A Guide for Faculty

Updated: 2019 V. Salas
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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. In cooperation with other divisions of the University, we are responsible for most student services and programs outside of the classroom. 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, that even while we may grow in size, to 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 continuing to make Montclair State University a welcoming place for all members of our community.
Student Development and Campus Life
2019-2020 Guiding Principles

CORE VALUES
Inclusion    Integrity    Professionalism    Respect    Service

VISION
To create a strong foundation for students to achieve life goals
and become engaged citizens of the 21st century.

MISSION
The mission of Student Development and Campus Life is to support and enhance the educational mission of Montclair State University by: cooperatively partnering with faculty in delivering learning experiences, activities and services that foster the intellectual and personal development of our students; leading the University in attracting, supporting and retaining a diverse student body; building a welcoming and inclusive campus community and a safe and secure environment for living and learning; and supporting the health, wellbeing and future success of our students.

GOALS
In support of this mission, the members of the Division of Student Development and Campus Life will pursue the following goals:

• Inform and influence the University’s enrollment management efforts through strategic planning and targeted pipeline initiatives that enhance access to the institution and support its research and academic endeavors.
• Foster student engagement through experiential learning programs that promote student achievement and development, critical thinking, and integration of learning across disciplines and experiences.
• Instill an ethos of service excellence, caring, inclusion, respect, safety and community responsibility in all aspects of the student experience.
• Create opportunities for exploration of civic engagement, social justice, multicultural literacy, and recognition and celebration of diversity.
• Cultivate strategic partnerships, innovative practices, entrepreneurial approaches and alumni engagement opportunities that enhance and leverage the positive impact of student services and programs.
• Evaluate the effectiveness of activities, programs and services in meeting students’ needs and desired learning outcomes, and strive for continuous improvement through data driven decision making.
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. While much of this relationship is defined by academic interactions, many faculty work with students on broader teaching objectives and student life issues. Research has indicated that a student’s relationship with their faculty on campus is central to their overall experience.

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 staff there can assist you. The following offices are under the umbrella of Student Development and Campus Life:

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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
- Ben Samuel’s Children Center
- International Engagement
- Registrar’s Office
- Student Accounts

Please feel free to contact them directly.
# Who Are Our Students???
## 2019—2020

**Total Student Body:** 21,007

**Residing on Campus:** 5,000

### Undergraduate Students
**Total Enrollment:** 16,687
- Full-time: 14,855
- Part-time: 1,832

**Gender:**
- Female: 60.4%
- Male: 39.6%

**Ethnicity:**
- White: 47.3%
- Hispanic: 22.6%
- African American: 9.7%
- Asian: 5.8%
- International: 3.2%

**Top Five Majors:**
- Business Administration
- Family & Child Studies
- Psychology
- Biology
- English

**Undergraduate Admissions:**
- (Full-time Freshmen)
  - Applications Completed: 12,744
  - Accepted: 7,743
  - Enrolled: 3,101

- (Full Time Transfers)
  - Applications Completed: 4,103
  - Accepted: 2,245
  - Enrolled: 1,379

### Graduate Students
**Total Enrollment:** 4,039
- Full-time: 1,547
- Part-time: 2,762

**Gender:**
- Female: 71.1%
- Male: 28.9%

**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:**
- Applications Completed: 4,033
  - Accepted: 1,463
  - Enrolled: 1,041
Understanding Generation Z

Who is Generation Z?
- Born between 1995 and 2009
- Products Of a Societal Shift From an Adult-Centric To a Child-Centric Society
- Entering Undergraduate Class of 2019 Born in 2001

Some Attributes of Generation Z:
- Grew Up During a Recession
- Tend To Be Pragmatic
- Focused On Saving Money
- Mobil Natives
- Prefer Brands That Feel Authentic
- Prefer Snapchat To Instagram

They are Digital Integrators:
- 10 Hours 19 Minutes Tech Use/Day
- 5,100,000,000 — Google Searches/Day
- 4,000,000,000 — YouTube Views/Day
- 1,000,000,000+ — Facebook Active Users
- 500,000,000 — Twitter Tweets/Day
- 1,000,000+ — Apps

Effective Engagement:
- Verbal
- Try & See
- Facilitator
- Process (How)
- Learner Centric
- Open Book World

Life Goals:
- Having a Well-Paying Job
- Getting Married
- Owning Their Own Business
The Offices of
Student Development
and
Campus Life
The Academic Success Center (ASC) 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, ASC 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.

ASC 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.

The Academic Success Center (ASC) offers Academic Development, Tutoring Services, 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.

Vision
· Enhance student academic experience and success by providing appropriate assessment and fostering active learning.

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

The Center advertises the tutoring schedule at the beginning of the semester and we encourage students to sign up for a tutoring account to take advantage of the ability to schedule in person and on-line tutoring appointments in our various tutoring centers.

Tutoring Hours and Locations

- Saturday through Thursday: 9:00 a.m. – 10:00 p.m. (times vary by location)
- Friday: 9:00 a.m. – 1:00 p.m.

Locations: Webster Hall, Rooms 200A, 300A, Bohn Hall 1001 & Dinallo Hall– Room2151

Assessment & Testing
The Academic Success Center (ASC) coordinates all assessment and evaluations associated with Placement Testing; students are placed by an advisor into appropriate courses in foreign language and mathematics after a review of their academic records and placement test scores by the ASC.

The ASC also administers the Math Readiness Tests, the Chemistry Readiness Test for students, and coordinates services with English as a Second Language. Proctoring services for MSU and non-MSU students are also available through this office.
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.
Auxiliary Services
Interim Director: Carlos Costa
Location: Student Center-1st Floor
Phone: (973) 655-3375

Montclair State University Auxiliary Services Department includes Dining Services, Vending, ID Card Office, Red Hawk Dollars Office, Office of Collegiate Readership Program, University Bookstore, and the University Hall Conference Center.

************************************************************************************************
**MSU Dining Services
Manager: James Robinson
Location: Student Center-1st Floor
Phone: (973) 655-3375
Website: www.dineoncampus.com/montclair/

Dining Services is the direct portal between the MSU Community and the University’s dining service contractor. Working in tandem, the partners develop a complex strategy to provide excellence in dining services for the MSU Community. The Meal Plan Office processes student meal plan enrollments, changes, and cancellations. Faculty and staff meal plans and Red Hawk Dollar Programs are offered to all faculty and staff members with discount incentives. Plans are purchased online from the comfort of your office; and paid via credit card or payroll deductions. Follow this link to sign in and enroll: https://dineoncampus.com/montclair/for-facultystaff

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 online application, 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 973-655-6914 or email msucatering@montclair.edu 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.dineoncampus.com/montclair/
The mission of the Department of Campus Recreation and Intramural Sports is to provide activities, services and facilities that encourage personal development and learning experiences through enjoyable sport and recreational opportunities.

We strive 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), alumni, 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 Department of Campus Recreation and Intramural Sports.

**How can Campus Recreation and Intramural Sports help you as a faculty and staff member?**

The main purpose of the Department of Campus Recreation and Intramural Sports 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.

Faculty and staff are eligible to participate in all Campus Recreation programs and special events and are especially encouraged to become members of the state-of-the-art Student Recreation Center where they can utilize the pool, gym, all fitness equipment and participate in group exercise classes.
Health Promotion is a subset of the Department of Campus Recreation 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 that 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 an on-campus site for Service Learning, Co-Operative Learning and Fieldwork experiences related to academic coursework.
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, Social Justice and Diversity/Women’s Center, and Residence 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 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 purpose of 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 initiatives. CSI 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 of 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 Life, Voter & Civic Engagement and the Volunteer Center.
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 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.
- Preventive outreach programming designed to improve mental health and enhance personal and academic skills development.
- Consultation to students, faculty and staff.
- Emergency response to psychological crises 24 hours a day.

Let’s Talk

"Let's Talk" walk-in consultation hours increase access to support for students who may be reluctant to seek help directly at CAPS. If you are concerned about a student and think it might be helpful, please let them know of this resource and walk them over to one of our sites. No appointment is needed. All of 9 sites are open to all students. For the schedule and more information on "Let's Talk" please view our website at: www.montclair.edu/caps/lets-talk/
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 and connect them with appropriate resources. If you have a question about a student or believe a student is at risk please call CAPS to consult 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 there is an urgent situation requiring 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.

Faculty and staff are encouraged to review the CAPS Faculty/Staff Brochure on the CAPS home page at www.montclair.edu/caps
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 Office of the Dean of Students Staff includes:

- Ms. Margaree Coleman-Carter, Dean of Students (Carterm@montclair.edu)
- Ms. Yolanda Alvarez, Associate Dean of Students/Deputy Title IX Coordinator (Alvarezyo@montclair.edu)
- Ms. Fatima deCarvalho, Associate Dean of Students (Decarvalhf@montclair.edu)
- Mr. Jerry Collins, Director for Student Conduct (Collinsje@montclair.edu)
- Durell Clark, Student Support Services Case Management (Clarkdu@montclair.edu)
- Dr. Jaclyn Friedman-Lombardo, Director for Counseling and Psychological Services (CAPS) (Friedmanlj@montclair.edu)
- Dr. Patricia M. Ruiz, Director for University Health Center (UHC)/Emergency Medical Services (Ruizp@montclair.edu)
- Ms. Meghan Hearns, Director for Disability Resource Center (DRC)
- Mr. Hamal Strayhorn, Director for Social Justice & Diversity (Strayhornh@montclair.edu)
- Ms. Romayne Eaker-Kelly, Director for Campus Recreation Center/Intramural Services/Health Promotion (Eakerr@montclair.edu)
- Ms. Mariel Pagan, Director for the Center for Student Involvement (CSI) (Paganm@montclair.edu)
- Fr. James Chern, Campus Ministry Liaison (Chernj@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.
Financial Aid Office
Director: James T. Anderson
Location: Red Hawk Central & 855 Valley Rd.
Telephone: (973) 655-7006
Web site: www.montclair.edu/financial-aid/

Student Financial Aid assists more than 13,000 Montclair students with over 200 million (AY 18/19) in student aid funding. Students who file the FAFSA (Free Application for Federal Student Aid) 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 can provide information for smart decision making.

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) to attend the university.

Faculty members are also asked to confirm that students have commenced attendance each term so that student can received their Federal Financial Aid Funds. Faculty are encouraged to report attendance as earl in the term as possible.
Financial Aid Office (Cont.)

How can Student Financial Aid help you as a faculty member? (cont.)

Faculty members should also be aware of Federal Satisfactory Academic Progress (SAP) requirements 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, https://www.montclair.edu/red-hawk-central/paying-for-college/sap-regulations/. These requirements may influence decisions students make regarding the dropping of courses, changing majors, or other decisions related to course selection.
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.

The University ID Card is used for access to University Buildings and Events, Panzer Gym, the Campus 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.

Obtaining Your Faculty/Staff ID Card:
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.

If your ID Card is lost or stolen, freeze the card immediately 24 hours/7 days a week at the Online Card Office:
https://tinyurl.com/MSUOnlineCardOffice

Each card holder is responsible for unauthorized spending on lost or stolen University ID Cards that are not deactivated.
Intercollegiate Athletics
Director: Robert Chesney
Location: Panzer Athletic Center
Telephone: (973) 655-5234
Web site: www.montclairathletics.com/

GO RED HAWKS!

Montclair State University sponsors 18 varsity athletic teams, eight for men and ten for women, comprised of approximately 550 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, women's cross country 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 Metropolitan Conference for Swimming and Diving. Montclair State hosts on average, 150 home regular athletic contests each academic year.

The staff of the MSU Intercollegiate Athletic Department has a strong commitment to the academic success of all our 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 alongside the demands of college course work. The staff of the Academic Center for Excellence coordinate study halls, workshops, advisement, and recommend 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 scheduling 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. www.montclairathletics.com. 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.
Red Hawk Central is a centralized campus location for all student services related to registration, billing and financial aid. We are a “one-stop shop” where students can complete processes and receive answers to questions or concerns they have regarding managing their classes, aid or billing. To provide optimal support to the campus, Red Hawk Central provides both dedicated phone and email support via our call center as well as immediate, face-to-face support on a walk-in basis in our one-stop location.

In the Red Hawk Central One-Stop location students receive services from the following offices:

- Office of Student Accounts
- Financial Aid Office
- Office of the Registrar

The partner offices working with Red Hawk Central also have their own pages in this directory that detail the full breadth of their services and their role in assisting faculty and staff members.

How can Red Hawk Central help you as a faculty and staff member?

Red Hawk Central was established to enhance and smooth the customer service and support experience for students as well as the campus community. In one centralized facility, we provide assistance and information concerning financial aid, billing, registration as well as information for general inquiries in an accessible, responsive manner. Faculty and staff are encouraged to utilize the services and support offered by Red Hawk Central to help with all of their administrative and classroom management needs throughout each semester.
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, Off-Campus merchants accepting Red Hawk Dollars, 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 [http://tinyurl.com/MSUOnlineCardOffice](http://tinyurl.com/MSUOnlineCardOffice).
2. 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. You can even get 10% off at the University Bookstore if you show your University ID Card! 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
• Enrollment Certification
• Graduation Evaluation and Degree Conferral
• Grade Processing
• Graduate and Undergraduate On-line Catalog
• Maintenance of University Degree Auditing System
• Class schedule
• Registration
• 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, change of major/minor, graduation requirements, classroom scheduling, class lists, NEST and Service Banner.

Registrar’s Office representatives can be visited in the Red Hawk Central.
Residence Life
Executive Director: Jeanine Stroh
Associate Director: Tara Mellor
Associate Director: Dr. Kevin Schafer
Location: Bohn Hall, 4th floor
Telephone: (973) 655-5188
Web site: www.montclair.edu/reslife

Residence Life complements the classroom learning experience by providing residential settings for approximately 5,100 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 Residence Life help you as a faculty and staff member?

Residence Life 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 promote 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.
Residence Life (Cont.)

**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 (John Basilone and Albert Einstein Halls).

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.

**Stonewall Living Community (SLC)**

Students residing in Dinallo Heights -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.
Residence Life (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—Albert Einstein and John Basilone Halls 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.
Residence Life (Cont.)

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 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.
Social Justice and Diversity Office
Director: Hamal Strayhorn
Assistant Director: Ebony Jackson
Location: Student Center—Room 113
Telephone: (973) 655-5114
Website: www.montclair.edu/social-justice-diversity/

The Office for Social Justice and Diversity includes the following Centers:
· Center for Faith and Spirituality
· Multicultural Center
· Lesbian, Gay, Bisexual, Transgender, Queer Center (LGBTQ+)
· Women's Center.

The Office for Social Justice and Diversity purpose is to support inclusive excellence by building and enhancing an inclusive campus climate at Montclair State University, through student-focused education, advocacy, and engagement. As a department, we collaborate with various Montclair State University community members to develop programs and initiatives that bring awareness to our campus community on issues of identity and inclusion. We also offer diversity and leadership educational opportunities and events/programs for our entire campus community.

Center for Faith and Spirituality
Location: Student Center - Room 112
Website: https://www.montclair.edu/center-for-faith-and-spirituality/about-us/

The Center for Faith and Spirituality (CFS) at Montclair State University advances understanding and appreciation of all faith, spiritual, religious communities and worldviews through interfaith dialogues, programs, services, and interactions.

The CFS provides opportunities for students’ spiritual development through involvement and participation in programs and activities such as interfaith dialogues, service projects, and other interfaith programs. The CFS is advised by the Council for Faith and Spirituality, which serves as an umbrella organization for spiritual and religious student organizations and campus ministers. The Council meets monthly during the academic year. The Council discourages proselytizing but rather affirms and encourages activities and events that support all religious/spiritual traditions.
Social Justice and Diversity Office (Cont.)

Center for Faith and Spirituality (Cont.)

Our Goals:
- To develop intercultural and interfaith understanding
- To engage with other religious, spiritual, and secular students to help foster spiritual awareness and understanding
- Participate and engage with others in the expression of their religion or faith

The Multicultural Center
Location: Student Center - Room 113D
Website: www.montclair.edu/multicultural-center/

The Multicultural Center provides a centralized location for Montclair State University students of color and other marginalized and underrepresented groups to come for programs, resources, and referrals to other resources within the university and local community.

Through discussion groups, The Multicultural Center creates space for undergraduate and graduate students who share similar identities to come together in a welcoming environment to build community, share experiences, and support one another. These discussion groups are facilitated by trained Peer Facilitators and discussions are based on different topics each week.

How can the Multicultural Center help faculty and staff members?
The Multicultural Center provides in the area of being multicultural competent, power and privilege, and microaggressions. Faculty are encouraged to participate in our workshops and training or partner with the office to offer workshops and presentations that connect with the office’s mission and purpose.
Social Justice and Diversity Office (Cont.)

The Lesbian, Gay, Bisexual, Transgender, Queer (LGBTQ+) Center
Location: Student Center—Room 113B
Web site: www.montclair.edu/lgbtq-center/

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 and Queer (LGBTQ+) Center serves as a valuable resource to students, faculty, and staff. The LGBTQ Center provides opportunities for advocacy, education, and support for students, faculty and staff surrounding the LGBTQ community.

Referral Services
The LGBTQ+ Center is a safe space and guarantees 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 LGBTQ+ 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.

How the LGBTQ+ Center can help faculty and staff members?
Safe Space training is available for faculty and staff throughout the year. Faculty are encouraged to participate in Safe Space training and after completing the training take a Safe Space sticker and placing it on your office door identifying yourself as an ally.
Social Justice and Diversity Office (Cont.)

The Women’s Center
Location: Student Center—Room 113C
Web site: www.montclair.edu/womens-center

The Women’s Center aids in the education of women 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 services, 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, and learn to facilitate discussions and workshops in such areas as sexual harassment and sexual assault, domestic violence, and leadership.

How The Women’s Center can help faculty members?

- 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, breastfeeding, childcare, custody, divorce, domestic violence,
- Bias Response Taskforce information and referrals.
Social Justice and Diversity Office (Cont.)

Ongoing Events and Programs

The Office for Social Justice and Diversity offers a variety of options for students to interact. Some ongoing events and programs include:

- **Drop-In Groups**: Weekly discussion groups focused on various identities, issues, and communities.

- **Safe Space Training**: An intensive, interactive training that provides attendees with information and tools to combat homophobia, biphobia, transphobia, cissexism, and heterosexism, on campus and beyond.

- **Workshops**: Workshops are for the attendees to gain knowledge on different communities and how to appreciate and celebrate others from cultures different than one’s own.

- **Stonewall Suites LGBTQ+ Living Learning Community**: Stonewall Suites seeks to connect students interested in supporting and educating themselves and their community about LGBTQ+ and other social justice issues.

- **Inclusive Excellence Awards & Graduation Celebration**: Recognizes outstanding individuals, student organizations, and departments for their contributions to marginalized and underrepresented communities on campus.

Office Programs

Past programs include: Transgender Remembrance Week, Day of Silence, LGBTQ+ Thanksgiving Dinner, The Coming Out Monologues, and a Screening Release of the film “Living Out Proud.” Diversity Week; Interfaith Week; the Social Justice Conference, and more.

In addition the Office for Social Justice and Diversity has supported Asian Pacific Islander Heritage Month, Latin Pride Month, Black History Month, World AIDS Day, Sexual Assault Awareness Month, Women’s History Month, and International Women’s Day and Coming Out Week.
The Office of Student Accounts (OSA) assesses more than 20,000 invoices for each fall and spring term. The winter session is approximately 2000 and summer is usually 5000 invoices. The value of these assessments for fiscal year 2019 averaged $250 million. We work very closely with the Office of Financial Aid and Registrar to ensure students are enrolled and receive the aid as determined by filing the FAFSA. The staff of OSA counsels students on fiscal responsibility by offering a variety of payment options. This Office also acts as The University’s central collection point for receipts when processing student payments, credits, adjustments, refunds and charges (which appear on the Student Account Summary via NEST (Network Engagement and Student/Staff Transactions). Our goal is to provide guidance towards establishing appropriate economic practices.

We efficiently enable and assist students to meet financial obligations, with a focus on financial integrity and accountability. We strive to provide helpful and knowledgeable assistance to students in a timely manner, and keep student interests in the forefront of our decision-making.

The Office of Student Accounts accomplishes our mission by willingly supporting the pursuit of academic excellence by our students and faculty. We proactively seek improvement to office procedures, meet daily challenges, dynamically enhance our services, and accomplish productive results.
How can The Office of Student Accounts help you as a faculty member?

Faculty members are encouraged to refer students to the Office of Student Accounts when they express concern over their term or session invoices. OSA staff will assist students in understanding the charges listed on their bill. These charges include but are not limited to tuition, fees, room, board and other miscellaneous amounts.

Faculty members can encourage students to review the web page listed above. All payment options, procedures, important dates and general information are listed on the web page. Urge students, if after reviewing the OSA site they still have concerns, to contact us via email at studentaccou@mail.montclair.edu.

The Office of Student Accounts manages MSU’s resources responsibly, effectively, and efficiently with personal accountability and ethical conduct. We continually evaluate and proactively seek innovative ways to add value and improve operations and services. We foster a collaborative environment for students, faculty, and colleagues. This includes listening, learning, and the flexibility and willingness to consider creative solutions that seek to achieve opportunities and common goals. We respect and promote diversity to nurture an inclusive community where all points of view and experiences are valued and all people are treated with respect and courtesy.
Student Center Programming/Scheduling
Director: Mariel Pagán, Ph.D.
Location: Student Center, Room 104
Telephone: (973) 655-4411

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
Director: Ryan Klutsarits
Location: University Hall - 7th Floor
Telephone: (973) 655-3431
Web site: https://www.montclair.edu/conferencecenter/

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!
About Us
The Department of Student Communications was established in 2014 to implement a unified communication strategy and procedure for internal communication with our Montclair State students. Student Communications collaborates and coordinates with academic and administrative offices to develop comprehensive communication plans to produce effective messaging, establish processes, bridge gaps and improve the students’ engagement, connection to support services and community pride.

Our Work
Student Communications is responsible for:

**Red Hawk News Email Communication**
The Red Hawk News is an e-newsletter sent directly to Montclair State student that’s filled with exciting and important information they want and need to know. Red Hawk News is a one-stop-source for reminders, deadlines, campus events, career opportunities, emergency and weather alerts and much more! We coordinate with both academic and administrative offices to produce effective communication, track outcomes and develop improved delivery of information to our targeted audiences.

**Red Hawk Life Social Media Platforms**
Follow Red Hawk Life on social media to get a daily dose of news, events and campus pride, including:

- instagram.com/redhawklife/
- twitter.com/redhawklife
- facebook.com/RedHawkLife/
- instagram.com/rockyredhawk/
- instagram.com/redhawksofmontclairstate/
Student Communications (Cont.)

Student-Centric Websites
Our office maintains all student-centric websites, for example:
- montclair.edu/student-services/student-communications
- montclair.edu/red-hawk-central
- montclair.edu/dean-of-students
- montclair.edu/student-development-campus-life/academic-success-center
- montclair.edu/center-for-leadership-and-engagement
- montclair.edu/center-for-student-involvement
- montclair.edu/campus-recreation
- montclair.edu/residence-life
- montclair.edu/university-police

Team Rocky
Student Communications oversees Montclair State’s mascot, Rocky the Red Hawk and Team Rocky! Team Rocky consists of approximately 20 dedicated Montclair State undergraduate and graduate student volunteers and campus leaders. Our main goal is to spread campus pride and encourage involvement.

NEST and NEST Mobile Communication
Our office manages NEST portal content development, announcements and NEST mobile functionality.
lindebladh@montclair.edu

How Can Student Communications Help You As a Faculty and Staff Member?
Our focus is to connect the message/messenger with their targeted audience. Our goal is to provide that information effectively and efficiently. Working with our academic and administrative content contacts, we make sure students get all the information you need to tell them (outside classroom/coursework information) through the most effective media. Through continuing data-driven analysis, we are diligent in our review of our methods and process to be sure we reach our audiences where they are, the way they want and therefore making the best communication connection possible for all members of the campus community.
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 call (973) 655-7391.
University Health Center & Emergency Medical Services  
Director: Dr. Patricia M. Ruiz  
Location: Blanton Hall-1st Floor  
Telephone: (973) 655-4361  
Web site: www.montclair.edu/university-health-center/

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. Office visits and most over-the-counter medications are free and all records are confidential. Some charges for diagnostics and procedures may occur.

**Services offered at the UHC include:**
- Diagnosis and Treatment of Illness and Injury
- On-site Prescription Medications
- On-site Laboratory
- Nebulizer Treatments
- Assistance with Chronic Illness Management
- Referral for Specialists, Mental Health and Disability Care
- Reproductive Health Care
- On-site Contraception
- On-site STI and HIV Testing; Emergency Contraception
- Employment and Sports Physicals
- Immunizations and Flu Shots
- Sexual Assault Response Team Forensic/Medical Care
- LGBTQ 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. Faculty and staff may refer to the Class Absence Documentation Policy, https://www.montclair.edu/policies/all-policies/class-absence-documentation/ or additional information.
The mission of Montclair State University Emergency Medical Services (EMS) is to provide rapid response and quality emergency medical care to members of the campus and surrounding communities. EMS is staffed by volunteer Emergency Medical Technicians (EMTs) and CPR trained members to provide 24 hour/7 day coverage throughout the academic year. EMS is equipped to handle a variety of emergencies such as injuries, head injuries, chest pain, seizures, allergic reactions, anaphylaxis, difficulty breathing, and mental health emergencies. This is only a small list of what we can do. Should your emergency require advanced treatment, we are able to call additional assistance from the paramedics in our area.

How can EMS help you as a faculty and staff member?
As with all emergencies, contact University Police for ambulance and medical assistance at ext. 5222 from campus phone or 973-655-5222. In addition, EMS offers a variety of trainings including CPR/AED and first aid for staff and students.
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.
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<tr>
<th>Departments:</th>
<th>Campus Ext.</th>
<th>Fax</th>
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<tbody>
<tr>
<td>Academic Success Center (ASC)</td>
<td>7134</td>
<td>7163</td>
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<td>Testing and Tutoring</td>
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<td>Admissions Office (Undergraduate)</td>
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<tr>
<td>Recruitment, Transfers, Adult &amp; Veterans</td>
<td>5116</td>
<td>7700</td>
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