SACRED HEART UNIVERSITY

STUDENT HANDBOOK
2000-2001

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The Sacred Heart University Student Handbook and Weekly Planner serves as an agreement between the University and students to honor the standards, policies and procedures set forth in the following pages. By accepting to attend Sacred Heart University, a student is committed to understanding and abiding by these standards, as well as accepting responsibility for his/her actions. These policies have been established to provide a safe and comfortable community for all Sacred Heart University community members.

This handbook was prepared by the Student Union Office. All full-time undergraduate students receive one copy free, funded by the Student Activity Fee.

President's Welcome

Dear Students,

On behalf of the entire Sacred Heart University community, I am pleased to welcome you for the 2000-2001 academic year. We are not only on the threshold of a new school year with all the hopes and excitement that brings, but you and I are also about to begin a unique and thrilling journey into a new century and a new millennium. Ahead of us lie challenges and opportunities that we cannot even imagine.

Sacred Heart University is a community of scholars and learners. It exists to prepare men and women like yourselves to live in and make your contribution to the human community. The University's abundant resources include a gifted and caring faculty, state-of-the-art technology, numerous service opportunities, a vibrant student life, and more than 60 social and service clubs and organizations.

Rooted in the Catholic intellectual tradition, the University offers students a solid foundation in the liberal arts. I encourage you to take full advantage of the intellectual and social riches to be found here in such great abundance. It is my hope that you will learn at Sacred Heart University not only how to make a living, but also how to make a life.

We have it in our power, you and I, to help ensure that the 21st century will be a century of peace. But before that can take place, peace must find a home within each of us. I invite you to join with every other member of the Sacred Heart University community to work for that peace in our classrooms and residence halls, in our organizations and service projects, in our families and ourselves. If we do that, the year ahead will surely be one for the record books.

The University's first priority is its students. My office is always open to you. With every good wish for the year ahead, I am

Sincerely yours,

Anthony J. Cernera, Ph.D.
President

University Mission

Rooted in the Catholic intellectual tradition, Sacred Heart University is a comprehensive, independent, coeducational institution of higher learning. The primary focus of its mission is "to assist in the development of people who are knowledgeable of self, rooted in faith, educated in mind, compassionate in heart, responsive to social and civic obligations, and able to respond to an ever-changing world."

Through their academic endeavors as well as their involvement with campus ministry, academic clubs, community service programs, social organizations, athletic teams, Greek life and student government, Sacred Heart University students are offered a wide variety of opportunities to develop an appreciation of their personal worth, individual gifts and academic potential. Faculty, administrators and staff provide a strong support network and serve as mentors and guides as students pursue personal and academic growth.

Rooted in the richness of the Catholic intellectual tradition and reflecting the ecumenical spirit of the post-Vatican II Church, Sacred Heart University challenges its students to open their eyes, ears, minds and hearts to new knowledge and ideas. It motivates them to grow intellectually, spiritually and morally in a world of opportunities and choices; it prepares them to achieve success within a chosen profession; and it encourages them to reach out to those in need, especially the poor, and to assume responsibility for making their world a better place.

Sacred Heart University was founded in 1963 by the Most Rev. Walter W. Curtis, S.T.D., the second bishop of the Diocese of Bridgeport, to provide a quality education at a local, commuter-based Catholic university. On the eve of the Second Vatican Council, Bishop Curtis envisioned a new model of Catholic higher education and decided that this new University would be led and staffed by lay people from its very beginnings. This founding vision of lay leadership in Catholic higher education has given Sacred Heart University a unique place among its peer institutions and remains a key element in its mission to form lay leaders for the Church and for society.

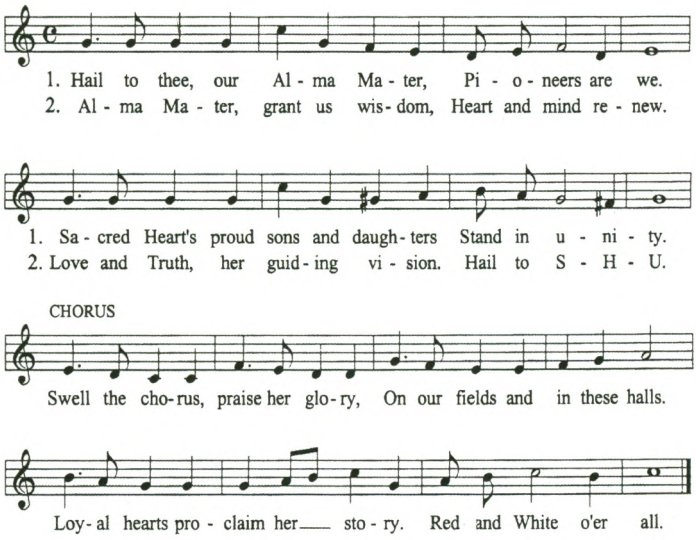
In its first year, the University had nine faculty members and 173 commuter students. Today, the University has more than 300 faculty members and 5,700 full-time and part-time undergraduate and graduate students, with more than 70 percent of its full-time undergraduate students now living in campus housing.

University Colors: **Red and White**

Nickname: **Pioneers**

Alma Mater

On the occasion of its 35th anniversary in 1998, Sacred Heart University adopted its official Alma Mater. Literally meaning "nourishing mother," the traditional title refers to the University as a sustaining influence in the lives of the men and women who are educated there. This spirited anthem is sung at all major academic convocations.

Alma Mater

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Academic Policies

This section of the Student Handbook offers students a brief overview of key academic policies, focused specifically on full-time, undergraduate students. For a detailed explanation of academic policies and procedures, all students are encouraged to consult the University Undergraduate Catalog or check with the Academic Affairs Office .

ACADEMIC YEAR: The academic year for full-time students consists of two 15 week semesters. In addition, there are two summer sessions. The University offers weekday and evening classes as well as some weekend courses. The University uses the semester credit hour system of awarding credits. A semester credit hour is earned for satisfactory work in a 50 minute period of class per week for a semester. For a laboratory course, a longer period of laboratory work is required for a semester credit hour.

REGISTRATION: The registration schedule, course offerings, and forms are available from the Office of the Registrar on Monday-Thursday from 8:30 am-8:00 pm and Fridays from 8:30 am-4:00 pm. New students interested in full-time study must apply to the Office of Admissions for matriculation prior to registration. Academic Advising is available to assist students in the selection of courses; however, each student is fully responsible for the courses selected. The normal course load for full-time students is 12-17 credits per term. Students wishing to take more than 17 credits must request permission from the Registrar and will be assessed additional tuition for overload credits starting with the 19th credit. All tuition and fees must be paid according to the payment schedules established by the Offices of Finance.

ADD/DROP: Students are permitted to change their course selections prior to the end of the first week of the semester. A nominal charge for changes is assessed. The procedure for program changes is available at the time of registration each term from the Registrar's Office. The procedure must be followed in order to ensure course registration and the proper issuance of refunds (see refund policy). Students can change from credit to audit, audit to credit and pass/fail to grade, grade to pass/fail only through the end of the add/drop period.

COURSE WITHDRAWALS: Any student who wishes to withdraw from a course must obtain an official withdrawal form from the Registrar's Office, have the form signed by his/her Academic Advisor and by his/her Instructor, then return it to the Registrar. Course withdrawals are permitted without grade penalty (W) only during the first five weeks of the semester (Academic Calendar identifies the exact dates). After five weeks, the grade "withdrawal" or "withdrawal failure" (W or WF) is assigned by the course instructor.

CLASS ATTENDANCE: Regular class attendance is the responsibility of each student. Instructors are permitted to include a portion of the final grade for attendance. All work missed by class absences must be completed by the students. Excessive absence could result in failure of the course. Attendance is a matter between instructor and student in each course.

ACADEMIC HONESTY: SHU places a strong emphasis on academic honesty. Plagiarism, theft of library books or other University equipment, and all forms of academic dishonesty are subject to appropriate disciplinary action through the University judicial system. Clear cases of academic dishonesty as determined by the instructor in any course will result in a F grade for that assignment and/or course or dismissal from the University. For any disciplinary action, the University affords a student the right of due process.

GRADES: Grade reports are mailed to all students at their home address approximately two weeks after the end of each semester. Grade reports may be withheld if the student has an outstanding financial account with the University. The undergraduate system of grades, along with the quality points issued for each grade, is presented below. The system of grades for each graduate program is listed in the appropriate graduate publication.

Grade	Q. Points	Grade	Q. Points	Grade	Q. Points
A	4.00	B-	2.75	D	1.00
A-	3.75	C+	2.50	F	0.00
B+	3.50	C	2.00	W	0.00
B	3.00	D+	1.50	WF	0.00
				I	0.00

The "I" grade (incomplete) may be changed by completion of the course work deficiency no later than 6 weeks after the beginning of the following semester. If, at the end of this 6 week period the "I" grade has

not been changed, the grade will automatically be changed to an "F". A one-year extension may be granted by the instructor by completing an "Incomplete grade extension" forms which can be obtained at the Registrar's Office. Failure to complete work by the end of this period will result in the automatic conversion of the "I" to an "F. **Note:** A grade below "C" is not an acceptable grade in rhetoric or major course work. In addition, some courses have as their prerequisite a grade of "C" or better. These courses must be repeated until a "C" or better is obtained. A repeated course can only be credited once toward degree requirements.

PASS/FAIL OPTION: The Pass/Fail option has the following conditions:
1. Students are permitted to choose up to 4 courses toward their Baccalaureate Degree and up to 2 courses toward their Associate Degree. Once the course is completed with a grade of pass (P), it cannot be repeated for a letter grade.
2. The pass/fail option must be chosen during registration and cannot be changed after the end of the add/drop period for that semester.
3. Area B, major, minor, education or BA/BS required courses cannot be taken under the pass/fail option, except by permission of the major, minor or education department chairperson.
4. Only elective courses can be taken under pass/fail option.

DEAN'S LIST: Full-time students (earning 12 credits or more) who earn a grade point average of 3.40 or better each semester are eligible for the Dean's List. Part-time students who complete 9 or more credits with a 3.40 or better (or 6 credits with 3.75 or better) are eligible for the Dean's List.

ACADEMIC HONORS: At graduation, students who complete the undergraduate program with the following cumulative averages are eligible for the listed honors: Summa Cum Laude (3.80 to 4.00), Magna Cum Laude (3.60 to 3.79) or Cum Laude (3.5 to 3.59).

TAKING COURSES AT OTHER INSTITUTIONS: All matriculated students are expected to take the remaining courses for the degree at SHU. Under special circumstances a student may appeal to take the course(s) at another institution. The guidelines used in determining approval for taking courses at other schools are listed in the SHU undergraduate catalog.

SOCIAL SECURITY & VISA CERTIFICATION: The Registrar is the official SHU officer to issue certification of attendance for all government and private programs as well as the overseer of all F-1 Visa applications (I-20 forms) and employment applications (I-538 forms).

ACCESS TO STUDENT RECORDS: The 1974 Family Education and Privacy Act defines students' rights of access to records and information maintained by the University. SHU students have the right to view any records which directly involve the student except for financial records and statements given by your parents to the Financial Aid Office, medical records supplied by a physician and confidential letters or recommendations. No one else has the right of access to this material without the prior written consent of the student involved. It is important to note that some information is designated as "Directory Information" and is available to individuals, agencies and organizations within and without the University. SHU identifies the following as "Directory Information": name, degrees, awards, address, prior education/ institution in officially recognized sports/activities, major field of study. A student, however, may refuse the release of any or all of this "Directory Information" by stating this in writing to the Dean of Students during the first weeks of each semester. A student who wishes to examine his/her academic records must first see the Registrar to schedule an appointment to view his/her files. Copies are available for a nominal fee.

REPEATED COURSES: When a failed course is repeated, only the most recent of the two grades will be counted in the computation of the Quality Point Average (QPA). The original grade will, however, be kept on the transcript, marked "repeat." This policy is limited to the first two "F's" received during undergraduate study. This process in not automatic - students who repeat a course and wish to adjust their transcripts must submit the "Repeated Course Form" to the Registrar's Office.

STUDENT STANDING: Students who meet the standards listed below are considered to be in Good Academic Standing:
00-15 Credits attempted = 1.80 Minimum Cumulative GPA
16-60 Credits attempted = 2.00 Minimum Cumulative GPA
61-90 Credits attempted = 2.00 Minimum Cumulative GPA
91 + Credits attempted = 2.00 Minimum Cumulative GPA
Grades transferred from other universities will not be counted in Sacred Heart University's cumulative GPA.

ACADEMIC PROBATION

1. All students, except 1st semester freshmen, whose cum GPA falls below 2.0 will be placed on academic probation. Any student (including 1st semester freshmen) who receives a one semester GPA of less than 1.8 will also be placed on academic probation. If a student's cum GPA is 2.2 or above and the semester GPA is lower than 1.8 but not lower than 1.5, the student will be administered an academic warning, rather than placed on academic probation. However, 2 consecutive semesters of less than a 1.8 GPA, regardless of cum GPA, will automatically result in academic probation.
2. A student who receives two or more Fs or WFs in any given semester will be placed on Academic Probation.
3. Any full-time student (i.e., enrolled for 12 or more credits) who fails to complete 12 credits in a semester will be reviewed and placed on Academic Probation, if appropriate.
4. All students whose cumulative GPA falls below the minimum standards listed above will be placed on Academic Probation.
5. Any student who represents the University in any public manner as a member or officer of a University registered club or organization, delegate to any association meeting or convention, or participant in intercollegiate athletic competitions, must maintain good standing. Any student who is placed on academic probation or dismissed from the University is immediately ineligible to represent the University in any of the above activities.
6. A student on academic probation may choose to enroll in courses during the University's Winter session and Summer school. Grades from the Winter session will be applied to the fall semester GPA, while grades from summer session(s) will be applied to the spring semester GPA. This will include grades from all courses taken during the Winter and Summer sessions, not just repeats of failed courses. Winter and Summer session grades will also apply to the GPA.

NORMAL PROGRESS: A student whose credits completed fall below the minimum listed below is considered as not making normal academic progress. Many financial assistance programs are contingent on the student maintaining satisfactory academic progress.

FULL TIME		STUDENT CREDITS
Semesters Completed	Status	Completed
2	Freshman	23
4	Sophomore	24-53
6	Junior	54-83
8	Senior	84-120

DISMISSAL STANDARDS: All students subject to dismissal for academic reasons will be reviewed individually prior to a final decision and notification:

1. A student who is on Academic probation for two consecutive semesters will be subject to dismissal.
2. Any student who incurs three Academic Probations during his/her academic career will be subject to dismissal.
3. Any student whose cumulative GPA falls below the following levels will be subject to dismissal:

	Cumulative GPA
After one semester	1.00
16-30 credits attempted	1.50
31-90 credits attempted	1.70
91+ credits attempted	1.90

A student who has been dismissed can appeal the dismissal to the Academic Appeals Committee for reconsideration.

ACADEMIC APPEALS: A student placed on academic probation or dismissed can submit a request for change of status to the Academic Appeals Committee (see Dismissal). Students who were dismissed in previous semesters must obtain permission from the Appeals Committee before re-enrolling at SHU. For more information please contact the Registrar.

UNIVERSITY WITHDRAWALS: A student who wishes to withdraw from SHU must schedule an appointment with the Director of Advisement (if an upper-class student) or with the Dean of Freshmen (if a first year student). Just leaving the University does not constitute an official withdrawal. In addition, any refund is based upon the official date of withdrawal. Students who do not plan to return to Sacred Heart after any semester should also contact the Director of Advisement. Students who withdraw officially from the University during the first five weeks are assigned W's for their courses. Students withdrawing after the last day to withdraw may receive a WF grade for a course at the discretion of the Instructor.

REFUND POLICY: Students who withdraw officially from SHU are entitled to a proportional refund of their tuition only during the first 4 weeks of the semester. Refunds are granted and processed only after a student completes the withdrawal procedure. Refunds are based on the official withdrawal date; students who simply stop attending and do not withdraw officially are NOT entitled to a refund. No refund is provided

for fees or other charges. The tuition refund schedule is:

Before the start of classes=100%
During the first week= 80%
During the second week= 60%
During the third week= 40%
During the fourth week= 20%

No refund is offered once the fifth week of classes begins. Full-time students who withdraw from individual classes and place themselves below 12 credits are still charged at the full-time rate and are not entitled to a proportional refund. Room/board refunds normally use the same refund schedule as the tuition refund schedule. Students must conduct an exit interview with the Director of Residential Life and Housing Services for final arrangements and refunds.

DEGREE REQUIREMENT WAIVER: On occasion, it becomes necessary that degree requirements or other considerations involving SHU policies and regulations be modified, based on individual needs. A student wishing a modification in academic requirements should obtain the application for an Academic Waiver Form from their department chairperson or from the Office of the Vice-President for Academic Affairs. Completed applications should be submitted at least one semester prior to the completion of the degree. Types of Waivers include major course residency requirement, major requirements, physical handicap, proficiency, and substitutions and are defined in the Undergraduate Catalog.

APPLICATION FOR GRADUATION: In order to receive a degree, a student must complete all requirements of that degree as listed in the University Catalog and in the Undergraduate Advisor as distributed by the Office of the Registrar. All students eligible for a degree must apply for graduation candidacy with the Registrar at least two semesters before completing the degree. Failure to comply might result in a delay of receiving the degree. In order for a student to officially graduate and/or participate in commencement activities, the student must have completed all financial obligations to the University.

STUDY ABROAD OPPORTUNITIES: SHU strives to develop students who are able to respond to the ever-changing world. Cross-cultural experience enriches students and helps them to become more knowledgeable global citizens. A study abroad experience is an important way for students to distinguish themselves from other college graduates in the job market. Students wishing to acquire part of their education abroad are afforded many opportunities to do so through the University's short term and academic year study abroad programs. The

University is a member of the College Consortium for International Studies which offers full academic programs in cooperation with universities throughout the world. Programs may be short term, semester or year long. They may involve homestays or travel, field research or internships, and some will require proficiency in a foreign language. Information on opportunities for study abroad as well as information on grants/scholarships are available through the Study Abroad Office at x 8020.

TRANSCRIPTS: The transcript contains the official academic record of the student. Official transcripts are sent at the written request of the student to other universities, graduate schools or prospective employers. The student's written consent must be received before a transcript will be released. The student can complete a Transcript Request Form available in the Registrar's Office or send a written request. A fee of $5.00 is charged for each transcript requested and one week is needed for processing. Transcripts will be withheld if the student has a financial obligation to SHU.

FACULTY SENATE: A representative of the full-time day students (selected by the Student Government) and a representative of the evening students (selected by the Continuing Education Council) serve on the Faculty Senate as nonvoting members. The Senate initiates, reviews, and makes recommendations on policies and procedures for the University in the areas of academics and faculty affairs.

2000 FALL ACADEMIC CALENDAR

9/4	Labor Day/No classes
9/5	Classes begin
10/8-10/10	Columbus Day Weekend/No classes
10/18-10/24	Mid-term Exams
11/22-26	Thanksgiving Holiday/No classes
12/11	Last day of classes
12/12-16	Final Exams
12/18	Christmas Holiday begins/No classes

Academic Support Services

ACADEMIC ADVISING: At Sacred Heart University, academic advising is an integral part of a student's education, and meetings with an academic advisor should be an important and regular feature of a student's life. The Dean of Freshmen coordinates advisement for all first year students, while the Office of Academic Advisement oversees the advisement process for upper-class students. The process begins when first year students are assigned an advisor from one of the Freshmen Advisement programs. Students must fill out a declaration of major form with their current advisor or with the Coordinator of Academic Advising. Once a student declares a major, he/she will receive a faculty advisor in his/her major field. The advisor works not only to assist the student with course, program and major selection, but also to provide the guidance and support needed to help a student explore personal and professional goals. It is very important that each student meet with his/her advisor on a regular basis, particularly prior to registration.

ACADEMIC INCENTIVE PROGRAM(AIP): The AIP serves selected students by offering them special curriculum and advisement opportunities. Students accepted into the AIP take special English courses that develop their reading and writing skills. Equally important, they have the opportunity to meet weekly with caring advisors who talk with them about classes and other factors that affect their academic progress. The goal of the AIP is to do everything possible to make the completion of a college education a reality for the students. Advisors take pride in the role they play in working together with AIP students to achieve that shared goal.

ENGLISH AS A SECOND LANGUAGE (ESL): The ESL program is designed for students whose primary language is not English. Its purpose is to teach the form and function of English and to prepare students linguistically so that they may successfully study in an American academic institution. The first three(3) levels are pre-academic and intensive, 8- week sessions consisting of 21 hours per week. From level 4, students are mainstreamed into other University content courses and concurrently take English language courses. Placement into the program depends on TOEFL or SAT scores, the

University placement test, an oral interview and the student's language profile. Academic credit is granted for levels 3-6.

GE SCHOLARS PROGRAM: In conjunction with the General Electric Corporation, SHU began the GE Scholars Program in 1994. The program is a scholarship and educational opportunity designed to recognize and reward the accomplishments of a selected group of SHU multicultural students. During the academic year, GE Scholars join together, under the guidance of faculty mentors, to participate in appropriate academic and service activities. Each year 25 students are designated GE Scholars.

HONORS PROGRAM: The SHU Honors Program offers a challenging course of study for students who have excelled in their academic work. Classes are small to encourage critical, independent thinking. With permission of the department, Honors courses may be used as credit towards the core, a major or a minor. Students who acquire 18 Honors credits will graduate with a minor in the Honors Program.

JANDRISEVITS LEARNING CENTER: The Jandrisevits Learning Center (JLC) located in the lower level of the Ryan-Matura Library, provides individual and group tutoring to assist students in developing computer and computation skills, as well as written, oral and critical thinking competencies for all courses across the curriculum. Monthly workshops help students reinforce skills in reading, listening, note taking, test-taking, public speaking, time management and English as a Foreign Language (EFL). Classroom Learning Assistants (CLAs) offer additional academic support for freshmen in core courses. Special tutoring services and an Adaptive Technology Lab are available for all students who are learning disabled or physically challenged. Staffed by highly experienced faculty and well-trained peer tutors, the JLC provides a warm, friendly learning environment where the needs of individual students are our primary concern. Hours are Monday-Thursday (9-9), Fridays (9-2) and Saturday and Sunday (2-6). Call 371-7820 for appointments.

RYAN-MATURA LIBRARY: The Library provides individual/group instruction to students writing papers, researching class materials or personal exploring. Students should inquire at the reference desk and a Librarian will provide assistance centered on research needs. Services include assistance on locating books, periodicals and reference materials as well as demonstrations on how to use appropriate

electronic resources. The Library has an on-line catalog, on-line access to remote databases and a collection of electronic databases available both in the library and on the campus network.

LIBRARY CARDS: The SHU student ID card is used as the Library card for checking out materials.

NEWCOMER PROGRAM: The Newcomer Program, the largest of SHU's freshman advisory programs, provides academic advisement and support for all freshmen not enrolled in one of our specialized programs. The Dean of Freshmen supervises the faculty advisors in the Newcomer Program as they provide academic advice and support, assist with course and program selection, and make referrals to other University support services. The Newcomer advisor, who meets regularly with his/her advisees throughout freshman year and who also serves as the instructor in a student's Freshman Seminar, remains a student's primary advisor through the entire first year.

REGISTRAR'S OFFICE: The Registrar's Office maintains all SHU student records. The Registrar's Office is responsible for the processing of all student grades, transcripts and registration. In addition, the office compiles and releases Dean's List and Probation List information. Application and approval for graduation are also the responsibilities of the Registrar. The Registrar's office is located in the Academic Center. Office hours are Monday-Thursday (8:30 am to 8:00 pm) and Fridays (8:30 am to 4:00 pm).

SERVICE LEARNING PROGRAMS: The Service-Learning Program offers students an opportunity to learn and develop through active participation in service experiences that are integrated into the academic curriculum, meet community needs and provide time to reflect on the experience. Service-learning allows people to develop academic and leadership skills in real life situations, while fostering social responsibility and a sense of caring for others. Service-learning projects, for example, have included teaching children and adults, building houses with Habitat for Humanity, doing oral histories, and working in shelters, after school programs and social service agencies. Service-learning may involve the entire class, a part of a class, a special project or be an internship for an individual. Other students wishing to volunteer for service-learning projects are welcome. The office is located at SC 125 in Academic Support Services. Office hours are Monday-Friday 8:30 am - 4:30 pm. For an appointment, call 365-7622.

University Support Services

ALUMNI RELATIONS: The Office of Alumni Relations is here to serve you as future SHU graduates. The Alumni Association- some 19,000 strong, is represented by the Alumni Executive Council which serves as an advisory council to the Alumni Relations Office. They look to engage all alumni in many diverse events and activities to help strengthen bonds to the University. These events include, Homecoming, Alumni Day, Alumni College, Networking Receptions, Career Advisory Networks, Community Service efforts, Professional Sporting Events, Alumni Travel Programs, as well as affinity programs that offer discounts and support the Annual Fund. Additionally, the office works in response to and in support of, the goals of Institutional Advancement and the overall University fundraising and development efforts. The Office of Alumni Relations can be reached at 203-365-4801 or alumni@sacredheart.edu

BUILDINGS & GROUNDS: The Building and Grounds / Residence Hall Maintenance is responsible for the maintenance and housekeeping of all campus buildings, including off site residence halls. Our office is located on the ground level of the Academic Center. We are a customer service center for student's maintenance and custodial concerns. Our primary challenge continues to be improving the quality of your living environment in the residence halls and on campus - year round, and to maintain an acceptable environment for future residents.

CAMPUS MINISTRY: Central to the learning experience at SHU is the commitment to spiritual growth. The Office of Campus Ministry is focal in that commitment and, therefore, provides opportunities for students to examine and experience their religious traditions in relationship to their own developmental issues. In keeping with the University's philosophy and orientation, Campus Ministry offers liturgical, educational, and pastoral services in the Catholic tradition and seeks to facilitate the same experiences for students of other faiths through interfaith dialogue, opportunities for worship in an ecumenical setting, and the inclusion of clergy and staff from various religious traditions. Campus Ministry provides the pastoral component of campus life, especially for those who have no local parish community,

either by inviting them into the Catholic campus community or by facilitating contact with local faith communities corresponding to their individual backgrounds and preferences.

True to its Judeo-Christian heritage, SHU values community service as a necessary expression of religious faith. In conjunction with other university components, Campus Ministry encourages and facilitates community-based volunteer experiences. Retreats, discussion groups, evenings of prayer and special events respond to student needs for personal reflection, social interaction, and exploration of life issues.

The Catholic Eucharist is celebrated each Sunday evening at 9:00 pm during the academic year, and daily in the chapel. Many opportunities for ministry within the liturgical context (e.g., hospitality, readers, musicians, Eucharistic ministers, altar servers, etc.) are open to students, and training for these ministries takes place each semester. The Campus Ministry Center, by conviction and location, is a place of hospitality for all students, staff, faculty and administration. More information about opportunities for involvement in Campus Ministry activities and student organizations is available at the Campus Ministry Center or by phoning 371-7840.

FINANCIAL ASSISTANCE: The services and resources of the Student Financial Assistance Office (SFAO) are available to all students. Financial Assistance awards are based on the student's citizenship, financial need, academic progress and enrollment status (minimum 6 credit hours per term). About 78% of SHU students receive some financial assistance. Assistance is available through scholarships, grants, loans and campus employment. Many students, however, do not realize they are eligible. Therefore, students are encouraged to contact the SFAO to utilize the information and financial counseling services available.

Procedure for Applying:

1) ALL STUDENTS must complete a Free Application for Federal Student Aid (FAFSA). Our title IV Code is 001403.

NEW STUDENTS Full time undergraduate financial assistance applicants must complete the PROFILE Application with the College Scholarship Service (CSS) in addition to the FAFSA. Please use our CSS Code Number 3780 to have an official report sent directly to the university.

Priority deadline to apply for financial assistance is:

-New full-time undergraduate students - February 15th.

-Returning undergraduate and graduate students - April 1st.

2) Students may also be required to submit the following:

a) Federal Pell Grant Student Aid Report

b) Parent's and student's (spouse's) Federal Income Tax Returns and w-2's.

c) Statement of Social Security, Citizenship, etc, Selective Service, and Default Compliance.

d) Verification Form (if applicable)

e) Financial Aid Transcript (for transfer students)

Most forms and applications can be obtained in the SFAO. Determination of a student's eligibility for aid will be provided once all of the required forms are successfully completed and on file with the SFAO.

Remember to KEEP IN MIND THE FOLLOWING:

1) New student applicants must be accepted by the Admissions Office before any commitment of aid is given.

2) Registration documentation must be on file with the Registrar's Office before any commitment of aid is given to returning students.

3) Students must be in good standing and maintaining satisfactory academic progress according to University policy. Students in junior year status must maintain a minimum of 2.0 cumulative GPA for renewal of aid.

4) Any changes in your status, for example, from full-time to part-time (less than 12 credits), will change your award package.

5) Any change in housing status (from resident to commuter; commuter to resident) will result in a change to your award package.

6) Withdrawals from SHU must be made officially through the Dean of Freshmen or the Advisement Office. This is extremely important for aid purposes and for future relations with the federal government, banks, and/or institutions to which you might transfer. Also, note the refund schedule as this also affects aid recipients.

If you wish to discuss your specific concerns further or have special circumstances that need to be addressed, contact the SFAO (371-7980).

MAIL & DUPLICATING CENTER: Mail services are available to all students in the Duplicating/Mail Center, located next to Buildings and Grounds in the Academic Center. Resident's mail is delivered to the

appropriate boxes Monday through Friday by early afternoon. Packages too large to fit in the mailboxes are kept at the Mail Center and a written notice is then sent to the student for parcel pick up. ID is required. Overnight mail notification is done by phone the same day it arrives and followed up with written notification. USPO stamps can be purchased from the stamp vending machine located across from the SHU Bookstore. Mail, such as overseas, next day, priority mail and packages can be processed in the Mail Center. The Mail Center also offers a fax service for a minimal cost. Students have access to 4 coin-operated copy machines located in the Ryan-Matura Library and the Main Academic Center. The Copy Center can produce full color copies and overheads from hard copy or diskette using MS Excel, Word, Publisher or Power Point. There is a 24 hour turn around on this service. Mail and Copy Center hours are 10:30 am-6:00 pm, Mon.-Thur., 10:30 am - 4:00 pm Fri., and 10:00 am-1:00 pm on Sat. during the semester.

PUBLIC SAFETY:

PUBLIC SAFETY PHONE NUMBERS

Routine Business Calls..... (371) - 7995
TTY (Hearing impaired) callers..... (365) - 4714
Fax..... (365) -4781
EMERGENCIES ONLY..... (371) - 7911

The Department of Public Safety's mission is to provide for the safety and security of students, faculty, staff and visitors of the University, to provide for the protection of property and to insure the smooth, efficient, timely and professional delivery of Public Safety services to the University community. The Department of Public Safety Office is located in the Academic Building, next to Campus Ministry, and is staffed 24 hours a day, 7 days a week. Some of the services the Department provides are:

- 24 hour emergency response
- Key/card access and control
- Personal safety escorts on campus, from dusk to dawn
- Vehicle assistance, including battery jump starts and vehicle unlocks.
- Issuance of parking decals and permits.
- Patrols of campus buildings and property.
- Investigation and documentation of incidents on campus.
- Coordinates and schedules Public Safety and police staffing for campus events.
- Inspects and maintains fire extinguishers and, via the Fairfield Fire Marshal, enforces fire codes.

- **Is the liaison with the local police, fire and ambulance response agencies.**

INFORMATION CENTER: The Information Center, located at the Park Avenue entrance to campus, is staffed from 8:00 am to 3:00 pm, Monday through Friday to assist the University community and their guests with directions, event information, parking permits and other general information and inquiries. The Information Center's phone number is 371-7758.

PARKING REGULATIONS: University Parking Regulations are intended to insure safe and orderly movement of vehicular and pedestrian traffic, reduce the potential for accidents, injuries and property damage and to enforce Traffic Regulations and University policies.

- All vehicles parked on campus must be registered and have a valid parking decal or permit, obtained either at the Public Safety Office or the Information Booth (for temporary parking permits).
- Overnight parking for resident students is only allowed in certain lots with the proper parking decal; students are responsible to obtain the appropriate parking decal to park on campus overnight. (Specific information is sent to all first year students, and is also available at Public Safety.)
- Commuter students may obtain a parking decal, at no cost, to park on campus during school hours; this decal does not permit overnight parking on campus.
- Students are responsible for insuring their guests and visitors obtain a valid parking permit and park legally.

Students may not park in designated Visitor Parking Spaces.

PARKING/TRAFFIC ENFORCEMENT: The Department of Public Safety is responsible for enforcing University parking and traffic policies, and will issue tickets and may also boot or tow vehicles in violation of the following:

- •Handicap parking
- •Fire Lane
- •Fire Hydrant
- •Roadway or Travel Lane
- •Vehicles parked on lawn
- •Loading Zone
- •Restricted Area
- •Not a legal space
- •Visitor Parking Only
- •Faculty/Staff Parking Only
- •Unregistered Vehicle or no valid permit
- •Stop sign violation
- •One-way violation
- •Speeding
- •Failure to keep right

TOWING: Vehicles in violation of University policy, as noted above, may be towed at the owners' expense and risk. Please join

us in fostering a safe campus environment by adhering to these regulations.
Sacred Heart University is not responsible for the theft of or damage to vehicles, or the theft of property from vehicles or Residence Halls.

EMERGENCY PHONES: Several Blue light emergency phones are located throughout campus. Pressing the button automatically communicates with Public Safety.

KEYS/LOCKS: Each resident student is issued a room key/card, an exterior door key/card and an apartment/bedroom key/card if applicable. Residents must carry their keys at all times and may not duplicate or lend them out. Residents must report lost keys and cards to the Residence Life and Public Safety Office immediately. Lost keys and cards will result in a lock change and the assessment of a replacement charge. Residents are encouraged to always lock their bedroom and apartment doors at all times, even if only leaving for a few minutes. For the safety of all residents, the exterior doors of residence halls and apartments should be kept locked at all times, and should not be propped open.

LOCK-OUTS: Students are expected to carry their keys at all times. If, however, a student becomes locked out of their room or apartment, the student should contact the RA on-duty to be let in.

DANGEROUS MATERIALS/WEAPONS: Dangerous materials and weapons, including but not limited to hunting equipment and firearms, knives, fuel, and items specifically prohibited in residence halls (see Residence Life, fire safety section) are not allowed on campus, and will be confiscated. The University does not provide storage for such items.

STUDENT IDENTIFICATION: Student Identification Cards must be carried by students at all times, and must, at the request of any University Official, be presented.

STUDENT ACCOUNTS: All students should take care of their financial responsibilities to the University at the Student Accounts Office in the Academic Center, room SC 100. Payment plan options and promissory notes can be processed at this office. Bills are paid at the Cashier's office. If information regarding billing is needed, it is

the student's responsibility to contact Student Accounts at (203) 371-7925, prior to the scheduled payment dates to avoid any late payment charges. Full payment for the Fall semester is due on or before August 1. The Fall Deferred Payment Plan begins July 1 and ends November 1. Full payment for the Spring semester is due on or before January 1. The Spring Deferred Payment Plan begins December 1 and ends April 1. Failure to meet financial obligations will result in holding of grades, diplomas and future registrations.

OFFICE OF CAREER DEVELOPMENT: The Career Development staff serves 4 major functions: 1. to provide assistance with career exploration and decision making; 2. to assist students in securing meaningful internships and resume building work experiences; 3. to help students find summer and part-time employment to aid in paying for their college education; and 4. to facilitate the securing of career options or admissions to graduate school upon graduation. The schedule of workshops including: choosing a major, career exploration, resume writing and interviewing are held throughout the academic year. Career Development hosts many recruitment events each semester. Students receive regular mailings, and a schedule of these events is posted on e-mail, in the hallways/residence halls and in the student newspaper. A resource library containing information on career options, employment trends, salary ranges, annual reports and job postings is available in the office. Special placement events happen primarily in November/December and in March/April. April of this past year featured recruitment events with over 700 scheduled interviews. The office is located on the second floor of the Campus Center and can be reached by phone at 371-7975.

PERSONAL COUNSELING: Counselors provide free support to students who are having difficulty coping in any one of a variety of areas and as a resource for faculty/staff working with students. Some areas commonly addressed include substance abuse, eating disorders, family issues, sexual orientation, stress management, learning disabilities, depression, relationship issues, and homesickness. The Staff is professionally trained and competent to intervene in a crisis situation; to offer short-term counseling; to serve as a community resource network; and to perform outreach programs which address various wellness topics. In addition, the office coordinates various support groups and self-help networks. Anyone wishing to make use of this service can drop by the Park Avenue House or call (371-7955) to make an appointment. All counseling sessions are strictly confidential. Students in need of long

term therapy will be referred to appropriate local services. Students are financially responsible for outside (off campus) services to which they are referred which are beyond the scope of the Counseling Office.

HEALTH SERVICES:
The Student Health Center provides a full range of primary care, referral and educational services tailored to the individual and often unique needs of college students.

We are staffed by a RN Director, Nurse Practitioner and several part-time RN's. A physician is available at the Student Health Center for 4 hours weekly (hours posted each semester). Our office hours are
Monday- Thursday 9:00 am-8:00 pm,
Friday 9:00 am-5:00 pm and Saturday 11:00 am- 2:00 pm.
Our services include: allergy injections, immunizations, basic laboratory testing and over- the counter as well as prescription medication. These services can be obtained for a fee.

All students must file a Health Record at the outset of their enrollment which must contain the student's immunization history and comply with Connecticut State Law.
1. Two doses of measles vaccine administered at least one month apart. The first dose must have been given after your first birthday and after January 1, 1969. The 2nd dose must have been given after January 1,1980.
2. One dose of rubella vaccine administered after your first birthday.

Laboratory evidence immunity (blood test) is acceptable in lieu of vaccine. A physician's letter stating you had the diseases is not acceptable. All student health information/records are kept strictly confidential and kept strictly confidential and will not be released without written permission from you.
Sacred Heart University requires that all students be enrolled in a comprehensive health insurance program. Each year at the start of the fall semester, students must show proof of personal coverage or purchase the health insurance plan offered by the University.
STUDENTS FAILING TO DEMONSTRATE PROOF OF INSURANCE WILL AUTOMATICALLY BE BILLED FOR THE PLAN OFFERED BY THE UNIVERSITY.
HEALTH FEE: The University has approved a nominal fee for a full-time undergraduate to be used to continue to upgrade the Health Center and the services available to students.

ATM: A First Union ATM machine is available in the Main Academic Center.

BOOKSTORE: The SHU Campus Bookstore carries all required course textbooks including course related materials such as study guides and lab goggles. In addition, the bookstore offers a vast selection of school supplies, emblematic clothing and gift items, film developing, special orders and year-round textbook buyback. Also, health and beauty aids and snacks and beverages are offered for sale. Returns are accepted with a receipt within a reasonable time period from the date of purchase. However, all returned merchandise, including textbooks, must be in original purchase condition. Store hours are Monday - Thursday 9:00 am - 7:00 pm, Friday 9:00 am - 4:00 pm, and Saturday 10:00 am - 1:00 pm. Hours vary in the summer and increased at the start of each semester. The bookstore is located in the Main Academic Building.

CHANGE OF ADDRESS: All changes in a student's marital status, address, or phone number should be reported to the Registrar's Office.

CLASS RINGS: Class rings, graduation announcements and other commencement related items are available and may be ordered from ring vendors brought on campus several times each semester. Scheduled dates are available in the Student Union Office.

COPY SERVICE: Coin operated copy machines (10 cents each) are located in the South Wing of the Main Academic Center and in the Ryan-Matura Library. Please contact the Duplicating/Mail Center if there is a problem with a machine.

DINING SERVICES: FLIK International Corporation and Sacred Heart University have designed a declining balance meal plan to meet the needs of all Sacred Heart University students. This is a prepaid plan and anyone can benefit from the savings. Pioneer Points can be used to purchase anything from delicious entrees to snacks and ice cream, to grocery items to convenience items such as toiletries and necessities.

MEAL PLANS:

"PLATINUM PLAN" 1250 Pioneer Points per semester ($1,340)
"GOLD PLAN" 985 Pioneer Points per semester ($1,075)
"SILVER PLAN" 960 Pioneer Points per semester ($1,050)
"BRONZE PLAN" 805 Pioneer Points per semester ($895)
"EXECUTIVE PLAN" 585 Pioneer Points per semester ($675)
"CONVENIENCE PLAN" 425 Pioneer Points per semester ($515)
"ECONOMY PLAN" 200 Pioneer Points per semester ($290)
(All South and West Hall residents must choose either the Gold or Silver Plan. East Hall Residents also have the option of choosing the Bronze Plan.)

INSURANCE: All full-time students must have health insurance. You can choose to carry your own insurance or the University insurance plan.

OFF-CAMPUS HOUSING: A file which lists area housing rentals is available for students to view in the Student Life Office at no charge.

SHUTTLE SERVICE: The shuttle service serves as free campus transportation for students, operating 7 days a week, from campus to off-campus University housing sites and selected service sites. The shuttle runs on a pre-determined schedule, much like public transportation - please check posted schedules. For more information, stop by the Student Union Office in Hawley Lounge or call 371-7913.

STUDENT ID CARDS: All full-time undergraduate students receive one SHU student ID free of charge by paying the full-time student activity fee. Other fees apply for part-time and Graduate Students. Students must present a valid registration form to obtain an ID. The ID card acts as your SHU Library card, meal card and entrance to student events. ID cards are not transferable and cannot be traded or shared for meal plans. There is a $10.00 fee to replace a lost, damaged (including magnetic stripe), and/or tampered with ID card. ID Cards are to be kept from year to year, as replacements are not given out annually. The SUO does not recommend punching a hole in the ID card for neck rings. Your student ID card is the property of Sacred Heart University. Call 371-7913 for hours.

SMOKING: State law prohibits smoking in any building on campus.

WEATHER INFORMATION: In the event that weather conditions require a delayed opening or a cancellation of classes, an announcement will be

broadcast by 7:00 am for day classes and 4:00 pm for evening classes. If no announcement is made, classes will be held as scheduled. For up-to-date campus information on weather delays and closings, call: 365-SNOW (7669). Announcements will be made on TV cable channels 8 and 12 and the following area radio stations:

WEZN- 99.9 FM	WELI- 960 AM	WICC- 60 AM	WAVZ- 1300 AM
WSHU- 91.1 FM	WNHC- 1340 AM	WLAD- 800 AM	WKCI- 101.3 FM
WDAQ- 98.3 FM	WGCH- 1490 AM	WINE- 940 AM	WNLK- 1350 AM
WATR- 1320 AM	WSTC- 1400 AM	WPLR- 99.1 FM	WJAZ- 96.7 FM
WEBE- 108 FM	WMMM-1260 AM	WFAS- 103.9 FM	

ATHLETICS

The Sacred Heart University athletics program competes at the NCAA Division I level sponsoring 34 sports. Male sports include: baseball, basketball, bowling, crew, cross country, football, golf, ice hockey, indoor track and field, lacrosse, soccer, tennis, outdoor track and field, wrestling, fencing and volleyball. Female sports include: basketball, bowling, crew, cross country, equestrian, field hockey, golf, ice hockey, indoor track and field, lacrosse, soccer, softball, tennis, outdoor track and field, swimming, fencing and volleyball. SHU is a member of the NCAA, Eastern College Athletic Conference (ECAC), and the Northeast Conference (NEC). Sacred Heart University competes in the Metro Atlantic Athletic Conference (MAAC) in men's ice hockey and men's lacrosse and the East Coast Wrestling Association (ECWA). The University also offers 10 junior varsity programs as well as an intramural program for our students.

Class Attendance Policy for Student -Athletes: All student-athletes are expected to attend class regularly. Perfect attendance can be achieved and should be the goal of all students. In planning their academic schedules, student-athletes should check with the Director of Athletics or their coaches about the team's practice and play schedule. They should schedule their classes so that there is an absolute minimum amount of class time missed because of a game conflict. A student-athlete should not miss class, leave a class early, or arrive late to a class because of practice (including pregame workouts). Regardless of the standards established by the instructor, it is the student's responsibility to complete all required work and make up all work that is missed for an excused absence. It is important for student-athletes to have foresight and plan their academic schedule accordingly.

INTRAMURALS: The Sacred Heart University Department of Athletics, through the Intramural Office, is committed to providing opportunities that support the development, growth and overall wellness of the Sacred Heart University community.
The goal of the Intramural office is to offer numerous and varied programs for both a competitive and recreational experience, designed

to meet the interests of our students, faculty and staff. All programs are designed to enhance an already diverse offering of sports activities and broaden the Sacred Heart experience.
The Intramural office is located in the William H Pitt Health and Recreation Center, on the 2nd floor in the athletic department at 365-7563.

WILLIAM H. PITT HEALTH & RECREATION CENTER: The William H. Pitt Health & Recreation Center is a state of the art multipurpose facility that is the home to the University's intercollegiate athletic, intramural and recreational programs. The Pitt Center is open to students, faculty, staff and the greater community with a valid Pitt Center ID card. Hours of operation are Mon.-Thur. 6:00 am-10:00 pm, Fri. 6:00 am-9:00 pm, Sat. 9:00 am-5:00 pm and Sun. 9:00 am-5:00 pm. Summer and holiday hours may vary, and will be posted in advance. For more information, call 396-8100.

RESIDENTIAL LIFE & HOUSING SERVICES

The SHU residence hall community, beginning its 8th year, is special and unique. Students who choose the privilege of living in the halls find that the environment complements their total educational experience. The Office of Residential Life and Housing Services (ORLHS) goes beyond simply offering housing to promote an atmosphere of mutual respect and cooperation. In this section, we provide the basic guidelines and standards particular to all who live in (or visit) the halls. Students are expected to know the guidelines and abide by them so that an environment conducive to academic excellence and personal growth is created.

THE HALL STAFF: The ORLHS, located in the East Hall, is made up of 9 professional staff: the Director of Residential Life and Housing Services, an Associate Director of Residential Life and Housing Services, 6 Residence Hall Directors (RHDs) and an administrative assistant. A team of 43 upper-class students known as Resident Assistants (RAs) also work to create a "home away from home" for residents. The staff is responsible for the 6 University housing areas and nearly 1,700 students that make up the residential community at Sacred Heart. All Residence Hall Directors reside in the halls. They supervise the RA staff and advise Residence Hall Councils, providing educational and social events for the building. The staff works hard to link students of common academic areas and

facilitate the development of fun, healthy, living-learning communities. **South Hall**, the largest building, opened in September '93, is our primary home for First Year students, with approximately 400 students living there. A RHD lives in the building & works with one senior RA, 12 RAs, and the Hall Council (HC).
West Hall opened September of '94 and is also home to first year students. A RHD lives in the building and works with a senior RA, 6 RAs, and the Hall Council for this building.
The **Jefferson Hill Apartments**(JH) area opened in '92. This complex holds about 265 upper-class students in 39 apartments. The RHD lives in the complex and oversees one senior RA, 6 RAs, and the Hall Council for the JH area. The JH staff office is located in Building 4.

There are 2 additional university housing sites located off-campus:

Parkridge Apartments (PR). This complex houses 7 townhouses and 5 apartment sections where approximately 210 students live. The RHD for PR works with RAs, the senior RA, and the Hall Council for the Parkridge Apartments.
Avalon Gates is another university housing option for 250 upper-class students. It is located approximately 3 miles off campus in Trumbull. The RHD at Avalon Gates oversees one Senior RA, 7 RAs, and the Hall Council for Avalon Gates.

THE "RA" POSITION: There are 43 Resident Assistants (RAs) living in the halls. Each upper-class student chosen to serve in this role has undergone an extensive interview process as well as detailed training. The RA role is to help students develop in personal and academic areas. RAs assist through organizing activities, holding students accountable for behavior, listening, developing a sense of community, serving as a campus resource, and attending to housing concerns. Students are encouraged to get to know their RAs and assist the RAs in creating a fun, living-learning environment for the hall/area. Each year, five returning RAs assume extra duties in the "Senior RA" position.

ACADEMIC ACHIEVEMENT AWARD: Each semester the ORLHS is proud to honor those residential communities which have the highest percentage of students achieving 3.0 GPA or better. In addition, individual resident students who achieve a 3.5 GPA or better are also recognized. These outstanding students are recognized at a dessert reception held in their honor.

SUNSHINE REPORTS/POSITIVE INCIDENT REPORTS: Students who make positive contributions to the well-being and development of the residence hall communities are acknowledged by Sunshine Reports. These positive reports document students who go above and beyond normal expectations in the residence halls to be helpful, to assist in crisis situations, or to assist in making that area of campus a great place to live. These students are acknowledged each semester at a reception.

RESIDENTIAL LIFE LEADERSHIP AWARDS: Students who take on leadership roles in the halls are recognized each year with a reception. In addition, each month both the ORLHS and the National Residence Hall Honorary nominate student leaders for campus, regional, and national consideration.

HALL COUNCIL, RESIDENCE HALL ASSOCIATION, NATIONAL RESIDENCE HALL HONORARY AND LIFE: Each residence hall/area has a Hall Council (HC) made up of concerned residents serving as representatives. The HC is open to all resident students living in that building. The HC meets weekly, elects officers and contributes to the betterment of the hall through sponsoring programs and discussing issues. The RHD serves as the advisor to the HC and attends all meetings. The elected officers from each HC meet weekly to form the Residence Hall Association (known as RHA). Most recently, the RHA was awarded a chapter status for the National Residence Hall Honorary (NRHH). The RHA is active in NACURH, the National Association of College/University Residence Halls, and has attended regional and national conferences.

RESIDENTIAL GUIDELINES & STANDARDS

The success of a residential community depends upon mutual respect between all residents. Residents need to be concerned for the safety, rights and property of others. The ORLHS has established the following guidelines to develop and foster a living-learning atmosphere within the Sacred Heart residential community. All residents are expected to abide by the policies found here as well as those established by the Hall Staff. Failure to abide by these guidelines will lead to disciplinary action and possible loss of housing. These policies may change at the discretion of the ORLHS.

ALCOHOL: Alcohol use is allowed for students of legal age (over 21) who reside in PARKRIDGE or AVALON GATES and only in apartments in which **all** the residents are over the legal drinking age of

21. All other residence halls and apartments in Parkridge and Avalon Gates are considered "dry," and no alcohol or alcohol containers are permitted in these areas. Open containers of alcohol are not permitted in community areas. Any student in a residential hall room where alcohol is present may be considered in violation of policy for not leaving or reporting the situation. Public or obvious intoxication is unacceptable behavior at SHU and will result in disciplinary action. Residents are responsible for the actions of their guests regarding alcohol possession/use. Please see "Campus Policies - Alcohol" for the detailed SHU policy regarding alcohol.

APPLIANCES: The only appliances allowed in the residence halls are coffee-makers, popcorn poppers & hot-pots. Open coil heating devices are not permitted. Microwave ovens are not allowed in South, West and East Halls unless they are one-piece microwave-refrigerator rental units available through the University. Only extension cords that have built-in circuit breakers are acceptable.

BICYCLES: Residents with bicycles are responsible for storing the bike in their room/apartment. SHU asks students to always keep their bicycle locked when not in use. Bicycles must not be in the way of safe egress from any room.

CONFISCATION: Hall Staff and Public Safety Officers are authorized to confiscate items not permitted in the halls. Items not permitted include (but are not limited to): appliances, alcohol, empty alcohol containers, beer balls, kegs, taps, illegal drugs, weapons, martial arts implements, pets, incense, candles, explosives, and drug paraphernalia. Confiscated items will be turned over to Public Safety, the Dean of Students, or the Police and the residents will be notified of the confiscation. Confiscated items are not returned to residents.

DAMAGES: A damage deposit of $150 is required from all residents. This deposit is held against the student's account for the duration of their residency. Residents are responsible for the repair costs of all damages (accidental or malicious) they cause in the halls. If the responsible resident(s) cannot be identified in an individual room/apartment, the damage charge will be shared by all residents of that room/apartment. If the responsible resident(s) cannot be identified for a common area, the damage charge will be shared by all residents of that floor/hall. Residents will be billed directly damages. Damage charges are placed on a student's account. Residents are asked to report

all vandalism and identify the individuals responsible to the Hall Staff. Anyone responsible for extensive and/or malicious damage will be subject to disciplinary action, including removal from residency, in addition to the payment of damage charges.

DECORATIONS: Provided damage is not done to the rooms and furnishings, residents may decorate apartments and rooms to their liking, but must adhere to the established fire code. Reminder: tape, tacks & nails cause damage to walls and are unacceptable. "Fun tac" is encouraged as an adhesive, but must be removed completely upon move-out. Decorations that pose a fire hazard (tapestries, candles, incense) are not permitted.

EXTERIOR DOOR LOCKING: For safety reasons, the exterior doors to the halls are locked the majority of the time. Residents must carry their ID card and key card with them to gain entrance. It is unacceptable to "prop open" exterior doors or allow other people into the hall who do not have their key/card (or are not the escorted guest of a resident). Guests of residential students must call their host using a campus phone and must be escorted by their host at all times.

FIRE: Residents must exercise care and caution in the prevention of fire. Resident students and their guests must abide by all stated Fire Safety Regulations. Fire safety equipment is installed in each hall and fire drills are conducted yearly. When a fire alarm sounds, all occupants **MUST** leave the building. Failure to leave the building will result in fines and disciplinary action. Residents are not permitted to tamper with fire safety equipment including fire extinguishers, smoke detectors and fire doors. Setting off false alarms or discharging fire extinguishers are serious violations and students involved with such violations will be fined and face disciplinary action and possible police charges.

FURNITURE: The furniture in each room belongs to SHU and is not to be removed or defaced in any way. Missing or damaged furniture will result in charges to those responsible. Common area furniture MAY NOT be removed from the common areas. Removal of lounge furniture will be considered theft and dealt with accordingly. All furniture found in apartments must remain in the apartment. There is no storage available. Residents will be fined for all furniture pushed into common areas and areas of egress.

GARBAGE: Residents are responsible for removing trash from their rooms or apartments to the designated collection area on a regular basis. At no time should trash be left in hallways, common areas or on patios/decks. Trash left in common areas in or around the halls will result in fines and disciplinary action for those responsible. Excess garbage must be cleaned immediately to avoid health risks to the community.

HALL SPORTS: For the safety of all persons, ball playing, sports, water fights and other such disruptive behavior are not permitted in the halls.

HOUSEKEEPING: Residents are expected to maintain and clean their room/apartment on a regular basis. Regular, announced inspections will be conducted by the Hall Staff to identify health, safety and maintenance concerns. Residents are obligated to make the necessary corrections as directed. Common areas are attended to daily by the cleaning staff; however, cleaners have the right to refuse service to common areas that are excessively dirty.

HOUSING CONTRACTS: All residents must sign a Residence Hall Agreement listing specific terms and conditions between the student and SHU. Residents should know these terms and conditions. Violation may result in disciplinary action. Residence Hall Agreements are valid for the entire academic year. A request to be released from a Housing Contract at mid-year must be made in writing (Release Form) to the Director of Residential Life and Housing Services prior to the end of the Fall Term. All residents leaving housing must fill out an exit interview by filling out the release form at the end of each year if they do not plan to return to housing. Any residents housed in single rooms for any reason will be charged an additional $300 per semester surcharge. Room/board fees are non-refundable after the first day of classes for each term.

IDENTIFICATION CARD: Students must carry their student identification card at all times and must show it to campus officials or their designees upon request.

KEYS/LOCKS: Each resident is issued a room key/card, an exterior door key/card and an apartment/bedroom key/card if applicable. Residents must carry their keys at all times and may not duplicate keys or lend them to others. Residents must report lost keys to the ORLHS immediately. Lost keys will result in a lock change and the student

billed the cost of the change. Residents should lock their bedroom and apartment doors at all times and should never "prop open" exterior doors. Lost keys result in a $35 fine/replacement charge. Lost key-cards result in a $10 replacement fee.

LAUNDRY: Washers/dryers are installed in all halls for student use. Inoperative machines should be reported to the RA or RHD immediately.

LOCK-OUTS: Although students are expected to carry keys at all times, there may be a time when a student becomes locked out of their room/apartment. Should this situation arise, the student should first contact the RA On-Duty to be let in. Public Safety should be contacted only as a last resort. For security purposes, identification will be required upon the unlocking of a door. Excessive lockouts (more than 3) will result in a judicial sanction or fine as established by the RHD or Hall Council.

MAIL DELIVERY: Residents are issued a mailbox and combination at the start of the term. Mail is delivered Monday-Saturday afternoons to boxes. Package notices will be distributed to students (with notification about where to pick up) as applicable. Stamps may be purchased from the stamp vending machine outside of the SHU Bookstore.

MURAL PAINTING: Although students may not paint the inside of their room/apartment, the Office of Residential Life and Housing Services encourages common area murals as an enhancement to the living area. HCs or interested student groups must gain approval from the RHD and the Director of Residential Life and Housing Services in advance with all mural designs.

OVERNIGHT GUESTS: Residents are given the right to have overnight guests of the same sex in their residence hall room. With this right comes the responsibility of registering that guest through the use of an Overnight Guest Form. All hosts must obtain authorization from their RA/RHD for their guest at least 24 hours in advance. A resident accepts all responsibility for their guest while on campus. If an unanticipated guest arrives for the evening, the resident must contact the RA on-duty to obtain authorization for the spontaneous guest. For overnight guests of the opposite sex, it is the host's responsibility to find students of the same gender with whom the guest may reside. Students may not have overnight guests of the opposite gender in their residence hall room. Guests must be escorted at all times.

PETS: The only pets permitted in the halls are fish.

PROPERTY: SHU does not take responsibility for any lost, damaged or stolen property in the residence halls or residence hall parking lots. Residents are encouraged to arrange for personal property insurance. This insurance may be obtained through National Student Services if desired, and forms may be obtained in the ORLHS.

QUIET HOURS: Courtesy hours are in place at all times. All residents need to be respectful of others' rights to study and sleep in the halls at all times. Quiet hours exist Sunday through Thursday 9:00 pm to 9:00 am and Fridays and Saturdays from 1:00 am to 9:00 am. Quiet hours are extended to 24 hours a day during Final Exams. Any violation which disrupts the community may result in immediate removal for the remainder of the final period. During quiet hours, the right to sleep or study is the top priority and no noise should be heard outside of a room/apartment. Repeat violations of quiet hours will result in the possible removal of offending items, including stereos and televisions and/or possible removal of the offender from housing. Any noise that infringes on the rights of others shall be a considered a violation.

REFRIGERATOR RENTALS: Residents may rent refrigerators and microwave-refrigerator units for private use for the academic year from a vendor identified by SHU at the outset of each term. Students bringing their own refrigerator from home should note that the maximum size allowed is 3.2 cubic feet.

ROOM CHANGES: SHU believes that part of the residential experience is learning to live with other people through shared experiences and compromises. Requests for room changes will be heard by the RHD in special situations during the designated room change period after the first two weeks of classes. Unauthorized room changes are not permitted and will result in the students' involved moving back and losing their room change privilege for the rest of the year. Upper-class residents who participated in the room selection process are ineligible for room changes during the Fall semester. Students are expected to take the time to learn how to talk through conflict and work out problems. The Residential Life staff is available to teach these skills and to assist with mediation. If a RHD deems mediation is warranted, all parties must meet as scheduled to work out the conflicts or judicial action may ensue.

ROOM ENTRY/SEARCH: If a Hall Staff member requests to enter a unit with reasonable cause, and the resident is present the resident(s) must permit entry; failure to do so will result in a "failure to comply" violation. Hall Staff usually enter a room/apartment with a resident's consent if the resident is present. When consent is given, official action may be taken against those residents who are in violation of SHU policy, and unacceptable items will be confiscated. If a resident refuses consent, or is not present, the staff member may still enter (after identifying self) with reasonable cause. Reasons why staff may enter a room/apartment include but are not limited to: to perform routine safety/maintenance inspections/repairs (residents are not required to be present for these); to verify room occupancy; to respond to an emergency/crisis situation; and to investigate probable violations of SHU policy. SHU reserves the right to search a room/apartment and/or the belongings of any resident upon reasonable belief that violations of federal, state, or local laws or SHU policy are occurring. Such searches may occur in the presence of designees of the Dean of Students Office or Office of Residential Life and Housing Services. Within 24 hours the initiator of the search must document the rationale for the search for the Dean of Students and the Director of Residential Life and Housing Services.

ROOM PARTIES: Social gatherings of more than three times the number of residents designated for that space are unacceptable. Social gatherings of more than 15 people in an apartment or lounge need to be approved in advance by the RHD. DJs are not allowed in individual apartments/rooms for parties. Anyone attending gatherings exceeding allowed capacity will be responsible for violation policy.

ROOM REPAIRS: Residents are responsible for completing a maintenance request form (MRF) or e-mailing ResHall Maintenance, for repairs needed to their room/apartment or common areas within their living area. Residents should see their RA or RHD to assist in this process. At no time should residents attempt repairs to their on rooms/apartments. Such unauthorized repairs will still be billed to residents.

ROOM SELECTION: Upper-class returning students participate in room/roommate selection each Spring. To qualify for the process, students must submit a Housing Contract and $200 Housing Reservation Deposit by April 1. Room selection order will be based on total number of credits completed by the previous semester. Detailed room selection information packets are distributed to residents prior to spring break.

SINGLE ROOM RATE: All residents in single rooms for any reason will be charged an additional $300 per semester surcharge. Any student by themselves in a double occupancy room (and not wishing to pay for a single room) is responsible for securing a roommate or locating another space to which she/he will move. The RHD can help facilitate this process and should be contacted.

SHUTTLE SERVICE: SHU provides daily shuttle service on an established schedule. The shuttle transports students to and from off-campus housing sites and service sites from the main campus. (see Campus Services - Shuttle).

STORAGE: The residence halls are designed with minimal storage space, therefore, residents are expected to store all personal items in their hall room/apartment. No storage is available to students over the summer months.

TELEPHONES/CABLE TV: Residents will be supplied with a live telephone jack in their room as a part of the yearly housing cost (no additional charge). Most students will have their own phone jack, but some will share with others. This will allow on-campus, local and incoming calls only. Access codes will be distributed for long distance service, and residents are not to share this number with anyone. Monthly long distance costs are billed to the student. Residents must provide their own phone or purchase one through SHU. Cable TV service is available to all on-campus units through SHU at a determined cost. Parkridge and Avalon Gates residents must contract individually through the public cable for service. Cable TV is provided in designated lounges in South/West Halls.

THEFT: Unauthorized possession of property belonging to SHU or other residents is considered theft and students involved in such behavior will face disciplinary action. SHU does not take responsibility for the theft of any property. Students are encouraged to have renters insurance.

VEHICLES: Due to restrictions placed on SHU by the Town of Fairfield, residents of South and West Halls are not allowed to have vehicles on campus. Residents of other halls may have cars, provided they are registered with Public Safety and have approval from the Residential Life Office. Jefferson Hill residents are asked not to park by the Academic Center or Library (spaces for commuters). Parking at

Jefferson Hill, Avalon Gates, and Parkridge is extremely limited; permits will be issued based on the room selection seniority. Parking at these halls is by permit only; unauthorized vehicles are subject to ticketing/towing.

VISITATION: Non-student and other SHU student guests are permitted in the halls from 9:00 am to1:00 am (Sundays - Thursdays) and 9:00 am to 2:00 am (Fridays & Saturday). All non-residents of that hall/floor and guests must leave the hall no later than the designated time (1:00 am or 2:00 am). Men & women may not be in an opposite sex room, apartment, or hallway when visitation hours are concluded. All non-SHU student guests to the halls must be registered and accompanied by a SHU resident at all times. Guests must stay in the room of a person of the same sex and can only visit for a maximum of 60 hours per week, with permission of staff and roommates. Guests must check-in at the main desk or area office with a picture ID, and the resident must confirm their guest. Resident students assume all responsibility for the conduct of their guest(s) while on campus or at SHU sponsored events. If a guest has a vehicle, a visitor parking permit should be obtained from Public Safety and displayed on the vehicle while on campus, or it is subject to ticketing/towing. During mid-terms and finals, certain areas may be approved as designated study areas for coed study groups. For this purpose only, the visitation times and gender separation are suspended with prior permission from the RHD.

WEAPONS: Residents are not permitted weapons (including but not limited to: guns, knives, and martial arts implements) on SHU grounds.

WINDOWS/SCREENS: Windows/screens must remain in place at all times - screens removed from their place will result in a fine and disciplinary action. Residents may not throw objects at or from the windows for safety reasons.

RESIDENCE LIFE FIRE SAFETY REGULATIONS

APPLIANCES: All appliances must be UL listed. **In South and West Halls, cooking is not permitted in residence rooms; kitchenettes are provided on each floor.** Appliances prohibited in South and West Halls include hot plates, toaster ovens, electric frying pans, heating coils, electric blankets (unless medically required), microwave ovens

(except as provided by the University), refrigerators larger than 3.2 cubic feet, and free standing halogen floor lamps.

CEILINGS: Nothing, including decorations, may be hung from the ceiling or on any fire safety device such as a smoke or heat detector or sprinkler pipe or head.

CONFISCATION: Residence Life and Public Safety staff are authorized to confiscate prohibited items in the halls. Items not permitted include, but are not limited to, specific appliances (see above), alcohol (except authorized Parkridge and Avalon apartments), empty alcohol containers, beer balls, kegs, taps, illegal drugs, weapons, martial arts implements, pets, incense, candles, explosives, fireworks of any kind, and drug paraphernalia. Confiscated items will be turned over to Public Safety and/or the police. The Residence Life staff, the Dean of Students, and the students involved are informed of all confiscation's. Confiscated items are not returned to students.

COOKING: In South and West Halls, cooking is only permitted in the kitchenettes, and only while being attended. Cooking is not allowed in residence rooms. (Students who utilize the kitchenettes must clean the area when they are done; failure to do so may result in loss of privileges.)

DRAPERIES/TAPESTRIES: Any draperies or tapestries in rooms must be flame resistant, and labeled as such by the NFPA 701 test.

EGRESS: All hallways and stairwells must be kept clear and allow for egress at all times; property may not be stored in these areas. Any items found in these areas will be confiscated. (Any furniture moved into a hallway from a room will be billed as lost furniture to the residents of that room.)

EXTENSION CORDS: The only authorized extension cords are UL listed, surge protected with built-in circuit breakers. Extension cords must not be overloaded, nor may they be across the room threshold or under rugs.

EVACUATION: All occupants of the building must immediately evacuate in an orderly manner whenever the building fire alarm sounds. Failure to promptly evacuate the building is cause for disciplinary action.

FIRE DOORS: Hallway, stairwell, and residence room doors are considered fire doors, and as such must be kept closed and unobstructed at all times; the exception are the magnetically controlled hallway doors in South and West Halls.

FIRE DRILLS: Fire drills are conducted in all residence facilities. As with any building fire alarm, it is imperative that all occupants evacuate the building immediately. Failure to do so will result in disciplinary action.

FIREWORKS: As a violation of Connecticut State Law, the possession of use of all types of fireworks are strictly prohibited.

FUEL: Any fuel, including but not limited to, kerosene, propane, gasoline and charcoal lighter fluid is strictly prohibited in any University residence hall or apartment.

HOLIDAY DECORATIONS: Natural Christmas trees and wreaths, because they are highly combustible, are prohibited. All holiday lighting must be UL listed. Holiday decorations which are considered excessive and a potential fire hazard are prohibited. (See Residential Life or Public Safety for specific information on approved, fire retardant/flame resistant decorations.)

OPEN FLAME DEVICES: The possession or use of any open flame devices, such as candles, incense and oil burning lamps is prohibited.

TAMPERING WITH SAFETY DEVICES: Tampering with any fire safety equipment, including smoke detectors, sprinkler heads, pull stations, horn/strobe units, fire extinguishers, heat detectors etc... is both a violation of University policy and against the law. Anyone found responsible for endangering the safety of occupants by tampering with or damaging any fire safety equipment will be subject to both University and State law.

STUDENT UNION OFFICE

The Student Union Office, located upstairs in the Hawley Lounge, provides services and programs for students, faculty and staff to assist and complement the academic and campus life of the University. In addition, this office provides a variety of work study

opportunities that allow for leadership and management opportunities. Staffed by the Director of the Student Union, 2 Operations Assistants, an Administrative Assistant and over 70 student staff, the
Call 371-7913 or stop by the Student Union Office to request information on the following:

- Campus Facility, Merchant Tables, Bulletin board and Display case reservations
- Campus Vending Services
- Channel 6, UCTV & Marketsource
- Class ring sales
- College Bowl
- Conference Services
- Events with Alcohol registration
- Outpost Pub
- Hawley Game Room
- SHU Shuttle Service
- Student Handbook
- Student ID Cards
- Technical Services
- WHRT Radio Station

HAWLEY LOUNGE: Hawley Lounge serves as a recreational and relaxation space for students. As the home for the offices of the Dean and Assistant Dean of Students, Student Life, Student Union, Student Activities, and Student Government, and the Hawley Game Room. Hawley Lounge is a great place to meet friends and get involved.

THE OUTPOST PUB: Managed by the Student Union Office, the Outpost Pub is open to students of all ages as a place to socialize and enjoy student events. In addition, beer and wine coolers are sold on designated evenings to those students age 21 and older. 2 forms of proper ID are required to purchase and consume alcohol. Non-alcoholic beverages and snacks are available for everyone.

HAWLEY GAME ROOM: Located in the Hawley Lounge, HGR is open to all students. Billiards, darts, table tennis, video games, big screen television, piano, magazines and more are all available by presenting a valid SHU ID card. Hawley Lounge also has a large selection of videos available for daily rental. Hours are M-F, 10:00 am -11:00 pm, S-S, 10:00 am -10:00 pm. Call the Student Union Office for information on tournaments at 396-8027.

Conduct Code & Judicial System

INTRODUCTION: Within these pages, SHU identifies behavioral violation categories, Judicial process, hearing procedures, sanction categories, procedural guarantees, and appeal process. The SHU Student Conduct Code & Judicial System are designed to ensure an environment conducive to academic success and holistic personal growth. SHU seeks to teach students about their rights and responsibilities, as well as the behavioral guidelines, established for the campus. SHU's guidelines ensure mutual respect for all students, the facilities, and the educational mission. SHU strives to hold students accountable for behavior and reward/sanction behaviors in accordance with the guidelines.

The Conduct Code & Judicial System apply to all full-time and part-time students as well as any recognized student group of Sacred Heart University. All students begin their SHU experience in good conduct standing. Should a student's behavior be in violation of the established SHU policies, procedures, guidelines or standards, that student immediately becomes subject to the Conduct Code and the Judicial System as outlined herein. The Conduct Code applies to all violations that occur on-campus. Additionally, the Conduct Code will be applied to students for violations that occur at off-campus SHU sponsored events or which involve SHU students or related property. The Dean of Students may choose, at her/his option, to apply the Conduct Code to students whose behavioral violations result in danger or physical harm to persons/property regardless of whether the violation occurs on or off-campus. In the event that the Dean of Students deems it necessary in order to preserve the benefit and welfare of the University community and the individual student(s), she/he reserves the right to impose an immediate suspension from residency and/or partial or full academic suspension until a hearing can be scheduled. In such instances, this hearing should be scheduled in a timely fashion that is fair to all parties involved.

If a student is charged with a civil offense by a governmental entity, SHU will not institute proceedings of its own relating to the charges unless its own interests as an academic community are directly involved as determined by the Dean of Students. If SHU chooses to take action in these cases, the charges will act independently of

outside community action. In such cases SHU reserves the right to sanction accordingly.

A. ACADEMIC: All violations of the Educational Mission will be referred to the Dean of the College in which the student is enrolled. The Dean, in consultation with faculty involved and with the Department/Program Chair, will decide upon appropriate action. Violations include, but are not limited to: plagiarism, inappropriate use of sources, cheating, theft of exams or library resumes, and falsifying records.

B. VIOLATIONS: Social Standards & Campus Environment (The following is a listing of offenses which are considered to be inconsistent with responsible student behavior. This list is not intended to be exhaustive but rather representative of these types of behavior):

1a. Possession or use of illegal drugs
1b. Sale or distribution of illegal drugs
2. Alcohol Guidelines
3. Residence Hall Visitation Guidelines
4. Physical Assault
5. Threat
6. Harassment, Intimidation, Hazing or Verbal Abuse
7. Motor Vehicle Guidelines
8. Use or Possession of firearms or fireworks
9. Fire Safety Guidelines
10. Attempted Sexual Assault, Sexual Assault, Rape, or Forcible Fondling
11. Sexual Harassment
12. Theft or Unauthorized Acquisition of Property
13. Vandalism or Damage to Property
14. Residence Hall Contract Agreement (other than those within this list)
15. Failure to Comply with SHU Official
16. Inappropriate behavior/ violation of campus policies (see "Campus Policies-Behavior")
17. Trespass or Unauthorized presence on property
18. Interference with the residential life of others (including Quiet Hours)
19. Forgery

C. POLICY ADMINISTRATION:

1. Failure to Comply with (or complete) an imposed sanction
2. Repeat Violations (violations of same nature on multiple occasions)
3. Interference with the investigation of a violation
4. Failure to release pertinent data about a violation during an investigation

5. Assisting in a violation or being aware of a violations without reporting

JUDICIAL PROCESS: Any member of SHU community who observes a violation of SHU guidelines is expected to report the behavior. Most often within the residence halls, hall staff (RHD's or RA's) will be the individuals who address student behavior. Upon resolving a violation, the hall staff attempts to educate the student(s) involved about proper behavioral standards. Each RA will document behaviors through weekly reports or incident report forms and submit to the RHD. The RHD determines, with the RA, one of the following:

1. The student has learned from the situation, the behavior need not be addressed further.
2. The RHD needs to meet with the student to discuss behavior in greater detail.
3. The student is to be addressed about the behavior through the formal Judicial system and have a hearing with a member of the Residential Life and Housing Services staff, the Assistant Dean of Students or the Dean of Students.

The RHDs may assess sanctions to students for situations that they review. Sanctions available to RHDs are marked with an asterisk (*) under the "Sanctions" section of this Conduct Code. In the event that an RHD deems it necessary, they may issue an immediate sanction of "no contact", suspension from the residence halls or from a specific building(s) to relieve tensions or to provide safety to all individuals for a period not to exceed 24 hours. Should such a situation occur on a weekend or holiday period, they will need permission from either the Associate/Assistant Director of Residential Life, Director of Residential Life and Housing Services, or the Dean of Students to extend this temporary sanction. In these instances, the RHD must also notify individual(s) against whom these sanctions were taken that they are required to arrange for a formal hearing with the appropriate hearing officer during the next official business day at the University. The Associate/Assistant Director of Residential Life, and the Director of Residential Life and Housing Services may levy all sanctions except full expulsion. After meeting with a student about behavior once, in cases when a sanctioned student failed to complete their sanction or for situations that may be subject to expulsion, the Director of Residential Life and Housing Services or Assistant Dean of Students will submit incident reports to the Dean of Students for a formal hearing.

For violations occurring outside the residence halls or instances that they are contacted, a Public Safety Officer(s) will resolve the violation

and document the incident as necessary. A copy of all incident reports involving students, filed by Public Safety, will be forwarded to the Director of Residential Life and Housing Services or the Assistant Dean of Students (as is appropriate) for review. The Assistant Dean/ Director may choose to hear the case or to forward the report to another hearing officer or to the Dean of Students for a formal hearing.

Any violation of SHU guidelines forwarded to the Director of Residential Life and Housing Services, Assistant Dean of Students or Dean of Students will be handled in a manner which ensures due process in accordance with the standards outlined in the Student Conduct Code and Judicial System. The University reserves the right to involve parents and guardians in disciplinary consideration. Students under the age of 23 are considered to be financially dependent upon parents/guardians unless the Dean of Students is otherwise notified. The Conduct Code Officer (Directors or Dean) will notify the student (s) involved of a prehearing to review the alleged violation(s). The appropriate person serving as a Conduct Code Officer investigates all violations formally brought to her/his attention during the formal assigned hearing, it will be held in her/his absence. At the prehearing, if the student enters a plea of responsible, a discussion of the matter will be conducted immediately with the Conduct Code Officer. If the Conduct Code Officer so chooses, she/he may provide a sanction immediately. In those circumstances when the sanction is not immediately forthcoming, the Conduct Code Officer must provide the sanctioning in writing to the student in a timely manner. If the student enters a plea of not-responsible, the student must choose to either have the hearing with the Conduct Code Officer or with the Judicial Board. For cases before the Judicial Board, a hearing date will be established for the student by the Conduct Code Officer. If a student fails to appear at any assigned hearing, it will be held in her/his absence.

The Judicial Board consists of 12 members. An appointee of the Dean of Students, serves as the non-voting Chairperson (voting only if the Board cannot reach consensus). The Board consists of the following members:

* 2 commuters chosen by the Commuter Council
* 1 faculty chosen by VP-Academic Affairs
* 2 staff chosen by VP-Enrollment Planning
* 1 staff chosen by VP-Finance & Administration
* 6 residents, 1 representing each hall

The Dean of Students appoints 2 alternates (1 commuter, 1 resident student). Each member serves a 1 year term and the Dean provides necessary training and education so that they may function fairly and systematically. A quorum is 7 members and a majority vote of those present is needed to decide each case.

HEARING PROCEDURES: A student who is formally charged with a violation of the Conduct Code will be notified in writing by the Conduct Code Officer regarding:
1. The alleged violation and date as well as the prehearing date, time and place.
2. The student's responsibility to review the Conduct Code/Judicial System as well as the Student Handbook so that the student is aware of her/his rights.
3. That the student will be required to enter a plea for each violation they have been charged with at the prehearing.

At the time of the prehearing, the Conduct Code Officer will:
1. Provide the student an opportunity to review the incident report.
2. Have the student acknowledge (by signature) the Judicial system process.
3. Request a plea of responsible or not-responsible from the student regarding the listed violation(s).
4. Have a student who pleads not-responsible choose a hearing (with Conduct Code Officer or Judicial Board).

At the time of a hearing, the following guidelines will apply:
1. All hearings are closed to the public and legal counsel may not be present.
2. The alleged violator and accuser are both provided the opportunity to describe the alleged situation in detail.
3. The alleged violator and accuser may bring witnesses to the hearing. Witnesses may speak on the behalf of the alleged violator (or accuser) if the Conduct Code Officer or the Judicial Board Chair believe testimony to be needed.
4. The confronting staff members or other individuals may be present if requested by the Conduct Code Officer or the Judicial Board Chair.

After all relevant information is gathered, the Conduct Code Officer (or the Judicial Board) determines the student level of responsibility (or not) for any/all violations and then either imposes an appropriate sanction or dismisses the charge, accordingly. The student will be

notified in writing by the Conduct Code Officer as soon as possible after the hearing. The Conduct Code Officer will also notify the necessary SHU offices/staff and (when applicable) any victim of hearing results.

SANCTIONS: Typical sanctions that may be levied by the Conduct Officer are listed below. This list is not exhaustive and sanctions are based on the circumstances of the charges. It is the intent of the Judicial system that the sanction imposed be in response to the behavior and background of the student so that education and growth takes place. Sanctions noted (*) can be imposed by the RHDs. The Associate/Assistant Director of Residential Life, and Director of Residential Life and Housing Services may impose all sanctions except full suspension and expulsion. The Dean of Students and the Assistant Dean of Students have the authority to impose all sanctions.

A. Written Reprimand *

Documented warning that the isolated behavior was unacceptable/ inappropriate.

B. Restitution of Monetary Fine *

Financial accountability for damage to property caused by the student or a fine which is deemed appropriate for the offense.

C. Community Service *

A project or amount of hours served by the student for the good of the community.

D. Disciplinary Probation *

Loss of rights and/or additional responsibilities given over a specific period.

E. Termination of Residency

Temporary or permanent loss of on-campus housing (without refund) as well as a loss of residence hall visiting privileges.

F. Partial (non-academic) Suspension

A formal separation of student from SHU in all regards (without refund) except designated academic related activities (classes, library & chapel) during a specific period.

G. Full Suspension

A formal separation of student from SHU during a specific period, not to exceed 1 year.

H. Expulsion

Permanent separation of student from SHU.

PROCEDURAL GUARANTEES: The following guarantees are granted to all students in the formal handling of all behavioral violations.

NOTICE: Any student charged with a violation of the Conduct Code will be given written notice as outlined in the section titled "Hearing Procedures." For scheduling purposes, hearings and/or appeals that would normally occur near the end of the term may be conducted at the outset of the following semester or during the vacation period.

DISQUALIFICATION: No member of the Judicial Board who is otherwise interested in a particular case will participate in that said hearing. An alternate member may be requested by the Dean of Students or the Assistant Dean of Students to serve on the Board in such an instance.

SEARCH: No residence hall room or personal property will be searched during an investigation without the authorization of the Dean of Students, the Assistant Dean of Students or the Director of Residential Life and Housing Services. In the event that the RD on duty deems it necessary to conduct the search immediately, they may do so based on their evaluation of the situation and subsequently notifying, in writing, the Dean of Students or the Director of Residential Life and Housing Services within 24 hours of their actions explaining their reasons for the decision, as well as their findings. The object of information sought and the location to be searched will be documented with the student informed if they are present. If they are not present, a search can still take place as outlined previously.

ASSISTANCE: Any student going before the Judicial Board has the right to be assisted by one SHU administrator, faculty member or student of their choice, provided that individual is not legal counsel. The Judicial Board also has the right to be assisted by one SHU administrator, faculty member or student of their choice provided that individual is not legal counsel.

PROOF: The burden of proof rests upon those charging the violation. To demonstrate proof, the facts must be proven to be more likely so than not so. No potentially damaging evidence may be considered unless the alleged violator (and victim, if applicable) is made aware of contents/source and has the opportunity to rebut the evidence.

APPEAL: All students who are charged with a violation through the Conduct Code have the right of appeal as identified below.

APPEAL PROCESS: Each case that appears before a Conduct Code Officer or Judicial Board may be appealed by the alleged violator only once. A request to appeal must be submitted in writing to the Conduct Code Officer within 24 hours of the time the (verbal or written, whichever is first) hearing decision is given to the student. The alleged violator must state, in the request for appeal, the grounds for appeal. The only 3 grounds that may be pursued are: Due process not followed, new evidence available, sanction believed too severe. When the alleged violator must state, in the request for appeal the grounds for appeal. The only three grounds that may be pursued are: due process not followed, new evidence available, sanction believed too severe. When the appeal is made based on the severity of the sanction, it is understood that the Hearing Officer can reduce, uphold or increase the original sanction.

When the initial hearing is conducted with the RHD or the Associate/ Assistant Director of Residential Life, serving as the Conduct Code Officer, the appeal hearing will be conducted with the Director of Residential Life and Housing Services. When the initial hearing is conducted with the Director of Residential Life and Housing Services or the Assistant Dean of Students serving as the Conduct Code Officer, the appeal hearing will be conducted with the Dean of Students. When the initial hearing is conducted with the Dean of Students, the appeal hearing will be conducted with the Vice President for Enrollment Planning and Student Affairs. The Vice President may opt to refer an appeal hearing to the Judicial Board if, in his/her belief, such a situation would provide optimum fairness. When the initial hearing is with the Judicial Board, the appeal hearing would be with the Dean of Students. A decision made by the authority which hears the appeal is final. SHU has formed policies/systems in accord with SHU's Catholic tradition. Students have both rights and responsibilities to ensure a harmonious community. The policies are established for all students- resident and commuter - and are necessary to maintain an academic atmosphere which encourages growth and learning. The policies are not all inclusive and the Dean of Students will sanction any student behavior deemed inappropriate. The policies/procedures are subject to change at the discretion of the Dean of Students.

WHAT TO DO IN TIME OF FAMILY ILLNESS OR DEATH: Campus Ministers provide concern and support through hospital visits, presence at wakes and funerals, and other ministerial service. If there is an illness or death in the family, the student (or a friend, faculty or staff member who is aware of the situation) should notify either the Dean of Students (371-7913) or the Campus Ministry Office (371-7840). Residential students should immediately notify their Resident Assistant who will contact the appropriate offices. The Office of Campus Ministry and the Dean of Student's office will then notify others in the University community so that assistance can be offered to the student or family.

ADMINISTRATIVE WITHDRAWAL: SHU reserves the right to require mandatory administrative withdrawal of a student from SHU or from SHU housing for wither medical, emotional/psychological or other health reasons. If, in the judgment of the Dean of Students, Assistant Dean of Students or Director of Residential Life and Housing Services (in consultation with the Counseling Services staff), remaining at SHU could lead to a significant deterioration in physical, emotional or mental health of the student, if the student's presence represents a threat to their self or others or is detrimental to the University's interest (whether such conduct occurs on or off campus or at a University sponsored event), then the student will be required to leave the campus until such time as the University can be assured that the problem is no longer a significant issue. No refund of tuition, room/board or fees will be awarded to a student in such a case.

The Dean of Students, Assistant Dean of Students or Director of Residential Life and Housing Services may also require the student to undergo a professional psychological and/or medical evaluation to determine the condition and plan of treatment prior to making a decision about the status of the student or as a condition of reinstatement. In either instance, the student's continuation at the University is contingent upon the release of all psychological and/or medical information to the Dean of Students who, in consultation with the Counseling Services staff, will determine the appropriateness and conditions of the student's return. In such cases, the student is

financially responsible for all costs associated with such evaluation(s) and all costs related to any follow-up treatment identified. In the event of emergency hospitalization, an interim suspension may be enacted by the Dean. After consultation with the hospital the Dean may remove the suspension or issue a mandatory withdrawal. For matters that call for the consideration of a mandatory withdrawal, parents (or guardians) of dependent students will be informed of any action taken by SHU.

ALCOHOLIC BEVERAGES: SHU accepts the fact that alcohol is a part of society; therefore, we strive to educate students about alcohol effects and the prevention of alcohol abuse. SHU enforces Connecticut alcohol laws regarding legal age and open container. This handbook section defines terms and identifies alcohol guidelines related to students:

LEGAL AGE: Connecticut state law states that only individuals who are 21 years of age or older may purchase, possess and consume alcohol.

UNDERAGE: Individuals under 21 years of age may neither possess, consume or purchase alcohol.

INTOXICATION: No student may be intoxicated while on-campus.

SUPPLYING: No one may purchase or provide alcohol for anyone underage.

OPEN CONTAINER: Any alcoholic beverage out of the original container or having a broken seal in the original container is considered an open container, which may not be carried or consumed on SHU grounds (except in The Outpost Pub area) without authorization through the approved alcohol registration form.

KEGS/BEER BALLS: Kegs and beer balls are not permitted on campus (except in The Outpost Pub) without an approved alcohol registration form. Also, alcohol "punches" using wine or hard liquor are not permitted on campus.

SALE OF ALCOHOL: Beer/wine is sold only in The Outpost Pub area during designated hours. Any other sale of alcohol on campus must have prior approval through an alcohol registration form and State resources. Employees of The Outpost Pub have the right and responsibility to deny the sale of beer to anyone under 21, anyone carrying a false ID, anyone intoxicated and for any other reason they deem.

For alcohol guidelines particular to the residence halls, see Residential Guidelines. Students who wish to hold an event with alcoholic beverages must contact the Director of the Student Union in the Student Union Office for event registration, guidelines, authorization

and ordering. Any event not properly registered through the Student Affairs Office and/or State of Connecticut, will be canceled. Any function which provides an alcoholic beverage must also provide a non-alcoholic beverage alternative in sufficient quantity and food must be available and featured prominently. Consumption of alcohol is not an acceptable excuse for any behavior deemed inappropriate or in violation of University rules and policies.

ASSAULT: Physical assault by any member of SHU community is considered a serious offense and will be subject to immediate disciplinary action (including suspension/dismissal). Assaulting a SHU employee will result in immediate disciplinary action.

ASSEMBLY: All members of the community have the right to peacefully assemble, providing the assembly does not interfere with classroom, educational or SHU activities.

BEHAVIOR: Students are expected to conduct themselves responsibly at all times, respecting the rights of others. Any behaviors that show disregard or disrespect for the personal/property rights of others or of SHU are unacceptable and considered inappropriate (see judicial system violations). Any sexual activity on the SHU campus between unmarried individuals or sexual behavior in view of others is also considered inappropriate behavior and will be addressed through the Student Conduct Code system.

DAMAGE: Students who willfully/maliciously damage property are required to pay for damages and are subject to disciplinary action.

DISCRIMINATION: Sacred Heart University does not discriminate on the basis of sex, race, color, religion, national/ethic origin sexual orientation, or physical challenge in the administration of its educational policies, admission policies, athletic programs, or administered programs.

DISRUPTIVE BEHAVIOR: Disruptive behavior, that which interferes with the educational process or which prevents reasonable free access to SHU property and activities, is not permitted. Offenders will be subject to disciplinary action.

DRUGS: The use, possession, distribution or sale of illegal/ unauthorized drugs, drug paraphernalia, or misuse of any product to

act as a drug is a violation of state and federal laws, and is contrary to SHU Policy. Students violating this policy are subject to disciplinary action and the local legal system. For students with drug addictions, the Counseling & Health Service Offices serve as a resource to assist the student in receiving the appropriate assistance for recovery.

EMERGENCIES: For any emergency situation on campus, Public Safety must be contacted (ext. 7995). In the residence halls, the RA or RHD should be the first notified.

EVENTS: Student groups or individual students may not sponsor SHU related events on or off campus without the prior approval of the Director of Student Life.

EVENTS WITH ALCOHOL (for student groups and organizations): Every event with alcohol at Sacred Heart University must be registered and authorized through the Student Union Office by the Director of the Student Union. This is required for adherence to state and SHU guidelines for legal sale, distribution and consumption of alcoholic beverages. Failure to do so will result in event cancellation and possible sanctions.

All applicants must make an appointment with the Director of the Student Union **no later than 2 weeks** before the event date (if a Connecticut state-issued temporary permit is needed, applicants will need to make an appointment no later than six weeks prior to the event date). Failure to do so will result in the cancellation of the event.

The purchase of alcohol for an event cannot be made using money allocated by Student Government. All alcohol must be ordered by the Director of the Student Union. An event representative must be present to accept delivery and transfer alcohol to event location. All events with alcohol REQUIRE THE ATTENDANCE of the CLUB/ ORGANIZATION ADVISOR throughout the entire event. State law and SHU policy mandate that no person under the age of 21 years can purchase, obtain/possess or consume alcoholic beverages. All events at which alcohol beverages are being sold (either through an entrance fee or per drink charge) require a permit from the Department of Liquor Control. Information on obtaining temporary permits can be found in the Student Union office.

FAILURE TO COMPLY: Students must comply with reasonable requests/ orders by SHU Personnel who are acting in their official capacity or the

student(s) will face disciplinary action. Students are asked to work with SHU Officials for the benefit of the campus.

FALSIFICATION OF RECORDS: Falsifying records and/or withholding relevant information from SHU is subject to disciplinary action.

HARASSMENT/INTIMIDATION/THREAT: SHU promotes an environment open to an exchange of ideas and free from fear/threat. Anyone attempting by word/action to harass, threaten or intimidate a member of the SHU family is subject to disciplinary action, including suspension/dismissal.

HAZING: Hazing by any group/individual for induction purposes or as a condition of membership is not permitted and will subject the individual/group to disciplinary action. Hazing is defined by Connecticut State law as "...any action which recklessly or intentionally endangers the health or safety of a person for the purpose of initiation, admission into or affiliation with, or as a condition for membership in a student organization."

ID CARDS: All students are required to carry their photo identification cards at all times, and are expected to produce their ID card when requested by a SHU Official.

IMMUNIZATION: SHU HEALTH SERVICE, AS PART OF THE CONNECTICUT IMMUNIZATION PROGRAM, REQUIRES ALL STUDENTS TO PROVIDE PROOF OF IMMUNITY TO THE FOLLOWING DISEASES: MEASLES AND RUBELLA.

RACISM & ACTS OF INTOLERANCE: Sacred Heart University encourages and supports those in the SHU community who advocate and believe in understanding and tolerance. It is expected that members of the SHU community uphold the following:

1. Every person in the SHU community should be treated with dignity and assured security and equality.
2. Individuals may not exercise personal freedoms in ways that invade or violate the rights of others.
3. The promotion of racial, religious, and ethnic pluralism within higher education is a responsibility of both individuals and the SHU community.
4. Students, Faculty and staff have a duty to foster tolerance.
5. Acts of violence and harassment reflecting bias or intolerance of

race, religion, gender, sexual orientation, physical/mental challenge, and ethic or cultural origins are unacceptable. Since these acts are inconsistent with the teachings and values of Sacred Heart University, individuals who engage in such behaviors have no place on the SHU campus.

SEXUAL ASSAULT AND SEXUAL ACTIVITY

Sexual activity between unmarried persons is considered unacceptable on the SHU campus (see "behavior"). Moreover, all forms of unwanted sexual actions will be considered sexual assault and dealt with through the Student Conduct Code & Judicial System.

SEXUAL EDUCATION STATEMENT

One aspect of Sacred Heart University's mission is the promotion of holistic well being, which is the spiritual, physical, intellectual, career, emotional and social education of each student. Recognizing SHU's Catholic tradition, students are encouraged to develop an awareness and understanding of, as well as a respect for, the teachings of Jesus Christ and the Roman Catholic Church. Because a genuine and complete expression of love through physical intimacy requires a commitment to the living and sharing together of two persons in marriage, SHU believes that physical intimacy should occur only in the union of marriage. In keeping with the developmental and individual needs of SHU students, information and/or counseling about various aspects of human sexuality are readily available. The Counseling Center, staffed by Professionals, offers assistance on a personal and confidential basis. The Student Health Center, Campus Ministry and other Student Life offices are also sources of support and information.

SEXUAL HARASSMENT:

It is policy of Sacred Heart University that all employees and members of the academic community, including students, are responsible for assuring that the institution be free of sexual harassment. Because of the University's condemnation of offensive or inappropriate sexual behavior at work and within the academic community of the institution, all employees and members of the academic community must avoid any action or conduct which could be viewed as sexual harassment; such conduct includes the following: a) unwelcome sexual advances; b) requests for sexual favors; c) other verbal or physical conduct of a harassing nature. Any employee or member of the academic community, including a student, who wishes to complain of sexual harassment by anyone, including supervisors, co-workers,

students or visitors, must bring the problem to the attention of the Title VII Coordinator, Director of Human Resources.

If there is not immediate response then complainant should notify a higher authority up to and including the President of the University. A complete policy statement, including a definition of what constitutes sexual harassment, the grievance procedure and hearing procedure can be requested through the Title VII Coordinator, Director of Human Resources.

SMOKING: In compliance with Connecticut law, all areas are designated as non-smoking areas with the exception of residence hall student rooms.

SOLICITATION: Any solicitors who wish to sell goods or services on campus must gain approval in advance from the Student Union Office.

SPEAKERS/TOPICS: Student groups may invite speakers to campus to address topics chosen by students but always providing equal opportunity for opposing views for a holistic education. Student groups must realize that certain speakers/topics may ignite opposition, hence, groups should act with sensitivity/concern for the mission of SHU and the safety of the community.

THEFT: Theft of money or property from SHU, from any member of the Community, or on SHU premises as well as the misappropriation or unauthorized use of any SHU facility is not permitted. Those violating this rule will be subject to disciplinary action.

WEAPONS: Weapons, including, but not limited to, firearms, explosives and knives are not permitted on any property owned or leased by SHU. Violators are subject to disciplinary action.

The Student Life Office is located in the Hawley Lounge and is comprised of 4 main areas: Student Activities, Commuter Life Marching Band and International Programs. Working in the area of Student Life is the Assistant Dean of Students, Director of Student Activites, Director of Student Life, Student Life Administrative Assistant, Director of the Student Union, Director of Multicultural Affairs, Director of Bands and Program Assistants. The office is open M-F from 10:00 am-8:00 pm.

The Student Life Department seeks to enhance the college experience outside of the classroom by offering both co-curricular and extra-curricular opportunities for students. Moreover, the Student Life Office exists to teach life skills to students through formal training sessions and leadership opportunities. SHU is different from other institutions in that we EXPECT that students become involved in student groups as a part of their holistic college experience. We believe that involvement in campus life leads to involvement in local communities following graduation. SHU is proud of our students and alumni, individual and collective efforts to be active citizens.

STUDENT ACTIVITIES OFFICE (SAO): Located in the Hawley Lounge, the SAO is open Monday-Friday from 10:00 am-8:00 pm and is responsible for scheduling, planning and overseeing most of the student events on campus. The SAO is a center for information on events, student groups, Student Government and student leadership. Students wanting to join a club or start a new group should visit this office. The SAO wants all students to become "pioneers" and stop by the office to start their SHU exploration!

THEME WEEKS/WEEKENDS: A major emphasis of the Student Life Department is to aid in the sponsoring of theme weeks and weekends by tying together events around a common topic. Plus, special month-long events are coordinated to celebrate both Black History Month in February and Women's History Month in March.

Some of the SHU traditional themes are: Pioneer Weekend, Parents Weekend, Siblings Weekend, Winter Weekend, Alcohol Awareness Week, Greek Weekend, Spring Week, Christmas Week, Latino Heritage Month, AIDS Awareness Day, and Harvest Weekend.

THE "HEARTBEAT" MONTHLY CALENDAR: One of the services provided by the SAO is the publication of a monthly events newsletter, known as the "Heartbeat" which highlights student related events in a monthly calendar.

S.T.A.R. LEADERSHIP CERTIFICATION: Each Spring, the SLO sponsors a leadership certification program for students who want to gain valuable life skills. The S.T.A.R. (Students Taking an Active Role) program is open to all students and consists of weekly, topical sessions to develop leadership. Sign up information is posted at the beginning of the Spring semester.

S.T.A.R. II: LEADERSHIP BY SEUSS: An 8 week leadership development course that delves into the reading of Dr. Seuss and The 7 Habits of Highly Effective People by Dr. Stephen Covey.

WHO'S WHO AMONG AMERICAN COLLEGES AND UNIVERSITIES: Any student in the classes of '01 and '02 may eligible for inclusion in Who's Who... if he/she meets the qualifications: 2.75 cum GPA; significant service; participation in activities; related community service. Any student wanting to be considered must submit a resume, complete an application, and submit a letter of support from 1 SHU faculty/staff member to the Dean of Students by the posted date.

YEARBOOK: All 2000-2001 full-time undergraduates paying a student activity fee both semesters may receive a free yearbook, providing they return to campus the following Fall term (Class of '01 books will be mailed to their home in mid-October).

Senior Portraits: Any student planning to graduate in December, May, or August may have his or her picture in The Prologue. Watch for dates when the photographer will be on campus. Anyone not paying the activity fee can purchase a Prologue. Call the office at 371-7962 for information.

CAMPUS LIFE LEADERSHIP AWARDS: During Spring Week, the SLO honors student leaders at the Leadership Awards Presentation. Past recipients of the awards are (first 4 awards are for Outstanding Involvement by a...):

Award	2000 Recipient
First Year Student	Tom Pesce
Sophomore	Kristy Pacelli
Junior	Tom Wuestkamp
Senior	Amy Macauley
Doug Bohn Unsung Hero	Aaron Chronstosky
John Croffy Outstanding Leader	Jen McGovern

STUDENT ACTIVITIES ODDS AND ENDS: To inform students of some of the particular systems used within the SAO, the following is provided: *-Sponsoring an Event:* All student groups must come to the SAO to gain authorization to schedule events (at least 2 weeks prior notice is needed), including fund raisers. The SAO assists groups in the reservation of space on campus, as well as other support services. *-Mailboxes:* Student Government Officers and all student groups are provided mailboxes in the Student Government Office. Students can contact their student group leaders by leaving notes in these boxes. *-Posting Notices and Flyers:* All notices to be posted on campus must be approved by the SLO. Notices must be dated and must be removed by the expiration date. Select bulletin boards throughout campus may be used for general posting. No advertising may be placed on glass doors/walls, hung from the ceiling, or placed directly on painted walls. A complete list of policies concerning posting may be obtained from the Student Union Office.

STUDENT GOVERNMENT: The Student Government (SG) is the parent organization to all student groups on campus. It is comprised of an Executive Board, Student Senate, Program Board, Council of Clubs and Organizations (CCO), Finance Board, Greek Council and Class Officers. SG's primary purpose is to oversee student groups, sponsor events to meet the needs of the students and to address concerns of the student body. The SG Office is in the Hawley Lounge.

STUDENT GOVERNMENT CONSTITUTION: The following is a condensed version of the Student Government Constitution. All students can request a copy of the full document through the Student Life Office.

Preamble- We, the full-time undergraduate students of Sacred Heart University, to provide for the general welfare of the student body, do hereby ordain and establish this Constitution. As an extension of the Student Life Office and as our own Association, we serve:
1. to promote the social, physical, intellectual, career, emotional and spiritual interests of individual students, the student body collectively and the University community;
2. to establish representative systems which embraces all facets of co-curricular and extra-curricular campus life and articulates views regarding student related concerns;
3. to provide significant opportunities for the development of leadership, as well as the fostering of community responsibilities, among the student body;
4. to help fulfill the University's mission as a Catholic institution of higher education.

Article II - Membership
Section 1 - General Membership: Membership to the SG is open to all full-time, undergraduate students by virtue of their membership to one of the classes. Leadership positions and voting members within the SG organizational chart are defined herein. No student will be denied membership in the SG on any discriminating variable, including sexual orientation.
Section 2 - Activity Fee: The University requires that all full-time, undergraduate students pay an activity fee each semester. Funds are collectively allocated by the SG Finance Board and the Director of Student Life. The SG Vice-President for Finance keeps records on all student group income/expenditure.

Article V - Rights and Responsibilities of Members
Section 1- General Rights: A. Every member of SG will have the right to freedom of speech, of the press, of peaceful assembly and to organize/join associations promoting their common interests provided the exercise of these rights do not present conflict with the mission of the University.

EXECUTIVE BOARD: This steering body of SG consists of 11 students, each holding one of the following positions:

-SG President
-Executive Vice President Senate
-SG Vice President for Finance Board
-Class '2001 President
-Class '2002 President

-SG Vice President for CCO
-SG Vice President for SET
-SG Vice President for Greek Life
-Class 2003 President
-Class 2004 President
-SG Secretary

The Executive Board meets weekly at a time designated by the SG President. All students may attend all meetings listed as "open". Elections and appointments to key leadership roles take place each spring, with the exception of the first year class whose elections are in October.

SENATE: The Senate consists of a Vice President for the Senate and six representatives from each class. The Senate's purpose is to address student issues and represent their class to the administration. The Senate meets on a bi-weekly basis that is established in the beginning of the year. All students are welcome to attend and share their views.

STUDENT EVENTS TEAM: The main purpose of the Program Board is to provide activities on Campus within a wellness (holistic) approach. Categories within which events are provided include the 6 wellness dimensions: Spiritual, Physical, Intellectual, Career, Emotional & Social (SPICES). All students are encouraged to join a committee of the SET!
SET is chaired by a VP and consists of 6 standing committees:
-Theme Weeks -Outpost Pub Events -Film/Movie
-Social -Lectures -Major Concerts

GREEK LIFE: Greek Life consists of 8 active organizations (4 fraternities and 4 sororities). Greek organizations serve the principles of brotherhood or sisterhood, while strengthening leadership skills, academic foundations and social interactions. The underlying goals of fraternities and sororities are to aid the SHU community and the surrounding area through voluntary service.

CCO (COUNCIL OF CLUBS AND ORGANIZATIONS): CCO is the governing body of all student groups on campus, is comprised of one elected member from each club or organization, acting as a representative. The CCO conducts bi-monthly meeting to plan organizational activities and community service projects, vote on club/ organization related issues, hold roundtable discussions and to keep updated on CCO requirements.

CLASS OFFICERS: Four Officers are elected into these positions each spring by members of the respective academic class. The Presidents

serve on the SG Executive Board. Class officers lead in organizing many major events on campus including Senior Week, Flea Markets, Semi-Formal dances and Parents' Weekend. All students are encouraged to contact their respective class officers with any ideas or suggestions they might have.

CLUBS & ORGANIZATIONS

ACADEMIC GROUPS	ADVISOR	PHONE
Accounting Club	Danny Pannese	396-6507
American Chemical Society	Linda Farber	365-7596
Art Club	Jack deGraffenried	371-7739
Athletic Training Club	Ed Strapp	365-7687
Biology Club	Christ Verses	371-7782
Computer Science Club	Sandra Honda	371- 7791
Criminal Justice Club	Claudia Henderson	365- 7507
Economics & Finance Club	Bridget Lyons	365-7673
Education Club	Terry Neu	371-7800
English Club	Roberta Staples	371-7180
Paralegal Club (Lambda Alpha Phi)	Lisa Bartone	371-7960
Pre-Occupational Therapy Club	Jen Cosgrove	365-7862
Pre-Physical Therapy Club	Gerry Austin	396-8067
Psychology Club	Amy Van Buren	371-7721
Student Nurses Association	Linda Strong	371- 7719
HONOR SOCIETIES	**ADVISOR**	**PHONE**
Alpha Sigma Lambda	Edward Donato	371-7836
Delta Epsilon Sigma	Donald Brodeur	371-7915
Delta Mu Delta	Sue Kanuch	371-7875
Lambda Epsilon Chi	Lisa Bartone	371-7960
Phi Alpha Theta	Paul Siff	371-7743
Phi Sigma Iota	Claire Marrone	365-7821
Psi Chi	Christina Taylor	371-7723
Sigma Theta Tau	Connie Young	371-7718
PERFORMING ARTS	**ADVISOR**	**PHONE**
Dance Team	Karen Guastelle	396-7602
Pioneer Band Council	Marvin McNeill	365-7664
SHU Players	Rick McKinnon	365-7541
RECREATIONAL GROUPS	**ADVISOR**	**PHONE**
Ballroom Dance Club	Frances Collazo	371-7524
Debate Society	Matt Reale	924-4300
Environmental Club	Nia Paradis	371-7880
Men's Rugby	Denise Tiberio	371-7736
Outing Club	Wendy Gentile	416-3420
SHU Martial Arts	Robert Novotny	371-7820
Ski & Snowboarding Club	Kerri Casella	396-8027
Women's Rugby	Al Precourt	371-7969
GREEK LIFE-FRATERNITIES	**ADVISOR**	**PHONE**
Alpha Sigma Psi	Patrick Connelly	365-7663
Lambda Sigma Phi	Jocelyn Novella	365-4753
Omega Phi Kappa	Fr. Michael McLernon	365-7651
Sigma Delta Chi	Jack deGraffenreid	371-7739
GREEK LIFE-SORORITIES ADVISOR		**PHONE**
Beta Delta Phi	Sr. Anne Nadeau	371-7955
Delta Phi Kappa	Barbara Sumner-Harris	371-7832
Nu Epsilon Omega	Jen Cosgrove	365-7682
Phi Omega Tau	Karen Scannell	371-7953

MEDIA	ADVISOR	PHONE
Horizon Literary	Robin McAllister	371-7818
Media Studies Club	Ralph Pascale	371-7755
Prologue Yearbook	Al Precourt	371-7969
Spectrum	Sandra Young	365-7503
WHRT Radio	Patrick Connelly	365-7663
MULTICULTURAL GROUPS	**ADVISOR**	**PHONE**
International Club	Grace Lim	365-7614
Italian Club	Gerald Reid	371-7765
La Hispanidad	Pilar Munday	365-7621
Umoja	Cam Farrar	396-8119
SERVICE	**ADVISOR**	**PHONE**
Habitat for Humanity	John Roney	371-7741
P.E.A.C.E.	Tricia Leonard-Pasley	371-7840
Student Ambassadors	Cate Pinckney	371-7880
STUDENT GOVERNMENT	**ADVISOR**	**PHONE**
Commuter Council	Kelly McGill	365-7675
Council of Clubs & Organizations	Al Precourt	371-7969
Executive Board	Denise Tiberio	371-7736
Finance Board	Denise Tiberio	371-7736
Greek Council	Shari Lamount	365-7675
L.I.F.E.	Nina Clark	365-7528
NRHH	Residential Life	416-3420
Residence Hall Association (RHA)	Residential Life	416-3420
Student Events Team (SET)	Student Activities	365-7675
Student Senate	Joseph Winter	365- 7975

COMMUTER LIFE: Commuter students are an important and vital part of the SHU community. Commuter students are encouraged to take part in this community, while still contributing to their home community. It is essential to know that commuter students are welcomed in all University facilities, including the Residence Halls.

Along with the number of student clubs and organizations available for a commuter student to join, there are specialized groups just for commuters, as well as services and programs. Information about activities and programs can be found in the publication of SHU Commuter News, which can be picked up in the Commuter Life Office, located upstairs in the Hawley Lounge. If you have any questions or would like to get involved, please stop by or call the office at 371-7969.

COMMUTER COUNCIL: All commuters are invited to join the Commuter Council, a voice for all commuter students. For the latest information concerning meetings and events, see the Commuter Council bulletin board outside the Student Life Office.

COMMUTER ASSISTANTS: For our first year commuters, the Commuter Assistant program provides a peer mentor match with upper-class commuter students. If you are interested in becoming a

Commuter Assistant next year, be sure to inquire within the Student Life Office.

INTERNATIONAL STUDENT SERVICES: The United States is known throughout the world for its excellent system of higher education. SHU has attracted many international students from over 65 countries and has several sister schools in both Japan and Korea and a campus in Luxembourg.

The International Center serves international students, American students, and the greater SHU community. Recognizing that it is difficult to adjust to life in a different country, the center provides a 3-day orientation for new international students at the beginning of the semester, information sessions, and provides the opportunity for students to address personal needs. For SHU and the community, the center provides a full slate of programs throughout the year including the International Coffeehouse Series. Other campus-wide programs like the annual International Festival, Fashion Show, and various trips off campus are organized by the International Club.

STUDENT UNION OFFICE

The Student Union Office, located upstairs in the Hawley Lounge, provides services and programs for students, faculty and staff to assist and complement the academic and campus life of the University. In addition, this office provides a variety of work study opportunities that allow for leadership and management opportunities. Staffed by the Director of the Student Union, 2 Operations Assistants, an Administrative Assistant and over 70 student staff, the
Call 371-7913 or stop by the Student Union Office to request information on the following:

- Campus Facility, Merchant Tables, Bulletin board and Display case reservations
- Campus Vending Services
- Channel 6, UCTV & Marketsource
- Class ring sales
- College Bowl
- Conference Services
- Events with Alcohol registration
- Outpost Pub
- Hawley Game Room
- SHU Shuttle Service
- Student Handbook
- Student ID Cards
- Technical Services
- WHRT Radio Station

HAWLEY LOUNGE: Hawley Lounge serves as a recreational and relaxation space for students. As the home for the offices of the Dean and Assistant Dean of Students, Student Life, Student Union, Student Activities, and Student Government, and the Hawley Game Room. Hawley Lounge is a great place to meet friends and get involved.

THE OUTPOST PUB: Managed by the Student Union Office, the Outpost Pub is open to students of all ages as a place to socialize and enjoy student events. In addition, beer and wine coolers are sold on designated evenings to those students age 21 and older. 2 forms of proper ID are required to purchase and consume alcohol. Non-alcoholic beverages and snacks are available for everyone.

HAWLEY GAME ROOM: Located in the Hawley Lounge, HGR is open to all students. Billiards, darts, table tennis, video games, big screen television, piano, magazines and more are all available by presenting a valid SHU ID card. Hawley Lounge also has a large selection of videos available for daily rental. Hours are M-F, 10:00 am -11:00 pm, S-S, 10:00 am -10:00 pm. Call the Student Union Office for information on tournaments at 396-8027.

Campus Phone Directory

ACADEMIC AFFAIRS

Provost	371-7910	Jandrisevits Learning Center	371-7820
Dean of Freshman	365-7648	Registrar	371-7980
Academic Support	365-7585	Ryan-Matura Library	371-7700
Service Learning	365-7622	College of Arts & Sciences	396-8020
College of Business	396-8084	University College	371-7832
College of Education & Health Professions			396-8024

ADMINISTRATIVE OFFICES

Admissions	371-7880	SHU Bookstore	365-4768
Computer Center	365-5500	SHU Theatre	371-7908
Emergencies	371-7995	Student Accounts	371-7925
Financial Assistance	371-7981	Weather Hotline	365-7669
Information	371-7999		
Mail Center	371-7952		

CAMPUS LIFE

Athletics	371-7917	Dining Services/FLIK	365-7624
Campus Ministry	371-7840	Health Services	371-7838
Career Development	371-7975	International Center	365-7614
Commuter Life	371-7969	Student Activities	371-7675
Counseling Center	371-7955	Student Life	371-7846
Dean of Students	371-7913	Student Union	371-7913
Asst. Dean of Students	371-7736		

STUDENT OFFICES

Prologue	371-7962
Spectrum	371-7963
Student Government	371-7954
WHRT	365-4747

COMMUNITY RESOURCES

ALCOHOL/DRUG ABUSE

Alcoholics Anonymous	333-5804
Al-Anon Family Info	336-3602
Cocaine Anonymous	358-8833
Narcotics Anonymous	1-800-627-3543

HEALTH INFORMATION

AIDS National Hotline	1-800-342-2437
STD Hotline	1-800-227-8922
Suicide Hotline	333-7555
Mobile Crisis Unit	579-6651

VICTIM SUPPORT

Rape Crisis Hotline	333-2233
Victim Advocacy	579-6061

TRANSPORTATION

Greyhound Bus	772-2470
METRO Train Service	773-0869
AMTRAK	1-800-872-7245
Greater Bpt. Transit	330-0668
Fairfield Cab	255-5797

PIZZA DELIVERY

Domino's Pizza	334-3030
Sergio's Pizza	368-2229
Hot & Speedy Pizza	368-0200

MOVIE THEATERS

Crown Marquis	365-6500
Showcase Cinema	339-7171
Fairfield Cinema	339-7151

BANKS

First Union	372-2856
Fleet Bank	382-5841
Lafayette American	365-6571
Peoples Bank	338-7029
Webster	255-0478

PHARMACIES

Brooks Pharmacy	259-8341
CVS	255-4402

COMMUNITY PLACES OF WORSHIP

For a listing of local places of worship, contact Campus Ministry at 371-7840

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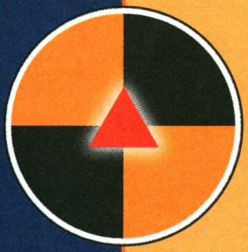

A COMPASS FOR CAMPUS™

PLANNING FOR PERSONAL SUCCESS

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FranklinCovey

Premier School Agendas
A FRANKLIN COVEY COMPANY

DISCOVER

PLAN

ACT

FACT

A day only has 24 hours.

FACT

You need at least 7-9 hours to sleep. You also need time to eat and relax. Your time is valuable. Unless you have the proverbial memory of an elephant, you will not remember everything you need to do today, tomorrow, next month . . .

Use this planner and get organized.

Read the next few pages to discover how to make the most of it!

Successful students set goals to achieve ... WHAT MATTERS MOST™

Discover WHAT MATTERS MOST™

Examples: *family, independence, your fraternity or sorority, a successful career . . .*

Feeling in control starts at square one. Discover who you are. What do you value most? How do you make choices? What does your future hold? What is truly important?

Plan WHAT MATTERS MOST™

Example: *Talk to my academic advisor before November 1st.*

Time for the next step. Where do you want to be? What do you need to do to get there? Set some goals. Plan your month. Plan your week. Make it challenging . . . but be realistic!

Act UPON WHAT MATTERS MOST™

Example: *Do research for English essay today.*

Ready for some action? Plan your day. List and prioritize your tasks - important things first. Think about your purpose, roles and goals. And . . . make it happen!

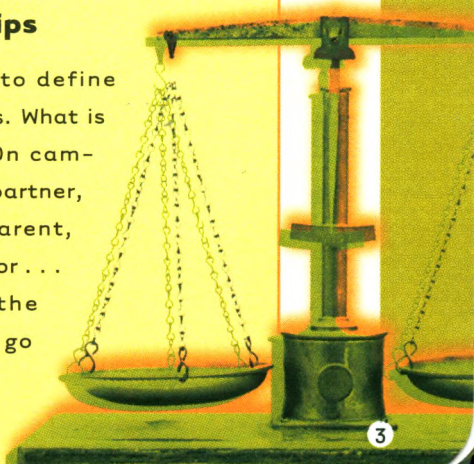
To discover what matters most, take three steps: begin with identifying your personal values. Next, determine your key roles and relationships. Then, reflect on your mission, your purpose, your hopes and dreams.

Your personal values

This is where it all starts. What is important to you? What do you value in others? How would you like to be remembered? Make a list! Then, prioritize your values and write a statement clarifying the meaning of each value for you personally. Examples of personal values: honesty, humor, patience, integrity, respect, spirituality, or fitness.

Your roles and relationships

Take a few minutes to define some of your key roles. What is your role at home? On campus? Who are you: a partner, friend, roommate, parent, mentor, learner, advisor . . . What are some of the responsibilities that go with each role?



Your mission

Your mission is your unique purpose. It's what gives your life direction. Writing your own **mission statement** will take some deep reflection on who you are and what you would like to accomplish. Completing the phrases below will help you get started:

Some of the most important things in my life are:

My greatest moments of happiness and fulfillment are:

Some of my dreams are:

I am motivated by and passionate about:

My natural gifts, talents, strengths, and abilities include:

In five years, I will be:

Your mission statement is constantly evolving. Revisit it regularly.

Plan what matters most. Set some goals! Goals are the concrete expression of what's most important to you. They help you focus your efforts. They break down a dream into specific, achievable tasks. Make your dreams come true . . .

SET GOALS, BUT REMEMBER TO MAKE THEM *SMART:*

		EXAMPLES:
S	**SPECIFIC** Specific goals state exactly what you want to accomplish. They are not vague or confusing, but clear and concise!	*I want to buy a used computer.*
M	**MEASURABLE** Measurable goals state what you want and when you want it. They enable you to measure your progress at any point along the way.	*I will save enough money to buy it before the next semester.*
A	**ACTION-ORIENTED** Action-oriented goals indicate how they will be achieved. They specify what you need to do to reach your goals.	*I will set aside $25 each week.*
R	**REALISTIC** Realistic goals are possible. They are attainable, considering the resources and constraints relative to your situation.	*I can afford to save this money.*
T	**TIMELY** Timely goals allow reasonable time to achieve them, but not so much time that you lose focus or motivation. Timely goals have a specific deadline.	*I will achieve my goal by the end of this semester.*

"A goal is a dream with a deadline."

ANONYMOUS

Before you start planning, let's look at how you spend your time . . .

THE TIME MATRIX™

How do you spend your time? Think of your daily activities. How do you decide what to do first? The four quadrants of the Time Matrix help you categorize activities in terms of two keywords: important and urgent.

Important – Goals. Values. Activities that contribute toward your mission.

Urgent – Tasks that call for immediate attention.

Focusing on activities in quadrant 2 (important, not urgent) will help you improve your personal effectiveness.

EXAMPLES

	URGENT	NOT URGENT
IMPORTANT	**1 IMPORTANT URGENT** - Exam tomorrow - Pay phone bill today - Project due today - Roommate becomes ill	**2 IMPORTANT NOT URGENT** - Date with friend - Essay due in 30 days - Call home - Visit with academic advisor
NOT IMPORTANT	**3 NOT IMPORTANT URGENT** - Ringing phone - Unnecessary work - Trivial questions - Interruptions	**4 NOT IMPORTANT NOT URGENT** - Procrastination - Too much TV - Excessive Web surfing - Reading comic strips

FIRST THINGS FIRST™

- Spend time on important things before they become urgent (Q2).
- Don't be ruled by urgency. Never avoid important work because of merely urgent tasks.
- Do important things early. Waiting until they're urgent just increases your stress level.
- After classes, review what work needs to be completed.
- Prioritize your tasks. Complete them in that order.

LONG-RANGE GOALS

"Things which matter most must never be at the mercy of things which matter least."

GOETHE

Long-range goals are the ***basic basics***™ of planning. They are the concrete expression of your values and mission in your daily actions. Long-range goals can be personal, academic or work-related. Whatever it is, setting a goal can help you achieve it.

WHEN SETTING YOUR LONG-RANGE GOALS:

1. Remember to review what matters most to you.
2. Make sure you set ***SMART*** goals (p. 5).
3. Use the monthly planning pages to record your goals.
4. Record academic goals on the project planning or goal setting pages (p. 14-21).

MAKE IT EASY ON YOURSELF!

Break down your goals into small, intermediate tasks and work towards them one step at a time:

1. List and prioritize the intermediate steps required to complete the goals.
2. Assign a timeline to each step.
3. Determine the tasks associated with completion of each step.
4. Schedule individual tasks on the monthly and weekly pages of your planner.

MONTHLY GOALS/LONG-RANGE PLANNING

History Project (due 11/3): Complete the project at least one week before the due date so I have time to review. I will:

- make a rough outline of all the steps (10/17)

- set aside at least three hours each week

Ready to achieve your goals? Start planning . . .

WEEKLY PLANNING

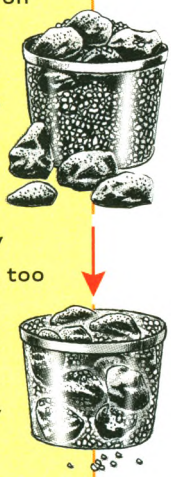
Use your weekly planning pages to record your weekly goals. Do it right at the beginning of the week. This will help you stay focused and accomplish your most important tasks. Make the weekly planning process your . . .

Habit for Success:

1. Review your values, roles, and mission. These determine ***What Matters Most***™!
2. Evaluate last week's choices. Were they in line with your values and priorities?
3. Check your monthly pages and review your long-range goals.
4. Schedule your weekly goals.

Remember . . .

Weekly goals are not typical daily action or to do items. They are your priorities, your ***big rocks***™ for the upcoming week. Weekly goals include activities such as relationship building, personal development, preparation: activities that are directly related to what matters most to you. Choose only a few big rocks for each week. Setting too many weekly goals limits your ability to focus and accomplish what you set out to do. Examples of weekly goals: *finish the Aztec report, talk to my academic advisor, go for a run at least three times this week, take Suzanne out for dinner,* or *call home.*



"First plan the big rocks, then schedule the pebbles."

ACT UPON WHAT MATTERS MOST™

This is where it all comes together. You turned your dreams into goals ... your goals into plans . . . The next step? Make it happen!

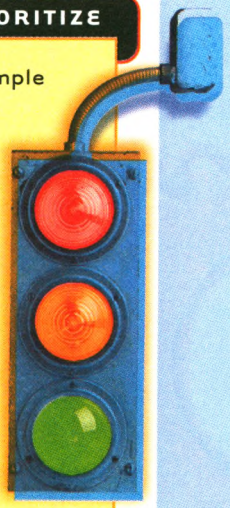
DAILY PLANNING

Daily planning allows you to prioritize your daily tasks and stay focused. Follow these steps to plan your day:

1. Review the previous day for any unfinished activities.
2. List your things to do for today. Be realistic!
3. Prioritize your tasks, giving each an A, B or C value.
4. Number each task to determine the order in which they will be completed.
5. Act upon your plan!

PRIORITIZE

Plan carefully! Prioritizing your tasks is a simple way of helping you focus on what matters most. For each of your tasks decide whether they are:



- (A) **Vital** — Your big rocks! Extremely important tasks that affect your weekly goals and must be done today.
- (B) **Important** — Important tasks that must be done soon. Examples: projects, class preparation, buying a birthday gift for a friend, and other time-driven (urgent) activities or personal priorities.
- (C) **Optional** — Or ... trivial. Examples include getting a haircut, a visit to the mall, or reorganizing your bookshelves. Do these when you have some extra time.

HOW TO BEAT PROCRASTINATION

- Don't wait to do the important tasks. Start now!
- Reward yourself when you complete a task.
- Work with and encourage others. Let them encourage you.
- Be in control. Just let the phone ring!

"Never put off till tomorrow that which you can do today."

BENJAMIN FRANKLIN

Preparing for Class

- Do the assigned reading well in advance.
- Before class, take a few minutes to refresh your knowledge and review your notes from the previous class.

Reading Textbooks

- Survey the text for headings, keywords, or summaries.
- Estimate the amount of time needed to read the entire section.
- Plan to read a specific number of pages in a limited time period.
- Underline key ideas and write notes during your actual reading.
- Don't be afraid to write notes or draw arrows directly in your textbook.
- Recite the material to yourself, know what you have read.

CRITICAL THINKING:

Think Abstract! Look for key ideas, patterns, and recurring principles.

Think Creative! Find new possibilities or alternative solutions: brainstorm.

Think Objective! Distinguish between facts and opinions: what's true?

Think Precise! Organize your ideas: be clear.

Taking Notes

- Be an active listener.
- Don't write down everything.
- Listen for and record main ideas and supporting facts.
- Leave sufficient white space to allow you to add notes later on.

Remembering

- After class, quickly review your notes.
- Add explanatory notes or highlight important facts.
- Recite your notes to yourself, or teach the material to a friend.
- Apply what you're learning as soon as possible.

Studying for an Exam

- Ask your instructor what type of test it will be (multiple choice, essay).
- How long will the exam last, and how will it be graded?
- Study regularly throughout the course.
- Set up a study schedule and review all materials well before the test.
- Write out likely questions and answer them.
- Form a study group, discuss views, and quiz your partners.
- Get enough rest the night before the exam.

TAKING A MULTIPLE CHOICE TEST

- Read each question carefully.
- Before looking at the possible answers, form an answer in your mind.
- Read each possible answer carefully before making a choice.
- Watch for words such as *always, never, only,* or *except.*
- Don't change your initial answer unless you're absolutely certain it's wrong.

TAKING AN ESSAY EXAM

- Survey the entire exam and note the questions that are easy for you.
- Estimate how much time you have to answer each questions.
- Answer easier questions first to build your confidence.
- Read questions several times to ensure you understand what is being asked.
- Underline keywords such as *analyze, discuss, define,* or *describe.*
- Take a few moments to brainstorm and create a rough outline.
- Support each major idea with specific examples and detailed information.
- Remember to begin each answer with an introduction.
- Conclude by briefly summing up your answer.

PLANNING YOUR STUDIES

- Talk to an academic advisor and explore your areas of interest. One of these could become your major!
- Make a list of all your required and elective courses.
- Obtain a future course schedule from your faculty.
- Use your future planning pages (p. 22,23) to plan your courses.
- Revise your plan any time courses or requirements change.

SEMESTER/QUARTER

TIME	CLASS/LOCATION
MON	
TUE	
WED	
THU	
FRI	

INSTRUCTORS / T.A.S

NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL
NAME
PHONE HRS.
E-MAIL

SEMESTER/QUARTER

TIME	CLASS/LOCATION
MON	
TUE	
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INSTRUCTORS / T.A.S

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NAME
PHONE HRS.
E-MAIL

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES

INTERMEDIATE STEPS	COMPLETION DATE

NOTES

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES

INTERMEDIATE STEPS	COMPLETION DATE

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PROJECT

CLASS	DUE DATE	COMPLETION DATE

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DESCRIPTION

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NOTES

PROJECT

CLASS	DUE DATE	COMPLETION DATE

REQUIREMENTS/
DESCRIPTION

INFORMATION NEEDED FOR PROJECT	LOCATION/SOURCES

INTERMEDIATE STEPS	COMPLETION DATE

NOTES

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT / TEST / ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

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FINAL GRADE CREDITS EARNED

COURSE GOAL

INSTRUCTOR/TA

DATE	PROJECT/ TEST/ ASSIGNMENT	GOAL / AVG	GRADE

FINAL GRADE CREDITS EARNED

CLASS SCHEDULE

Most colleges and universities offer future class schedules. Obtain a copy of this schedule and list all the classes you might take in the left-hand column. Plan a tentative schedule in the center column. The right-hand column is used to record your actual schedule. As you complete the classes, record the date completed and the grade received on your Graduation Requirements Form.

SEMESTER 1 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

SEMESTER 2 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

CLASS SCHEDULE

SEMESTER 3 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

SEMESTER 4 QUARTER

POSSIBLE CLASSES	TENTATIVE SCHEDULE	ACTUAL SCHEDULE

GENERAL EDUCATION REQUIREMENTS	DATE/GRADE

GENERAL EDUCATION REQUIREMENTS	DATE/GRADE

PREREQUISITES FOR MAJOR	DATE/GRADE

PREREQUISITES FOR MINOR	DATE/GRADE

REQUIREMENTS FOR MAJOR	DATE/GRADE

REQUIREMENTS FOR MINOR	DATE/GRADE

ELECTIVES	DATE/GRADE

ELECTIVES	DATE/GRADE

FINANCIAL AID INFORMATION

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

NAME OF FINANCIAL AID

TYPE OF FINANCIAL AID

SOURCE

AMOUNT

REQUIREMENTS TO MAINTAIN

PAYBACK REQUIREMENTS (IF ANY)

Thinking about career planning? ... Think about your community!

Your community is one of your best resources for information on careers, finances, etc. See your academic advisor or counselor. Get informed!

Success doesn't happen by itself. Make a plan! Chart your course! The sooner you start, the sooner you will begin to achieve your goals. This guide will help you explore your career possibilities and give you some tips on reaching your destination. Enjoy the trip!

1 ASSESS YOURSELF

Employers are looking for certain skills and attitudes

Think about it:

- What interests and skills have you developed?
- What do you like best: working with people, things, or ideas?
- What goals and values have you set for yourself?

2 EXPLORE POSSIBILITIES

Interested in a few careers?

Check them out:

- Search the Web.
- Check them out firsthand by volunteering or working part-time.
- Get to know what they are all about through talking to people in a specific field, observing them at work, or visiting professional meetings. Network.
- Find out about internships, summer jobs, and other options.

Note: don't base important decisions on only one experience. Give everything a fair trial, and keep your options open.

3 INFORM YOURSELF

Investigate a variety of career paths

Know the facts:

- What qualifications are required?
- Is there room for personal and professional growth?
- Are there jobs open now?
- What's the projected growth?
- What are the working conditions?

The more knowledge you have about a chosen career, the better your decision will be.

4 PREPARE YOURSELF

Get ready. Prepare your job hunting tools

- Create a resumé and cover letter.
- Contact people for references.
- Investigate companies that interest you (check the library).

Being prepared will boost your confidence for the next stage.

5 PRESENT YOURSELF

Make yourself stand out!

ON PAPER:

- Prepare a great resumé.
- Create a cover letter for each company.

IN PERSON:

- Check the interview tips on the next few pages.

Components of an effective resumé:

1. ***Identification:*** Full name, mailing address, telephone number.
2. ***Objective:*** Describe the kind of job you are looking for; be specific.
3. ***Education:*** School name, (expected) graduation date, GPA; special recognition for projects or awards received.
4. ***Experience:*** Describe jobs by listing name of company, job title, dates employed and duties performed. Include volunteer experiences and internships. Sometimes it is preferable to group jobs by category (such as teaching experience).
5. ***Skills:*** List basic skills and abilities as well as any special skills you may have (more suitable when you don't have much experience).
6. ***Organizations:*** Memberships and offices held in clubs show your ability to assume responsibility and work with other people.
7. ***Personal Interests:*** List any hobbies and personal interests to help give a more rounded picture of yourself as well as providing conversation topics during the interview.
8. ***References:*** State that references are available upon request or list the names and phone numbers of three or four professionals who would be glad to recommend you (make sure you get their permission first).

Preparing a professional cover letter

1. A good cover letter presents yourself: it connects your skills and experiences with specific job requirements.
2. Be sure to include the exact name and title of the person responsible for hiring.

How to complete an application form:

Fact: 75% of the applications most companies receive are messy, incomplete, completed incorrectly, or all three of these.

- Read carefully and follow directions.
- Use a black ink ballpoint pen (unless indicated otherwise).
- Do a rough copy first and correct errors before completing the actual copy.
- Answer all questions: if a question does not apply to you, write 'n/a' (not applicable) or write 'will explain during interview'.
- Be positive; do not volunteer negative experiences.
- Be honest.

How to conduct yourself in the job interview:

- Introduce yourself and be prepared to shake hands (do it firmly).
- Be well groomed, neat and clean, but don't be overdressed for the occasion.
- Listen carefully to the interviewer and answer all questions fully and honestly.
- Show your energy and enthusiasm for the job, but don't overdo it.
- Never be late for an interview. If there's some emergency situation that arises, contact the employer to explain.
- Take some deep breaths before the interview and relax yourself, physically as well as mentally. This will make you more alert during the interview.

Check our website at **www.college.agendas.com** for examples of a professional resume and cover letter.

To be successful you will need many skills in the world of work. Here are a few that employers consistently say are capabilities they seek in applicants.

COMMUNICATION SKILLS

- Listen to understand others' meaning and perspective.
- Speak clearly and communicate your ideas with confidence.
- Read to gather information quickly and efficiently.
- Write clearly and effectively, keeping in mind order and structure.

THINKING SKILLS

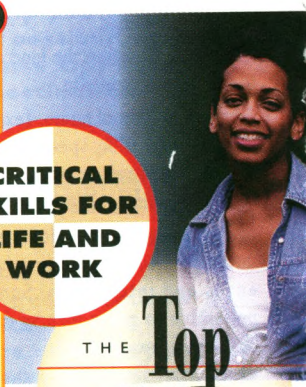
- Think critically and evaluate situations, choices, and solutions.
- Use logic effectively in planning and problem-solving.
- Know the principles of mathematics and apply them to business purposes.
- Understand and use technology, computers, and information systems.
- Seek out and apply knowledge: research information from diverse sources.

PERSONAL QUALITIES

- Be honest, have a high degree of personal integrity and responsibility.
- Have a positive attitude, along with confidence and self-esteem.
- Be hard-working, persistent, and determined.
- Show initiative and energy.
- Demonstrate track record of setting and meeting goals.
- Possess the ability to manage time and resources efficiently.
- Understand how to set priorities and plan accordingly.
- Demonstrate accountability.
- Adapt to change ... commit to life-long learning.
- Respect diversity and difference.
- Be creative: seek new and innovative solutions.

INTERPERSONAL/TEAMWORK SKILLS

- Respect others' ideas and positions.
- Show ability to work cooperatively with team members.
- Understand and commit to corporate goals.
- Seek to develop and improve teamwork.
- Demonstrate leadership qualities.



CRITICAL SKILLS FOR LIFE AND WORK

THE Top 10

1. ANALYTICAL THINKING
2. RESEARCHING
3. ORGANIZING
4. SPEAKING
5. WRITING
6. TEAMWORK
7. MATHEMATICAL AND SCIENTIFIC REASONING
8. PERSONAL INTEGRITY
9. TECHNOLOGY SKILLS
10. CAREER PLANNING

UNITS OF MEASUREMENT

Metric system

mm	millimeter	.001 m
cm	centimeter	.01 m
dm	decimeter	.1 m
m	meter	1 m
dam	decameter	10 m
hm	hectometer	100 m
km	kilometer	1000 m

Note: Prefixes also apply to l (liter) *and* g (gram). *Canadian preferred spelling: metre, litre.*

English system

1 foot (ft)	= 12 inches (in) 1'=12"	1 sq. mile	= 640 acres
1 yard (yd)	= 3 feet	1 tablespoon (T)	= 3 teaspoons (t)
1 mile (mi)	= 1760 yards	1 cup (c)	= 16 tablespoons
1 sq. foot	= 144 sq. inches	1 pint (pt)	= 2 cups
1 sq. yard	= 9 sq. feet	1 quart (qt)	= 2 pints
1 acre	= 4840 sq. yards = 43560 ft^2	1 gallon (gal)	= 4 quarts
		16 ounces (oz)	= 1 pound (lb)
		1 ton	= 2000 pounds

CONVERSIONS

LENGTH / AREA

to go from	to	multiply by	to go from	to	multiply by
cm	in	0.3937	mi	km	1.609
in	cm	2.54	m^2	ft^2	10.76
m	ft	3.2808	ft^2	m^2	0.0929
ft	m	0.3048	km^2	mi^2	0.3861
km	mi	0.6214	mi^2	km^2	2.59

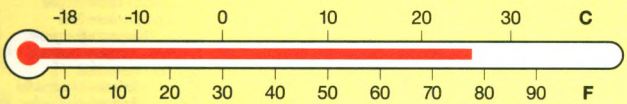
WEIGHT / CAPACITY

to go from	to	multiply by	to go from	to	multiply by
g	oz	0.0353	T	t	0.9072
oz	g	28.35	ml	fl oz	0.0338
kg	lb	2.2046	fl oz	ml	29.575
lb	kg	0.4536	l	gal	0.2642
t	T	1.1023	gal	l	3.785

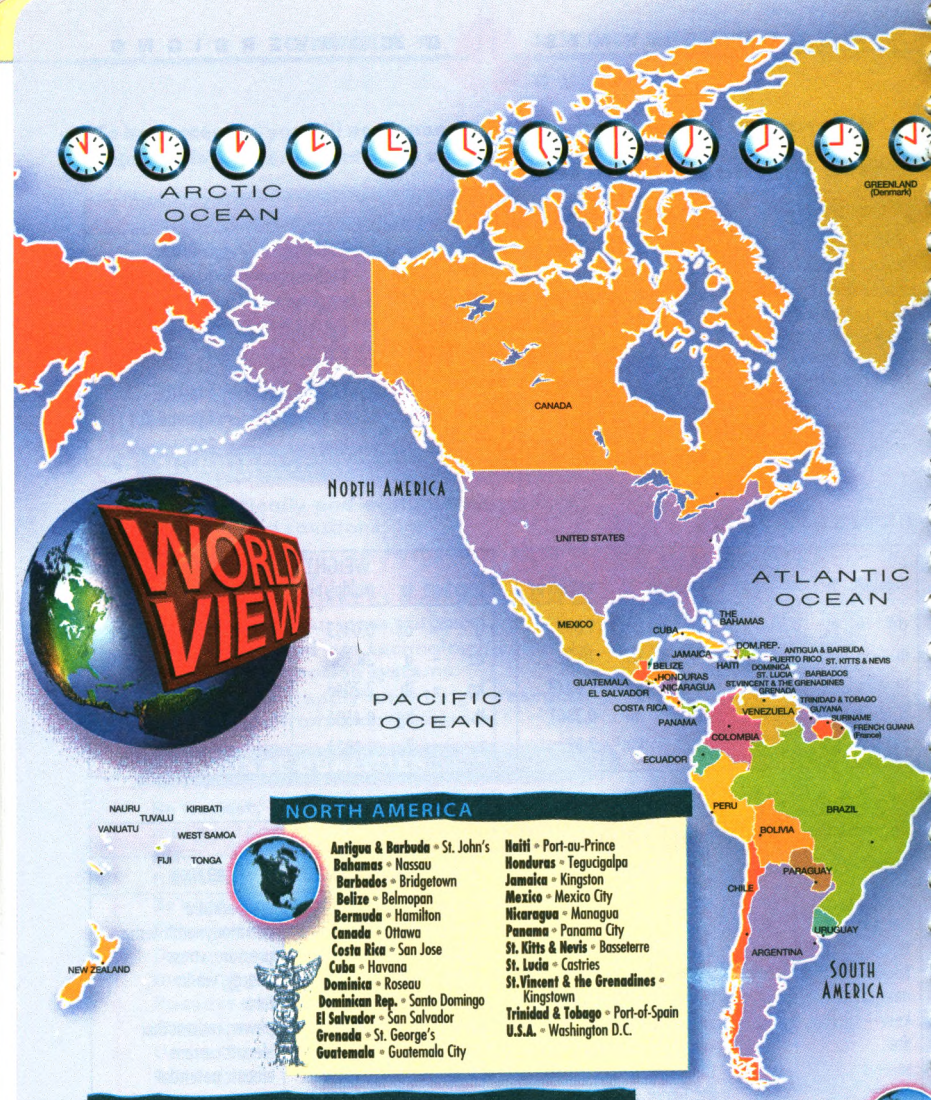
Common Units used with the International System

UNITS OF MEAS.	ABBREV.	RELATION	UNITS OF MEAS.	ABBREV.	RELATION
meter	m	length	degree Celsius	°C	temperature
hectare	ha	area	kelvin	K	thermodynamic temp.
tonne	t	mass	pascal	Pa	pressure, stress
kilogram	kg	mass	joule	J	energy, work
nautical mile	M	distance (navigation)	newton	N	force
knot	kn	speed (navigation)	watt	W	power, radiant flux
liter	L	volume or capacity	ampere	A	electric current
second	s	time	volt	V	electric potential
hertz	Hz	frequency	ohm	Ω	electric resistance
candela	cd	luminous intensity	coulomb	C	electric charge

Temperature



°C → °F: n x 1.8; add 32 °F → °C: (n-32) x 0.555



NORTH AMERICA

Antigua & Barbuda • St. John's
Bahamas • Nassau
Barbados • Bridgetown
Belize • Belmopan
Bermuda • Hamilton
Canada • Ottawa
Costa Rica • San Jose
Cuba • Havana
Dominica • Roseau
Dominican Rep. • Santo Domingo
El Salvador • San Salvador
Grenada • St. George's
Guatemala • Guatemala City
Haiti • Port-au-Prince
Honduras • Tegucigalpa
Jamaica • Kingston
Mexico • Mexico City
Nicaragua • Managua
Panama • Panama City
St. Kitts & Nevis • Basseterre
St. Lucia • Castries
St.Vincent & the Grenadines • Kingstown
Trinidad & Tobago • Port-of-Spain
U.S.A. • Washington D.C.

ASIA

Afghanistan • Kabul
Armenia • Yerevan
Azerbaijan • Baku
Bahrain • Manama
Bangladesh • Dhaka
Bhutan • Thimphu
Brunei • Bandar Seri Begawan
Cambodia • Phnom Penh
China • Beijing
Cyprus • Nicosia
East Timor • Dili
Georgia • Tbilisi
India • New Delhi
Indonesia • Jakarta
Iran • Tehran
Iraq • Baghdad
Israel • Jerusalem
Japan • Tokyo
Jordan • Amman
Kazakstan • Almaty
Korea North • Pyongyang
Korea South • Seoul
Kuwait • Kuwait
Kyrgyzstan • Bishkek
Laos • Vientiane
Lebanon • Beirut
Malaysia • Kuala Lumpur
Maldives • Male
Mongolia • Ulan Bator
Myanmar • Yangon
Nepal • Kathmandu
Oman • Muscat
Pakistan • Islamabad
Philippines • Manila
Qatar • Doha
Russia • Moscow
Saudi Arabia • Riyadh
Singapore • Singapore
Sri Lanka • Colombo
Syria • Damascus
Taiwan • Taipei
Tajikistan • Dushanbe
Thailand • Bangkok
Turkey • Ankara
Turkmenistan • Ashkhabad
United Arab Emir. • Abu Dhabi
Uzbekistan • Tashkent
Vietnam • Hanoi
Yemen • Sanaa

SOUTH AMERICA

Argentina • Buenos Aires
Bolivia • Sucre
Brazil • Brasilia
Chile • Santiago
Colombia • Bogota
Ecuador • Quito
Guyana • Georgetown
Paraguay • Asuncion
Peru • Lima
Suriname • Paramaribo
Uruguay • Montevideo
Venezuela • Caracas

ANTARCTICA

MAP ©1996 PREMIER AGENDAS

AUSTRALIA

Australia • Canberra

OCEANIA

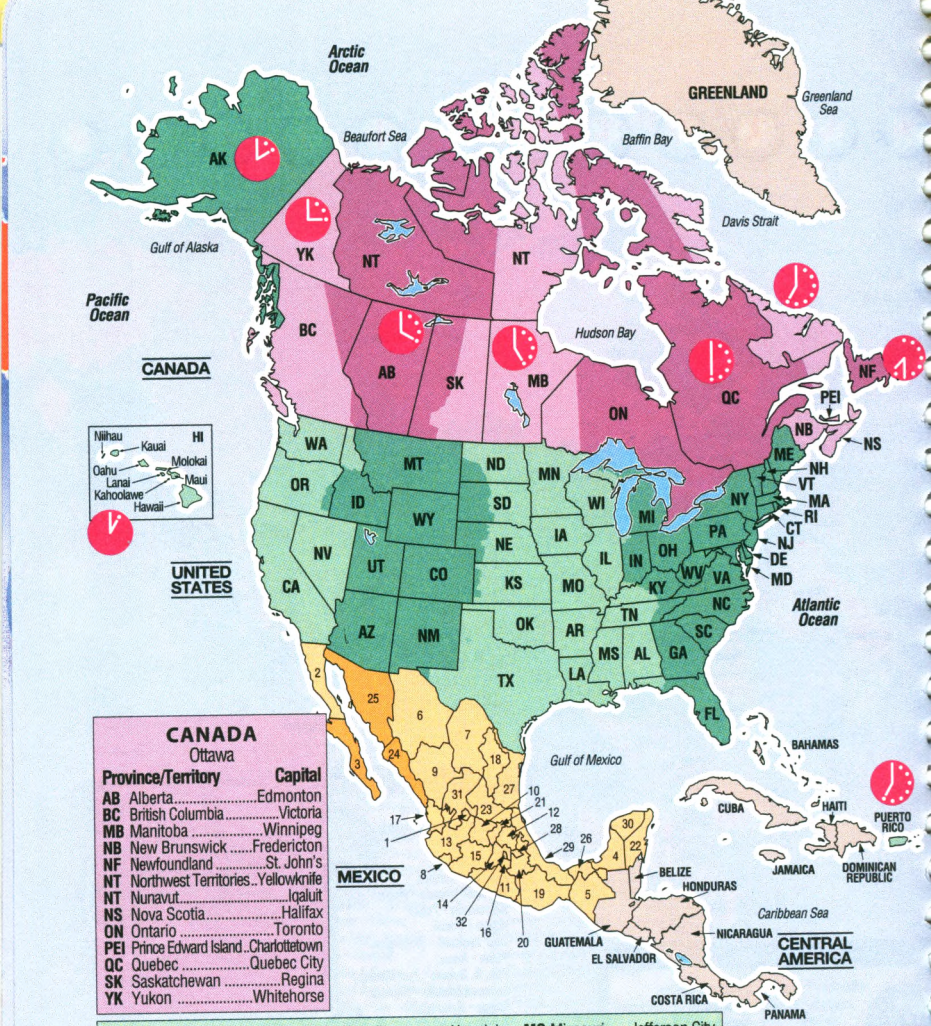
Fiji • Suva
Kiribati • Tarawa
Marshall Islands • Majura
Micronesia • Palikir
Nauru • Yaren
New Zealand • Wellington
Palau • Koror
Pap. N. Guinea • Port Moresby
Solomon Islands • Honiara
Tonga • Nuku'alofa
Tuvalu • Funafuti
Vanuatu • Vila
Western Samoa • Apia

EUROPE

Albania • Tirana
Andorra • Andorra la Vella
Austria • Vienna
Belarus • Minsk
Belgium • Brussels
Bosnia & Herzegovina • Sarajevo
Bulgaria • Sofia
Croatia • Zagreb
Czech Republic • Prague
Denmark • Copenhagen
Estonia • Tallinn
Finland • Helsinki
France • Paris
Germany • Berlin
Greece • Athens
Hungary • Budapest
Iceland • Reykjavik
Ireland • Dublin
Italy • Rome
Latvia • Riga
Liechtenstein • Vaduz
Lithuania • Vilnius
Luxembourg • Luxembourg
Macedonia • Skopje
Malta • Valletta
Moldova • Kishinev
Monaco • Monaco
Netherlands • Amsterdam
Norway • Oslo
Poland • Warsaw
Portugal • Lisbon
Romania • Bucharest
Russia • Moscow
San Marino • San Marino
Slovakia • Bratislava
Slovenia • Ljubljana
Spain • Madrid
Sweden • Stockholm
Switzerland • Bern
Ukraine • Kiev
United Kingdom • London
Vatican City • Vatican City
Yugoslavia • Belgrade

AFRICA

Algeria • Algiers
Angola • Luanda
Benin • Porto-Novo
Botswana • Gaborone
Burkina Faso • Ouagadougou
Burundi • Bujumbura
Cameroon • Yaounde
Cape Verde • Praia
Central African Rep. • Bangui
Chad • N'Djamena
Comoros • Moroni
Congo • Brazzaville
Dem. Rep. of Congo • Kinshasa
Djibouti • Djibouti
Egypt • Cairo
Equatorial Guinea • Malabo
Eritrea • Asmara
Ethiopia • Addis Ababa
Gabon • Libreville
Gambia • Banjul
Ghana • Accra
Guinea • Conakry
Guinea-Bissau • Bissau
Ivory Coast • Abidjan
Kenya • Nairobi
Lesotho • Maseru
Liberia • Monrovia
Libya • Tripoli
Madagascar • Antananarivo
Malawi • Lilongwe
Mali • Bamako
Mauritania • Nouakchott
Mauritius • Port Louis
Morocco • Rabat
Mozambique • Maputo
Namibia • Windhoek
Niger • Niamey
Nigeria • Abuja
Rwanda • Kigali
Sao Tome & Principe • Sao Tome
Senegal • Dakar
Seychelles • Victoria
Sierra Leone • Freetown
Somalia • Mogadishu
South Africa • Pretoria
Sudan • Khartoum
Swaziland • Mbabane
Tanzania • Dodoma
Togo • Lome
Tunisia • Tunis
Uganda • Kampala
Zambia • Lusaka
Zimbabwe • Harare



CANADA

Ottawa

Province/Territory	Capital
AB Alberta	Edmonton
BC British Columbia	Victoria
MB Manitoba	Winnipeg
NB New Brunswick	Fredericton
NF Newfoundland	St. John's
NT Northwest Territories	Yellowknife
NT Nunavut	Iqaluit
NS Nova Scotia	Halifax
ON Ontario	Toronto
PEI Prince Edward Island	Charlottetown
QC Quebec	Quebec City
SK Saskatchewan	Regina
YK Yukon	Whitehorse

UNITED STATES

Washington, D.C.

State	Capital
AL Alabama	Montgomery
AK Alaska	Juneau
AZ Arizona	Phoenix
AR Arkansas	Little Rock
CA California	Sacramento
CO Colorado	Denver
CT Connecticut	Hartford
DE Delaware	Dover
FL Florida	Tallahassee
GA Georgia	Atlanta
HI Hawaii	Honolulu
ID Idaho	Boise
IL Illinois	Springfield
IN Indiana	Indianapolis
IA Iowa	Des Moines
KS Kansas	Topeka
KY Kentucky	Frankfort
LA Louisiana	Baton Rouge
ME Maine	Augusta
MD Maryland	Annapolis
MA Massachusetts	Boston
MI Michigan	Lansing
MN Minnesota	St. Paul
MS Mississippi	Jackson
MO Missouri	Jefferson City
MT Montana	Helena
NE Nebraska	Lincoln
NV Nevada	Carson City
NH New Hampshire	Concord
NJ New Jersey	Trenton
NM New Mexico	Santa Fe
NY New York	Albany
NC North Carolina	Raleigh
ND North Dakota	Bismarck
OH Ohio	Columbus
OK Oklahoma	Oklahoma City
OR Oregon	Salem
PA Pennsylvania	Harrisburg
RI Rhode Island	Providence
SC South Carolina	Columbia
SD South Dakota	Pierre
TN Tennessee	Nashville
TX Texas	Austin
UT Utah	Salt Lake City
VT Vermont	Montpelier
VA Virginia	Richmond
WA Washington	Olympia
WV West Virginia	Charleston
WI Wisconsin	Madison
WY Wyoming	Cheyenne
PR Puerto Rico	San Juan

MEXICO

Mexico City

State	Capital
1 Aguascalientes	Aguascalientes
2 Baja California Norte	Mexicali
3 Baja California Sur	La Paz
4 Campeche	Campeche
5 Chiapas	Tuxtla Gutiérrez
6 Chihuahua	Chihuahua
7 Coahuila	Saltillo
8 Colima	Colima
9 Durango	Durango
10 Guanajuato	Guanajuato
11 Guerrero	Chilpancingo
12 Hidalgo	Pachuca
13 Jalisco	Guadalajara
14 Mexico	Toluca
15 Michoacan	Morelia
16 Morelos	Cuernavaca
17 Nayarit	Tepic
18 Nuevo León	Monterrey
19 Oaxaca	Oaxaca
20 Puebla	Puebla
21 Querétaro	Querétaro
22 Quintana Roo	Chetumal
23 San Luis Potosi	San Luis Potosi
24 Sinaloa	Culiacán
25 Sonora	Hermosillo
26 Tabasco	Villahermosa
27 Tamaulipas	Ciudad Victoria
28 Tlaxcala	Tlaxcala
29 Veracruz	Jalapa
30 Yucatán	Mérida
31 Zacatecas	Zacatecas
32 Federal District	Mexico City

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2	3	4	5
6	7 CIVIC HOLIDAY (Can.)	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

SEPTEMBER / 2000

"Life is a succession of making choices and education will help you make wise ones."
EMMA WOOLLEY

SEPTEMBER Discover Life

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Get into fitness! Physical activity is linked to better physical, mental, and social health. If possible, join a fitness club or be a member of a sports team. Make fitness a priority and set some monthly goals for your overall well-being.

SUNDAY	MONDAY	TUESDAY
27	28	29
3	4 LABOR DAY (USA) LABOUR DAY (Can.)	5
10	11	12
17	18	19
24	25	26

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30 ROSH HASHANAH

"The reason dogs have so many friends is because they wag their tails and not their tongues."
ANONYMOUS

FITNESS GOALS:

HEALTHY LIVING: Be sure to exercise regularly. Thirty minutes a day, three to four days per week, is generally recommended. Just trying to do a vigorous exercise occasionally, such as once a week, may even be harmful to you if you're not in proper physical shape.

OCTOBER

Plan Ahead

PRIORITIES:

SUNDAY	MONDAY	TUESDAY
1	2	3
8	9 COLUMBUS DAY (USA) THANKSGIVING DAY (Can.) YOM KIPPUR	10
15	16	17
22	23	24
29	30	31

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28
1	2	3	4

NOVEMBER / 2000

"All our dreams can come true, if we have the courage to pursue them."
WALT DISNEY

NOVEMBER

Do...

Exercise

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Are you stressed? Stress is an actual physical condition that can show itself in higher blood pressure, increased heart rate and metabolism. It shows also in our emotions: increased irritability, anger, sadness or anxiety. Managing stress is essential to a healthy lifestyle. So ... EXERCISE, EAT RIGHT, SLEEP, and PLAY!

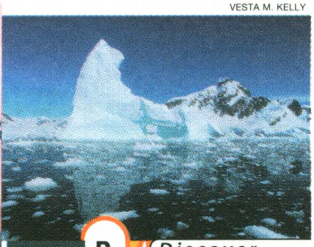
SUNDAY	MONDAY	TUESDAY
29	30	31
5	6	7
12	13	14
19	20	21
26	27	28

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
1	2	3	4
8	9	10	11 VETERANS' DAY (USA) REMEMBRANCE DAY (Can.)
15	16	17	18
22	23 THANKSGIVING DAY (USA)	24	25
29	30	1	2

DECEMBER / 2000

"Snowflakes are one of nature's most fragile things, but just look what they can do when they stick together."
VESTA M. KELLY



DECEMBER

Discover

New horizons

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: We all have heard that five servings of fresh fruits and ve etables per day is necessary for good health. It may sound like a lot but i really quite doable. For example, one serving = 1 c. of raw, leafy vegetab 1/2 c. of cooked vegetables; 1/2 c. chopped fruit; or 1 apple, banana, orange. YOU CAN DO IT!

SUNDAY	MONDAY	TUESDAY
26	27	28
3	4	5
10	11	12
17	18	19
24/31	25 CHRISTMAS DAY	26 BOXING DAY (Can.

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
29	30	1	2
6	7	8	9
13	14	15	16
20	21	22 HANUKKAH	23
27	28	29	30

JANUARY / 2001

"Live each season as it passes; breathe the air, drink the drink, taste the fruit, and resign yourself to the influences of each."
HENRY DAVID THOREAU

JANUARY Plan for Success

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: With each new year, thousands set out to lose weight. If you're really out of shape, talk to your parents and/or your family doctor about a HEALTHY weight-loss or fitness plan. Dieting during your growth years can actually keep you from reaching your maximum height! You can EAT LEAN but don't sacrifice GOOD HEALTH.

SUNDAY	MONDAY	TUESDAY
	1 NEW YEAR'S DAY	2
7	8	9
14	15 MARTIN LUTHER KING, JR. DAY (USA)	16
21	22	23
28	29	30

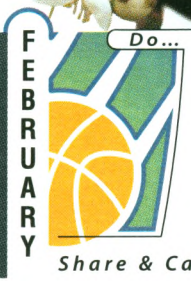
MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
3	4	5	6
10	11	12	13
17	18	19	20
24	25	26	27
31	1	2	3

FEBRUARY / 2001

"Courage is not the towering oak that sees storms come and go; it is the fragile blossom that opens in the snow."

ALICE SWAIM



PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Want to get in shape? Remember to start slow and b consistent. Always stretch before and after any type of exercise. This not on prevents injury but it makes it a whole lot easier to get out of bed the ne morning!

SUNDAY	MONDAY	TUESDAY
28	29	30
4	5	6
11	12	13
18	19 PRESIDENTS' DAY (USA)	20
25	26	27

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
31	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	1	2	3

"Always do what is right. This will surprise some people and astonish the rest."
COUNT LEO NIKOLAEVICH TOLSTOY

MARCH

Discover

Joy

PRIORITIES:

FITNESS GOALS:

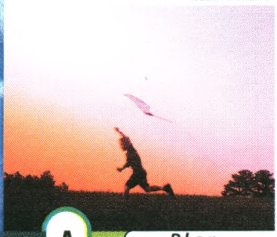
HEALTHY LIVING: A healthy lifestyle is made up of eating right and getting regular exercise. It also includes your "inner" health. Whatever your religious or spiritual beliefs, take time out each day to reflect on what is truly important to you. Are you living your life in a way that allows you to be true to your morals and values? Keep on the right track!

SUNDAY	MONDAY	TUESDAY
25	26	27
4	5	6
11	12	13
18	19	20
25	26	27

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
28	1	2	3
7	8	9	10
14	15	16	17
21	22	23	24
28	29	30	31

"Some people regard discipline as a chore. For me, it is a kind of order that sets me free to fly."
JULIE ANDREWS



APRIL *Plan Effectively*

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Weight training improves your strength. It also improves your coordination, endurance, and flexibility. If you're interested, talk with your coach or a trainer to make sure the equipment fits properly and you have the right technique. Doing it correctly will ensure MAXIMUM benefits.

SUNDAY	MONDAY	TUESDAY
1	2	3
8 PASSOVER	9	10
15 EASTER	16	17
22	23	24
29	30	

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4	5	6	7
11	12	13 GOOD FRIDAY	14
18	19	20	21
25	26	27	28
2	3	4	5

"With confidence, you can reach truly amazing heights; without confidence, even the simplest accomplishments are beyond your grasp."
JIM LOEHR

MAY

Do...

be Positive

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: How is your self-image? Remember it's how YOU feel about yourself, inside and outside, that counts. Are you healthy? Do you like what you see when you look in the mirror? If you don't measure up to your own standards, talk to someone you trust and come up with a healthy plan to develop positive feelings about YOU.

SUNDAY	MONDAY	TUESDAY
29	30	1
6	7	8
13 MOTHER'S DAY	14	15
20	21 VICTORIA DAY (Can.)	22
27	28 MEMORIAL DAY (USA)	29

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
2	3	4	5
9	10	11	12
16	17	18	19
23	24	25	26
30	31	1	2

"You cannot discover new oceans unless you have the courage to lose sight of the shore."
ANONYMOUS

JUNE

Discover

Opportunities

PRIORITIES:

FITNESS GOALS:

HEALTHY LIVING: Summer brings sun and lots of outdoor activities. Remember to stay hydrated. Drink at least several glasses of water a day and REMEMBER YOUR SUNBLOCK. A sunburn really is a "burn" and can lead to scarring or even skin cancer. Use SPF 15 or more whenever you are going out in the sun; remember to reapply after swimming or exercise.

SUNDAY	MONDAY	TUESDAY
27	28	29
3	4	5
10	11	12
17 FATHER'S DAY	18	19
24	25	26

MONTHLY GOALS/LONG-RANGE PLANNING

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
30	31	1	2
6	7	8	9
13	14	15	16
20	21	22	23
27	28	29	30

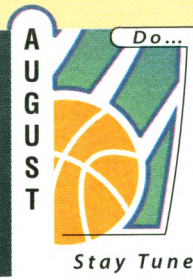
JULY 2001

"Friendships multiply joys and divide griefs."
THOMAS FULLER

PRIORITIES:

AUGUST 2001

"Only the educated are free."
EPICTETUS



PRIORITIES:

SUNDAY	MONDAY	TUESDAY
1 CANADA DAY	2	3
8	9	10
15	16	17
22	23	24
29	30	31
29	30	31
5	6 CIVIC HOLIDAY (Can.)	7
12	13	14
19	20	21
26	27	28

WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
4 INDEPENDENCE DAY	5	6	7
11	12	13	14
18	19	20	21
25	26	27	28
1	2	3	4
1	2	3	4
8	9	10	11
15	16	17	18
22	23	24	25
29	30	31	1

FUTURE PLANNING

SEPTEMBER • 2001

OCTOBER • 2001

NOVEMBER • 2001

DECEMBER • 2001

JANUARY • 2002

FEBRUARY • 2002

MARCH • 2002

APRIL • 2002

MAY • 2002

JUNE • 2002

WEDNESDAY

30

AUGUST

THURSDAY

31

FRIDAY

1

Reflection: *How am I going to celebrate my successes this week?*

SATURDAY

2

Welcome Days
Football **Home** vs. Assumption

Education will never become as expensive as ignorance.
ANON

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUCCESS TIP:

You will learn most effectively when you work hard and have fun at the same time.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **3**

Welcome Days

MONDAY **4**

Welcome Days
Labor Day- No Classes

TUESDAY **5**

Classes Begin

WEDNESDAY

6

THURSDAY

7

FRIDAY

8

SATURDAY

9

Reflection: *Who are my role models? Why?*

Football **Home** vs. Bryant 1pm

If you chase two rabbits, both will escape.
ANON

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	**11**	**12**	**13**	**14**	**15**	**16**
17	18	19	20	21	22	23
24	25	26	27	28	29	30

SUCCESS TIP:

Find something of personal interest in every class you take.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **10**

Flea Market
Faculty Institute Day

MONDAY **11**

Activities Fair

TUESDAY **12**

Activities Fair

Freshman Induction

WEDNESDAY

13

THURSDAY

14

Pioneer Weekend

FRIDAY

15

Reflection: *Which positive contributions did I make this week ?*

SATURDAY

16

Pioneer Weekend
Open House
Football **Home** vs. Central Conn
1pm

Do what you can, with what you have, where you are.
TH. ROOSEVELT

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	**19**	**20**	**21**	**22**	**23**
24	25	26	27	28	29	30

SUNDAY

17

SUCCESS TIP:

Who is responsible for you becoming an educated person? Look in the mirror.

MONDAY

18

TUESDAY

19

Senior Pub Night

WEDNESDAY
20

THURSDAY
21

FRIDAY
22

SATURDAY
23

Reflection: *Would I take a stand for what I believe in?*

Football @ St. Johns

We must either find a way or make one.
HANNIBAL

SEPTEMBER

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	**25**	**26**	**27**	**28**	**29**	**30**

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Work hard, be persistent, and pay attention to details.

SUNDAY **24**

MONDAY **25**

Greek Rush Infosession

TUESDAY **26**

Elections

WEDNESDAY
27

Elections
Mass of the Holy Spirit 2:00pm in Pitt Center

THURSDAY
28

FRIDAY
29

Reflection: *When am I feeling most -and truly- relaxed?*

SATURDAY
30

Football **Home** vs. Monmouth 1pm
Men's Ice Hockey **Home** Red and White 7pm

Diligence is the mother of good luck.
BENJAMIN FRANKLIN

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Education is about cooperation, not competition. Join a serious study group.

SUNDAY **1**

Breast Cancer Awareness Month
Hispanic Month
Greek Life Hazing Mtg

MONDAY **2**

Initiation Begins

TUESDAY **3**

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

Men's Ice Hockey **Home** vs. McGil Univ. 7pm

Reflection: *How committed was I with my plans to reach my goals?*

SATURDAY 7

Columbus Day Weekend
Men's Ice Hockey **Home** vs.TBA. 5pm

Great opportunities to help others seldom come, but small ones surround us every day.
SALLY KOCH

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	**9**	**10**	**11**	**12**	**13**	**14**
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 8

Columbus Day Weekend
Flea Market

SUCCESS TIP:

Write down assignments, dates and times. Save your brains for important tasks - like thinking.

MONDAY 9

Columbus Day

TUESDAY 10

WEDNESDAY
11

THURSDAY
12

FRIDAY
13

Reflection: *What have I done to help others this week?*

SATURDAY
14

Football @ Stony Brook 12:30pm

Character, not circumstances, make the man.
BOOKER T. WASHINGTON

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	**16**	**17**	**18**	**19**	**20**	**21**
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Establish a regular study routine. Study at the same time for the same duration at the same place.

SUNDAY **15**

MONDAY **16**

TUESDAY **17**

Midterm Exams

WEDNESDAY
18

Midterm Exams

THURSDAY
19

Parent's Weekend
Midterm Exams
Men's Ice Hockey @ Findlay

FRIDAY
20

Reflection: *Do I follow through on my promises?*

SATURDAY
21

Parent's Weekend
Football **Home** vs. Albany 1pm
Men's Ice Hockey @ Findlay

Friendship takes time, and we have no time to give it.
AGNES REPPLIER

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	**23**	**24**	**25**	**26**	**27**	**28**
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Use your minutes wisely! A tremendous amount of work can be done during small breaks.

SUNDAY **22**

Parent's Weekend
Flea Market
Midterm Exams
Alcohol Awareness Week

MONDAY **23**

Midterm Exams
Alcohol Awareness Week

TUESDAY **24**

Midterm Exams
Dan Duvall
Alcohol Awareness Week

Alcohol Awareness Week
Senior Pub Night

WEDNESDAY
25

Alcohol Awareness Week

THURSDAY
26

Alcohol Awareness Week
Harvest Weekend
Men's Ice Hockey @ UConn

FRIDAY
27

Reflection: *Is my life in balance?*

SATURDAY
28

Alcohol Awareness Week
Harvest Weekend
Football **Home** vs. Iona 12:30pm
Men's Ice Hockey **Home** vs. UConn 5pm

One falsehood spoils a thousand truths.
AFRICAN PROVERB

OCTOBER

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	**30**	**31**				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Communicate clearly, concisely, and courteously. Practice it; seek feedback!

SUNDAY **29**

Harvest Weekend

MONDAY **30**

TUESDAY **31**

WEDNESDAY

1

NOVEMBER

THURSDAY

2

FRIDAY

3

Reflection: *Did I accomplish all the things I wanted to do this week?*

SATURDAY

4

Football **Home** vs. Rober Morris
12:30pm
Men's Ice Hockey @ Cornell

Not what I have, but what I do is my kingdom.
THOMAS CARLYLE

NOVEMBER

S	M	T	W	T	F	S
			1	2	3	4
5	**6**	**7**	**8**	**9**	**10**	**11**
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

With multiple choice questions, use a process of elimination. Cross off all wrong answers: the correct choice will be left.

SUNDAY **5**

MONDAY **6**

TUESDAY **7**

WEDNESDAY 8

THURSDAY 9

Men's Ice Hockey @ Quinnipiac

FRIDAY 10

Reflection: *Am I in charge of my life?*

Football @ St. Francis
Men's Ice Hockey @ Iona

SATURDAY 11

Don't show me the palm tree, show me the dates.
AFGHAN PROVERB

NOVEMBER

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	**13**	**14**	**15**	**16**	**17**	**18**
19	20	21	22	23	24	25
26	27	28	29	30		

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Trust: you build it slowly but can lose it quickly. Avoid losing the trust of friends - you may never get it back.

SUNDAY **12**

MONDAY **13**

TUESDAY **14**

Pubnight

WEDNESDAY

15

THURSDAY

16

Men's Ice Hockey **Home** vs. Quinnipiac 7pm

FRIDAY

17

Reflection: *Do others see me as a can-do person?*

SATURDAY

18

Football **Home** vs. Wagner 12:30pm
Initiation Weekend

I want to be what I was when I wanted to be what I am now.
RAY PRINCE

NOVEMBER

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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	**20**	**21**	**22**	**23**	**24**	**25**
26	27	28	29	30		

SUCCESS TIP:

Never neglect your health, either physical or mental. Never sacrifice health for any other advantage.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **19**

Initiation Weekend

MONDAY **20**

TUESDAY **21**

Men's Ice Hockey **Home** vs. AIC
7pm
Men's Basketball @ U of Hartford

Thanskgiving Holiday

WEDNESDAY
22

Thanksgiving Holiday

THURSDAY
23

Thanksgiving Holiday

FRIDAY
24

Reflection: *If I could plan my destiny, what would it look like?*

SATURDAY
25

Thanksgiving Holiday
Men's Ice Hockey @ Iona

Ending a sentence with a preposition is something up with which I will not put.
CHURCHILL

NOVEMBER

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	**27**	**28**	**29**	**30**		

SUCCESS TIP:

What's most important to do today? Do it first.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

26

Thanksgiving Holiday

MONDAY

27

Men's Basketball **Home** vs. Rider
7:30pm

TUESDAY

28

WEDNESDAY

29

Men's Basketball **Home** vs.
Monmouth 7:30pm

THURSDAY

30

FRIDAY

1

DECEMBER

Reflection: *Do I follow or do I lead?*

SATURDAY

2

Men's Ice Hockey @ Fairfield
Men's Basketball *Home* vs. FDU
4pm
Helping Hands

Do the hardest thing on earth for you. Act for yourself! Face the truth.
KATHERINE MANSFIELD

DECEMBER

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Before you research an essay topic, define its scope. Don't waste time researching unnecessary information!

SUNDAY **3**

Men's Ice Hockey @ Bentley

MONDAY **4**

Christmas Week

TUESDAY **5**

Men's Ice Hockey @ Holy Cross
Christmas Week

Christmas Week

WEDNESDAY

6

Men's Basketball @ Robert Morris
Christmas Week

THURSDAY

7

Christmas Week

FRIDAY

8

Reflection: *Who needs some special attention next week?*

SATURDAY

9

Men's Basketball @ St. Francis
Christmas Semi- Formal

The only way for us to help ourselves is to help others and to listen to each other's stories.
ELI WIESEL

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

DECEMBER

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
10	**11**	**12**	**13**	**14**	**15**	**16**
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SUCCESS TIP:

Take a 10 minute break for every 50 minutes of work. Stretch and exercise a little to keep yourself fresh.

SUNDAY **10**

MONDAY **11**

Final Day of Classes

TUESDAY **12**

Midnight Breakfast
Finals

Finals

WEDNESDAY
13

Finals

THURSDAY
14

Finals

FRIDAY
15

Reflection: *In which quadrant do I spend my time?*

Finals

SATURDAY
16

This shall be my parting word: Know what you want to do -- then do it.
ERNESTINE SCHUMANN-HEINK

DECEMBER

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3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	**18**	**19**	**20**	**21**	**22**	**23**
24	25	26	27	28	29	30
31						

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Balance extracurricular activities with academics. Don't try to do too much - it will negatively affect your grades.

SUNDAY **17**

Finals

MONDAY **18**

Finals
Men's Basketball @ Stanford Tournament

TUESDAY **19**

Finals
Men's Basketball @ Stanford Tournament

WEDNESDAY

20

THURSDAY

21

FRIDAY

22

Reflection: *What matters most to me?*

SATURDAY

23

Everything that is done in this world is done by hope.
MARTIN LUTHER

DECEMBER

S	M	T	W	T	F	S
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3	4	5	6	7	8	9
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17	18	19	20	21	22	23
24	**25**	**26**	**27**	**28**	**29**	**30**
31						

SUCCESS TIP:

Planning for retirement? Plan it after the work's done...

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **24**

MONDAY **25**

Christmas Day

TUESDAY **26**

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

Reflection: *What are the important things to accomplish next week?*

SATURDAY

30

The larger the island of knowledge, the longer the shoreline of mystery.
MARY B. YATES

JANUARY

S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SUCCESS TIP:

Spend five minutes imagining your ideal future. Doing well in your education will help you make it a reality.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

31

DECEMBER

MONDAY

1

New Year's Day

TUESDAY

2

Men's Basketball **Home** vs. Holy Cross

WEDNESDAY

3

THURSDAY

4

Men's Ice Hockey **Home** vs. Army

FRIDAY

5

Reflection: *What would I risk for success?*

SATURDAY

6

Men's Basketball @ Cornell

Knowing what you can not do is more important than knowing what you can do.
LUCILLE BALL

JANUARY

S	M	T	W	T	F	S
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7	**8**	**9**	**10**	**11**	**12**	**13**
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Learn your learning style. Do you learn best when listening, when looking/reading, or when trying/acting?

SUNDAY **7**

MONDAY **8**

TUESDAY **9**

WEDNESDAY

10

THURSDAY

11

FRIDAY

12

SATURDAY

13

Reflection: *Is my study space organized or cluttered?*

Men's Ice Hockey @ AIC
Men's Basketball @ Wagner College

Genius is the ability to put into effect what is in your mind.
F. SCOTT FITZGERALD

JANUARY

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7	8	9	10	11	12	13
14	**15**	**16**	**17**	**18**	**19**	**20**
21	22	23	24	25	26	27
28	29	30	31			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Working through word problems? Sketch them out - you'll solve them faster.

SUNDAY **14**

MONDAY **15**

Martin Luther King Day
Men's Basketball **Home** vs. Maryland Baltimore County 7:30pm

TUESDAY **16**

Classes Begin

WEDNESDAY
17

THURSDAY
18

FRIDAY
19

Reflection: *How do I handle peer pressure?*

SATURDAY
20

Men's Ice Hockey @ Canisius
Men's Basketball @ Mt. St. Mary's

Quality is never an accident.
WILLA A. FOSTER

JANUARY

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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	**22**	**23**	**24**	**25**	**26**	**27**
28	29	30	31			

SUCCESS TIP:

What's your future career? Try different things to discover your aptitude and interest. Blaze your trail!

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY

21

Men's Ice Hockey @ Mercyhurst

MONDAY

22

Men's Basketball @Maryland Baltimore County

TUESDAY

23

Men's Basketball **Home** vs. Quinnipiac 7:30pm

WEDNESDAY
24

THURSDAY
25

Men's Ice Hockey **Home** vs. Bentley 7pm

FRIDAY
26

Reflection: *Do people hear and understand my true intentions?*

SATURDAY
27

Men's Ice Hockey @ Army
Men's Basketball @ FDU

It is only with gratitude that life becomes rich.
DIETRICH BONHOEFFER

JANUARY

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	**29**	**30**	**31**			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Get involved in class. You learn more when you contribute to the topic being discussed.

SUNDAY **28**

MONDAY **29**

Men's Basketball @ Monmouth

TUESDAY **30**

WEDNESDAY

31

Men's Basketball **Home** vs. Robert Morris 7:30pm

THURSDAY

1

FEBRUARY

Men's Ice Hockey **Home** vs. Fairfield 7pm

FRIDAY

2

Reflection: *What compliments have I given? ... received?*

SATURDAY

3

Men's Ice Hockey **Home** vs. Holy Cross 5pm
Men's Basketball **Home** vs. St. Francis 4pm

The human soul cannot be permanently chained.
W.E.B. DU BOIS

FEBRUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Learn more by asking questions: What's important here? How does this fit in? What doesn't make sense? Why?

SUNDAY **4**

MONDAY **5**

Rush Infosession

TUESDAY **6**

WEDNESDAY

7

Men's Basketball @ Central Conn

THURSDAY

8

Men's Ice Hockey **Home** vs. Quinnipiac

FRIDAY

9

Reflection: *What victories can I celebrate this week?*

SATURDAY

10

Men's Ice Hockey @UConn
Men's Basketball @ Quinnipiac

Luck is a matter of preparation meeting opportunity.
OPRAH WINFREY

FEBRUARY

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	**13**	**14**	**15**	**16**	**17**
18	19	20	21	22	23	24
25	26	27	28			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Character is the ability to stand true to your convictions. Are you a person of character?

SUNDAY **11**

Greek Life Hazing Meeting

MONDAY **12**

Initiation Starts

TUESDAY **13**

WEDNESDAY

14

Men's Basketball @ Long Island U

THURSDAY

15

Men's Ice Hockey @ Army

FRIDAY

16

Reflection: *How well do I prioritize my tasks?*

SATURDAY

17

Men's Basketball **Home** vs. Wagner
Men's Ice Hockey **Home** vs. Iona
7pm

What sculpture is to a block of marble, education is to the soul.
JOSEPH ADDISON

FEBRUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	**20**	**21**	**22**	**23**	**24**
25	26	27	28			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

What is the one thing you most want to learn? Figure it out. Then go learn it!

SUNDAY **18**

MONDAY **19**

Jail and Bail
AIDS Awareness Week

TUESDAY **20**

AIDS Awareness Week

AIDS Awareness Week
Pubnight

WEDNESDAY
21

AIDS Awareness Week
Men's Basketball @ St. Francis

THURSDAY
22

AIDS Awareness Week
Men's Ice Hockey **Home** vs. Bentley 7pm

FRIDAY
23

Reflection: *Do I tend to keep quiet or am I more vocal?*

SATURDAY
24

Men's Basketball @ Long Island U
Men's Ice Hockey **Home** vs. Holy Cross 5pm

Life is either a daring adventure, or nothing.
HELEN KELLER

FEBRUARY

S	M	T	W	T	F	S
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26**	**27**	**28**			

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Committing information to memory requires concentration and motivation. Staring blankly at some text won't cut it.

SUNDAY **25**

MONDAY **26**

2001 Hours
Midterm Exams

TUESDAY **27**

Midterm Exams

Midterm Exams

WEDNESDAY

28

Midterm Exams

THURSDAY

1

MARCH

Midterm Exams
Men's Ice Hockey **Home** vs.
Canisius 7pm

FRIDAY

2

Reflection: *Are what I say and what I do in sync?*

Men's Ice Hockey **Home** vs.
Mercyhurst 5pm

SATURDAY

3

You are the only obstacle in your path to a fulfilling life.
LES BROWN

MARCH

S	M	T	W	T	F	S
				1	2	3
4	**5**	**6**	**7**	**8**	**9**	**10**
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

SUCCESS TIP:

Be proactive! Pre-schedule a weekly hour of study and review for each class you're taking.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **4**

MONDAY **5**

Spring Break

TUESDAY **6**

Spring Break

Spring Break

WEDNESDAY 7

Spring Break

THURSDAY 8

Spring Break

FRIDAY 9

Reflection: *How do I treat others? Am I respectful?*

Spring Break

SATURDAY 10

I dream for a living.
STEVEN SPIELBERG

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	**12**	**13**	**14**	**15**	**16**	**17**
18	19	20	21	22	23	24
25	26	27	28	29	30	31

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY 11

SUCCESS TIP:

On a multiple choice test, look for 'partner choices,' answers which are opposites. Often, one of them will be correct.

MONDAY 12

Classes Start

TUESDAY 13

WEDNESDAY
14

THURSDAY
15

FRIDAY
16

Reflection: *Do I try to impress people? If so, how has it worked?*

SATURDAY
17

St. Patrick's Day

Saddle your dreams afore you ride 'em.
MARY WEBB

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	**19**	**20**	**21**	**22**	**23**	**24**
25	26	27	28	29	30	31

SUCCESS TIP:

The purpose of writing is clear communication. That's why proper spelling, grammar, and punctuation are important.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **18**

Flea Market

MONDAY **19**

TUESDAY **20**

WEDNESDAY
21

THURSDAY
22

Siblings Weekend

FRIDAY
23

Reflection: *Do people seek my advice?*

Sibling's Weekend

SATURDAY
24

Kind words can be short and easy to speak, but their echoes are truly endless.
MOTHER TERESA

MARCH

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	**26**	**27**	**28**	**29**	**30**	**31**

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Learn how to learn. Keep your interest high, your anxiety low, and approach each subject with enthusiasm.

SUNDAY **25**

Sibling's Weekend

MONDAY **26**

TUESDAY **27**

Pubnight

WEDNESDAY
28

THURSDAY
29

FRIDAY
30

Reflection: *What am I doing to keep myself healthy?*

SATURDAY
31

Pioneer Day

We are drowning in information, being hungry for knowledge.
JOHN NAISBITT

APRIL

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Demand top performance from yourself. If you don't think you can do it, who will?

SUNDAY **1**

MONDAY **2**

Date Rape and Sexual Awareness Week

TUESDAY **3**

Date Rape and Sexual Awareness Week

✓ →

Date Rape and Sexual Awareness Week
Mr. SHU

WEDNESDAY
4

Date Rape and Sexual Awareness Week

THURSDAY
5

Date Rape and Sexual Awareness Week

FRIDAY
6

Reflection: *Where is my compass pointed? How do I get there?*

SATURDAY
7

Initiation Weekend

All who would win joy, must share it; happiness was born a twin.
LORD BYRON

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	**9**	**10**	**11**	**12**	**13**	**14**
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

SUCCESS TIP:

Be smart. Seek help when you need it. Everyone does from time to time.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **8**

Initiation Weekend
Flea Market

MONDAY **9**

TUESDAY **10**

Easter Break

WEDNESDAY

11

Easter Break

THURSDAY

12

Easter Break
Good Friday

FRIDAY

13

Reflection: *Am I learning from my past mistakes?*

Easter Break

SATURDAY

14

I ought to be testing myself daily, and asking myself what I am really achieving.
MARGOT ASQUITH

APRIL

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	**16**	**17**	**18**	**19**	**20**	**21**
22	23	24	25	26	27	28
29	30					

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Take responsibility for your actions and your life . . . who else will?

SUNDAY **15**

Easter

MONDAY **16**

Easter Break

TUESDAY **17**

Classes Start

Pub Night

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

Reflection: *Am I set in my ways?*

SATURDAY

21

Pain is inevitable.
Suffering is optional.
M. KATHLEEN CASEY

APRIL

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	**23**	**24**	**25**	**26**	**27**	**28**
29	30					

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Develop your won't power: I won't waste time, I won't procrastinate, I won't . . .

SUNDAY **22**

MONDAY **23**

TUESDAY **24**

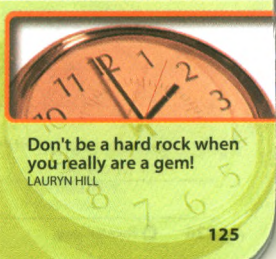
WEDNESDAY
25

THURSDAY
26

FRIDAY
27

Reflection: *Who can I thank this week?*

SATURDAY
28



Don't be a hard rock when you really are a gem!
LAURYN HILL

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Use your time wisely. Always carry a text book or something that you can do while waiting.

SUNDAY

29

APRIL

MONDAY

30

APRIL

TUESDAY

1

WEDNESDAY 2

THURSDAY 3

Greek Weekend

FRIDAY 4

Reflection: *Why am I here?*

Greek Weekend

SATURDAY 5

There is nothing stronger in the world than gentleness.
HAN SUYIN

MAY

S	M	T	W	T	F	S
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6	**7**	**8**	**9**	**10**	**11**	**12**
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Listening skills are as important as speaking skills. When's the last time you practiced listening?

SUNDAY **6**

Greel Weekend

MONDAY **7**

Last Day of Classes

TUESDAY **8**

Midnight Breakfast
Final Exams

Final Exams

WEDNESDAY
9

Final Exams

THURSDAY
10

Final Exams

FRIDAY
11

Reflection: *What's the last good book I read?*

SATURDAY
12

Final Exams
Junior Open House

Life is about not knowing, having to change, taking the moment and making the best of it.
GILDA RADNER

MAY

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	**14**	**15**	**16**	**17**	**18**	**19**
20	21	22	23	24	25	26
27	28	29	30	31		

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

If you don't care where you're going, any road will do. If you do care, which path will you choose?

SUNDAY **13**

Final Exams

MONDAY **14**

Final Exams

TUESDAY **15**

Final Exams

Senior Week

WEDNESDAY

16

Senior Week

THURSDAY

17

Commencent Ball

FRIDAY

18

Reflection: *What's the last good show I saw?*

SATURDAY

19

Senior Week

Learn not only to find what you like, learn to like what you find.
ANTHONY J. D'ANGELO

MAY

S	M	T	W	T	F	S
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13	14	15	16	17	18	19
20	**21**	**22**	**23**	**24**	**25**	**26**
27	28	29	30	31		

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Writing a paper? First organize your ideas, then organize your essay.

SUNDAY **20**

Commencement

MONDAY **21**

TUESDAY **22**

WEDNESDAY

23

THURSDAY

24

FRIDAY

25

SATURDAY

26

Reflection: *What's my learning style?*

I learned that if you want to make it bad enough, no matter how bad it is, you can make it.

GALE SAYERS

MAY

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20	21	22	23	24	25	26
27	28	29	30	31		

SUCCESS TIP:

Don't try to be the first to hand in a test. Spend extra time checking and double-checking your work.

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUNDAY **27**

MONDAY **28**

Memorial Day

TUESDAY **29**

WEDNESDAY

30

THURSDAY

31

Orientation Session 1

FRIDAY

1

JUNE

Reflection: *What's my mission in life?*

Orientation Session 1

SATURDAY

2

Miracles are natural; when they do not occur, something has gone wrong.
HELEN SCHULMAN

JUNE

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17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Studying something new? First look for patterns of meaning, then check the details.

SUNDAY

3

MONDAY

4

Orientation Session 2

TUESDAY

5

Orientation Session 2

WEDNESDAY

6

THURSDAY

7

Orientation Session 3

FRIDAY

8

Reflection: *Is there anything that's controlling me? Does it spell t-r-o-u-b-l-e?*

SATURDAY

9

Orientation Session 3

An inch of time is an inch of gold, but you can't buy that inch of time with an inch of gold.
CHINESE PROVERB

JUNE

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3	4	5	6	7	8	9
10	**11**	**12**	**13**	**14**	**15**	**16**
17	18	19	20	21	22	23
24	25	26	27	28	29	30

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Whether you're preparing a speech or an essay, save the best for last.

SUNDAY **10**

MONDAY **11**

Orientation Session 4

TUESDAY **12**

Orientation Session 4

WEDNESDAY
13

THURSDAY
14

FRIDAY
15

Reflection: *What have I done for my career prep?*

SATURDAY
16

A conclusion is simply the place where someone got tired of thinking.
ANON

JUNE

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	**18**	**19**	**20**	**21**	**22**	**23**
24	25	26	27	28	29	30

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

By working cooperatively you can accomplish much more than you could ever achieve on your own.

SUNDAY **17**

Father's Day

MONDAY **18**

TUESDAY **19**

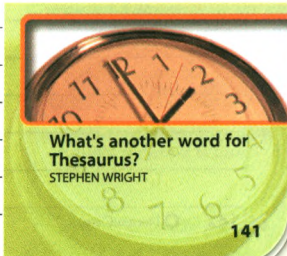
WEDNESDAY
20

THURSDAY
21

FRIDAY
22

SATURDAY
23

Reflection: *Do I take responsibility for my actions ?*



What's another word for Thesaurus?
STEPHEN WRIGHT

JUNE

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	**25**	**26**	**27**	**28**	**29**	**30**

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Knowing how to say "No" can be one of your most valuable skills. To what kinds of things should you to say "No"?

SUNDAY **24**

MONDAY **25**

TUESDAY **26**

WEDNESDAY

27

THURSDAY

28

FRIDAY

29

Reflection: *What can I do if someone ignores me?*

SATURDAY

30

Anxiety is interest paid on trouble before it is due.
DEAN INGE

JULY

S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Review, review, review: we forget up to 60% of what we learn - unless we review it.

SUNDAY **1**

MONDAY **2**

TUESDAY **3**

WEDNESDAY 4

THURSDAY 5

FRIDAY 6

Reflection: *Where are my keys?*

SATURDAY 7

Education is when you read the fine print. Experience is what you get if you don't.
PETE SEEGER

JULY

S	M	T	W	T	F	S
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8	**9**	**10**	**11**	**12**	**13**	**14**
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Schedule time for work and play: both are equally important.

SUNDAY **8**

MONDAY **9**

TUESDAY **10**

WEDNESDAY

11

THURSDAY

12

FRIDAY

13

Reflection: *Do I need to improve on my 'won't power'?*

SATURDAY

14

Let him that would move the world first move himself.
SENECA

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	**16**	**17**	**18**	**19**	**20**	**21**
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

Anything of value requires great effort. Believe you can succeed. Be willing to pay the price.

SUNDAY **15**

MONDAY **16**

TUESDAY **17**

WEDNESDAY

18

THURSDAY

19

FRIDAY

20

Reflection: *Am I interested, and am I interesting ...?*

SATURDAY

21

It is amazing what you can accomplish if you do not care who gets the credit.
HARRY S TRUMAN

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	**23**	**24**	**25**	**26**	**27**	**28**
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

What's your best time of the day? That's when you're capable of your best work.

SUNDAY **22**

MONDAY **23**

TUESDAY **24**

WEDNESDAY

25

THURSDAY

26

FRIDAY

27

Reflection: *Do I spend my free time the way I would like?*

SATURDAY

28

Education is what survives when what has been learnt has been forgotten.
B.F. SKINNER

JULY

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

WEEKLY GOALS

PERSONAL/ACADEMIC

INTERPERSONAL

SUCCESS TIP:

What's your best time of the day? That's when you're capable of your best work.

SUNDAY **29**

MONDAY **30**

TUESDAY **31**

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

Personal directory

NAME/ADDRESS	PHONE/E-MAIL

Personal directory

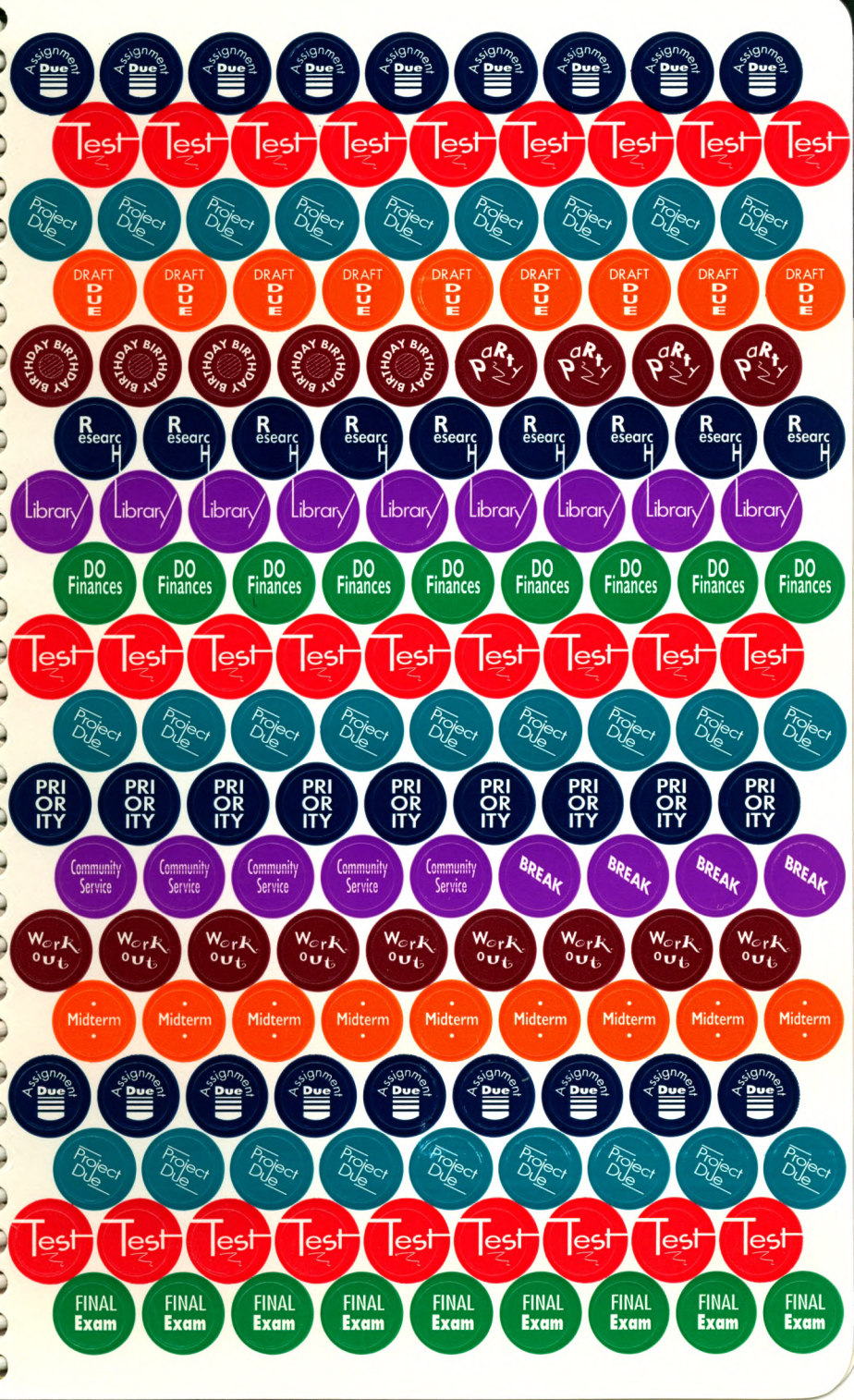
NAME/ADDRESS	PHONE/E-MAIL

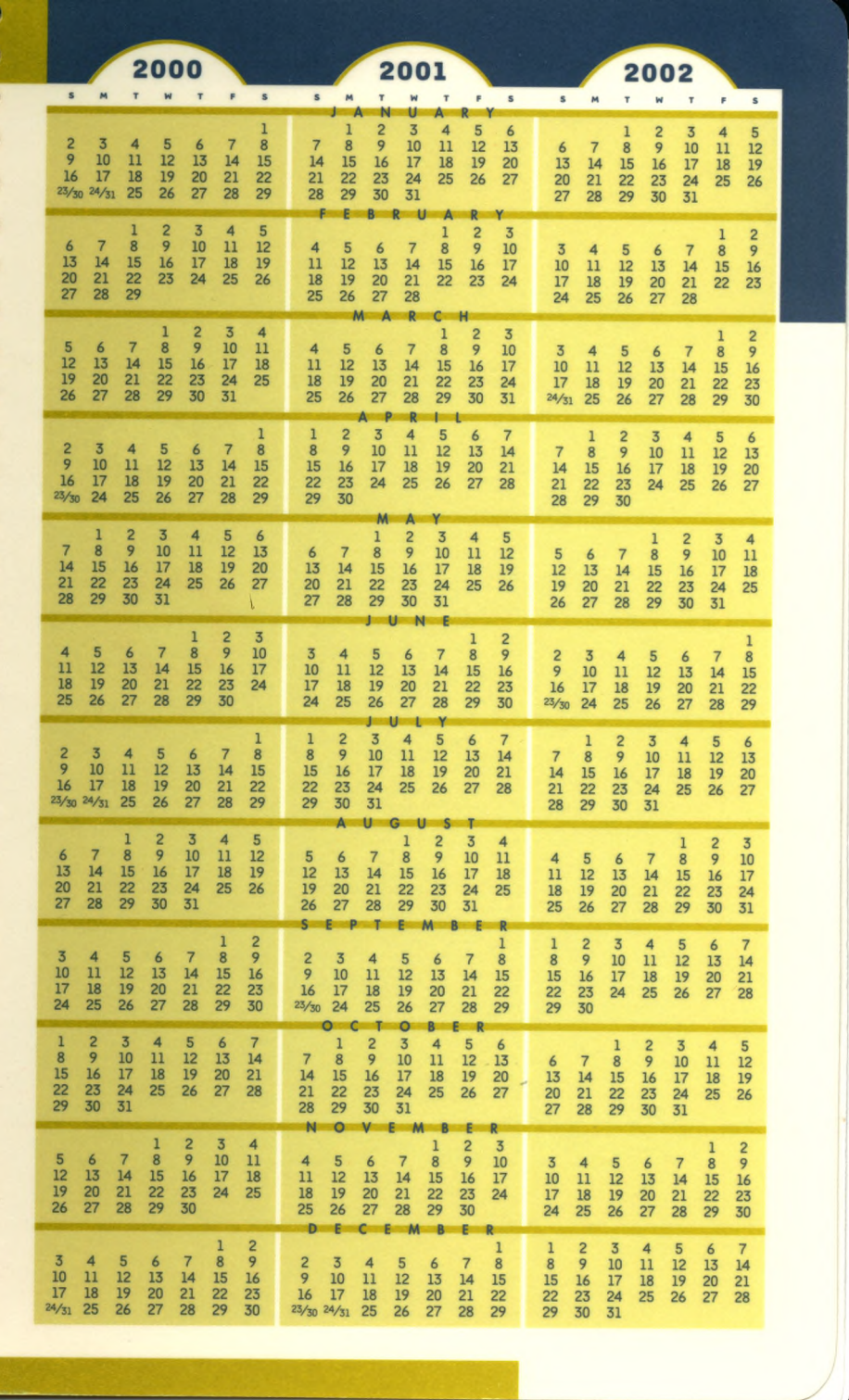
You're on your way, when you plan your day.™

SCHEDULE *(Use pencil to allow for possible changes.)*

DAY						

NOTES


Assignment Due
Test
Project Due
DRAFT DUE
BIRTHDAY
Party
Research
Library
DO Finances
PRIORITY
Community Service
BREAK
Work out
Midterm
FINAL Exam


2000
2001
2002
S M T W T F S
JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER