an interest in becoming part of the daily operations of a radio station is encouraged to contact the station.

Student Directors: Lisa Hayden
Tom Kelly
Jim O'Neil
Karen Piorek
John Silva
Peter Tomlinson

Advisor: Mr. George Lombardi

SERVICES & MISCELLANEOUS

ACTIVITIES OFFICE

The Activities Office serves as the center of information on student events, clubs and organizations, and student leaders. In addition, this office distributes student ID cards, activity stickers, and yearbooks. Students interested in joining an organization or starting a new club are encouraged to consult with this office.

ACTIVITY STICKERS

Activity stickers are distributed to full-time students paying the activity fee. They are placed on the ID card, and may be used for free or reduced admission to certain events on campus. Activity stickers are available at registration and in the Activities Office. Students should present their validated registration form to receive their sticker.

USE OF BULLETIN BOARDS

All notices to be posted must be signed by the Activities Office or a member of the Student Government. Notices should be dated, and should be removed after the expiration date. All boards throughout the school are labeled as to the content of the board (for sale, events, etc.) and notices should be posted on the appropriate board.

CAMPUS MINISTRY

The Campus Ministry, in addition to providing pastoral counseling, sponsors daily liturgies, sacraments of penance, retreats, convocations, religious workshops, and outreach projects. The Campus Ministry Office is maintained as a hospitality and drop-in center for all students.

CHANGE OF ADDRESS

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

CLASS RINGS

Class rings are available and may be ordered from the Josten Ring Company or the Art-Carved Company. Salespeople visit Sacred Heart at regular intervals during the school year, and information is available from Mrs. Cahill in the Dean of Students Office.

SERVICES & MISCELLANEOUS
(cont.)

FINANCIAL AID

Students seeking assistance in financing 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 and 2) submission of a financial aid form.

HANDICAPPED ASSISTANCE

The University's ombudsman for handicapped students is Tom Calabrese, Director of Continuing Education Services. He is responsible for ensuring accessibility by handicapped students to campus facilities and activities. Any handicapped student needing assistance or information should contact Mr. Calabrese.

HEALTH SERVICES

The University maintains student health facilities for first aid and general health services. The Health Service Office is located in the south wing next to the cafeteria, and includes a three bed infirmary and a rest room. Students are encouraged to consult with the University's registered nurse about their health problems. Services are also available for checking weight and blood pressure. The nurse is on duty 9:00 a.m. to 3:00 p.m. during the academic year. Medical emergencies, during the day or evening, should first be reported to the SHU switchboard (dial 7999). The switchboard will then be responsible for contacting the nurse or other authorities.

HOUSING

The Counseling Center of the University maintains a file of available housing in the area. This reference is available to all students free of charge. For more information, contact Mrs. Griffiths, 371-7747.

STUDENT ID CARDS

All full-time students receive a Sacred Heart University identification card free of charge. Part-time students, day and evening, may obtain an ID card for a \$1.00 fee. There is also a \$1.00 charge to replace a lost or stolen ID. An ID card contains a student picture and verification of his/her student status, and is useful for check-cashing, obtaining student

SERVICES & MISCELLANEOUS

(cont.)

discounts at movies/theaters, etc. For further information, contact the Activities Office or the Continuing Education Services Office. Students must present their validated registration form and their driver's license (or two other forms of identification).

LIBRARY

Library cards may be obtained at the main desk in the Library. Students presenting their ID card will be given an application form to fill out. Students will be issued a temporary library card until their permanent card is processed.

The library provides individualized service to students writing term papers. Students should inquire at the main desk and a librarian will provide them with a half hour of individualized instruction centered on their term paper topic. Instruction includes assistance on locating books related to the topic and demonstrations on how to use appropriate audio-visual or other equipment.

LOCKERS

Any student desiring a locker to store books, supplies, coats, etc. may locate an empty locker along the corridors of the main building and claim it by placing his/her combination or padlock on it. Padlocks are for sale in the Bookstore.

LOST AND FOUND

The Security Office in the main building is the location for the lost and found. Articles should be turned in or claimed at this office.

NEWCOMER PROGRAM

The Newcomer Program is designed 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 Newcomer Program is located in the Counseling Office.

SERVICES & MISCELLANEOUS

(cont.)

NOTARY SERVICES

Notary services are available to all students free of charge in the Dean of Students Office.

PLACEMENT SERVICES

Throughout the year, workshops and individual advising are available from the Career Planning and Placement Office. Students may receive assistance with development of skills in resume writing, interviewing, and procedures for job-hunting. Corporation annual reports, literature, and graduate catalogs are available to assist students with their job search or educational plans after graduation. This office maintains a listing of job opportunities, full and part-time, as well as a file of graduates' resumes.

YEARBOOKS

Full-time students paying the activity fee may receive a yearbook free of charge. Yearbooks may be picked up in the Activities Office during the month of September. Part-time students may receive a yearbook at cost.

YEARBOOK PICTURES

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

WEATHER CLOSING

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

Bridgeport: WNAB, WPKN, WEZN, WICC, WSHU
Milford: WFIF
Danbury: WLAD
Brookfield: WINE
Waterbury: WATR
New Haven: WPLR, WELI, WAVZ, WNHC
Hamden: WKCI
Greenwich: WCGH

Norwalk: WNLK
Stamford: WSTC, WYRS
Westport: WMMM, WDJF
New York: WOR

*If no announcement is broadcast, classes will be held.

SERVICES & MISCELLANEOUS
(cont.)

WHO'S WHO AMONG STUDENTS IN AMERICAN UNIVERSITIES AND COLLEGES

Any student graduating in December, May, or August 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 the Dean of Students Office.

WORKSHOP SKILLS CENTER

The Workshop Skills Center offers all students the opportunity to improve their oral and written communication, reading, and study skills. The Center, on referral or drop-in basis, provides individual tutoring, small group workshops, independent learning modules, and other services to help students to develop, improve, and expand their writing, speaking, listening, reading, study, and thinking skills. The Center is located in S-200, S-201, S-202. It is open Monday through Friday from 9:00 a.m. to 2:00 p.m., and Monday through Wednesday from 5:00 p.m. to 8:00 p.m. Services are free of charge.

XEROXING AND MAILROOM SERVICES

Xeroxing and mailroom services are available to students in the Duplicating Room, located in the south wing. Xerox copies are 5¢ each. Sale of stamps and postage are also available here. In addition, there is a xerox machine located in the library.

A SENIOR LOOKS BACK

I wish I'd known ...

- ...that college takes quite a bit of self-discipline and hard work. It's not one big party.
- ...that one shouldn't be afraid to ask questions or think a question is stupid.
- ...that if one keeps up with homework, last minute panic can be lessened.
- ...that the best way to study is to review frequently instead of trying to memorize everything the night before the exam.
- ...that fear of walking in late is a lame, inadequate excuse for missing classes.
- ...that one must pre-register in order to be sure of getting the courses wanted.
- ...that book receipts should be saved in the event that certain books have to be returned, as frequently happens.
- ...that much money can be saved buying used books.
- ...to get to school a few minutes earlier in order to find a parking space somewhat nearer to class.
- ...to be more aware of what's going on in the "real" world outside by keeping up with current events in the press and periodicals.
- ...that cafeteria food does not compare with mom's home-cooking.
- ...that the people one thinks will be one's best friends do not always measure up to expectations. Selecting one's friends is an on-going learning experience. It never ends.
- ...that there is no one who will insist on getting one's homework done before taking off for a weekend - except yourself.
- ...how vastly productive good reading habits are.
- ...how to make the best use of one's time.
- ...how helpful teachers really can be, and how they are not only educators, but potential friends.
- ...that one should try to plan one's four years so as not to have to pile on extra courses during the summers. Summer work cannot meet the qualitative standards of coursework offered during the regular academic year. Time simply does not permit.
- ...that four years are too short when you look on them in retrospect.
- ...that college does not owe anyone an education; it merely provides the services and opportunities needed to acquire one. The responsibility rests with you.

What I eventually realized...

- ...to set goals and then formulate plans, however uncertain both may be at first. Otherwise one will drift aimlessly, like a boat without a rudder.
- ...that it is easy to be a follower, but to be a leader requires courage, sometimes a lot of it. A follower has no enemies; a leader inevitably has some, the number depending on the cause he supports.
- ...that college is not just books and papers. It is also socializing,

expanding and rounding one's personality by meeting others. Get involved in campus events, mixers, pub nights, rallys, as well as lectures, seminars, and symposia. Meet people.

... that a college benefits from one's personal input. Sometimes even one voice can be influential and effective in accomplishing changes, if it is heard. Run for student office, the Senate; participate in and support departmental clubs. Be an instrument for change and improvement, not just a critical spectator.

Cathie Corcoran, Class of 1983

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2

CAMPUS CENTER

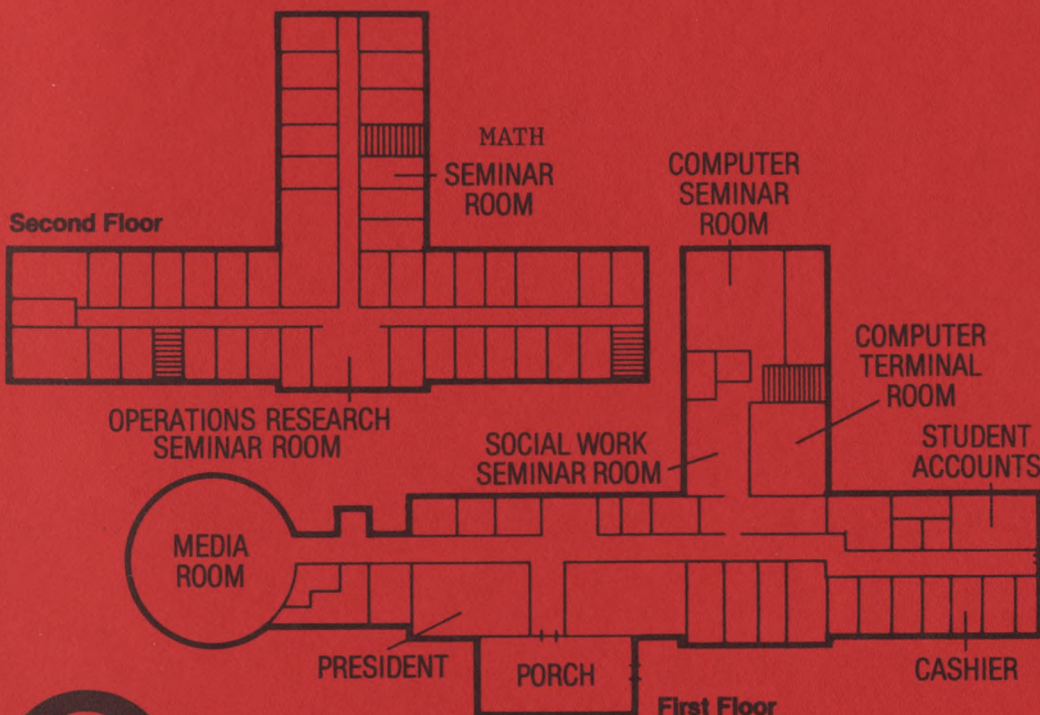
Second Floor



First Floor

MAIN ENTRANCE

Second Floor



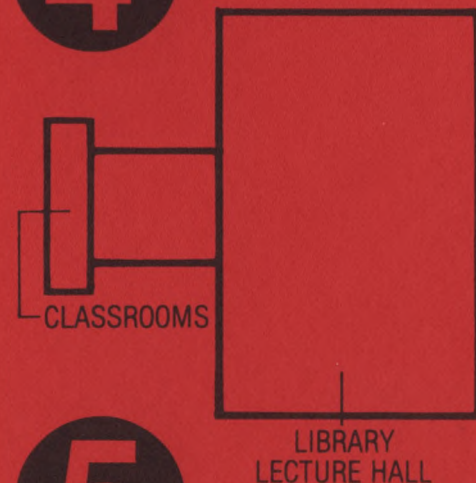
First Floor

3

ADMINISTRATION BUILDING

4

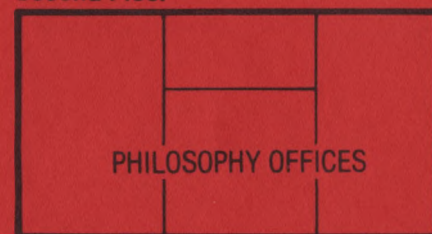
LIBRARY



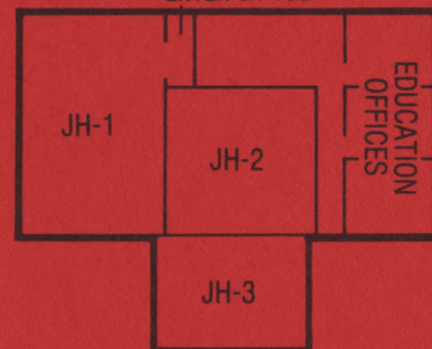
5

83 JEFFERSON

Second Floor



First Floor ENTER JH-1&2



CLASSROOMS WITH PREFIXES:

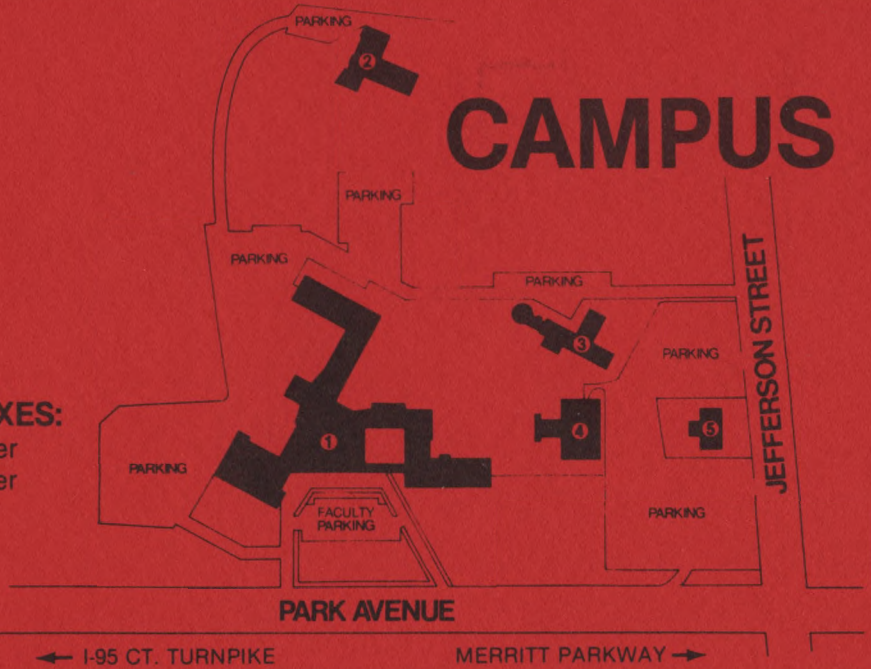
- AD = Administration Center
- CC = Campus Center
- L = Library
- JH = 83 Jefferson

Sacred Heart University

Fairfield, CT.

CLASSROOMS WITH PREFIXES:

N = North Wing - Academic Center
 S = South Wing - Academic Center
 AD = Administration Center
 CC = Campus Center
 L = Library
 JH = 83 Jefferson



ACADEMIC CENTER

1

