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A Message From  
Karen L. Pennington, Ph.D.  
Vice President for  
Student Development and Campus Life

Dear Faculty Member,

It is with great pleasure that I provide you information about the services provided by the division of Student Development and Campus Life and in cooperation with other divisions of the University. This division is responsible for most student services and programs outside of the classroom. This information is provided so you can easily share these resources with your students. In your capacity as a faculty member you may serve as a student’s primary contact with the University. Students may come to you or you may notice a student in need of assistance. A simple referral on your part may make all the difference. We work with many of you on a regular basis and are appreciative of your work in helping our students succeed.

This guide has been developed to give you ready information about all of our services. It has always been the unique goal of Montclair State University to grow in size yet maintain the personal caring of a smaller institution. Please let us know how we can help you with any student issue that you may face.

I thank you in advance for taking the time to review these materials. If you have any questions in general or regarding any case in particular, please contact any department in this guide for more information. Our staff looks forward to working with you in making Montclair State University a better place for all members of our community.
Mission Statement and Goals for
Student Development and Campus Life

Mission Statement
The Mission of Student Development Campus Life is to support and enhance the educational mission of Montclair State University and to assist students in reaching their goals. Division staff works in a cooperative-relationship with faculty, staff, and students to provide a safe and secure environment that fosters the intellectual, psychological, physical, social and career development of students.

In order to help achieve these goals, the Student Development & Campus Life staff will:

- Identify and attract students who will benefit from Montclair State University programs and contribute to the diversity of the educational, social, and cultural environment of the campus.
- Provide new students with experiences that will make the transition to our campus a positive learning experience.
- Provide student services and programs that will facilitate academic success personal growth and global awareness.
- Encourage student participation in both on and off campus activities that will help build an appreciation of cultural diversity and expression, communications skills, leadership skills, civic responsibility, self-discipline, self-understanding, self-confidence, and a set of personal and professional goals and values.
- Promote student/faculty/staff interaction as a means of improving the quality of campus life in a safe and secure learning environment.
- Evaluate the effectiveness of activities, programs, and services in meeting students' needs and develop ways to improve them.

Goals
In support of this mission, the members of the division of Student Development & Campus Life will pursue the following goals:

- Provide greater access to services through web-based technology.
- Expand efforts at enlivening and enhancing campus life.
- Lead the Enrollment Management movement and the University's subsequent growth through thoughtful and strategic planning.
- Assess division resources in order to determine current and future needs.
- Educate the campus and external community about our purposes and services.
- Encourage technological literacy and provide access and opportunities for its proper utilization.
- Provide experiences that will help students to think critically and make effective and socially responsible decisions and lifestyle choices.
- Increase collaboration between curricular and co-curricular departments to provide a solid foundation for the integration of student learning models and activities.
- Provide professional development opportunities for staff.
This Guide has been designed to ensure that faculty are aware of the wide range of services available to students through this division. Research has indicated that a student’s relationship with their faculty on campus is central to their overall experience.

While much of this relationship is defined by academic interactions, many faculty work with students on broader teaching objectives and student life issues.

As faculty, you serve in many capacities to our students—be it as mentors, involvement with orientation or providing information and referrals. We would like to insure that you have the most accurate information available to help you.

Within the division of Student Development and Campus Life there are many different departments. This guide will provide an explanation of each department and how the departments can assist you. The following offices are under the umbrella of Student Development and Campus Life:

<table>
<thead>
<tr>
<th>Auxiliary Services</th>
<th>Intercollegiate Athletics</th>
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<tbody>
<tr>
<td>Campus Recreation &amp; Intramural Programs</td>
<td>MSU Dining Services</td>
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<tr>
<td>Center for Advising and Student Transitions</td>
<td>Newman Catholic Center</td>
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<tr>
<td>Center for Academic Development and Assessment</td>
<td>Residential Education and Services</td>
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<td>Center for Student Involvement</td>
<td>Scheduling/Conference Services</td>
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<td>Counseling and Psychological Services</td>
<td>Student Center</td>
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<td>Dean of Students Office</td>
<td>Student Leadership Programs</td>
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<td>Disability Resource Center</td>
<td>Office of the Vice President</td>
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<td>Educational Opportunity Fund Programs</td>
<td>The University Conference Center</td>
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<tr>
<td>Enrollment Management/Student Academic Services</td>
<td>Transfer, Adult &amp; Veteran Programs</td>
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<tr>
<td>Financial Aid</td>
<td>Undergraduate Admissions</td>
</tr>
<tr>
<td>Greek Affairs</td>
<td>University Health Center</td>
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<tr>
<td>I.D. Card Office</td>
<td>University Police</td>
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<td>Women’s Center</td>
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The following offices are not under the direction of Student Development and Campus Life but may be useful in your working with students:

- Center for Career Services and Cooperative Education
- Children’s Center
- International Services
- Registrar’s Office

The Director of each office is listed, please feel free to contact them directly.
## Who Are Our Students???
### 2013—2014

<table>
<thead>
<tr>
<th>Total Student Body</th>
<th>Residing on Campus</th>
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<td>19,500</td>
<td>5,000</td>
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### Undergraduate Students

- **Total Enrollment:**
  - Total: 14,590
  - Full-time: 12,524
  - Part-time: 2,066
- **Gender:**
  - Female: 60.4%
  - Male: 39.6%
- **Ethnicity:**
  - White: 49.2%
  - Hispanic: 21.2%
  - African American: 8.9%
  - Asian: 5.4%
- **International: 3.2%**

- **Top five majors:**
  - Business Administration
  - Family & Child Studies
  - Psychology
  - Biology
  - English

### Undergraduate Admissions

- (Full-time Freshmen)
  - Completed: 12,442
  - Accepted: 7,098
  - Enrolled: 2,338
- (Full Time Transfers)
  - Completed: 4,103
  - Accepted: 2,245
  - Enrolled: 1,379

### Average test scores

- SAT (CSAT):
- Class rank:

### Graduate Students

- **Total Enrollment:**
  - Total: 3,908
  - Full-time: 1,148
  - Part-time: 2,760
- **Gender:**
  - Female: 72.2%
  - Male: 27.8%
- **Ethnicity:**
  - White: 64%
  - African American: 8.1%
  - Hispanic: 11.1%
  - Asian: 4.6%
  - International: 3.5%

- **Top Four Majors:**
  - Business Administration (MBA)
  - Teaching (MAT)
  - Counseling, Administration and Supervision (MA)
  - Counseling, Human Services and Guidance (MA)
  - Communication Sciences and Disorders (MS)

### Graduate Admissions

- Completed: 2,489
  - Accepted: 1,463
  - Enrolled: 1,041

### Average test scores

- GRE Verbal:
- GRE Math:
- GMAT:

### Enrolled Doctorial degree students:

- GRE Verbal:
- GRE Math:

(From MSU Fact Book 2013)
Understanding Millennials

Who are Millennials?
- Born between 1884-2004
- Products of a societal shift from an adult-centric to a child-centric society
- Class of 2017 born in 1995

Some Attributes of Millennials:
- Conventional
- Special
- Achieving
- Team Oriented
- Confident
- Sheltered
- Pressured

Top Defining Moments:
- September 11, 2001 Terrorist Attack
- Columbine
- Iraq/Afghanistan Wars
- Oklahoma City Bombing
- Princess Di’s Death
- Clinton Impeachment Trial
- First African American President

Trends Seen:
- More practical than students were in the past
- Less individualistic and more inclined to do things within a team
- More guarded and private about their intellectual beliefs
- Growing concern about financing their education
- Concern about getting a job after graduating
- Increase in volunteerism

Life Goals:
- Having a well-paying job
- Getting married
- Owning their own business
The Offices of Student Development and Campus Life
Admissions (Undergraduate)
Director: Lisa Kasper
Location: College Hall, Room 100
Telephone: (973) 655-5116
Web site: http://www.montclair.edu/admissions/

The Office of Undergraduate Admissions seeks to provide the University's faculty with academically prepared students by adhering to our department’s mission. Undergraduate Admissions at Montclair State University is comprised of a team working together to help prospective students determine how Montclair State can assist them to achieve educational goals, to graduate, and to establish a lifelong relationship with the University. These values represent the efforts of a team that is committed to meeting the needs of students during all phases of the enrollment process, from initial inquiry to actual enrollment. During all phases of the Admissions process activities and communication facilitate the student’s transition and preparation for University and academic life. The ethical responsibility of the Admissions operation is to support this vision by helping prospective students determine if they are an appropriate match for both our curriculum and the career opportunities that await our graduates.

How can the Undergraduate Admissions office help you as a faculty member?

The Office of Undergraduate Admissions can assist faculty who wish to play an active role in recruiting students for their programs by collaborating with the Director of Admissions on special programs designed to attract academic talent. Whether helping to facilitate simple touches like "welcome" phone calls to accepted students, or initiating more complex, discipline specific initiatives, faculty can help to determine the mix of students in their classrooms. In previous years, the Office of Undergraduate Admissions has highlighted specific academic majors at state-wide events for guidance counselors, and has connected our faculty with high school educators to nurture a connection between their very best students and Montclair State.
Montclair State University Auxiliary Services department includes the Liaison of Dining Service Contracts, Meal Plan Offices, Vending, ID Card Office, Red Hawk Dollar, Office of Collegiate Readership Program and University Bookstore.

*********************************************************************

MSU Dining Services
Liaison for Dining Services: James Robinson
Location: Student Center-1st Floor
Phone: (973) 655-7889

The Liaison of Dining Services is the direct portal between the MSU Community and the University’s dining service contractor. The Liaison ensures that the contractor is compliant with the dining service agreement. The Dining Service department works collectively with the contractor in planning a complex strategy to provide excellence in dining services for the MSU Community. Please review the web site for the latest information www.montclair.edu/DiningServices/.

The Meal Plan Office processes student meal plan enrollments, changes, cancellations and Red Hawk Dollar purchases. Faculty and staff meal plans and Red Hawk Dollar Programs are offered to all faculty and staff members with discount incentives. Plans can be purchased with a check or by payroll deductions.

How can Dining Services help you as a faculty and staff member?
Dining Services can assist in all dining related matters on campus: meal plans, dining halls, retail dining operations, vending concessions and catering. The Meal Plan Office administers the meal plan for students, faculty, and staff. Through our office you can enroll in a meal plan or provide feedback regarding campus dining services. Faculty and staff meal plans are an economical way to take advantage of a wide variety of dining choices, not to mention the convenience of not losing your parking space by going off campus to eat. Catering services are available for meetings, workshops, and special events. Please contact the Catering Office at 973-655-4224 to arrange food and beverage service for your next function.

The MSU Dining Service Web site offers a wealth of information pertinent to one’s dining needs. Phone numbers, meal plan enrollment, changes, cancellation forms, hours of operation, dining facility descriptions, menus and nutritional facts are all available online at www.montclair.edu (select Quick Links, then Dining Services).
One of the very first University resources that Montclair students come in contact with is the Center for Academic Development and Assessment. The Center for Academic Development and Assessment (CADA) offers tutoring services, learning competencies workshops, supplemental instruction and learning support to Montclair students in collaboration with academic and administrative departments, as well as the Assessment of freshmen and some transfer students for course placement.

The Center's Mission

- Provide comprehensive learning support programs to encourage academic excellence and help students acquire skills to become independent learners.
- Offer a cohesive system of evaluation that incorporates placement into English reading, writing and mathematics employing multiple criteria to meet the needs of the University for optimal assessment; serve as an efficient proctoring site for internal and external testing.

How can the Center for Academic Development and Assessment (CADA) help you as a faculty member?

The Center for Academic Development and Assessment (CADA) offers learning support programs to assure high quality services to Montclair State University students. The quality learning is centered on the student as an individual. Therefore, CADA continues to construct a body of work focused on the academic needs of a rapidly growing student population.

The Center, certified by The College Reading and Learning Association (CRLA), provides tutoring, supplemental instruction and academic development services. Furthermore, the national and international professional standards set by The CRLA are maintained through the application of innovative learning theories, tutoring practices, and cross-cultural training programs.

CADA is dedicated to providing an environment that promotes learning and professional growth where students and tutors work together in reaching their academic goals. The individual and group tutoring sessions are offered in most academic areas by master and peer tutors who have excelled in their particular subject areas and have been recommended by faculty. All tutors receive training on effective study strategies and
Center for Academic Development and Assessment (CADA) (Cont.)

**Tutorial Services**

One of the goals of the Center for Academic Development and Assessment (CADA) is to offer quality tutorial services to Montclair State University students. Students are encouraged to take advantage of CADA tutoring which fosters active learning, reasoning, and critical thinking. The application of active learning processes and study skills is introduced during a tutoring session in connection with a subject being tutored. Additionally, the tutors working at the Center are well trained in applying learning strategies and tutoring techniques to help students become more confident and competent learners while facing academic challenges and mastering the course content.

The Center advertises the tutoring schedule at the beginning of the semester and invites students seeking academic assistance to come early as well as throughout the semester.

**Operating Tutoring Hours**

Tutoring Services are available on: Monday 9:00AM-5:00PM; Tuesday 9:00AM-8:00PM; Wednesday 9:00AM-7:00PM; Thursday 9:00-6:30PM and Friday 9:00AM-1:00PM.

The hours are subject to change. There is no tutoring offered when the campus is closed and there are no classes offered. The Center is located in Morehead Hall, Room 140.

**Assessment & Testing**

The Center for Academic Development and Assessment (CADA) coordinates all assessment and evaluation procedures associated with Placement Testing; students are placed into appropriate courses in English and mathematics after a review of their academic records. All students must demonstrate proficiencies in writing, reading and elementary algebra, which are compatible with the successful performance of college level work. The Montclair State University Placement Requirement provides for the demonstration of such proficiencies through SAT scores, achievement in high school courses, or the assessment of these skills upon entry to the University and, if necessary, enrollment in particular remedial or developmental courses to develop requisite skills. Montclair State University administers the ACCUPLACER for a placement test in reading and mathematics.

For more information about CADA services and programs, please visit [www.montclair.edu/cada](http://www.montclair.edu/cada)
The Center for Advising and Student Transitions (CAST) at MSU is committed to the academic and personal success of all first-year students.

**How can Center for Advising and Student Transitions help you as a faculty member?**

**Learning:** Center for Advising and Student Transitions advocates for an academically rigorous first-year experience that allows students to cultivate the ability to think critically and develop an understanding of their responsibilities as involved global citizens. The office takes a leadership role in the execution of the New Student Seminar and First-Year Learning Communities. CAST also recognizes and encourages the success of first-year students through its support and advisement of Alpha Lambda Delta, the First-Year Honor Society. Faculty interested in teaching sections of the New Student Seminar and/or arranging for co-curricular programming in the Learning Community can contact CAST for more information.

**Advising:** The academic advisement offered to students through the Center for Advising and Student Transitions focuses on the transitional needs of first-year students. First-year students are introduced to general education, major, and graduation requirements during New Student Orientation and group advising sessions. Each first-year student is encouraged to work with a First Year Counselor who provides guidance with the development of an academic and co-curricular plan that is aligned with each student’s interests and abilities. Faculty members are encouraged to reach out to the Center for Advising and Student Transitions staff with questions or concerns regarding first-year students in their classrooms. This information is critical in helping a student who is having difficulty adjusting, particularly during the first six weeks of the semester.
How can Center for Advising and Student Transitions (CAST) help you as a faculty member?

Support: Center for Advising and Student Transitions ensures that new students are aware of the many university resources provided for their success. In addition to introducing available support services to new students, the CAST staff work collaboratively with faculty to make the appropriate referrals that reflect the diverse needs of our students and the climate needed for learning.

Involvement: Center for Advising and Student Transitions ensures that new students become active members of the MSU community through activities such as New Student Orientation, Red Hawk Frenzy and the First-Year Success Series. CAST's Peer Leaders assist first-year students with getting connected to the campus and involved in University curricular and co-curricular organizations and events. Faculty involvement in these intentional events offer first-year students opportunities to draw connections to the material they have covered in their classes. They also offer informal settings for faculty and students to meet and build supportive relationships.
The Center for Career Services and Cooperative Education (CCSCE) provides a comprehensive approach to career exploration and personal development. The Center assists students with all phases of the career decision-making process, from choosing a major, finding part-time work while attending school, planning long-term career goals to obtaining full-time work after graduation. A distinguishing feature of the CCSCE is the strength and integrity of its academic program, Cooperative Education. Through this program, the Center offers students applied learning opportunities that foster personal and professional growth through work experience courses designed to prepare students for the world of work. Students go off-campus to experience applied learning through projects arranged and monitored by faculty and staff in community settings, businesses, governmental agencies, and not-for-profit organizations.

How can the Center for Career Services and Cooperative Education help you as a faculty member?

By providing a sensitive and caring environment where students can:

- Discuss their career concerns in an on-going relationship with a professional career counselor.
- Identify a student’s career goal that can increase the likelihood of retention and graduation.
- Provide students with feedback regarding job hunting skills.
- Finding on-campus employment that studies show increase retention and academic success.
- Enroll in credit-bearing experiential education opportunities.
By providing information to you that is important to your students’ career development concerning:

- The many career choices suited to students in your major.
- The importance of career planning.
- The value of internships and relevant work experience for career exploration.
- The many techniques of an effective job hunt.
- How to use the Internet for career development.
- How to enroll in co-op internships.

By providing information to you concerning:

- Legal guidelines for faculty referral of students to employers.
- Writing legal reference letters for students.
- Current trends in employment.
- Available on-and off-campus internships and job opportunities.
- The On-Campus Employment program and the Outstanding Student Employee Awards Ceremony.
- Web sites related to professional career development.
- The development and implementation of high quality experiential education courses.
The purpose for the Center for Student Involvement (CSI) is to complement the academic program and enhance the overall educational experience of the students by engaging them in civic, cultural, recreational and social initiative. Student Involvement provides an environment in which student can:

- Participate in the campus and greater community.
- Develop a sense of self, university and civic pride.
- Engage in a campus environment conducive to growth, development and discovery.

**How can the Center for Student Involvement help you as a faculty and staff member?**

The goal of the Center for Student Involvement is to enhance and stimulate the overall educational experience of students through the development of, exposure to and participating in social, cultural diversity and educational programs. The CSI office is willing to work with faculty to facilitate programs, which will enhance the co-curricular experience of the student.

Faculty members also have a unique opportunity to serve as advisors to student organizations. This is a wonderful experience for students to work with faculty outside of the classroom, gaining valuable knowledge from their expertise. CSI serves as a resource to all advisors, providing workshops on policies and procedure as well as a sounding board when tackling issues within the student organizations. This experience also allows faculty members the opportunity to connect with students in a more relaxed, informal atmosphere building relationship that last long after graduation.

Faculty and staff members are encouraged to attend the many programs sponsored by CSI, including the various trips to Broadway. All our events are open to faculty and staff. Faculty and staff members can opt to receive “In the Loop”, a weekly email providing information on campus programming. Faculty and staff members are encouraged to visit the CSI Web site: www.montclair.edu/csi, to receive more information about other services including Greek Life, Student Activities, Commuter Services, Lesbian, Gay, Bisexual & Transgender (LGBT) and Community Services.
Council for Faith and Spirituality, formerly known as the Campus Ministry is an umbrella organization that includes all spiritual and religious student organizations and campus ministers. The Council meets monthly during the academic year. Campus ministers and students support each other by learning and listening to each other. The Council discourages proselytizing but rather affirms and encourages activities and events that support all religious traditions.

**How can the Council for Faith and Spirituality help you as a faculty member?**

The Council for Faith and Spirituality can help you as a faculty member by being available to assist you with students who in addition to their academic journey, have spiritual needs. Through the council’s involvement and presence on campus, ministers are available to be part of service projects and academic discussions for ecumenical and inter-religious activities. Members of the University’s Council for Faith and Spirituality are active members on several University groups including the President’s Council on Affirmative Action and Diversity (PCAAD); Bias Response Task Force; Dean of Student’s Staff; Alcohol Task Force. The council members guide the efforts of the Center for Faith and Spirituality (located in the Student Center-Room 112).

The council can foster one-to-one conversations, which sometimes are more effective when people come for fellowship or support. Finally, in times of crisis or loss, the council is available for counseling and ritual celebrations.
Counseling and Psychological Services (CAPS) provides free and confidential counseling and psychological services for the campus community. CAPS services are offered to both undergraduate and graduate students with the goal of enhancing well being and academic performance through resolution of conflict and the development of new skills. CAPS, a branch of University Health and Counseling Services, helps students make the most of their academic education, prevent further problems and assists them in developing to their fullest potential by learning new skills and resolving conflicts that may limit their performance.

The staff is sensitive and responsive to the broad range of diversity within our student population including but not limited to gender, race, culture, ability, age and sexual orientation. We offer:

- Telephone screening to assess needs and initiate services.
- Intake assessment and referral to on campus and community resources.
- Individual, couple, and group counseling.
- Alcohol and other drug use disorder assessment, treatment, and referrals.
- Student development workshops and outreach programs designed to enhance personal and academic skills development.
- Consultation to students, faculty and staff.
- Emergency response to psychological crises 24 hours a day.

Let’s Talk

Please spread the word to your students that our "Let's Talk" walk-in consultation and support hours start this week. "Let's Talk" is aimed to increase access to support for students who may be reluctant to seek help. If you are concerned about a student and think it might be helpful, please let them know of this resource and even walk them over to one of our sites if you would like. All of our 5 sites are open to all students. The schedule and more information on "Let's Talk" can be found on our website at: http://www.montclair.edu/counseling-and-psychological-services/lets-talk/
Counseling and Psychological Services (CAPS)

How can Counseling and Psychological Services help you as a faculty and staff member?

CAPS offers resources to faculty and staff to help identify students at risk, assist with the referral process and create an effective continuum of support for students. If you have a question about a student or feel that a student is at risk please call CAPS to speak with a staff member. The staff member will help you to identify the appropriate resources for the student.

If this is an urgent concern please contact CAPS and inform the receptionist that you are dealing with an urgent situation that requires immediate attention. If it is after office hours please contact University Police at (973) 655-5222.

CAPS services are confidential and voluntary. Faculty and staff who refer students to CAPS should know that CAPS may only confirm that a student has made an appointment at CAPS if the student has signed consent for that information to be disclosed.

CAPS also provides consultation and referrals to community resources for faculty and staff interested in personal concerns.
The Office of the Dean of Students assists in the educational and social development of all MSU students. The dean, associate deans, conduct officer and office staff work with students, faculty and staff in addressing crisis and non-crisis student concerns including, but not limited to, medical withdrawals, conduct violations, disabling conditions, emergency loans for educational purposes and other factors that affect students retention and graduation from Montclair State University.

The Dean of Students department includes:

- **Ms. Margaree Coleman-Carter**, Associate Dean for Student Life (Carterm@mail.montclair.edu)
- **Dr. Shannon Gary**, Associate Dean for Student Affairs (garysh@mail.montclair.edu)
- **Ms. Fatima deCarvalho**, Center for Student Involvement/Fraternities-Sororities/Student Leadership Programs and Activities – Director/Assistant Dean for Student Life (decarvalhf@mail.montclair.edu)
- **Dr. Jaclyn Friedman-Lombardo**, Director for Counseling and Psychological Services (CAPS) (Friedmanlj@mail.montclair.edu)
- **Ms. Linda Smith**, Director for Disability Resource Center (DRC) (Smithli@mail.montclair.edu)
- **Dr. Esmilda Abreu-Hornbostel**, Director for Equity & Diversity/Women’s Center/Council for Faith & Spirituality (Abreue@mail.montclair.edu)
- **Ms. Marsha Campbell-Young**, Associate Director for Student Center (event and meeting room scheduling) (Youngm@mail.montclair.edu)
- **Mr. Jerry Collins**, Director of Student Conduct (Collinsje@mail.montclair.edu)
- **Ms. Romayne Eaker-Kelly**, Director for Student Recreation Center/Intramural Services/Health Promotion (Eakerr@mail.montclair.edu)
- **Ms. Donna Barry**, Director for University Health Center (UHC) – (Barryd@mail.montclair.edu)
The Mission of the Disability Resource Center (DRC) is to unite the Montclair State University community in an effort to provide students with disabilities the excellence and equity in education to which they are legally entitled. Support from faculty is integral to the achievement of this mission. It is the hope of the DRC that sharing this information will promote collaboration between the DRC and faculty as well as provide you with some strategies, to see that all students are encouraged to meet their full potential.

Although it may seem simpler to just accommodate students directly without the involvement of the DRC, that approach can be risky. The DRC has the expertise to ascertain whether the request is appropriate and reasonable. If you provide an accommodation without proper documentation, other students can challenge this treatment as preferential. Also, by providing an unsubstantiated accommodation, a pattern is set under which a student can claim to be “considered as having a disability” under the law. Therefore when students approach faculty about disability issues, it is strongly recommend that they are referred to the DRC.

Section 504 and the ADA are very specific regarding confidentiality issues. Students voluntarily affiliate themselves with DRC, and the responsibility to protect their confidentiality is taken seriously.

**How can the Disability Resource Center help you as a faculty member?**

Although it may seem contradictory to some that the DRC’s goal is to team with the faculty to accommodate the student; that is our true mission. The center advocates for students, but is also available to consult with and assist faculty in meeting the University’s legal responsibilities to students with disabilities.

The law permits dissemination of disability-related information on a “need to know” basis only. Therefore when faculty is alerted, the center is permitted to disclose only the existence, not the nature, of a disability and what accommodations are necessary to equalize access to learning for that student. Asking intrusive questions of the student or discussing the student’s disability with others, no matter how well-intentioned, is a violation of federal law.
Montclair State University’s Educational Opportunity Fund Program (EOF) provides access for motivated state residents from underrepresented populations/areas that meet the income criteria and exhibit the potential for high achievement. The Educational Opportunity Fund Program provides quality academic support, leadership development, financial literacy, career enrichment, intentional counseling/advisement, and need based financial assistance to maximize the intellectual and social growth of all participants. The EOF community fully engages scholars in curricular and co-curricular experiences ultimately producing active alumni dedicated to lifelong learning and global citizenship.

**How can the Educational Opportunity Fund Program help you as a faculty member?**

EOF Students are assigned EOF Professional Counselors who can be used as a resource for a student’s academic development (tutoring, writing workshops, etc). Progress reports are sent to faculty members for EOF students and other select special admit populations to ensure students maximize the use of their academic resources.
The Office of Enrollment Management (in general) has two goals. The first is to manage the characteristics of the student body (quality of student, demographics, etc.), and the second is to exercise control over the size of the student body. Because recruitment and retention are interdependent, enrollment is a campus-wide responsibility. The Office of the Associate Vice President for Enrollment Management operates to develop and manage measurable strategic and operational initiatives relative to recruiting and retaining. This Office seeks to set and meet targets that support the mission of Montclair State University as a premier regional institution of higher learning, while realizing the vision of Student Development and Campus Life, as well as the University.

**Five key elements to reaching our full enrollment potential include:**

1. Building and shaping an adequate inquiry pool;
2. Managing conversion and yield rates;
3. Strategic use of financial aid to optimize persistence;
4. Synchronizing all retention strategies and tactics and;
5. Assuring the adequacy of professional development for our staff members.
The offices that comprise Enrollment Management include:
Undergraduate Admissions (including Transfer, Adult and Veteran Programs) Student Financial Aid, and Student Academic Services, Center for Advising and Student Transitions Program, and Center for Academic Development & Assessment/ Educational Opportunity Fund Program.

How can Enrollment Management and Student Academic Services help you as a faculty/staff member?
By serving as a resource for faculty and staff in supporting student persistence and success through the provision of tutorial support for all students; assisting with supplemental instruction; transitional support for first year and transfer students; academic advisement; maintaining the New Jersey statewide transfer database; processing academic action and providing students with workshops to improve their academic standing; serving as internal consultants to faculty that may be having a difficult time with a student – academically; and assisting with support for special admit populations. Additionally, we provide academic advising and advisement training for interested faculty and staff.
Equity and Diversity/Women’s Center
Director: Esmilda Abreu-Hornbostel
Location: Student Center—Room 420
Telephone: (973) 655-7130
Web site: http://www.montclair.edu/equitydiversity

Equity and Diversity/Women’s Center serves students, cultural organizations and the Montclair Community by promoting an environment that fosters and values human understanding. It is a reflection of the University’s commitment to living in a global community. Our aim is to internationalize our curriculum, improve intercultural communications and collaboration as we enhance students’ experience via exploration of the many cultures found on our campus. Equity and Diversity/Women’s Center programs include Council for Faith and Spirituality, the Bias Response Taskforce, Campus Coalition Against Trafficking (CCAT) and the Council for Faith and Spirituality. In addition Equity and Diversity collaborates with many of the student cultural organizations on campus.

The programs seek to provide services and events that will instill a university-wide appreciation and respect for diverse perspectives, equitable participation and inclusion for all of the campus community. You are encouraged to, as Mahatma Gandhi once said, “Be the change you wish to see in the world” and embrace global citizenship.

Programs
Past programs include Diversity Week, Geek Week, Peace Week, a Human Trafficking Conference and more. In addition the Office of Equity and Diversity has supported Asian Pacific Islander Heritage Month, Latin Pride Month, World Aids Day, Sexual Assault and Violence Ended Week, Women’s History Month, International Women’s Day and Coming Out Week.
All students, faculty, and staff are required to have a Montclair State University issued photo identification card (ID Card). The University ID Card must be carried at all times while on campus.

In order to obtain an ID Card, faculty and staff must have completed all verification and processing with the Human Resources Department 48 hours prior to the ID Card request. Data feeds from Human Resources determine who is eligible for an ID Card. ID Cards can only be processed for faculty and staff whose data has been fed into the ID Card System from Human Resources. If you are not in the ID Card System, you must contact Human Resources to resolve any outstanding issues. Two forms of valid identification (one form of valid photo identification is mandatory) are required at the time of ID Card processing.

The University ID Card is used for access to University buildings and events, Panzer Gym, the Student Recreation Center, and to check out materials from Sprague Library. Faculty/Staff Meal Plans and Red Hawk Dollars are also accessed by the University ID Card.

If your ID Card is lost or stolen, freeze the card immediately 24 hours/7 days a week at the Online Card Office. Visit www.montclair.edu. Click the MSU A-Z directory. Click “O” and select “Online Card Office”. If you cannot access the Online Card Office, please call the ID Card Office during normal business hours. Each card holder is responsible for unauthorized spending on lost or stolen University ID Cards that are not deactivated.
Intercollegiate Athletics
Director: Holly Gera
Location: Panzer Athletic Center
Telephone: (973) 655-5234
Web site: http://www.montclair.edu/athletics/

GO RED HAWKS!

Montclair State University sponsors 17 varsity athletic teams, eight for men and nine for women, comprised of approximately 450 student athletes. Sport offerings include baseball and softball, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, men's and women's swimming and diving, men's and women's indoor and outdoor track and field, and women's volleyball. MSU competes in Division III of the NCAA, and as such, student athletes do not receive scholarships or financial aid based on athletic ability. The University's primary conference affiliation is the New Jersey Athletic Conference, and students also compete in the Skyline Men's and Women's Lacrosse League and the Metropolitan Conference for Swimming and Diving. Montclair State hosts on average, 150 home athletic contests each academic year, all free to students, faculty and staff.

The staff of the MSU Intercollegiate Athletic Department has a strong commitment to the academic success of student athletes. Montclair State University students have very demanding schedules and the department’s goal is to ensure that they can balance the demands of practice, competition and travel with the demands of college course work. The Academic Services for Athletes staff coordinates study halls, workshops, advisement, and recommends schedules for students that don’t conflict with the requirements for participation in their particular sport. Students are asked to work with faculty members to arrange for reasonable accommodation when schedule conflicts arise. Professors should always feel free to contact Academic Services for Athletes for confirmation of schedule changes or inquiries about a student athlete at (973) 655-5125.

How can the Department of Intercollegiate Athletics help you as a faculty and staff member?

Faculty are encouraged to get involved in the Faculty Hawks program, which is a campus wide initiative to bring student athletes and faculty together. If you are interested in joining the group, please contact the department at (973) 655-5234. On-campus games and contests are great places to get together with other staff members, students and family members. All home events are free to faculty and staff, and offer an enjoyable outlet on weekday afternoons, evenings, and weekends. Up to date schedules can be found on the Athletic Department website. If a department would like to have a reception or get together at any athletic contests, the Athletic Department would be happy to assist you in coordinating an event. Contact Stephanie Sabaliauskas at (973) 655-6789.
Lesbian, Gay, Bisexual, Transgender (LGBT) Center

Director: Fatima deCarvalho, Assistant Dean for Student Life/Director Center for Student Involvement
Program Coordinator: Brian Edwards
Location: Student Center-Annex Room 104
Telephone: (973) 655-7563
Website http://www.montclair.edu/lgbt

In January 2009, Montclair State University added a new resource for our students, staff and faculty that has proven to be an essential part of the MSU community. The Lesbian, Gay, Bisexual, Transgender (LGBT) Center is a program of the Center for Student Involvement that serves as a valuable resource to students, faculty, and staff. The LGBT Center provides opportunities for advocacy, education, and support for students, alumni, faculty and staff surrounding the LGBT community.

Referral Services

The LGBT Center is a safe space and guarantees confidential support of all members of the campus community. While not a counseling center, we are here to listen and to help you identify your options in moments of crisis. The LGBT Center maintains an extensive collection of information on local agencies and campus offices that address the unique concerns of the lesbian, gay, bisexual and transgender community including but not limited to intimate partner violence, social justice, bias incidents, gender identity and expression, health information, support groups, leadership, and more.

Weekly Events

- **Q17** – Discussion group aimed at creating opportunities for safe conversations about the LGBT community.
- **Acceptance in Christ** – an LGBT affirming Christian gathering.
- **Kaleidoscope** - a discussion group focused on LGBT Communities of Color.
- **No Boundaries** - weekly discussion group about gender and the transgender community.
Lesbian, Gay, Bisexual, Transgender (LGBT) Center (Cont.)

Programs
Past programs in the LGBT Center have included Transgender Remembrance Week, Day of Silence, LGBT Thanksgiving Dinner, The Laramie Project, Rainbow Families Conference, The Coming Out Monologues, and a Screening Release of the film “Living Out Proud.”

Volunteers
LGBT Center volunteers, known as the Justice League, are highly trained students who create, plan and host a wide variety of events and activities in the area of Equity and Diversity as well as providing referrals on a walk in basis. If you are interested in volunteering, contact us!

How can the LGBT Center help you as a faculty and staff member?

Safe Space training is available for faculty and staff throughout the year. Faculty are encourage to participate in our “Out and Ally List”. Individuals are asked to become a part of this list whether one identifies as a member of the LGBT community, is actively researching issues related to the community, or as an ally to this community. Information can be found on our web site.
The Montclair State University Sexual Assault Response Team (MSU SART) is a comprehensive, victim-centered, gender-neutral service for campus sexual assault victims modeled after New Jersey State Standards. It offers identical services on campus that would be obtained at official SART sites in the community. The team consists of Forensic Nurse Examiners from the University Health Center, University Police Officers and community Rape Care Advocates who are available 24/7 to respond to victim needs. All services are available 24/7, confidential, and offer victims many options for care.

These options include:
- Medical care, i.e., evaluation and treatment for injuries and preventive medication for sexually transmitted infections and pregnancy;
- Forensic examination for evidence collection;
- Services of a Rape Care Advocate;
- File criminal charges;
- File civil charges;
- File title IX complaint;
- File University disciplinary charges;
- Report as a “Jane/John Doe” allowing the victim to have a forensic examination but not file charges or release identity to anyone but the Forensic Nurse Examiner;
- Seek sexual assault services off campus.

All victims have the right to accept or decline any or all of these options. A victim’s identity and medical records are keep in the strictest of confidence.

How can MSU SART help you as a faculty member?

Most students confide in a peer or mentor if an assault has occurred. If a student turns to you for help simply call one of the numbers above to notify the SART team. The URL above will assist in explaining options and services for victims. We will also provide programming for your classroom related to sexual assault issues and training for faculty on how to assist victims of sexual assault. MSU SART encourages a collaborative effort between team members and faculty to raise awareness and reduce the incidence of sexual assault.
The University's Office of Veteran and Military Resources provides undergraduate veteran and military students with the tools they need to succeed. From the Admissions application to graduation, the Office of Veteran and Military Resources takes a proactive approach to the educational process and helps students connect with the necessary campus and off-campus resources, as well as other service members.

The Office of Veteran and Military Resources also advises the Montclair State University Student Veterans Association (SVA). The SVA is a Student Government Association Class II organization. The organization is a vibrant part of the campus community and provides peer support to both current and prospective members of the military.

**How can the Office of Veteran and Military Resources help you as a faculty member?**

The Office of Veteran and Military Resources can assist faculty by serving as a resource for faculty members who are seeking best practices for working with veteran and military students. The Office of Veteran and Military Resources also notifies faculty members of students’ short term and long term activations.
The Red Hawk Dollars program is a convenient pre-paid debit account designed for the Montclair State University Community. With your University ID Card, you can enjoy campus-wide purchasing power for books, supplies, clothing, food, and snacks.

Where Can I Use Red Hawk Dollars?
University dining facilities, campus vending machines, University Bookstore, to pay for ID Card replacement fees, Sprague Library, and the Student Recreation Center.

How Do I Buy Red Hawk Dollars?
1. The Online Card Office offers students, faculty, staff, family, and friends the opportunity to purchase Red Hawk Dollars 24/7 on the web at www.montclair.edu. Click on “O” and “Online Card Office in the MSU A-Z directory.
2. While on campus use your credit card at the self service AMCs - Account Management Centers located in the Student Center, Sprague Library, College Hall, and the Heights.
3. The ID Card Office and Bursar’s Office accepts cash and check payments.
Faculty/Staff Red Hawk Dollars do not expire and roll over semester to semester as long as employment is maintained.

How can the Red Hawk Dollar office help you as a faculty member?
Red Hawk Dollars provide an alternative to carrying cash. Where Red Hawk Dollars are accepted, simply present your ID Card when making a purchase and state that you would like to pay with Red Hawk Dollars. Montclair State University Dining Services offers special faculty/staff meal plans and Red Hawk Dollars programs. Sign up at Dining Services to take advantage of special incentives for faculty/staff.
The Office of the Registrar provides fundamental services that complement and support the mission of the University. Subscribing to an integrated strategic enrollment management philosophy, the work crosses departmental and divisional lines to maintain a balance of ensuring the academic integrity of programs and policies. Placing student success and retention as the pinnacle of their achievement, the Office of the Registrar strives to continuously increase student, faculty, staff and alumni satisfaction.

The Office of the Registrar is responsible for:

- Academic Class Scheduling
- Academic Records Maintenance
- Course Inventory and Curriculum Administration
- Enrollment Certification
- Final Audit for Graduate and Certificate
- Grade Processing
- Graduate and Undergraduate On-line Catalog Curricular Requirements
- Maintenance of University Degree Auditing System
- Major Directories
- Online Schedule of Courses Book
- SIS Access Applications
- Registration and Course Withdrawal
- Transcript Requests

How can the Office of the Registrar help you as a faculty member?

The Office of the Registrar assists faculty and staff in providing guidance on academic and administrative policies regarding grading, program adjustments, graduation requirements, classroom scheduling, final exam scheduling, class lists, SIS and Web for Faculty and Advisors.
Residential Education and Services
Executive Director: John Delate
Associate Director: Jeanine Stroh
Associate Director: Vacant
Location: Bohn Hall, 4th floor
Telephone: (973) 655-5188
Web site: http://www.montclair.edu/resed/

Residential Education and Services complements the classroom learning experience by providing residential settings for close to 4,469 students where they can live, study and interact with our diverse population. We believe our focus on civility, community, and interpersonal relationships help our students succeed personally and academically.

**How can the Office of Residential Education and Services help you as a faculty and staff member?**

Residential Education and Services offers “Living Communities” for students who wish to live among other peers who share similar career/academic goals. The environment within these communities forges new friendships and promotes a lively exchange of knowledge apart from the traditional classroom setting. “Living Communities” promotes academic success along with a sense of collaboration, discovery and teamwork through a number of social and educational activities. Residents can interact and work closely with faculty and staff members to coordinate projects and activities related to their special interest.

**Arts Interdisciplinary Living Community (AILC)**
Comprised of students majoring in art & design, music, theatre, dance, broadcasting and/or communication studies, the AILC occupies a floor in the Freeman Residence Hall on the south end of the campus - just across from the Cali School of Music and a few minutes’ walk from all of the college’s visual arts and performance facilities.

But AILC is not just about convenience. It is about students with creative and multidisciplinary interests living together, sharing their passions and challenges, and discovering their common ground.
The College of Science and Mathematics Living Community (CSAM)
Any student majoring in any of the disciplines in the department of Biology/Molecular Biology, Chemistry/Biochemistry, Earth and Environmental Studies, Computer Science or Mathematics/Physics are eligible to apply to be a part of this community housed in The Heights.

This Living Community is committed to creating an environment for residents that is conducive to learning and promoting personal, intellectual, social and academic growth.

The goals of the CSAM floor area: academic success, development of community, and teamwork through social and educational activities.

There will be meals with CSAM faculty, opportunities to speak with guests, visiting lecturers, and field trips.

Men of Excellence Living Community (ME)
First year male students residing on the Men of Excellence (ME) floor, which is a part of the First Year Connections Living Community (FYC) in Machuga Heights-Sam Mills Hall, will have the opportunity to explore, experience, define, and interpret their male identity while building and fostering a vibrant living community.

Students of this floor will be provided with opportunities to build relationships and connections with peers within their community by engaging in meaningful conversations, programs, and workshops related to respect, diversity, academics, the college experience, leadership, sex, identity, religion/spirituality, civic engagement, and gender.

While the community is supported by the First Year Connections Living Community’s academic and connection focus, this particular community will additionally focus on character development, community building, and brotherhood.
Sophomore Success Living Community (SSLC)
Created for sophomore students with 24-36 or more credits, the Sophomore Success Living Community (SSLC) will allow students to share their sophomore year with peers in a highly intentional living environment.

Residents will participate in an environment that fosters exploration of autonomy and self-significance as well as promoting growth and self-discovery. Residents will have the opportunity to serve as mentors to the first year residents.

Topics such as career exploration, campus involvement, and leadership development will be the foundation of this community.

Language Immersion Community (LIM)
The Language Immersion Community offers you the exciting opportunity of living in a residence hall on campus while experiencing the richness of the French, Italian, or Spanish language and their respective cultures. Those of you who select this community will eat, breathe, and experience residence life at MSU in one of these three languages. You will have the opportunity to converse with others in French, Italian, or Spanish, to develop fluency and vocabulary, and to participate in cultural and social activities related to the language that you have selected. Residence life is always an adventure, but living it "en français," "in italiano," or "en español" adds another dimension to this experience.
Residential Education and Services (Cont.)

Honors Living Community (HLC)

Any student who is an active member of the university's Honors Program is eligible. The HLC is designed to provide the advantages of a small liberal arts college within the larger dynamic university community.

The HLC provides a core curriculum of seminars and elective courses that fulfill general education requirements, while working to establish a lively and creative community for its students and faculty. Machuga Heights-Clara Barton and William Gordon Halls (third floor), where HLC is housed, provides an environment that is intended to be conducive to learning and to promoting personal, intellectual, social and academic growth.

The goals of this residential community are to promote academic success along with a sense of collaboration, discovery and teamwork through a number of social and educational activities. There will be special opportunities for residential students to meet individually with Honors faculty, take part in special seminars, dinners and lunches, and participate in off-campus concerts, lectures and field trips.

Global Living Community (GLC)

The Global Living Community (GLC) is a residential community of International and American students at MSU. Any student with at least 50 credits, who is interested in learning about the traditions and customs of students from a variety of countries, should think about applying to be a part of this living community in The Village at Little Falls.

American students in this program will be expected to assist in the transitional issues faced by international students (i.e. orientation to campus life, Montclair, and its surrounding communities). In exchange, the international students will be expected to share with the American students the customs and culture from their native lands. Consideration will be given to American students who express interest in living with an international student of a specific culture or who speaks a foreign language.

Faculty/staff advisors to the GLC will be represented by the Office of International Services, Counseling and Psychological Services, Foreign Language faculty and other relevant faculty and advisors possessing intercultural living skill.
Residential Education and Services (Cont.)

Emerging Leaders Living Communities

Any first year student with a background in high school and/or community leadership activities and/or interest in learning more about leadership development is encouraged to apply.

Working closely with the Director of Student Leadership Programs, and other staff from the Division of Student Development and Campus Life, residents in this program live in Machuga Heights-Clara Blanton Hall together and take four classes in the fall semester of their first year, including *Psychology of Leadership, College Writing, Fundamentals of Speech*, and *New Student Seminar*. Residents also participate in a weekly service learning component tied to the *Psychology to Leadership* class and leadership seminars and conferences throughout the academic year.

Interested first year students can sign up for this option during their Pre-Orientation and Placement test session. Please note, ELLC is not open to returning students other than those already involved in the program that are selected by the program coordinators.

First Year Connections Living Community FYC

First year students residing in the First Year Connections Living Community (FYC) in Machuga Heights-Althea Gibson Hall (as well as other floors and buildings across campus) will have the opportunity to share their first year of college with their peers in a highly intentional living environment. Residents of FYC will be provided opportunities to make new connections and will learn the skills needed to communicate, develop interpersonal relationships, and live cooperatively with other first year students.

Significant support for academic success, overall wellness, residential leadership development, and purposeful introductions to the campus community will also be provided as cornerstones of this experience. Being a member of the FYC will help first year students navigate their first year of college while making connections that will last a lifetime.

Dinallo Heights and Freeman Hall house the new Academic Resource Center (ARC). Its mission is to help first year students to study more effectively and ease their transition into Montclair State University. The ARC provides free tutoring, study skills and time management workshops, writing supports, and de-stress programs.
Residential Education and Services (Cont.)

Stonewall Living Community (SLC)
Students residing in Hawk Crossing-Stonewall Living Community have the opportunity to enjoy a comfortable living and learning experience, where residents are placed without consideration of gender identity/expression, or sexual orientation. This community seeks to connect students interested in supporting and educating themselves and their community about the lesbian, gay, bisexual, and transgender questioning/queer/ally community.

Students living in this community will work to connect the theory they learn in the classroom with opportunities for student involvement through Residential Education and Services and the LGBT Center.

Family and Child Studies
The Family and Child Studies Living Learning Community will reside in Blanton Hall where classroom and programming space is available. Students pursuing a major in FCST in this community can expect an environment that focuses on exploring the different concentrations and careers associated with Family and Child Studies.

Students will have opportunities to:
- Actively participate in programs that promote academic achievement that involves tutoring and study skills workshops session with faculty and staff within CEHS/FCST.
- Engage in community programs while living with their peers with similar academic interest and ambitions.
- Take courses together in both Fall and Spring semesters

Students living together in the community will:
- Begin to explore their skills and abilities in regards to choosing a career within their major.
- Build traditions of the Family and Child Studies Living Learning Community that can include but are not limited community service, professional panel discussion, alumni mixers, and other workshops.
- Have opportunities to develop the necessary skills in Family and Child Studies through involvement in academic department student organizations, University student organizations, and activities within and beyond the Living Learning Community.
- Develop networks and relationships with faculty, staff, upper-class peers, and alumni within Family and Child Studies professions
Business Community

The Business Living-Learning Community is in Blanton Hall. Students pursuing majors in Business living in this community can expect an environment that focuses on exploring the different majors and careers associated with the business world.

Students will have opportunities to:

- Engage in activities that promote academic achievement like math tutoring and review sessions with faculty members.
- Participate in community events while living among other dedicated students with similar academic interests and ambitions.
- Take 5 classes together:
  - ECON101 PRIN OF ECONOMICS:MACRO
  - ENWR105 COLLEGE WRIT I: INTELLECT PROS
  - GNED199 NEW STUDENT SEMINAR
  - INFO173 INTRO TO COMPUTERS IN BUSINESS
  - MATH100 INTERMEDIATE ALGEBRA
- Begin to explore their skills and abilities in regards to selecting a major/career within the College of Business.
- Build traditions of the Business Living-Learning Community (i.e. trips to meet alumni in the field, etc.).
- Have opportunities to develop leadership and interpersonal skills through involvement in student organizations and activities (both within and outside of the living-learning community).
- Develop networks with faculty, upper-level students (including academic advisors, staff, and alumni in the business world).

To accomplish these goals, the Business Living-Learning Community works closely with the College of Business and partners with other campus departments to ensure collaborative learning between students, faculty and staff. Our goal is to provide a seamless Living and Learning environment for students that promotes a successful transition to the higher-education environment and prepares students for the challenges that a career in the various business fields offer.
The Scheduling Office provides the university community with the guidelines and procedures for scheduling Student Center and other campus facilities for non-academic programs.

**How can the Scheduling Office help you as a faculty and staff member?**

The Scheduling Office can assist faculty, staff, and recognized campus groups who are seeking to secure Student Center facilities for programs such as lectures, workshops, seminars, and conferences on campus. The office can also assist as a liaison and advisor for securing and hosting events in other campus areas.

The Scheduling Office can suggest available dates and facilities and assists in coordinating the specific needs for your program. There is no rental fee for use of the Student Center facilities for University sponsored programs, however, related costs may be incurred for technology requirements, food service, security, etc.

University employees who are affiliated with external groups may also secure use of Montclair State Student Center facilities for programs at a reduced cost. All related costs as well as liability insurance are the responsibility of the sponsoring organization.

**The Conference Center**

Located in University Hall, 7th Floor is also available for corporate event, banquet, conference or seminar at a cost. Contact the Conference Center directly to book your next event! (973) 655-3431.
Student Financial Aid
Director: James T. Anderson
Location: College Hall, Room 208
Telephone: (973) 655-7020
Web site: http://www.montclair.edu/FinancialAid/

Student Financial Aid assists over 10,000 Montclair students with over $162 million (AY 11/12) in student aid funding. Students receive aid from a variety of federal, state, and institutional programs in the form of grants and scholarships, educational loans and student employment. In addition, students are counseled on questions they may have related to how they will finance their Montclair education. The staff’s goal is to have students and families maximize their aid eligibility and make smart decisions on the best way to finance their Montclair education.

The Financial Aid staff assists students with making short and long term financial choices. Should a student work multiple off-campus jobs or take out a student loan? Is it better to take courses over the summer? What are the benefits of graduating in four years? These are the types of questions students should consider when they decide how they will finance their Montclair education and Financial Aid will assist in making those decisions.

How can Student Financial Aid help you as a faculty member?

Faculty members should refer students to Student Financial Aid when the students express concerns over paying educational expenses. Financial Aid staff will assist students in securing funding for both the direct costs (tuition, fees, room and board), and the indirect costs (books, purchase of a computer) in attending the university.

Faculty members should also be aware of Satisfactory Academic Progress requirement students are required to meet to retain financial aid eligibility. There are quantitative and qualitative requirements which are detailed on the Financial Aid web site, http://www.montclair.edu/financial-aid/satisfactory-academic-progress-regulations/. These requirements may influence decisions students make regarding the dropping of courses, changing majors, or other decision related to course selection.
Student Leadership Programs
Coordinator: Jillian Ploskonka
Location: Student Center Annex 104E
Telephone: (973) 655-6853
Web site: http://www.montclair.edu/studentleadership/

Student Leadership Programs is part of the Center for Student Involvement and encourages the development of student leaders through an intentional program of events, including retreats, seminars, courses, mentoring programs, learning communities, conferences, community service programs, and recognition and awards ceremonies. The office also encourages students to undertake leadership roles in clubs and organizations and student employment opportunities within the campus community, as well as to pursue leadership opportunities in state, regional, and national conferences and organizations.

Student Leadership Programs works in close collaboration with staff, faculty, and departments including the Educational Opportunity Fund Program, The Center for Advising and Student Transition Programs, Greek Life, Undergraduate Admissions, Equity and Diversity/Women’s Center, and Residential Education and Services. Students are encouraged to interact with numerous areas of the MSU community and are encouraged to network with other students and faculty and staff to enhance their leadership experience.

Faculty can particularly be involved with Student Leadership Programs by presenting and facilitating at student workshops, programs and conferences and by serving as advisors to student clubs and organizations.

How can Student Leadership Programs help you as a faculty member?

Student Leadership Programs communicates frequently with student leaders through e-mail distribution lists, as well as through the department Web site and is able to publicize programs or initiatives to help faculty reach student leaders. The office also provides opportunities for faculty to present, facilitate, and/or participate in student programs, workshops, conferences, and community service initiatives, including the winter Student Leadership Retreat and the fall Student Leadership Institute.
The mission of the Student Recreation Center and Intramural Programs is to provide activities, services and facilities that encourage personal development and learning experiences through enjoyable sport and recreational opportunities.

The staff strives to:
- Be an integral part of the collegiate experience;
- Exceed accepted national standards of quality for programs and services;
- Be responsive to the needs and desires of an ever-changing campus population.

Campus Recreation offers fun and safe recreational opportunities to undergraduate and graduate students (commuters and residents), faculty, and staff of Montclair State University. There are a variety of collaborative recreational offerings, including fitness and group exercise, aquatics, intramural sports, special events, off-campus trips, sport clubs, and event co-sponsorships.

Health Promotion programs are also a part of the services provided through the Student Recreation Center.

**How can Student Recreation Center and Intramural Programs help you as a faculty and staff member?**

The main purpose of the Student Recreation Center and Intramural Programs is to enhance the academic experience of all students. By integrating faculty and professional staff into programs, students have the opportunity to get to know them and have fun outside the classroom or office setting. The Recreation Center staff is willing to work with departments or individual faculty members on developing programs that would enhance the department’s already successful offerings.

Faculty and staff are eligible to participate in all the campus recreation programs and special events and are especially encouraged to become members of the state-of-the-art Student Recreation Center and to participate in fitness programs whenever possible.
Health Promotion is a program of the Campus Recreation Center that develops prevention initiatives to address health issues that are pertinent to the Montclair State University campus community. These include, but are not limited to, alcohol, tobacco and other drug use, nutrition, eating disorders, body image awareness, safer sex practices, sexuality, stress management, and mental health issues. The goal is to eliminate health disparities in student populations; increase culturally competent health promotion services; utilize best practices in public health and disease prevention; describe the relationships between health status, student retention, and academic success; while utilizing theoretical and evidence-based public health methods. Another major component of Health Promotions is the Drop-In Center which houses the Peer Advocacy Program. Specially trained student advocates provide outreach, programming, conversation, and referral services.

**How can Health Promotion help you as a faculty member?**

- Health Promotion is available to provide information, referrals and programs to students, faculty and staff.

- Health Promotion serves as on-campus site for Service Learning, Co-Operative Learning and Fieldwork experiences related to academic coursework.
University Bookstore
Manager: Richard Ammerman
Location: Student Center 1st level
Telephone: (973) 655-4310
Web site: http://www.montclair.bkstr.com

The University bookstore is your one stop shopping source for “things you need-stuff you want.” Books, apparel, gifts, gift cards, computer products, dorm and school supplies are offered. Campus reseller for Apple computer.

How can the bookstore help you as a faculty member?
Whether it’s submitting what textbook you’re adopting next semester, reviewing peer critiques of a potential textbook selection, adding course-pack materials, the University Bookstore has a tremendous offering of products and services for you.

How can faculty save the students money?
If you turn in your adoptions before or by the deadline, the Bookstore can get a head start on shopping for used textbooks and can plan buyback accordingly. Used books save students lots of money. With readopting books, we can keep the flow of used books circulating on our campus and pay the maximum value at buyback.

What are the concerns with custom bundles or books?
With custom bundles and books, there is normally a slower turn-around time in getting the order in and publishers usually do not allow the bookstores to return them. Reorders are usually the biggest problem since publishers do not usually keep custom products in stock. Other concerns include refund issues. Most bundles do not qualify for Buyback.

If I know what textbook I am using for several semesters in advance, should I let the Bookstore know? Why?
Yes. This may save students money because we can buy back more books from students during Book Buyback and can better plan for used book purchases and returns.

Who should I contact if I need to speak to someone about my textbook adoption?
You may email Steve Gaffney at gaffneys@montclair.edu or call (973) 655-7391.
The University Health Center is a comprehensive ambulatory health care facility serving all registered students. Onsite comprehensive services are provided by Nurse Practitioners, Registered Nurses and Physicians. An appointment is needed unless it is a medical emergency. Charges for office visits and most over-the-counter medications are free and all records are confidential.

Services offered at the UHC include:

- Diagnosis and treatment of illness and injury
- On-site, discounted prescription medications
- On-site laboratory and ECG testing
- Nebulizer treatments
- Assistance with chronic illness management
- Referral for specialists, mental health and disability care
- Gynecological care
- On-site, discounted contraception
- On-site STI and HIV testing; Emergency Contraception
- Employment and sports physicals
- Immunizations and flu shots
- Sexual Assault Response Team Forensic/Medical Care
- GLBT preventive health screening and consultation
- Medical advisement for international travel and study abroad

How can UHC help you as a faculty and staff member?

The University Health Center’s mission is to provide health services that support and encourage academic success. Staff serve as a resource for faculty to consult on student or public health concerns, collaborate on health related programming, and provide classroom presentations.

Class Excuses

UHC views class attendance as a vital component to student retention and academic success. As adults, it is the student’s responsibility to work with professors to make up assignments or exams missed due to illness. Class excuses are only provided under extenuating circumstances and limited to students treated at the University Health Center. Students seen by an outside clinician must seek documentation from that provider.
The University Police Department is a full service police department serving New Jersey’s second largest University. The University Police Department is staffed 24 hours a day, seven days a week throughout the year, by police officers trained by State of New Jersey accredited police academies. The University Police Department is dedicated to providing a safe community where all students, faculty, and staff can learn, work and live. The University Police Department provides continuous patrol and law enforcement services to the entire campus environment and provides mutual aid to other local, State and Federal law enforcement. Police Headquarters is located on College Avenue, next to the Red Hawk Parking Deck. The police substation, which houses the Detective Bureau and Records, is located at Abbott and Costello Hall at the Village at Little Falls.

**How can University Police help you as a faculty and staff member?**

In exactly the same fashion as all police departments in the State of New Jersey, the University Police can provide timely and appropriate response to emergency calls and reports of criminal activity. Community members are strongly encouraged to contact University Police headquarters at ext. 5222 on campus and (973) 655-5222 on your personal phone to report any emergencies or suspicious and criminal activity. University Police Officers can present and be guest speakers in many disciplines including: criminal justice systems, crime prevention, self defense, and emergency management. The University Police Department can be an important link to on campus issues affecting faculty and staff and serves as a confidential resource for faculty and staff concerns over suspicious activity or behavior on campus. All faculty and staff members are invited as community members to participate and utilize University Police programming in such areas as self-defense and homeland security.

**Emergency Medical Services** is operated by the University Police Department. Student emergency medical technicians are in service throughout the year and provide timely response to medical emergencies. As with all emergencies, contact University Police for ambulance and medical assistance at ext. 5222 on campus and (973) 655-5222 on your personal phone.
Women’s Center/ Equity and Diversity
Director: Esmilda Abreu-Hornbostel
Location: Student Center Rooms 420-422
Telephone: (973) 655-5114
Web site: http://www.montclair.edu/womenscenter/

The Women’s Center aids in the education of women and men with respect to their changing roles, rights, and responsibilities in today's world. Different programs, workshops and weekly discussion groups are offered each semester and are developed to address the current needs of the campus community. A reference library and a referral service are available to Montclair State University students. We encourage the personal growth and empowerment of women through personal coaching, mentoring service, and advocacy. The Women’s Center serves as a safe space on campus for all women.

Interested students may have a chance to work as student staff and coordinate activities, contribute to the newsletters, and learn to facilitate discussions and workshops in such areas as sexual harassment and sexual assault, domestic violence, leadership, assertiveness training, media literacy, and self-esteem.

How can The Women’s Center help you as a faculty member?

- Women's History reference library.
- Co-sponsorship for events programming.
- Fieldwork opportunities in the areas of counseling, diversity and advocacy.
- Trainings available for departments and classes in women's issues and diversity
- Safe space provided and referral services in the following areas: maternity leave, breast feeding, childcare, custody, divorce, domestic violence, sexual assault, sexual harassment, GLBT, housing, support groups, and advocacy.
- Membership information for ACE-NET, MSU's Women's Mentoring Network.
- Membership information for The Women's Caucus.
- Bias Response Taskforce information and referrals.
- GLBTQ Leadership Conference NJ.
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<tr>
<td>Recruitment, Transfers, Adult &amp; Veterans Admissions, Initial evaluation for transfer credit Campus Tours for prospective students &amp; families</td>
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<tr>
<td>Auxiliary Services/Dining Services</td>
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<tr>
<td>Meal Plan sign-up, changes or deletion Food Services Suggestions Sodexo Dining Services Sodexo Catering Services ID Card Services</td>
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<td>7328 6895</td>
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<tr>
<td>Center for Academic Development and Assessment (CADA)</td>
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<td>The Center for Career Services and Cooperative Education (CCSCE)</td>
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