



Student Development and Campus Life



A Guide for Faculty

October, 2009

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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 for a student. 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 is 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 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.



How To Use This Guide

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 us 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:

Auxiliary Services	Intercollegiate Athletics
Center for Academic Advising and Adult Learning	MSU Dining Services
Center for Academic Development and Assessment	New Student Experience
Center for Non-Violence and Peace Initiative	Newman Catholic Center
Center for Student Involvement	Office of the Vice President
Counseling and Psychological Services	Residential Education and Services
Dean of Students	Scheduling/Conference Services
Disability Resource Center	Student Financial Aid
Educational Opportunity Fund Programs	Student Leadership Programs
Enrollment Management/SAS	Student Recreation Center
Equity and Diversity Programs	Undergraduate Admissions
Financial Aid	University Health Center
Greek Affairs	University Police
I.D. Card Office	Women's Center

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 to assist you

Mission Statement and Goals for Student Development and Campus Life

Mission Statement

The Mission of **Student Development and 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 and Campus Life staff will:

1. Identify and attract students who will benefit from MSU programs and contribute to the diversity of the educational, social and cultural environment of the campus.
2. Provide new students with experiences that will make the transition to our campus a positive learning experience.
3. Provide student services and programs that will facilitate academic success, personal growth and global awareness.
4. Encourage student participation in on and off campus activities that will help build an appreciation of cultural diversity and expression, communication skills, leadership skills, civic responsibility, self-discipline, self-understanding, self-confidence, and a set of personal and professional goals and values.
5. Promote student/faculty/staff interaction as a means of improving the quality of campus life in a safe and secure learning environment.
6. 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 and Campus Life will pursue the following goals:

1. Provide greater access to services through web-based technology.
2. Expand efforts at enlivening and enhancing campus life.
3. Lead the Enrollment Management movement and the University's subsequent growth through thoughtful and strategic planning.
4. Assess division resources in order to determine current and future needs.
5. Educate the campus and external community about our purposes and services.
6. Encourage technological literacy and provide access and opportunities for its proper utilization.
7. Provide experiences that will help students to think critically and make effective and socially responsible decisions and lifestyle choices.
8. Increase collaboration between curricular and co-curricular departments to provide a solid foundation for the integration of student learning models and activities.
9. Provide professional development opportunities for staff.

Who Are Our Students???

MSU Fact Book 2008

(Fall 2009 Information will be updated when available)

Total Student Body:

17,475

Residing on Campus

3,424

Undergraduate Students

Total Enrollment:

Total: 13,725

Full-time: 84.5%

Part-time: 15.5%

Gender:

Female: 62%

Male: 38%

Ethnicity:

White: 57%

Hispanic: 21%

African American: 10%

Asian: 6%

International:

Top five majors:

- Business Administration
- Family & Child Studies
 - Psychology
 - Biology
 - English

Undergraduate

Admissions:

(Full-time Freshmen)

Completed:

Accepted:

Enrolled:

(Full Time Transfers)

Completed:

Accepted:

Enrolled:

Average test scores

(Enrolled)

SAT (CSAT): 1,012

Class rank: 66%

Graduate Students

Total Enrollment:

Total: 3,750

Full-time: 23%

Part-time: 76.5%

Gender:

Female: 71.6%

Male: 28.4%

Ethnicity:

White:

African American:

Hispanic:

Asian:

International:

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:

Accepted:

Enrolled:

Average test scores:

GRE Verbal: 449

GRE Math: 527

GMAT: 501

Enrolled Doctorial degree students:

GRE Verbal: 466

GRE Math: 530

Understanding Millennials

Who are Millennials?

- Born between 1984 and 2004
- Products of a societal shift from an adult-centric to a child-centric society
- Leading edge: Started college in 2002

Some Attributes of Millennials:

- Conventional
- Special
- Achieving
- Team Oriented
- Confident
- Sheltered
- Pressured



Top Defining Moments:

- September 11, 2001 Terrorist Attack
- Columbine
- Iraq War
- 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
- Declining commitment to study and homework
- Increase in volunteerism

Life Goals:

- Having a well-paying job
- Getting married
- Owning their own business

The Offices of
Student Development
and
Campus Life

Auxiliary Services

Director: Andrew Pignataro
Location: Student Center-1st Floor
Phone: (973) 655-5415



Montclair State University Auxiliary Services department includes the Liaison of Dining Service Contracts, Meal Plan Offices, Vending, ID Card Office, Red Hawk Dollar Department and University Bookstore.

MSU Dining Services

Liaison for Dining Services: James Robinson
Location: Student Center-Café 202C
Phone: (973) 655-7889
Web site: <http://www.montclair.edu/DiningServices/>

The Liaison of Dining Service Contracts 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 flex dollar purchases. Faculty/staff meal plans and flex dollar programs are offered to full time faculty/staff members with discount incentives. Plans can be purchased with check or by payroll deductions.

How can Dining Services help you as a faculty member?

Dining Services can assist in all dining related matters on campus: meal plans, dining halls, retail dining operations, vending and catering. The Meal Plan Office administers the meal plan for students, faculty, and staff. Through our office you can enroll in a meal plans or provide feedback regarding campus dining services. Faculty 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 website offers a wealth of information pertinent to one's dining needs. Phone numbers, meal plan enrollment, change, cancellation forms, hours of operation, dining facility descriptions, menus and nutritional facts are available online at www.montclair.edu/diningservices.

Center for Academic Advising and Adult Learning (CAAAL)

Director: Charles D. Miller

Location: Morehead Hall, Room 132

Telephone: (973) 655-7114

Web site: <http://www.montclair.edu/AcademicAdvising/index.html>



The Center for Academic Advising and Adult Learning (Academic Advising) serves as the university's experts on academic policy (interpretation and implementation). Academic Advising works collaboratively with all university advisors, students, faculty, and staff in taking a proactive role in the educational process, helping students to make informed decisions about their courses, major and future goals. Academic Advisors serve as the primary advising resource for transfer students, undeclared students, Adult Learning students, and students in academic jeopardy. Additionally, Academic Advising oversees the university management of Veteran and Military Resources, the Student Academic Monitoring Program (STAMP), the Older-Adult Tuition Waiver Program and the Unemployed Persons Program.

The department hosts a number of initiatives throughout the year including a comprehensive Transfer and Adult Learning Orientation program (for new transfers, readmitted and second BA students and students enrolled in the Adult Learning Program), Academic Success Workshops (for students on academic action), Majors and Minors Fairs, an Adult Learning Reception, and various workshops developed to enhance student success.

How can the Center for Academic Advising and Adult Learning (CAAAL) help you as a faculty member?

Furthermore, to assist faculty in the colleges/schools, Academic Advising has designated liaisons for each college/school and special program at the University. These liaisons are knowledgeable about requirements and procedures for all undergraduate majors/programs in their assigned college/school. Faculty members can contact their liaison by phone or email if they have questions regarding advising at MSU. Moreover, faculty, department and professional advisors can arrange for advising development sessions through Academic Advising to brush-up on their skills, learn about new University policy and procedures, and enhance their use of various SIS screens.

Additional programs and services provided by Academic Advising include the following:

- "Live Advisor" instant messaging advising .
- Coordination of Change of Major and Undergraduate Academic Credit/Program.
- Adjustment administration and processing of all forms.
- Management of university-wide Leave of Absence/Withdrawal process.
- Management of all matters concerning NJ Transfer including updating SIS.
- Review requests for waivers of last 24 credits residency requirement.
- Review CLEP, NYU and AP score reports and posting for possible university credit.
- Track and generate university-wide non-registration report.

Center for Academic Development and Assessment (CADA)

Associate Director : Larisa Poznakhovska
Location: Morehead Hall, Rooms 139-145
Telephone: (973) 655-4476/ 5425
Fax: (973) 655-7163
Web site: <http://www.montclair.edu/cada/>



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 tutoring techniques to best assist students.

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 to all Montclair State University students Monday through Thursday from 9:00AM – 8:00PM and Friday from 9:00AM – 1:00PM. 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

The Center for Career Services and Cooperative Education (CCSCE)

Executive Director: Carolyn D. Jones

Location: Morehead Hall, Room 337

Telephone: (973) 655-5194

Web site:

<http://www.montclair.edu/careerservices/>



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 career goal that can increase the likelihood of a student's 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.

**The Center for Career Services and
Cooperative Education (CCSCE)
(Cont.)**



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.
- Professional development opportunities focused on the philosophy, pedagogy, and best practices of experiential education.
- The development and implementation of high quality experiential education courses.
- Support for using teaching as a gateway to scholarship.
- Building mutually beneficial campus/community partnerships

The Center for Non-Violence and Peace Initiatives —(CNVPI)

Director: Jhon H. Velasco

Location: Student Center-2nd Floor,
Near Information Desk

Telephone: (973) 655-7033

Web site: <http://www.montclair.edu/peace/>



The Center for Non- Violence and Peace Initiatives was created to support and enhance the educational mission of Montclair State University by serving as a vehicle to create a safe learning, working and living environment based on equality and respect and free from all forms of violence.

The Center's team consists of a director, program assistant, trained student assistants, workers and volunteers. All members of the team have been trained to implement educational programming and outreach specifically for the Montclair State University community. In addition the Center organizes the Team Nicaragua project, a learning delegation that studies the economic, political, social and health disparities between developing countries and the U.S. This unique project's mission is to empower students through education to create social action.

As a liaison and a division of the Women's Center, the Center works in a collaborative relationship with faculty, staff and students to:

- Identify causes of individual/global violence,
- Implement the appropriate educational responses to issues of violence.
- Develop knowledge, skills and tools that will encourage behaviors supportive of equality, respect and peace.
- Educate the MSU community about peace from the interpersonal to the intrapersonal in addition to understanding how to decrease violence locally, nationally and globally.
- Provides students with opportunities to be involved in social activism locally and globally.
- Increase knowledge, skills and tools that will reduce the many facets of violence on campus and our larger community.

Provide advocacy and resource assistance to victims of all forms of violence.

How can the Center for Non-Violence and Peace Initiatives help you as a faculty member?

- Conducting lectures/classes on topics of; peace, cycles and elements of violence, motivational speeches, communication skills, conflict resolution, politics of peace, history of peace movements, racism, heterosexism, violence against women (sexual assault, stalking etc.), and the use of language in our culture/society.
- If a faculty member has a concern with a student that revolves around any issue of violence or advocacy they can refer the student the Center.
- The Center can also help students who are conducting research regarding all forms of violence and peace efforts.
- The Center for Non-Violence and Peace Initiatives can serve as a location where students can conduct service learning hours in addition to volunteering.

Center for Student Involvement

Director: Fatima deCarvalho

Assistant Dean for Student Life

Location: Student Center-Annex 104

Telephone: (973) 655-7818

Web site: <http://www.montclair.edu/csi/>



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 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 members are encouraged to attend the many programs sponsored by CSI, including the various trips to Broadway. All our events are open to faculty. Faculty members can opt to receive **“In the Loop”**, a weekly email providing information on campus programming. Faculty members are encouraged to visit the CSI Web site: www.montclair.edu/csi/, to receive more information about other services including Greek Life, evening and weekend programming and commuter services.

Council for Faith and Spirituality

Director: Esmilda Abreu-Hornbostel

Equity and Diversity Location: Student Center, Room 421

Telephone: (973) 655-5114

Web site: <http://www.montclair.edu/DeanStudents/ministry.html>

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 (PAAAD); Bias Response task Force; Dean of Student's Staff; Alcohol Task Force.

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.

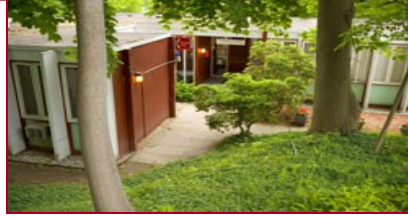
Counseling and Psychological Services (CAPS)

Director: Jaelyn Friedman-Lombardo, Ph.D

Location: Gilbreth House

Telephone: (973) 655-5211

Web site: <http://www.montclair.edu/caps/>



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 program designed to enhance personal and academic skills development.
- Consultation to students, faculty and staff.
- Emergency response to psychological crises 24 hours a day.

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

CAPS offers resources to faculty 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.

Dean of Students

Dean: Rose Mary E. Howell, Ed.D.

Location: Student Center, Room 400

Telephone: (973) 655-4118

Web site: www.montclair.edu/deanstudents



The Mission of the Dean of Students Department within the Division of Student Development and Campus Life is to provide a growth enhancing environment in which all Montclair State University students can learn and develop to their fullest potential. The offices in the Dean of Students Department work together to promote the psychological, physical, intellectual, occupational, spiritual and ethical wellness of all students. Students are served through the appropriate direct interventions and the delivery of services and information that enable them to reach their academic and personal development goals.

The Offices/Centers under the Dean of Students are:

- CAPS - Counseling and Psychological Services
- Center for Student Involvement/Fraternities and Sororities/Student Leadership
- Council for Faith and Spirituality
- Disability Resource Center (DRC)
- Equity and Diversity/Women's Center/LGBT/Center for Non-Violence and Peace Initiative
- Ombudsperson
- Room Reservations
- Student Conduct
- Student Recreation Center and Intramural Services
- University Health Center (UHC)

How can the office of the Dean of Students help you as a faculty member?

- Intervening with students in crisis.
- Handling academic dishonesty cases and other Code of Conduct violations.
- Verifying student class absences.
- Consulting on any issues that affect students

Disability Resource Center

Director: Linda Smith

Location: Morehead Hall, Room 305

Telephone: (973) 655-5431

Web site: <http://www.montclair.edu/health/drc/>



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.

Education Opportunity Fund Programs

Director: Michael S. Brown

Location: Morehead Hall, Room 205

Telephone: (973) 655-4385

Web site: <http://www.montclair.edu/eop/>



The Educational Opportunity Fund (EOF) Program is a comprehensive special admission, financial aid, and academic support program for highly motivated, but educationally under prepared and economically disadvantaged (low income) New Jersey students.

Staff provides academic advising, personal, academic, financial aid, and career counseling in individual and group sessions for the 700 EOF students annually at Montclair Student University. Counselors deliver and refer students to a broad array of student support services. EOF students are referred to tutors in the Center for Academic Development and Assessment. They search for career options, prepare resumes, and sharpen job search skills at the Center for Community Based Learning. They attend workshops that address personal, social, and skill development needs as they cope with the rigors of university life and prepare for careers.

How can Educational Opportunity Fund Programs help you as a faculty member?

Faculty is asked to give progress reports on freshmen and other high risk groups of students, including the EOF students. Faculty can use EOF counselors as a resource to reach students who may be having difficulty in class, by working with students to improve academic deficiencies through tutoring, writing workshops, and other skill development workshops. Counselors can help reinforce messages and information that faculty want students to grasp. Counselors are also partners with faculty. EOF students receive dual advising from their EOF counselor and their department faculty advisor.

Enrollment Management/Student Academic Services

Associate Vice President for Enrollment Management: Dr. Bryan J. Terry

Associate Dean for Student Academic Services: Dr. Allyson Straker-Banks

Location: Morehead Hall – Suite 300

Telephone: (973) 655-4153

Web site: <http://www.montclair.edu/retention/index.html>

The Office of the Associate Vice President for Enrollment Management operates to develop and manage measurable strategic and operational initiatives relative 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. 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. 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, Student Financial Aid, and Student Academic Services (Center for Academic Advising & Adult Learning, Center for Academic Development & Assessment, Educational Opportunity Fund Program, and New Student Experience Program).

Enrollment Management/Student Academic Services (Cont.)



How can Enrollment Management / Student Academic Services help you as a faculty member?

By serving as a resource for faculty 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 (through the Center for Academic Advising and Adult Learning) advisement training for interested faculty and staff.

Health Promotion

Director: Dr. Marie Cascarano

Location: Bohn Hall - Street Level

Telephone: (973) 655-7397

Web site: <http://www.montclair.edu/hp/>



Health Promotion 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.

I.D. Card Office

Manager of Campus Card Services: Joseph Rodak

On-site Contact: Carlos Espinoza

Location: Student Center 1st Floor-1CAA

Telephone: (973) 655-4147

Web site: <http://www.montclair.edu/studentcenter/idcardoffice.html>



Every student, faculty and staff member is required to have a University-issued photo identification card (I.D. Card). Montclair State University I.D. Cards must be carried at all times while on campus and are required for admittance to the following locations:

- Residence Halls
- Pool
- Panzer Gym, Student Recreation Center
- Athletic Events
- Computer Labs
- Campus Theaters
- Electronic Wallet-Dining, Vending Machines and University Bookstore
- Red Hawk Dollars
- Meal Plans

ID Card holders are responsible for their ID card. If a Meal Plan, Flex Dollar or Red Hawk Dollar plan does not work a result of an ID Card damaged due to mishandling, abuse, scratched magnetic strips, cracked or broken cards, the card holder is responsible for purchasing a replacement card.

Meal Plans, Flex Dollars, Red Hawk Dollars and building access are tied to the ID card. Lost or stolen ID cards should be reported immediately to the I.D. Card office or any dining service location with a cash register. Students, faculty and staff are responsible for funds and meals used on a lost or stolen ID card.

Semester validation stickers are no longer required to keep your I.D. Card current

How can the I.D. Card Office help you as a faculty member?

Besides saying you are a member of the MSU community, your ID Card is tied to meal plans, flex dollars, and Red Hawk Dollars. In order for your meal plan to work on your ID Card, the card must have been issued after fall 2003. If your I.D. Card is older, please stop by the I.D. Card office to replace or activate your old card.

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, men's and women's basketball, field hockey, football, men's and women's lacrosse, men's and women's soccer, softball, men's and women's swimming, 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. 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 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.

MSU SART (Sexual Assault Response Team)

Co-Administrators: Donna M. Barry, RN, APN-C, FN-CSA, Director,
University Health Center and
Paul M. Cell, Chief of University Police

Telephone: University Health Center (973) 655-4361
University Police (973) 655-5222

Web site: <http://www.montclair.edu/health/HC/sexualassault.html>

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 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 and the University will not take actions of any kind without consent from the victim. In cases of non-acquaintance assault however, safety warnings will be issued if it is believed that our community may be in danger. A victim’s identity would not be revealed if a safety warning was necessary.

MSU SART (Sexual Assault Response Team)
(Cont.)



How can MSU Sexual Assault Response Team 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. 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.

New Student Experience

Director: Michele Campagna

Location: Morehead Hall, Room 101

Telephone: (973) 655-7609

Web site:

<http://www.montclair.edu/nse/about/index.html>



New Student Experience (NSE) at MSU is committed to the academic and personal success of all first-year students.

How can New Student Experience help you as a faculty member?

Learning: NSE 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. NSE 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 NSE for more information.

Advising: The academic advisement offered to students through NSE 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 New Student Experience 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.

New Student Experience (Cont.)



How can New Student Experience help you as a faculty member?

Support: NSE 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 NSE 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: NSE ensures that new students become active members of the MSU community through activities such as New Student Orientation, Fall Frenzy and the First-Year Success Series. NSE'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.

Red Hawk Dollar Office

Director: Andrew Pignataro

On Site Contact: Joseph Rodak

Location: Student Center 1st Floor

Telephone: (973) 655-7431

Web site: <http://www.montclair.edu/redhawkdollars/contactus/>



Red Hawk Dollars is the University debit card program used for purchases in the University Bookstore, Dining Service locations and Vending Machines on campus. One US Dollar equals one Red Hawk Dollar.

How do I get Red Hawk Dollars?

Students are able to purchase Red Hawk Dollars two ways.

1. A monetary credit on a student account from student loans or other sources of financial aid may be transferred to a Red Hawk Dollar account up to \$1000.00. Students review their financial statement on WESS to determine if they are eligible to have credit transferred to Red Hawk Dollars.
2. Cash, check, or credit card can be used to purchase Red Hawk Dollars. Payment is processed at the Bursar's Office at College Hall and funds are placed on the card at the time of purchase.

Red Hawk Dollars do not expire while a student is enrolled at MSU. Balances roll over to each semester. Red Hawk Dollar accounts may be closed only when a student withdraws or graduates. At that time a student must submit a request in writing to the Red Hawk Dollar office to close the account. A \$15.00 processing fee will be applied to the account prior to reimbursement. Credit for the remaining amount will be placed on the student account. Balances on Red Hawk Dollar accounts will not be refunded to students while they are enrolled at MSU.

Faculty /Staff may purchase Red Hawk Dollars with cash, check, or credit card at the Bursar's office.

How can the Red Hawk Dollar office help you as a faculty member?

Red Hawk Dollars provide an alternative to carrying cash. Simply present your ID card when making a purchase and state that you would like to pay with Red Hawk Dollars.

Registrar's Office

Registrar: Denise DeBlasio

Location: College Hall, Room 204

Telephone: (973) 655-4376

Web site:

<http://www.montclair.edu/registrar/>



The Office of the Registrar provides fundamental services that complement and support the mission of the Division of Student Development and Campus Life, as well as 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, 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 Maintenance
- Enrollment Certification
- Final Audit for Graduate and Certificate
- Grade Processing
- Major Directories
- On-Course Maintenance (Degree Auditing System) and SIS Access Applications
- Registration and Course Withdrawal
- Schedule of Courses Book
- 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

Interim Director: Jeanine Stroh

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 3,600 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 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.

CSAM (College of Science and Mathematics), located in Blanton Hall, is open to any student majoring in Biology, Molecular Biology, Chemistry/Biochemistry, Earth and Environmental Studies, Computer Science or Mathematics/Physics.

EMERGING LEADERS LEARNING COMMUNITY (ELLC), located in Blanton Hall, is open to any student with a background in school and/or community leadership activities and/or an interest in learning more about leadership development.

HONORS RESIDENTIAL COMMUNITY, located in Freeman Hall, is open to any student who is an active member of the University’s Honors Program.

Residential Education and Services (Cont.)



INTERNATIONAL LIVING COMMUNITY (ILC), located in The Village, is open to any junior or senior interested in learning traditions and customs from an international student.

ARTS INTERDISCIPLINARY LIVING COMMUNITY (AILC), located in Freeman Hall is comprised of students majoring in art and design, music, theatre, dance, broadcasting and/or communication studies

FIRST YEAR CONNECTIONS LIVING COMMUNITY (FYC), located in Bohn Hall houses over 600 first year students with their peers in a highly intentional living environment. This community provides opportunities for students to make new connections and 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 are cornerstones of this experience.

WEBSTER WOMEN'S SPECIAL INTEREST LIVING COMMUNITY (WWC), is a unique opportunity for Webster residents to live in an intentional all-women's living environment that encourages its members to be positive role in the greater society.

MEN OF EXCELLENCE (ME), is located in Bohn Hall where first year male students have the opportunity to explore, experience, define, and interpret their male identity while building and fostering a vibrant living community.

Residential Education and Services is committed and open to working with faculty to enhance student learning and development. If you have a program idea or topic you would like to discuss with students “on their turf,” please do not hesitate to contact us.

Student Center Programming/Scheduling

Associate Director: Marsha Campbell-Young

Location: Student Center, Room 400

Telephone: (973) 655-4411

Web site: <http://www.montclair.edu/studentcenter/index.html>



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 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.

Student Financial Aid

Interim Director: Patricia Guli

Location: College Hall, Room 208

Telephone: (973) 655-4033

Web site :<http://www.montclair.edu/FinancialAid/>



Student Financial Aid assists over 10,000 Montclair students with over \$131 million in aid dollars. Students receive aid from a variety of federal, state, and institutional grants scholarships, federal and private educational loans. Aid may also include Federal Work-Study opportunities. In addition, students receive counsel on any questions related to how they can 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 also 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 or graduate in five years? These are the types of questions students should consider when they decide how they will finance their Montclair education and we can provide the best assistance to students to make these financial decisions.

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

Any faculty member should refer a student to Student Financial Aid when the student has expressed concerns over how they can pay their school expenses. The staff can assist students with finding ways to pay for both the direct costs (tuition, fees, room and board), and the indirect costs (books, purchase of a computer) for attending Montclair.

Student Leadership Programs

Coordinator: Rick Brown

Location: Student Center Annex 104E

Telephone: (973) 655-4404

Web site:

<http://www.montclair.edu/studentleadership/>



The Office of Student Leadership Programs 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.

The office works in close collaboration with staff, faculty, and departments including the Educational Opportunity Program, New Student Experience, Greek Life, Admissions, Women's Center, Research Academy for University Learning and Residential Education and Services. Life. 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 website 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 fall Student Leadership Retreat and the spring Student Leadership Conference. Additionally, the office helps administer the minor in Leadership Development through civic engagement.

Student Recreation Center

Director: Romaine Eaker-Kelly

Location: Student Recreation Center

Telephone: (973) 655-7443

Web site: <http://www.montclair.edu/campusrec/>



The mission of the Student Recreation Center and Intramural Services is to provide programs, 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.

How can the Student Recreation Center help you as a faculty member?

The main purpose of the Student Recreation Center 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.

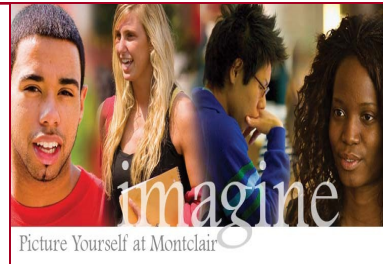
Undergraduate Admissions

Director: Jason Langdon

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 departments mission. The Admissions Department 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 a team effort that is committed to meeting the needs of students during all phases of the enrollment process, from initial inquiry to actual enrollment. A constant theme during all phases of the Admissions process includes activities and communication that facilitates the transition and preparation for University/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 Undergraduate Admissions Office can assist faculty who wish to play an active role in recruiting students for their programs by providing collaboration 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 Admissions Office 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.

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 e-mail Steve Gaffney at gaffneys@montclair.edu or call (973)655-7391.

University Health Center (UHC)

Director: Donna M. Barry, RN, APN-C, FN-CSA

Location: Blanton Hall

Telephone: (973) 655-4361

Web site: <http://www.montclair.edu/health/hc/>



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. Appointments are needed unless it is a medical emergency. Charges for office visits and over-the-counter medications are covered by student services fees and all records are confidential.

The services offered at the University Health Center 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, HIV testing and Emergency Contraception
- Employment and sports physicals
- Immunizations and flu shots
- Sexual Assault Response Team Forensic/Medical Care
- Men and Women GLBT preventive health screening and consultation
- Medical advisement for international travel and study abroad

How can the UHC help you as a faculty 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 individual or public health concerns, collaborate on health related programming, and provide classroom presentations.

UHC views class attendance as a vital component to student retention and academic success. However there are occasions when a health issue warrants class absence. Class excuses are only provided to students who have been seen at the UHC for illness/injury and the diagnosis warrants absence from class. Excuses are issued on original letterhead and signed by a clinical provider. Students seen by an outside health care clinician must seek documentation from that provider.

University Ombudsperson

Ombudsperson: James E. Harris

Location: Student Center, Room 400

Telephone: (973) 655-4206

Web site:



<http://www.montclair.edu/deanstudents/ombudsperson.html>

The University Ombudsperson:

- Educates students about University policies, procedures, and institutional resources available to them;
- Investigates student issues through personal interview, consultation, record review and other information;
- Promotes development of critical thinking and problem-solving skills by helping students resolve conflicts;
- Provides students with a confidential and neutral place where issues can be discussed;
- Makes referrals to other campus and community recourses;
- Receives and evaluates student concerns within the University community, reports findings and recommends equitable methods and resolution;
- Provides information to students, faculty and staff about student concerns and appeal procedures;
- Assists students in the implementation of agreed resolution.

How can the University Ombudsperson help you as a faculty member?

- Resolve situations in which the University made an error.
- Assist students who may be entangled in policies and procedures.
- Assist students who feel they have been treated unfairly.
- Receive and promote suggestions about how to improve the University.
- Serve as a sounding board to listen to students' concerns and problems.
- Confer with faculty about procedures for handling problems/issues with students.

University Police

Chief of Police: Paul M. Cell

Location: University Police Building

Red Hawk Road

Telephone: (973) 655-5222

Web site: <http://www.montclair.edu/police/>

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 Red Hawk Road, 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 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 serves as a confidential resource for faculty concerns over suspicious activity or behavior on campus. All faculty 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

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.
- Rainbow Families Conference.

Montclair State University
Division of Student Development & Campus Life
Index of Telephone and Fax Numbers

<u>Departments:</u>	<u>Campus Ext.</u>	<u>Fax</u>
Auxiliary Services/Dining Services	7889	7656
Meal Plan sign-up, changes or deletion		
Food Services Suggestions	6895	7328
Sodexo Dining Services	6895	7328
Sodexo Catering Services	4224	3303
ID Card Services	4147	7656
Student Recreation Center & Intramurals	7443	3475
Intramurals, Special Events & Sports Clubs	5350	3475
Fitness Facilities & Group Fitness Programs	7883	3475
Facility Hours	4354	
Center for Academic Advising & Adult Learning (CAAAL)	5221	5395
Undeclared Students		
Readmitted Students		
Changing Major		
Probation Students		
Students 25+ of age, out of school at least 2 years, pursuing their first undergraduate degree	4433	5395
Center for Academic Development and Assessment (CADA)	4476	7163
Testing and Tutoring		
Center for Non-Violence and Peace Initiatives —(CNVPI)	7033	7656
Center for Student Involvement	7818	4198
Evening & Weekend Programming	7819	4198
Greek & Social Fellowship Organizations	7025	4198
Student Leadership Programs	4404	4198
Counseling & Psychological Services (CAPS)	5211	4470
Consultations, Outreach Requests, Initial Intakes, and Mental Health Referrals		

Index of Telephone and Fax Numbers (cont.)

<u>Departments:</u>	<u>Campus Ext.</u>	<u>Fax</u>
Student Academic Services (Office of Assistant VP for SAS)	7809	3414
Auxiliary Services	7889	7656
- ID Card Services	4147	7656
Dean of Students	4118	7656
Absence Verification		
Family Advisory Board		
Student Advocacy and Support		
Student Government Association Advising		
Ombudsperson	4206	7656
Student Conduct	4206	7656
Disability Resource Center	5431	5308
Testing Accommodations		
Registration Assistance		
Note Takers, Readers and Scribes		
Equipment Loans		
Sign Language Interpreters		
Adaptive Technology Lab		
Textbooks on Tape		
Educational Opportunity Fund Programs	4385	7754
Counseling		
Workshops – Academic Skills/ Time Management		
Emergency Medical Services	5222	7319
Emergency Response Team		
Enrollment Management/ Student Academic Services	4153	7187
(Office of the Associate VP for Enrollment Management)		
Financial Aid	4461	7712
Student Employment		
- Federal Work Study	4461	7712
- Jobs on Campus	5194	7979
Loans & Grants	4461	7712

Index of Telephone and Fax Numbers (cont.)

<u>Departments:</u>	<u>Campus Ext.</u>	<u>Fax</u>
Health Promotion	7397	6977
Drop-In Center	5271	6977
Intercollegiate Athletics	5234	5390
Academic Advising for Athletics	6937	5390
Athletic Training	5250	5390
Equipment Room	7095	5390
Facilities/Red Hawk Swim Club	7096	5390
Red Hawk Sports Hotline	7645	5390
Sports Information	6787	6786
Medical Emergency Number	5222	7319
New Student Experience	7609	5370
New Student Orientation		
Academic Advising for Undeclared Freshman		
Peer Leaders		
First Year Counselors		
Freshman Experience Course		
Learning Communities		
Newman Catholic Center	7240	973-783-3313
Registrar	4376	7371
Academic Class Scheduling Academic		
Records Maintenance		
Course Inventory Maintenance		
Enrollment Certification		
Evaluation and Certification for Graduation		
Grade Processing		
Major Directories		
On-Course Maintenance (Degree Auditing System)		
Registration and Course Withdrawal		
Schedule of Courses Book		
Transcript Requests		

Index of Telephone and Fax Numbers (cont.)

<u>Departments:</u>	<u>Campus Ext.</u>	<u>Fax</u>
Residential Education and Services		
Administrative Services	5188	5400
Blanton Hall Front Desk	4389	5400
Bohn Hall Front Desk	5262	5400
Clove Road Apartments	4475	5400
Freeman Hall Front Desk	5283	5400
Russ Hall Front Desk	4487	5400
Stone Hall Front Desk	5354	5400
Webster Hall Front Desk	5375	5400
Village at Little Falls	6689	5400
Student Center		
Administration and Operations	7548	7656
Scheduling Office	4411	7656
Student Center Information Desk	5329	
Undergraduate Admissions Office		
Recruitment	5116	7700
Initial evaluation for transfer credit		
Campus Tours for prospective students & families	5322	7700
University Health & Wellness Center		
Medical Care	4361	4159
Physicals		
Health Care Referrals		
Sexual Assault Response Team		
Immunizations	5330	4159
University Police—Dispatch		
Crime Prevention	5222	973-744-6247
Detective Bureau	6988	973-744-6247
Operations	7783	973-744-6247
	7436	973-744-6247
Women's Center		
Equity and Diversity	5114	7656
	5114	7556