Dear Panther Parent or Guardian,

We are delighted that you and your family have joined our Panther family. We’re certain that you’re excited too—and maybe just a little bit anxious.

We understand this is a big transition for everyone, and we’re here to make it as smooth as possible.

We developed this handbook with you in mind. In it, you will find information on everything from campus life to financial policies to programs that will keep you connected to Adelphi while your student is going to school here—and after he or she graduates.

In our new strategic plan, Momentum, we set forth a very important goal: relentless dedication to student success. Our faculty and administrators consistently go above and beyond for our students. In the past year, we expanded our Center for Career and Professional Development to create more learning and tutoring opportunities, and built two centers devoted to helping students develop their writing and academic skills. Our average class size of 21 students makes it easy for our professors to get to know each student personally and allows students to easily reach out for help if they need it.

We welcome you, too, to be a part of our campus, from working with our Parents Association, to cheering on our student-athletes, to attending a lecture or performance. You will likely see me there too, and I look forward to welcoming you personally to our Adelphi family.

When you’re not on campus, visit us on Facebook, Twitter, Snapchat and Instagram, or on our website at adelphi.edu. See you online!

Thank you again for being part of the Panther family. We look forward to being part of yours!

All the best,

Christine M. Riordan, President
Dear Parent or Guardian,

Welcome to the Adelphi family and welcome to the Adelphi University Parents Association (PA). This year, we are excited to be celebrating our 17th year! We are pleased to inform you that as a parent/guardian of an Adelphi undergraduate, you are automatically a member of the PA. Our purpose is to advocate for and support the parents of Adelphi students; to improve students’ Adelphi experience through parental knowledge of resources; and to advance the aims and programs of the University. Through the PA, we all have an opportunity to play a supporting role in your student’s college experience.

The PA also provides many opportunities to meet other parents throughout the year. We look forward to welcoming incoming parents at various Orientation sessions and at Move-In Day. During Brown and Gold Weekend, parents are invited to join us at the Parents Association Annual Meeting and Brunch (Saturday, October 14, 2017). Last year, we hosted several seminars for parents and are already busy planning more for you next year. We support and attend various campus activities, such as Relay for Life and the Human Ribbon. For years we have been enjoying entertainment and refreshments together at the annual PA Spring Reception and Performance—we hope you will join us next spring! Each year at the Senior Parent celebration in May, we have the honor of recognizing a graduating student with an award for outstanding leadership, citizenship and scholarship. We also present an exceptional parent/guardian of a graduating senior with an award for positively impacting the life of their student.

We have found that the Parent Handbook is an excellent resource for parents. The PA encourages you to use the information here to have a conversation with your student and to encourage them to access the many services and programs available at Adelphi University. We also encourage you to “like” the Adelphi University Parents Facebook page, which is geared toward Panther parents.

For more details about the PA, including a description of board positions, visit adelphi.edu/pa. You can also contact the PA through Kathleen Watchorn at 516.877.3660 or email parents@adelphi.edu.

This year, we hope to celebrate the 17th year of the PA with you! We look forward to meeting you at one of our many events, seminars, or meetings, and wish you and your student much success at Adelphi University.

Sincerely,

Melissa Gates, President
Adelphi University Parents Association

Follow us on Facebook
facebook.com/AdelphiParents

HELPFUL WEBSITES FOR PARENTS

generating-started.adelphi.edu/parents
academics.adelphi.edu
financial-aid.adelphi.edu
health.adelphi.edu
safety.adelphi.edu
events.adelphi.edu/family-weekend
aupac.adelphi.edu
INTRODUCTION

As your son or daughter begins at Adelphi University—whether entering as a first-year student completely new to the college scene or as a transfer student who might be a little more familiar with college but still has questions about Adelphi University—it is hoped that this Parent Handbook will help inform you about resources, programs and services to help you guide your student through his or her college experience.

At Adelphi we strive to help our students make good choices—good academic choices, good choices about participation in campus involvement and good choices for lives and careers beyond their undergraduate experience. We understand that our students’ families also want them to make these good choices. You can assist your student in getting the most from an Adelphi education by encouraging him or her to do the following:

- Get to know the professors. With an average student-to-faculty ratio of 10:1, our students should take every opportunity to speak with their professors inside and outside the classroom, during office hours and around campus.

- Choose a major that corresponds to your student’s intellectual passions but keep an open mind if he or she chooses to change to a different major. If your student is undeclared or has not chosen a major, there is time to explore academics to determine what is the best option. When 45 credits have been accumulated, and the student is registered for the current semester, they are contacted by the Office of Academic Services and Retention (OASR) and informed that they need to declare a major. The advisers in OASR work with each student to help her/him identify an appropriate major.

- Select a balanced course load when choosing classes for the semester. Encourage your son or daughter to go on eCampus CLASS to select first and second options for courses and to meet with an academic adviser for guidance.

- Keep track of academic progress and fulfilling degree requirements using Degree Audit. They can go to eCampus and open the Services tab to find the Degree Audit icon.

- Explore a wide range of academic interests. Our students generally have a choice of electives, so, in addition to their academic majors, they can broaden their experience with other topics.

- Stay current with all academic work. Attending class and participating is essential. If our students begin to have academic difficulties, it is important that they speak with their professors about what steps can be taken to rectify the problem.

- Use the academic resources available. The Learning and Writing Centers provide free tutorial services. Swirbul Library offers an extensive collection of books, periodicals and academic materials, easily accessed on the Adelphi Libraries website using OneSearch. Students can also avail themselves of the research librarians’ assistance.

- Get involved! With over 80 clubs, including organizations and Greek life options, about 20 honor societies, plus intramural and collegiate-level sports, there is a wide array of activities that encourage campus involvement. There are also leadership opportunities to help students develop and achieve their potential.

In addition to the check lists of your next steps, we know there is information you want and need to know. Please read this Parent Handbook for information about:

- Academics
- Campus life
- Commuter student services
- Residential life/meal plans
- University policies and services
- Financial services

“As parents of an Adelphi alumna and current undergraduate student, we can honestly say the University has been an outstanding foundation for academic and personal growth for our children. As commuters, Adelphi offers many opportunities for campus involvement, student leadership and a home to make meaningful connections outside the classroom. Our entire family has enjoyed many campus events and has experienced firsthand being part of the Adelphi community. We are forever grateful!”

–Lorraine and Rich Jacobson, Panther parents
Lauren, B.S. ’15, Mathematics, M.A. ’16, Adolescent education, STEP (Scholar Teacher Education Program)
Andrew ’20, Honors College, Finance major
GETTING STARTED AT ADELPHI: PARENTS

We believe informed parents become effective partners. As you're getting started as an Adelphi parent or guardian, visit getting-started.adelphi.edu/parents. For questions, email parents@adelphi.edu. Throughout the year, parents will have resources and information available to them at adelphi.edu/parents, or updates will be included in the eNewsletter for parents. As a parent, you are also a member of the Adelphi community, and we welcome you to campus events. For a schedule, visit events.adelphi.edu.

Parent Resources
In addition to this handbook, the website and parent email, parents@adelphi.edu, Adelphi University also offers additional resources for our parents to assist in the transition of not only your student, but you as a parent, to the college experience. Some programs are specific to first-year parents entering in the fall, but other resources are available to all parents and guardians. Please take advantage of all Adelphi offers, as we welcome you as a new Panther parent.

Resources include:
- Parents and family website (adelphi.edu/parents)
- Parents Association (adelphi.edu/pa)
- Parent Facebook page (facebook.com/AdelphiParents)
- Parent Orientation sessions for parents of first-year students (June 28, July 5 or August 25, 2017)
- Parent eNewsletter (sent to your email address each semester)
- Brown and Gold Weekend: October 13–October 15, 2017 (parents-family.adelphi.edu/events/family-weekend)
- Cultural events: lectures and performances (events.adelphi.edu and aupac.adelphi.edu)
- Collegiate athletics (aupanthers.com)
- Parent database for important updates (All parents of first-year/transfer students are requested to provide information. To complete the form, visit getting-started.adelphi.edu/parents.)

Parents Association
As the parent or guardian of an Adelphi undergraduate student, you are automatically a member of the Adelphi University Parents Association (PA). One of the association’s objectives is to support you by providing information about the services and resources available to your student. We hope you will attend the PA Annual Meeting and Brunch scheduled during Brown and Gold Weekend on Saturday, October 14, 2017. Register online at events.adelphi.edu/family-weekend.

In addition to increasing parent participation, the Parents Association aims to:
- Network with other parents.
- Communicate about University events and important dates.
- Develop tools to assist parents.
- Communicate with Adelphi administrators and students.
- Help parents understand their student’s college experience.
- Sponsor the association’s Annual Parent Recognition Award.
- Raise funds for the association’s Annual Senior Award.

For more information, contact the Office of the Dean of Student Affairs at 516.877.3660, email parents@adelphi.edu or visit adelphi.edu/pa.

LETTING GO

Whether your son or daughter is leaving home to live on campus or is staying at home and commuting to school, this is a new and challenging situation for both of you. This life transition is something for our students and their families to work out both before and after they begin at Adelphi. Attending the Parent Orientation program will help. The Parents Association can also be a valuable resource. If you have any specific questions or concerns, contact the Office of the Dean of Student Affairs at 516.877.3660 or email parents@adelphi.edu.

As noted on page 4, college is different from high school. Students will have new freedoms and added responsibilities. They will be treated as adults in a school setting, perhaps for the first time. They will be adjusting to this new environment as they gain more autonomy from their families. Typically, they will rely less on their parents and more on themselves. They will have to manage their own time. They will be figuring out where they fit in at Adelphi and who their friends will be.

What can you do to help? Talk with your son or daughter as they go through the inevitable struggles, but let them...
handle these challenges. Share your experiences. Talk about choices and consequences. Ask open-ended questions that invite discussion. You just need to strike the right balance between letting go and being there.

Remember, when the parent-child relationship is positive, young adults are more likely to keep their parents informed of what is going on in their college lives. Be supportive and interested, but allow your son or daughter to work things out and become self-sufficient. As your child evolves into adulthood, things will no longer be as they were, but this is good; you are all embarking on a new adventure that will have rewards for everyone.

“My son moved from California to New York to attend Adelphi, and it was a great choice. Nice environment, great education and a wonderful community. We are glad that we found this college.”

Harumi Debono, mother
Erik Debono ’18
Dance major

STUDENT PRIVACY AND COMMUNICATING WITH PARENTS

Parents should be aware that federal law (the Family Educational Rights and Privacy Act of 1974, as amended, also known as FERPA or the Buckley Amendment) limits the information concerning students that the University can make available to third parties, including parents. This law applies to all college students, regardless of age. Hence, all communication and information regarding academics, discipline, etc., takes place between the University and the student. We recommend that parents who wish to be informed about their student’s progress and situation in school have a clear understanding with their sons and daughters about mutual expectations to foster an open exchange of information. The college years are a time of growth as well as a time of new freedom and responsibility. The University believes it is important to treat students as adults. In this regard and in accordance with FERPA, University personnel cannot reveal specific information about a student, except as follows.

At its discretion, the University may communicate directly with a student’s parent(s), with that student’s consent, for a specific purpose. In this case, the student must give the University a signed and dated written consent to disclose information contained in his or her education record. This consent must (1) specify the records that may be disclosed, (2) state the purpose of the disclosure and (3) identify the party or class of parties to whom the disclosure may be made. Consent for release of grades, schedules or similar academic information must be requested through the Office of the University Registrar, and the named individual must be present to receive any information. Requests for release of other information must be made to the relevant department. Please note that the University does not employ or accept blanket waivers signed by students for release of information.

Additionally, absent the consent of the student, a parent may request information from his or her student’s education record if the student is a dependent (as defined in Section 152 of the Internal Revenue Code of 1986). Upon written request from a parent, together with documentation that the student is a dependent as indicated above, the University will respond to such requests, at its discretion, on an individual basis.

FERPA now permits universities to disclose information to parents concerning a student who is under 21 if it is determined that the student violated the University policy governing the use or possession of alcohol or controlled substances. The University will consider doing so, at its discretion, on a case-by-case basis.

With regard to medical or counseling information, the University will abide by legal and ethical standards pertaining to confidential information obtained during counseling and health service sessions. In general, information will not be disclosed without the student’s consent, except in certain emergency situations.

FERPA is one of the reasons that it is imperative to keep the lines of communication open between you and your student. The student always has access to all of his/her academic records at any time.

MOVING FORWARD

New students have by now received the New Student Handbook, filled with details to inform them about Orientation or Transfer Transition, answer questions about resources, guide them through their next steps until classes begin and prepare them for the expectations of college life. So now your student is a Panther, and you’re a Panther parent. What are your next steps?

As the parent or guardian of an incoming student, your next steps are determined by when your son or daughter begins at Adelphi, so the sections have been identified to help guide you. We have assembled a check list of things that you or your student will need to do—the list notes whether your son or daughter is a first-year student entering in the fall or spring or is a transfer student.
# COLLEGE IS DIFFERENT FROM HIGH SCHOOL

## Personal Freedom in High School
- Your time is usually structured by others.
- Guiding principle: You will usually be told what your responsibilities are and corrected if your behavior is out of line.

## Personal Freedom in College
- You manage your own time.
- You’re old enough to take responsibility for what you do and don’t do, as well as for the consequences of your decisions.

## High School Classes
- Most of your classes are arranged for you.
- Teachers carefully monitor class attendance.
- You are provided with textbooks at little or no expense.
- You may not be responsible for knowing what it takes to graduate.

## College Classes
- You arrange your own schedule in consultation with your academic adviser. You will be expected to spend at least twice as much time on your studies as you spend in class.
- Professors may not formally take attendance, but they are still likely to know whether or not you were there.
- You need to budget substantial funds for textbooks, at an average cost of $500 each semester.
- Graduation requirements are complex. You are expected to know those that apply to you and should frequently meet with your adviser to be sure you are completing the requirements.

## Studying in High School
- You may study outside class as little as two hours a week, and this may be mostly last-minute test preparation.
- You often need to read or hear presentations only once to learn all you need to know about them.
- You are expected to read short assignments that are then discussed and often retaught in class.
- Guiding principle: You will usually be told in class what you need to learn from assigned readings.

## Studying in College
- You need to study at least two to three hours outside class for each hour in class.
- You need to review class notes and text material regularly.
- You are assigned substantial amounts of reading and writing that may not be directly addressed in class.
- Guiding principle: It’s up to you to read and understand the assigned material; lectures and assignments proceed from the assumption that you’ve already done so.

## High School Teachers
- Teachers provide you with information you missed when you were absent.
- Teachers often write information on the board to be copied into your notes.
- Teachers impart knowledge and facts, sometimes drawing direct connections and leading you through the thinking process.

## College Professors
- Professors expect you to get any notes you missed from classmates.
- Professors may lecture, engage in discussion, break the class into groups to work on problems, assign work that will be completed online and a host of others methods. Your student needs to be alert to all of these modalities.
- Professors expect you to think about, make sense of and connect seemingly unrelated topics.

## Tests in High School
- Testing is frequent and covers a small amount of material.
- Makeup tests are often available.
- Teachers frequently rearrange test dates to avoid conflict with school events.
- Teachers frequently conduct review sessions, pointing out the most important concepts.

## Tests in College
- Testing is usually infrequent and may be cumulative, covering large amounts of material. You, not the professor, need to organize the material to prepare for the test. A particular course may have only two or three tests in a semester.
- Makeup tests are rarely an option; if they are, you need to request them.
- Professors in different courses usually schedule tests without regard to the demands of other courses or outside activities.
- Professors may offer review sessions. An alternative to professor-led sessions is the Learning Center.

## Grades in High School
- Grades are given for most assigned work.
- Consistently good homework grades may help raise your overall grade when test grades are low.
- Guiding principle: Effort counts. Courses are usually structured to reward a good-faith effort.

## Grades in College
- Grades may not be provided for all assigned work.
- Grades on tests and major papers usually provide most of the course grade.
- Guiding principle: Although good-faith effort is important to the professor’s willingness to help achieve good results, it will not substitute for grading process results.
HERE’S WHAT YOU CAN DO NOW TO HELP YOUR STUDENT GET STARTED AT ADELPHI

First-Year Students Entering in Fall

It’s a time line to keep you informed—or just call it “next steps.”

- Remind student to activate eCampus account and become familiar with the Adelphi website to discover services, resources and programs at Adelphi. All communications from Adelphi administration and faculty are sent via Adelphi email account, so it’s important to use this email.

- Prompt student to check Adelphi email for updates on room selection and roommate(s) (resident students only).

- Encourage your student to register for First-Year Orientation (June 28–30 or July 5–7), and confirm his/her major. Once the student provides the parent email address, you can then access the Parent Orientation registration page.

- Using your student’s seven-digit Adelphi ID number, register for the Parent Orientation you would like to attend. Details are included in the email access.

- Remind your son or daughter to check the University email system for important updates and information regarding First-Year Orientation, as well as communications from his or her commuter assistant or peer assistant leader.

- Prior to attending the First-Year Orientation session, students should review the eCampus CLASS program for a list of courses offered in the fall to create a potential schedule, keeping alternative classes in mind.

- Student needs to complete the online Language Placement Exam prior to First-Year Orientation.

- Submit Health History and Assessment/Immunization Requirement forms to Health Services Center, Waldo Hall—before First-Year Orientation. (If not submitted by the deadline, students will not be allowed to attend classes and may be withdrawn from the University.)

- Visit getting-started.adelphi.edu/orientation for what students should bring to First-Year Orientation.

- Student attends First-Year Orientation. Session I: June 28, 29, 30 (Wednesday, Thursday and Friday) or Session II: July 5, 6, 7 (Wednesday, Thursday and Friday).

- Advanced Placement (AP), International Baccalaureate (IB) and college courses taken in high school should transfer to Adelphi University. Students should speak with an admissions counselor to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap. Do this prior to registration to eliminate any course duplication.

- Resident and international students are automatically enrolled and billed for student health insurance. If a student is covered by another plan and does not require school health insurance, submit the waiver by October 1 (fall semester) or March 1 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/insurance.

- Parents of resident students: Visit the Moving In to Campus Housing website for what to bring and...
what not to bring before going on that shopping trip. Students should contact their roommate(s) to coordinate larger furnishings (refrigerator, TV, etc.) so there’s no duplication. For more information, visit students.adelphi.edu/movein.

- Linens may also be ordered online through the Residence Hall Linens Program. This program provides parents and students with a convenient solution for every college bedding need. For details visit students.adelphi.edu/bedding.
- Commuter students: Register for the Commuter Assistant Program and watch for emails just before the semester. First-year commuters meet their commuter assistants following the Matriculation ceremony.
- Save the date! Brown and Gold Weekend is scheduled for October 13–October 15, 2017. For details, visit events.adelphi.edu/family-weekend.

Parent Orientation

Parents have the option to attend Parent Orientation on day one of their student’s Orientation program, or choose a date that is most convenient for your schedule:

**Wednesday, June 28 (Option 1)**
11:00 a.m.–12:30 p.m.  
(First-Year Student Orientation Session I: 6/28–6/30)

**Wednesday, July 5 (Option 2)**
11:00 a.m.–12:30 p.m.  
(First-Year Student Orientation Session II: 7/5–7/8)

**Friday, August 25 (Option 3)**
3:30 p.m.–5:00 p.m.  
(Resident Student Move-In Day hours: 9:00 a.m.–3:00 p.m.)

Once your student registers for his/her Orientation program and provides the parent email, you will receive access to register for your session. Please print or save the email confirmation for instructions to make changes to your registration.

**Why attend Parent Orientation?**

Parents become more informed about the resources and programs available to their son/daughter.

Informed parents become partners who work with Adelphi for your student’s successful college experience. The Parent Orientation program places an emphasis on academic life and what the expectations are for your son/daughter, and how you, as a parent, can help guide the student in the transition from high school to college.

During the program there will be discussions about health and safety to inform parents of the University’s resources and policies.

You are now part of the Adelphi family and we want to welcome you as a Panther Parent!

First-Year Students Entering in Spring

- Remind student to activate their eCampus account and become familiar with the Adelphi website to discover services, resources and programs at Adelphi. All communications from Adelphi administration and faculty are via Adelphi email account, so it’s important to use this email.
- Prompt student to check Adelphi email for updates on room selection and roommate(s) (resident students only).
- Advanced Placement (AP), International Baccalaureate (IB) and college courses taken in high school should transfer to Adelphi University. Student should speak with an admissions counselor to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap. Do this prior to registration to eliminate any course duplication.
- Student should review the eCampus CLASS program for a list of courses offered in the upcoming semester to create a potential schedule with alternative course options. Then the student should click My Adviser, which includes all the information needed to contact the assigned academic adviser about registration.
- Student will be invited via a phone call from the Center for Student Involvement to attend an Orientation session in January 2018. This session provides helpful information to all new students. Visit getting-started.adelphi.edu/first-year for details.
- Students may need to complete the online Language Placement Exam. For details and instructions, visit getting-started.adelphi.edu/language.
- Submit Health History and Assessment/Immunization Requirement forms to Health Services Center, Waldo Hall, prior to the first day of classes. (If not submitted by the deadline, students will not be allowed to attend classes and may be withdrawn from the University, so early is best.)
- Resident and international students are automatically enrolled and billed for student health insurance. If a student is covered by another plan and does not require school health insurance, be sure to submit the waiver by March 1 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/insurance.
- Remind your student to check the University email system for important updates and campus information.
- Parents of resident students: Visit the Moving In to Campus Housing website for what to bring and what not to bring before going on that shopping trip. Students should also contact their roommate(s) to coordinate larger furnishings (refrigerator, TV, etc.) so there’s no duplication. For more information, visit students.adelphi.edu/movein.
Transfer Students Entering in Fall or Spring

- Remind your son or daughter to activate their eCampus account and become familiar with the Adelphi website to discover services, resources and programs at Adelphi. All communications from Adelphi administration and faculty are sent via Adelphi email account, so it’s important to use this email.
- Prompt your student to check Adelphi email for updates on room selection and roommate(s) (resident students only).
- Encourage him or her to attend the Transfer Transition program. For details and to register, visit getting-started.adelphi.edu/transition.
- Transfer students receive a preliminary transfer credit evaluation with the acceptance letter. If the student has earned additional credits since that evaluation, they should be evaluated by an admissions transfer counselor prior to meeting with an academic adviser. All advisers have access to the transfer credit evaluation. Any questions about what credits transfer should be addressed prior to registering for classes so any previously earned credits are not duplicated.
- Advanced Placement (AP), International Baccalaureate (IB) and college courses taken in high school should transfer to Adelphi University from any previous institution(s). However, the Office of University Admissions needs all official transcripts to evaluate. To view the AP and IB equivalency charts, go to academics.adelphi.edu/ap.
- Prior to attending Transfer Transition or meeting with a transfer counselor or academic adviser, students should review the eCampus CLASS program for a list of courses offered in the upcoming semester to create a potential schedule with alternative course options.
- Transfer students who would like to begin or continue their language studies should visit getting-started.adelphi.edu/language for guidelines about the online Language Placement Exam.
- Submit Health History and Assessment/Immunization Requirement forms to Health Services Center, Waldo Hall, prior to the deadline. (If not submitted by the deadline, students will not be allowed to attend classes and may be withdrawn from the University, so early is best.)
- Resident and international students are automatically enrolled and billed for student health insurance. Students covered by another plan who do not require school health insurance should submit the waiver by October 1 (fall semester) or March 1 (spring semester). For details about how to submit the waiver, visit health.adelphi.edu/insurance.
- Remind your student to continue to check the University email system for important updates and information regarding Transfer Transition and the Tau Sigma Transfer Honor Society, as well as other University communications.
- Parents of resident students: Visit the Moving In to Campus Housing website for what to bring and what not to bring before going on that shopping trip. Students should also contact their roommate(s) to coordinate larger furnishings (refrigerator, TV, etc.) so there’s no duplication. For more information, visit students.adelphi.edu/movein.
- Linens may also be ordered online through the Residence Hall Linens Program. This program provides parents and students with a convenient solution for every college bedding need. For details visit students.adelphi.edu/bedding.
- Save the date—Brown and Gold Weekend is scheduled for October 13–October 15, 2017. Visit events.adelphi.edu/family-weekend for details.

“My son transferred to Adelphi University after only completing one semester at another school. He immediately adjusted and got involved in many of the campus activities that Adelphi has to offer, including the positions of Orientation leader, peer assistant leader, student worker, and he is also affiliated with Greek life. Daniel has made an incredible transition and I’m very proud of who he has become because of this.”

–Lyssa Eshel, mother
Daniel Eshel ’19
Political science major
ADELPHI UNIVERSITY GUIDE TO IMPORTANT DATES 2017–2018

Summer 2017

May 1
Housing Agreement priority deadline (resident students)

June 14–June 16
New student online room selection (Eligible students will be notified.)

June 28–June 30
First-Year Orientation Session I

June 28
Parent Orientation Session I
11:00 a.m.–12:30 p.m.

Fall 2017

August 25
New resident student move-in day
9:00 a.m.–3:00 p.m.

August 25–August 27
Welcome Weekend

August 25
Parent Orientation Session III
3:30 p.m.–5:00 p.m.

August 27
Matriculation Ceremony (first-year students only)

August 28
Classes begin—Fall 2017

September 2–September 4
Labor Day weekend—no classes

September 11
Last day to add a course

September 25
Last day to drop a course
Last day to change course grading option
Last day to add an independent study/internship
Last day to process course selection change

October 1
Student health insurance waiver deadline—Fall 2017 semester (if covered by another plan with equal coverage)

October 9
Mini fall break—no classes

July 5–July 7
First-Year Orientation Session II

July 5
Parent Orientation Session II
11:00 a.m.–12:30 p.m.

August 15
Transfer Transition Program (transfer students only)

August 20–August 23
FCAP (First-Year Community Action Program—community service)

August 23–August 24
International Student Orientation

October 13–October 15
Brown and Gold Weekend

October 16
Open planning begins for Spring 2018

October 30
Last day to withdraw from a course

November 6
Undergraduate registration begins for Spring 2018

November 22–November 26
Thanksgiving break—no classes

December 5
Makeup day (available to faculty to schedule for a missed class)
No regular classes held

December 6–December 11
Regular class schedule

December 12
Finals begin

December 18
Finals end

December 19
Emergency Day—scheduled by registrar, if necessary

December 19
Last day of Fall 2017 term
Move-out day, by 5:00 p.m.
Spring 2018

January 2
Classes begin (intersession)

January 15
Martin Luther King Jr. Day—no classes

January 19
International Student Orientation

January 21
Resident student move-in day

January 22
Last day of classes (intersession)

January 23
Classes begin—Spring 2018

February 5
Last day to add a course

February 20
Last day to drop a course
Last day to change course grading option
Last day to add an independent study/internship
Last day to process course section change

March 1
Student health insurance waiver deadline—Spring 2018 semester (if covered by another plan with equal coverage)

March 5*
Open course planning for Summer and Fall 2018

March 12–March 18
Spring break—no classes

March 20
Registration begins for Summer 2018

March 27
Last day to withdraw from a course

April 2*
Undergraduate registration begins for Fall 2018

April 24
Research Day—no classes

May 9
Makeup day—no classes

May 10
Makeup day—no classes

May 11
Makeup day—no classes

May 12
Finals begin

May 18
Finals end
Last day of Spring 2018 term

May 19
Move-out day, by 5:00 p.m.

May 20*
Commencement

Summer 2018

May 28
Memorial Day—no classes

May 29
Classes begin (Summer I)

July 2
Classes end (Summer I)

July 4
Independence Day—no classes

July 9
Classes begin (Summer II)

August 12
Classes end (Summer II)

*Tentative date. Calendar subject to change.
Please visit registrar.adelphi.edu/academic-calendar.
HERE ARE SOME OF YOUR STUDENT’S PEER LEADERS

Orientation leaders (OLs)—First-Year Orientation sessions only
Transfer ambassadors
First-Year Community Action Program (FCAP) leaders (community service projects prior to fall classes)
Commuter assistants (CAs)
Resident assistants (RAs)
Peer assistant leaders (PALs) (first-year students only)
Student Government Association (SGA) senators
Class officers
Health and wellness peer educators
Tutors (Learning and Writing Centers)
Adelphi University Mentoring Program
Bridges to Adelphi program peer mentors
International Orientation leaders
International mentors

“From the moment my son was accepted there were resources and services available to him to help him succeed academically and socially. From summer Orientation leaders to commuter assistants, there were peers available to assimilate him to college life. Then there are the Learning and Writing Centers, class-specific tutoring, and faculty advisers to help him get the most out of the academic environment at Adelphi. Adelphi offers it all, so if you don’t find what you need—just ask—it’s there!”

—Barbara McElroy, parent
Daniel McElroy ’18
Studio Art major

SERVICES TO HELP WITH THE ACADEMIC TRANSITION

Academic Services and Retention
The Office of Academic Services and Retention is dedicated to helping each student realize his or her full academic potential. The office monitors all academic standards and procedures, providing students and faculty with the information needed to make informed decisions. The office encourages thoughtful consideration of academic and personal goals, leading students to take responsibility for their academic choices and decisions. This office is every undergraduate student’s backup academic adviser. Visit academic-services.adelphi.edu/about for more information.

Pre-Professional Advising and Fellowships
The Office of Pre-Professional Advising and Fellowships (OPPAF) provides assistance, information and advice for all students seeking a health-related career, including medicine, dentistry, physician assistant, physical or occupational therapy and many others, as well as help in going to law school and with both national/international fellowships and scholarships. In addition, the office has developed several early decision/joint degree programs with schools representing many of these professions that can provide an easier transition to specific graduate schools.

Learning Center
The Learning Center promotes not only academic success but also an enriched scholastic experience. Free tutoring services are available to students, as well as a variety of workshops and information sessions. For more information, visit learning.adelphi.edu.

Writing Center
The Writing Center is a free service available to all Adelphi University students. The center can assist/our students in all disciplines to become more effective and more confident writers. To find out more, visit writing.adelphi.edu.

Swirbul Library
Swirbul Library is a major resource for our students. There are well over a half million volumes (just books alone) in Swirbul Library at the Garden City campus, plus library materials available to students attending Adelphi’s Manhattan and Suffolk County (Hauppauge and Sayville) centers. There are millions more titles available through the Smart Delivery (interlibrary loan) resources of Connect NY and NExpress. For details, visit libraries.adelphi.edu. The library also offers OneSearch to students; this online tool searches simultaneously for books, articles and other library resources. An online source of New York Times articles is also available to Adelphi students, faculty and staff.
Ask a Librarian
Our students should use the resource of Adelphi’s research librarians. All students have access to the expertise of a research librarian through email, chat or in-person services. For details, visit libraries.adelphi.edu/ask.

Information Commons, Collaboration Units and Labs
Our students have computer and printer access in the Information Commons area on the second floor of Swirbul Library. Each student is provided limited free prints each semester and can purchase additional prints if necessary. The prints are accessible from any printer on campus. Balances can be checked on eCampus. Students also have technical support and services, plus hardware and software discounts. Contact IT Help Desk at helpdesk@adelphi.edu, in person, online chat or 516.877.3340.

Student study groups are encouraged to reserve and use the state-of-the-art Collaboration Studios located on the main floor of Swirbul Library. The units may be reserved online from any computer. For information, visit libraries.adelphi.edu/studios.

Many students will have classes in the Gallagher Lab on the second floor of Swirbul. This smart lab may also be available during nonclass time for study groups. After hours, our students have computer and study space access in Swirbul Library, Rooms 100 and 101—these labs are available only for Adelphi students, with access via the student ID card.

For details about these and other services available to our students from the University Libraries, visit libraries.adelphi.edu/about.

ACADEMIC POLICIES, PROCEDURES AND GENERAL INFORMATION

Academic Advising—Undergraduate students generally have two sources for academic advisement: (1) major advisers and (2) academic advisers in the offices of the deans and the Office of Academic Services and Retention (OASR). First-year students attending Orientation meet with an adviser, although it may not be the person who will become their assigned adviser. Transfer and international students will be contacted by OASR about course advisement. For the name of the adviser, the student should open eCampus and check the My Adviser link. Faculty advisers from the individual academic departments assist students who have identified their major with course registration. The adviser approves the course registration. For more information, visit academic-services.adelphi.edu/advisement.

Academic Integrity—Adelphi University maintains high standards, which include appropriate conduct during examinations, proper citing of sources and expectations of honesty in all academic efforts, as well as acceptable student behavior. These standards are outlined in the Code of Academic Honesty and the Code of Conduct. For additional details, visit academics.adelphi.edu/academic-integrity.
**Academic Probation**—As demonstrated by the earned semester or cumulative GPA, academic probation results from a student not meeting specific standards or completing particular requirements. A student will be notified by a letter from the dean, specifying the criteria used to determine the probation. A contract is drawn between the student and the academic department outlining the probation requirements and expectations, including the number of credits allowed the next semester and the mandatory minimum GPA. Failure to return to good academic standing may result in a student being dropped from the major or, if warranted, dismissed from the University.

**Dismissal** means a separation from the University because of the student’s poor quality of academic achievement and low level of progress toward the baccalaureate degree. Students who are dismissed from the University will have their next semester’s registration cancelled (if they have registered in advance) and have all of their affiliations with the University terminated. Students who have been dismissed from the University will not be considered for readmission within the year following their dismissal. Dismissed students are advised that there is no real or implied right to such readmission. The Office of Academic Services and Retention (OASR) carries out academic dismissals; a student who is subject to dismissal may file an appeal with OASR.

**Academic Regulations**—All undergraduate students are bound by the regulations set forth in the *Undergraduate and Graduate Bulletin* and are responsible for adherence to these regulations. For a list of the regulations, visit academics.adelphi.edu/regulations.

**Academic Standing**—Academic standing is defined by a student’s semester, cumulative grade point average (GPA) and the level of progress made toward the number of credits required for completion of the bachelor’s degree.

All Adelphi undergraduates, regardless of grades in their major, must maintain a minimum cumulative GPA to remain in good academic standing and to be eligible for graduation.

Students who have not chosen a major must maintain a minimum 2.0 cumulative GPA to remain in good academic standing.

Students who have declared a major must maintain the minimum GPA of that major to continue their affiliation with the major and to graduate with the chosen major. Note: Some majors require a GPA higher than 2.0. (See below.)

Good academic standing describes the minimum academic attainment:

**GPA Requirements**—Minimum Cumulative GPA:
- Undeclared students: 2.0
- Arts and sciences—all majors: 2.0
- Business—all majors: 2.3
- Communications Sciences and Disorders: 3.0
- Exercise Science, Physical Education: 2.75
- Nursing and public health—all majors: 2.5
- Derner School of Psychology: 2.0
- Social work: 2.8
- Sport Management: 2.5

**Poor Academic Standing**—Students who fall below the minimum GPA required by the University or their major are in poor academic standing and will be placed on academic probation. The fall from good academic standing does not preclude students from registering for courses of study, but it may have consequences for their eligibility to participate in student activities such as student government, intercollegiate athletics, study abroad, fraternities, sororities and other student organizations.

Students in poor academic standing who receive financial assistance may also lose their eligibility to continue to receive such assistance. Answers to the very important question *“What are the academic requirements to receive federal and state financial aid?”* are included on the Office of Student Financial Services website at financial-aid.adelphi.edu/faq.

Students will be notified by email from their department (major) about what the student must do when the GPA fails to meet the standards.

**Class Standing:**
- **First Year:** 0 to 29 credits
- **Sophomore:** 30 to 59 credits
- **Junior:** 60 to 89 credits
- **Senior:** 90 or more credits

**Attendance**—Only students who have been registered by the Office of the University Registrar may attend courses at the University. The attendance requirement for each course is included in the syllabus. Parents may not contact the school for an attendance record.

**Dean’s List**—Full-time students who achieve a minimum 3.5 GPA for the semester will be named to the Dean’s List. This recognition by the dean becomes part of the student’s academic record and is entered on the student’s transcript.

**Early Warning System**—From the first day of classes through the ninth week of the semester, students who are not meeting academic expectations due to absences, poor performance or other reasons may receive an early warning. An email will be sent only to the Adelphi student’s email account. Students are then encouraged to make positive changes in their academic habits early in the semester by meeting with an academic adviser, tutor or career and/or personal counselor.

**Final Exams**—The time frame for finals is included on the course syllabus or via a class announcement. If a final exam is not required, appropriate course-related activity will be substituted at the scheduled time during finals week. For the exam and assignment policy for religious observances, visit registrar.adelphi.edu/exam-policy.

**Note:** Vacation or travel plans should not be made for...
Campus life adds to the development of an individual’s potential. Involved students become well-rounded citizens. We provide activities and services including student organizations, Greek life,* leadership programs, honor societies, civic engagement and service opportunities, diversity programs, and campuswide social events.

MyAULife is a centralized electronic hub for the more than 80-plus organizations and the programs and activities happening on campus, as well as a source for news and events. Students are encouraged to stop by the Ruth S. Harley University Center to discover what the Center for Student Involvement has to offer, or log on to myaulife.adelphi.edu to get involved at Adelphi.

*Please note that students must have attained at least 12 credits and have attended college for one full semester to join a fraternity or sorority.

Student Governance
Adelphi University encourages its students to become advocates for fellow students and serve in leadership roles. The student governing bodies include the following:

Student Government Association (SGA) represents all undergraduate interests and concerns between students and the University administration.

Resident Student Association (RSA) serves as the voice of all resident students, offering a variety of educational, social and community activities.

Commuter Student Organization (CSO) serves as the primary student organization representing the needs of commuter students.

Student Athlete Advisory Committee (SAAC) is a board composed of student athletes who are advocates for fellow student athletes.

Athletics
Adelphi offers 23 Division II intercollegiate sports plus cheerleading and dance teams. Adelphi is affiliated with the Eastern College Athletic Conference (ECAC) and is a member of the Northeast-10 Conference. Most sporting events, unless at a tournament level, are free, so it’s a great opportunity to discover a new sport or follow a favorite. Let’s go, Panthers!

Campus Recreation
Campus Recreation amenities in Woodruff Hall and the Center for Recreation and Sports (CRS) include the fitness center, swimming pool, gymnasium, racquetball and squash courts, indoor track, and locker rooms. Tennis courts are also available. During the semester, the facilities are available seven days a week, with extended evening hours. For Intersession and summer schedules, visit recreation.adelphi.edu/hours.

Our students have an opportunity to work out around their class schedules or to take a fitness class for fun or credit. Adelphi’s gym and recreational facilities are convenient and modern and, unless credit bearing, are completely free. Campus Recreation also offers intramural sports and sport clubs, providing our students an opportunity to continue a sport or learn a new one. Equipment loan is also available to registered students.

Parking Regulations
Students need a parking decal to park a car at Adelphi University. While many students have access to only one car, they are permitted to register up to two vehicles. Just bring one or both registrations to the Department of Public Safety and Transportation, Levermore Hall to get the car decal(s). The decal must be renewed by September 30 of each academic year, or if the car is changed.

PARKING IS FREE; HOWEVER, THERE ARE SOME GUIDELINES. VISIT THE WEBSITE FOR ON-CAMPUS PARKING SUGGESTIONS. OFF-CAMPUS PARKING IS PROHIBITED IN THE RESIDENTIAL AREAS ADJACENT TO THE GARDEN CITY CAMPUS. VISIT SAFETY.ADELPHI.EDU/PARKING FOR OTHER GUIDELINES REGARDING PARKING.

Parking Restrictions for Resident First-Year and Sophomore Students
Currently, resident first-year and sophomore students will be required to park their University-registered vehicles at the Garden City Pool parking lot (Field No. 9), Monday through Thursday, 7:00
14 a.m. to 7:00 p.m., but these students may have a car on campus Friday, Saturday and Sunday. Visit safety.adelphi.edu and open the text box for details.

Free Panther Express Shuttle Service
Adelphi’s Panther Express free shuttle service runs between the University and local train and bus stations, plus convenient shopping malls and other locations. For schedules and pickup and drop-off locations, visit adelphi.edu/shuttle.

Adelphi CarShare Program
Having a car may be a family decision, so here are some options available about wheels on campus. Adelphi has introduced the Enterprise CarShare Program where a student can take advantage of free membership for the first year with reasonable hourly and weekend rates. The program includes gas and insurance, plus a first-time member will receive a car credit allowance. So, whether it’s taking out the car to go to an interview, do a major shopping excursion, explore Long Island, get to dentist appointments or whatever else the student needs, the program is easy, convenient and economical. For details, visit enterprise.carshare.com/adelphi.

COMMUTER STUDENTS
Commuters are a major and essential component of Adelphi’s student population, commuting to campus by car, rail, bus, car pool, bike or foot. In addition to driving to campus, commuters use Adelphi’s free shuttle service from many public transportation locations, including the Long Island Rail Road Nassau Boulevard and Mineola stations, plus the Hempstead bus terminal.

Commuter Lounges
The Angela and Barry Zeman Commuter Student Lounge is located on the lower level of the Ruth S. Harley University Center (UC). This main commuter lounge provides the perfect place for Adelphi’s commuter students to relax and take a break between classes or to have an opportunity to study. The lounge is equipped with computers, printers, flat-screen TV, lockers and microwaves. In addition to the UC commuter lounge, there are other lounge areas around campus.

Commuter Assistants
First-year students who are registered for the program will be assigned a commuter assistant (CA), an upperclassman who acts as a mentor and guide during the transition to college life. CAs hold meetings and organize activities and events for commuters. At certain times throughout the day, commuter assistants are available in the UC commuter lounge to answer any questions students may have.

Commuter Student Organization (CSO)
This student-led organization is a representative body for the commuter population and acts as an advocate for commuter needs. CSO meets weekly to plan programs both on and off campus for commuter students. Commuter Appreciation Week is organized by CSO and held every semester, providing recognition and special events for commuter students.
Commuter Meal Plans
Commuter students can add meal money to their ID cards to take advantage of tax savings and enjoy the added convenience of a meal plan. Money can be added to the card for as little as $25 by visiting the Meal Plan Office in the UC Café. The following package is also available and presents the best value for your money:

**$500 Meal Money**
Add $500 to your card and get a $50 bonus for a total of $550.

Lockers
Lockers are available in the UC commuter lounge as well as in the Hy Weinberg Center and the Performing Arts Center. To reserve a commuter locker, bring your Adelphi student ID card to Auxiliary Services, in the Ruth S. Harley University Center, Room 301. You will receive a lock and locker assignment at that time.

Other Services
Additional commuter services include free ice scrapers and umbrella lending services available with student ID at the PantherTainment Booth, UC, first floor.

For additional information about Commuter Student Services, visit adelphi.edu/commuters.

RESIDENTIAL LIFE
housing.adelphi.edu

Students who live on campus have an Adelphi residence hall as their "home away from home." They can make friendships that last a lifetime and are never more than a few steps away from everything that’s happening at Adelphi. Living in one of our seven residence halls will help students connect with clubs, campus activities, and volunteer opportunities. The Office of Residential Life and Housing enhances student learning by providing programs, services and assistance. For a description of each of our seven residence halls - which house more than 1,300 students - visit housing.adelphi.edu/halls.

Each residence hall is supervised by a full-time, professional residence hall director (RHD) who is committed professionally and personally to the concept of the residence hall as a center of learning. The RHD lives and works in the hall throughout the year and supervises a staff of trained graduate and undergraduate resident assistants (RAs). In addition, each building has hall attendants who register guests before they may enter the building during evening and late-night hours.

Every year, the residents of each building elect a hall council. Through the Resident Student Association, these hall councils manage an activities budget, provide social and educational programs for students, suggest additional policies that complement those established by the University and communicate student concerns to the Office of Residential Life and Housing.

Students may request a specific housing assignment, based on their choices on the Residence Hall Agreement. Assignments are based on room availability and the student's interests. Visit housing.adelphi.edu/FAQ for more information about residential life as a whole.

How to Apply for Housing
For students who want to live in the residence halls, the student must complete the University Residence Hall Agreement, sent with the acceptance packet for new students. Please indicate on the application if the student requests a specific housing assignment, such as the Honors College Suites (must be enrolled in Honors College program), First-Year Living-Learning Community or Gender Inclusive Housing. Assignments are based on room availability. For details, visit housing.adelphi.edu/agreement.

For priority consideration for new students, the agreement should be completed online and returned with the $300 housing deposit and the $250 tuition deposit by May 1. Students who meet the priority deadline will be eligible to participate in the first-year online room selection, which occurs the second week of June. All other applicants will be assigned rooms and roommate(s) by our housing professionals during the summer. To pay the housing and tuition deposit online, visit housing.adelphi.edu/deposit and follow the instructions.

Note: International students can open this link for specific international payment instructions at peertransfer.com/school/adelphi.

Roommate Conflicts
Residents sometimes have conflicts with their roommates. We encourage our residents to speak openly with their roommates and understand that compromises are a part of any living situation. It is essential to be conscious of your roommate at all times and establish mutual respect and consideration. If problems do arise, roommates should first try to work it out between themselves. Residents may also contact their resident assistant and/or residence hall director for mediation and a resolution.

Resident Student Meal Plans
All resident students are required to purchase a meal plan. First-year students can choose from gold, platinum or premium meal plans. Sophomore, junior and senior residents have the option of silver, gold, platinum or premium meal plans.

The all-you-care-to-eat meals should be used at Post Hall; however, meal equivalencies and Panther Dollars can be used at all retail venues throughout campus. For details about the plans, visit adelphi.edu/meals and click on Meal Plans. The Adelphi student ID card provides meal plan access in all locations on the Garden City campus. For hours and an overview of locations, visit adelphi.edu/meals.

Laundry Service
Laundry rooms are located in each of the residence halls. Use of laundry machines is free—it’s included in the room charge. Students must supply their own laundry detergent (high efficiency). Powder and pod detergents are strongly discouraged.
Residential Life Policies and Procedures
There are many policies for the entire campus community included on the University Policies website, academics.adelphi.edu/policies. Additional policies are outlined in the Guide to Student Life, which is distributed to all incoming students at the beginning of their first semester. To read the policies, visit students.adelphi.edu/handbooks.

Policies specific to the resident population are briefly outlined below:

**Housing Deposits**—Deposits are nonrefundable. Once the room is occupied, the deposit becomes the damage deposit to be refunded after the resident checks out for the academic year.

**Damage Deposits**—Deposits will be credited to the student’s account after all billing has been completed (usually two to three weeks after the end of each semester). Only those who have checked out for the academic year are eligible to have the deposit released, and refunds are only granted by the Office of Student Financial Services if there is no money owed to the University.

**Housing Charges**—Except in the case of midyear graduation or withdrawal from the University, the Housing Agreement is binding from the date of occupancy to the end of the current academic year. A student may be released from this Residence Hall Agreement only if approved by a special committee that shall review each request individually and with reference to prevailing University policy for granting such waivers. Should a resident withdraw from the University, that student must notify the Office of Residential Life and Housing by completing the online Early Release Request from the Annual Housing Agreement Form. The form is located at housing.adelphi.edu/apply/cancel. Follow the link Early Release Request From the Annual Housing Agreement Form.

Students who are suspended, expelled or dismissed from University housing pursuant to disciplinary action are not entitled to a refund for tuition, fees or room charges for the semester in which the sanction is imposed. Meal plan refunds are made in accordance with the schedule in effect at the time of the dismissal.

Students who submit a Residence Hall Agreement after the first day of the semester or change rooms after the first day of the semester should contact the Office of Residential Life and Housing to discuss their financial responsibility to the University.

**Room Refund Policy**—This policy is briefly outlined on the graph below. For additional details, visit housing.adelphi.edu/refund.

### Room Refund Schedule

<table>
<thead>
<tr>
<th>Date of Withdrawal</th>
<th>Refund Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full withdrawal prior to first day of semester</td>
<td>100% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of first week</td>
<td>90% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of second week</td>
<td>75% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of third week</td>
<td>50% refund</td>
</tr>
<tr>
<td>Full withdrawal prior to end of fourth week</td>
<td>25% refund</td>
</tr>
<tr>
<td>Thereafter</td>
<td>No refund</td>
</tr>
</tbody>
</table>

**Off-Campus Housing**
In order to further support student development, the Office of Residential Life and Housing facilitates opportunities for students to live off campus both through University affiliated and nonaffiliated housing options.

Many Adelphi students, especially in their junior and senior years, as well as during their graduate studies, choose to live off-campus for various reasons—increased autonomy, apartment-style living, opportunities to live independently or to facilitate a smooth transition to life after college.

Our services include housing options near Adelphi’s campus in Garden City, nearby on Long Island and near the Manhattan Center, with possible housing options in Manhattan and Brooklyn. For information visit housing.adelphi.edu/off-campus-housing.

**NYC SCHOLARS**

The NYC Scholars Program allows students to spend a semester in New York City. They will live with fellow Adelphi students in beautiful Brooklyn Heights, study at the Adelphi Manhattan Center and spend 15 to 20 hours a week as an intern at one of the world’s great cultural, business or philanthropic organizations. Together with their peers, they form a close living and learning community, supporting one another and sharing experiences. It’s an incredible way to expand the student’s outlook and explore opportunities for life after college. And it costs little more than a semester at our Garden City campus.

For details, visit nyc.adelphi.edu or contact the director of NYC Scholars, High School and Pre-College Programs at 516.877.3410.
IMPORTANT HOUSING DATES 2017–2018

Summer 2017

May 1.................................................................Housing agreement priority deadline (resident students)
June 14–16.........................................................New student online room selection (Eligible students will be notified.)
August 20–23......................First-Year Community Action Program (FCAP) (community service program participants only)

Fall 2017

August 25 .................................................................................................................. New student move-in day 9:00 a.m.–3:00 p.m.
August 25–27 ........................................................................................................ Welcome Weekend
August 28 .................................................................................................................. Classes begin
October 1............................................................ Student health insurance waiver deadline for new incoming students for Fall 2017
December 18............................................................. Finals end/Last day of Fall 2017 term*
December 19.......................................................... Residence halls close at 5:00 p.m.**

*Students move out unless emergency days are scheduled.
**Students who have a class or exam after closing of residence halls must request an extension.

Intersession 2018

Housing for Intersession—Special approval is required; additional fee applies.
January 2–22............................................................................................................. Intersession 2018

Spring 2018

January 21.................................................................................................................. Move-in day (all students)
January 23.................................................................................................................. Classes begin
March 1............................................................. Student health insurance waiver deadline for new incoming students for Spring 2018
March 12–18.......................................................... Spring break—no classes
May 18............................................................. Finals end—last day of Spring 2018 term
May 19.................................................................................................................. Residence halls close 5:00 p.m.**
May 20.................................................................................................................. Commencement*

*Date subject to change
**Students who have a class or exam after closing of residence halls must request an extension.

Summer 2018

Housing for Summer Session(s)—Special approval is required; additional fee applies.
May 29.................................................................................................................. Classes begin—Summer I
July 2 .................................................................................................................. Classes end—Summer I
July 9.................................................................................................................. Classes begin—Summer II
August 12.............................................................................................................. Classes end—Summer II

First-Year Living-Learning Community
Be part of student life from your very first day at Adelphi! Earn credits while making friends and having fun.
First-year students who select this program reside in Eddy Hall, which has an on-floor classroom and study lounge available to them. For more information, visit housing.adelphi.edu/halls/housing-options.
STUDENT SERVICES AND RESOURCES

The University Bookstore is located on the lower level of the Ruth S. Harley University Center and sells all required and recommended course textbooks, as well as school and residence hall supplies, plus spirit wear. For information about digital, reserved and rental textbooks, as well as textbook return and buy-back policies, visit adelphi.edu/bookstore.

Bridges to Adelphi Program
The Bridges to Adelphi program, located on the lower level of Earle Hall, offers comprehensive individualized, academic, social and vocational support services for Adelphi students who self-disclose with diagnoses of autism spectrum disorder or other nonverbal learning disorder.

The Bridges program, which is fee-based, helps students transition from high school to college by maximizing their areas of strength and creativity, and then helps them to understand how to get on the road to college success.

Because Adelphi prides itself on its diversity and inclusivity, the Bridges program promotes awareness and understanding on campus through trainings and collaborations with University clubs and organizations, faculty, staff, and students, and in the community through educational, social and vocational collaborations.

For information, email bridges@adelphi.edu or call 516.877.3665.

The Center for Career and Professional Development helps build your student’s career from the very beginning of college life. The Welcome Back Party on September 6, 2017 gives students an opportunity to find out about campus jobs and, in the spring, the center hosts the Job Expo, with positions not only for on-campus employment but also extensive representation of companies and organizations for student employment/internship opportunities. During both fall and spring semesters, America Reads/America Counts matches work-study students with mentoring roles in nearby schools. Working on campus or completing an internship helps develop skills, communication, workplace confidence and marketability. It’s also a great way to feel connected.

The center develops your student’s career potential by offering résumé, cover letter, interview and job search workshops. Services continue even after students graduate. They can connect with alumni through alumnifire.com, our new social networking tool, or our Count on Alumni for Career Help (COACH) program.

On- and off-campus employment opportunities, off-campus internships, as well as part-time and full-time positions, are all viewable on the Center for Career and Professional Development’s partner site, Handshake. Students may click the Job and Internship Search icon on eCampus (under the Services tab) to find opportunities on Handshake. Students are encouraged to discover the many resources, services and programs on the career center website at career-center.adelphi.edu.

“We’re so happy that our daughter is working on campus. It helps her get involved with on-campus activities and she is learning a valuable lesson on managing her time between work and school, giving her a great life experience!”

–George and Kristina Merritts, parents
Alessia Merritts ’19
Mathematics major
Adolescent education minor
Actuarial science minor

Dining Services are located at many locations around campus, with varying menu items. Some locations have extended hours, and others are seasonal. For details about locations and meal plans, visit adelphi.edu/meals.

The Health Services Center (HSC) is open 24 hours a day, seven days a week, during the fall and spring semesters. During semester breaks and summer sessions, HSC hours are 8:00 a.m. to 4:00 p.m., Monday through Friday. It provides access to quality healthcare and promotes wellness for Adelphi’s diverse student population. HSC is under the direction of a nurse practitioner and is staffed by nurse practitioners, registered professional nurses and emergency medical technicians. Committed to helping all students—undergraduate and graduate, commuter and resident—become independent in meeting and maintaining health needs, HSC provides services such as study abroad and athletic clearance exams, flu shots, prescription pickup services and more.

Health Assessment forms and proof of immunizations must be submitted prior to the first day of classes or the student may be removed from courses or withdrawn from the University.

For more information on required immunizations, visit health.adelphi.edu/forms.

All international and resident students are automatically enrolled and billed under the University’s student health insurance policy. If the student has adequate private coverage, a waiver may be completed at health.adelphi.edu/insurance. The deadline for the fall semester is October 1 and, for the spring semester, March 1.
The Office of Information Technology (IT) is dedicated to providing Adelphi students with the technology resources to help them succeed.

After setting up the student’s eCampus and email accounts, most services are located in CLASS. Students use this system to register for courses, make payments, check grades and view personal, academic and financial information. Please encourage your son or daughter to access the many other IT services and resources, including:

- AU2Go mobile app
- General access computer workstations
- Computer and accessory discounts
- Equipment loan program
- Print management (free prints)
- Wireless access

Visit it.adelphi.edu to see all services.

The Interfaith Center is available to all students. The Center has chaplains representing Catholic, Jewish, Muslim and Protestant faiths and oversees religious services in the Interfaith Chapel. For additional details, visit interfaith.adelphi.edu.

International education and study abroad are coordinated by the Center for International Education, with opportunities for semester, January Intersession and spring break study abroad options in a variety of locations around the world. Funding may be covered by the student’s financial aid. University graduates with an international experience offer added value to corporate employers and government agencies. Visit study-abroad.adelphi.edu for additional information.

International students have services available for their particular needs through the Office of International Student Services (ISS). The office, which provides guidance in maintaining nonimmigration status and offers programs to assist with the transition to a new culture and academic model. ISS also has many other important resources to help students during their academic journey here at Adelphi. Visit iss.adelphi.edu for additional information.

The Learning Resource Program helps students with learning disabilities, who often face additional challenges when entering college. The Learning Resource Program provides support services, and its mission is to encourage independence, to assist students in realizing their academic potential, and to facilitate the elimination of barriers. The program focuses on an individualized approach to each student.

Students may be considered for admission to the program whether or not they meet the traditional criteria for enrollment in the University. All files received by the University are kept confidential.

Multicultural Affairs is an area within the Center for Student Involvement that promotes an inclusive and socially just University environment. Through collaboration with various Adelphi departments and students, this resource provides multifaceted activities and services that will educate and empower our students, faculty and staff. Multicultural Affairs explores the complex intersection of our social identities, such as race, gender, sexual orientation, class and spiritual diversity. All members of the campus community are encouraged to participate in Multicultural Affairs programs. For details, visit csi.adelphi.edu/multicultural.

The Adelphi University Mentoring Program was created to help ensure academic success. Open to all students at any phase of their undergraduate career, but ideally within their freshman year, the program was designed to help students of color, LGBTQ+ students, veteran students and students who may be the first in their families to attend college, fulfill their highest
potential through academic, social and professional development with the guidance of a mentor. There is no GPA requirement and students qualify by being a current/active (fully registered and taking classes) undergraduate student. On a case-by-case basis and based on mentor availability, graduate students may participate as mentees. For next steps, which include an application and orientation/training, students should contact the director and trainer of student mentoring at 516.877.3182 or cwest@adelphi.edu.

The Department of Public Safety and Transportation contributes to the quality of University life and maintains a comprehensive safety and crime prevention program for all members of the Adelphi community. The office is open 8:30 a.m. to 6:00 p.m., Monday through Thursday, and 8:30 a.m. to 4:30 p.m. on Fridays. Public safety officers patrol the campus by foot, vehicle or bike 24 hours a day, seven days a week, and the Public Safety Command Center also operates 24/7.

In addition, public safety officers work closely with the Health Services Center to provide prompt medical attention and emergency services. Officers also respond to and investigate reports of incidents and enforce on-campus traffic and parking regulations.

Adelphi uses the University Mass Notification system to instantly broadcast urgent messages and deliver instructions to the campus community via phone, text and email about any emergency communications or closings. Students are automatically enrolled in the Emergency Notification System during the Orientation/Transfer Transition session. Once it’s set up, contact information can be easily changed. Instructions are on the back of the student Adelphi ID card, or visit safety.adelphi.edu/resources/emergency-notification. For emergency hotlines and local radio and television station information, visit about.adelphi.edu/campus-locations/closing.

The office also issues Adelphi student ID cards, which function as the meal plan swipe, library card, gym/recreation access, etc. For all other services provided by the department, visit safety.adelphi.edu/about.

The Student Access Office (SAO) provides support for students with documented disabilities. This is a cost-free assistance for Adelphi students with disabilities, including, but not limited to, neurodevelopmental, sensory, mental health and physical or intersystem disability. A student or prospective student who wishes to request accommodations based on a disability or a formal review of disability documentation must submit a Petition for Reasonable Accommodations form to request such services. A request from a parent, a legal guardian, a clinician, a school official or another third party will not be accepted in lieu of a direct request from the student. Visit adelphi.edu/sao or email sao@adelphi.edu for information.

The Student Counseling Center (SCC) provides comprehensive mental health, preventative and educational services to any student enrolled at Adelphi. Services are of no additional cost and are confidential. Staffed by a psychiatrist, licensed clinical psychologists, social workers, graduate-level social work interns and doctoral-level clinical psychology interns, the center can provide students with the services and support to help define and accomplish personal, academic and professional goals. Visit scc.adelphi.edu for more information.
UNIVERSITY POLICIES

To access the policies noted below, visit parents-family.adelphi.edu/policies.

Academic Honesty at Adelphi

Anti-Discrimination, Harassment (Including Sexual Misconduct, Dating Violence, Domestic Violence and Stalking) and Retaliation Policy

The University has a support system and guidelines in place for reporting sexual assault, bias crime and/or domestic violence/dating violence and stalking.

Code of Conduct

In addition to policies particular to residential life, all students—whether resident or commuter—must adhere to University guidelines outlined in the Code of Conduct.

Exam and Assignment Policy for Religious Observances

Fire Safety Policy

Hazing

Illicit Drugs and Alcohol

Nonsmoking

Preferred Name Policy

Protocol for Student Complaints Concerning the Actions of Members of Faculty

STUDENT FINANCIAL SERVICES

We understand that you, as parents and guardians, play a vital role in supporting your son or daughter, including financially. Financing an education can be one of the biggest investments in one’s life. The Office of Student Financial Services can guide you and your student through the financial aid process; to assist in identifying scholarships, grants and loans; and to provide ongoing advice.

For additional information, the Student Financial Services website, financial-aid.adelphi.edu, is the best resource. The site includes information specific to various populations, including first-year, transfer and international students. Visit the Student Financial Services site to be informed about refund policies, payment plans and loans. You can also find information about FAFSA filing as well as policies that affect a student’s eligibility for financial aid. The Financial Aid FAQ link under Resources and Tools helps you become familiar with financial aid terms, answers many routine questions that students and parents may have, and provides resource links to information about securing college financial aid.

For other questions or concerns, the Office of Student Financial Services (SFS) has many financial aid options available to your student.

FAFSA deadline for new students is March 1.

Adelphi Federal School Code is 002666.

Adelphi HESC TAP Code is 0010.

Students can email financialservices@adelphi.edu from their Adelphi email accounts and an SFS counselor will get back to them promptly.

Call the SFS office at 516.877.3080 and follow the prompts.

Fax questions and/or documents to 516.877.3380. Just be sure to include the student’s name and Adelphi ID number on each faxed page.

Send any written correspondence to: Adelphi University, Office of Student Financial Services, Levermore Hall, Lower Level, One South Avenue, P.O. Box 701, Garden City, NY 11530-0701

Come to the Office of Student Financial Services in Levermore Hall, lower level, during regular office hours (financial-aid.adelphi.edu/hours). Questions about financial aid and billing should be addressed to financialservices@adelphi.edu, preferably from the student’s Adelphi email address.

BILLING POLICIES

Tuition Payments

Total tuition charges, less confirmed financial assistance, are payable in full to the University on August 1 for the fall semester and January 6 for the spring semester.

Tuition Refund Policy

Students may make a written request to withdraw from a course before the end of the semester and will receive credit for tuition (less mandatory deposits and nonrefundable fees) in accordance with the schedule outlined at financial-aid.adelphi.edu/refund. Refunds are computed as of the date the Office of the University Registrar is notified of the withdrawal. The date of the request will determine the tuition liability for the semester. Nonattendance in a course does not constitute an official withdrawal. All students who withdraw from the University prior to the first day of classes will receive a credit for all tuition and fees, less the mandatory withdrawal fee.
FREQUENTLY ASKED QUESTIONS

What if my son or daughter is unable to attend the summer First-Year Orientation?
Students not attending the summer Orientation program will register for Fall 2017 classes after July 7. Students should call the Office of Academic Services and Retention at 516.877.3150 to set up a scheduling appointment. International students can correspond through email to oasr@adelphi.edu.

Whom can my son or daughter see about academic progress or any other academic concern?
The student’s faculty adviser and the Office of Academic Services and Retention, 516.877.3150, are excellent resources for discussions about degree requirements, appropriate electives, changes in academic plans, etc.

How much should a student plan to study each week?
As a rule of thumb, most students should spend at least two to three hours per week in preparation outside class for every credit hour they are in class. Since most students take 15 credit hours, they should plan to spend at least 30 to 45 hours per week studying, depending on individual study habits and course requirements.

How can a student obtain tutorial assistance, if needed?
The Learning and Writing Centers provide students with an opportunity to enhance their reading, writing, critical thinking, research and study skills. Seminars on special learning topics, review sessions for particular courses and individualized tutoring are also available, at no cost. For more information, visit ecampus.adelphi.edu/learningcenter/sso.php.

Is it okay for a student to be undeclared, and for how long should a student go without choosing a major field of study?
Over one-third of the first-year class enters undeclared, and many students will also change their major after they begin. The University requires all undergraduates to declare a major upon completing 60 credits.

What happens if my son or daughter decides to change his or her major? How far behind will that put him or her?
If a change of major is made within the first two years, it probably will not delay graduation. After that, it could add a semester or more. Students contemplating a change of major should seek advice from their academic adviser or visit the Office of Academic Services and Retention, Nexus Building, Room 145.

Can I have access to my student’s grades and progress in class?
Parents should be aware that federal law (the Family Educational Rights and Privacy Act of 1974, as amended, also known as FERPA or the Buckley Amendment) limits the information concerning students that the University can make available to third parties, including parents. This law applies to all college students, regardless of age. See the earlier section entitled Student Privacy and Communicating With Parents (page 3) for more details.

Should my son or daughter work while in college?
There is no simple answer. It depends upon his or her credit load, financial need, involvement in cocurricular activities and family responsibilities. Keep in mind that being a full-time student is a full-time endeavor. A course load of 15 credits requires about 45 to 60 hours per week in classwork and homework. And to do well academically requires getting plenty of rest and being alert and receptive during class. Therefore, the more outside work a student is engaged in, the less time he or she will have available for academic study. If your son or daughter must work, a job on campus is preferable to one off campus. For details, visit career-center.adelphi.edu/campus.

How are resident students assigned roommates in their first year?
Incoming first-year students who complete the housing application and deposit by May 1 will be eligible to participate in New First-Year Online Room Selection, which is available during the month of June. Otherwise, the staff considers the room/roommate preference to see if the student had selected another student to room with. The staff assigns by gender, class and year to determine which students would best fit with each other. Visit housing.adelphi.edu for more information.

What is the housing policy regarding moving out at the end of the year?
The Office of Residential Life and Housing has two closings per year, one at the end of each semester. During each closing, students must be out 24 hours after their last final or by 5:00 p.m. on the last day of finals, whichever comes first. In the case of the fall closing, students who are returning to the residence halls in the spring will be permitted to leave personal belongings in their rooms over the break. Students should bring all valuables home during this break. For those not returning in the spring semester, all students’ belongings must be removed.

What is the residence hall visitation policy?
All residents in good standing are allowed to have up to three visitors at a time in their rooms, but they must accept full responsibility for the conduct of their visitors when present in the residence halls. Students must register their visitors with the hall attendant. All overnight guests must be approved by the residence hall director.

Is there a post office on campus? How does U.S. mail get to resident students?
There is no post office on campus. Mail is delivered to each individual building Monday through Friday. It should be available each evening. All mail should be addressed with the following information:

Adelphi University
Student’s Name
Student’s Residence Hall and Student’s Room Number
One South Ave, PO Box 701
Garden City, NY 11530-0701
How do packages delivered by Express Mail, UPS, Federal Express or other carriers get to students?
Large packages that will not fit in the student’s regular mailbox will be delivered Monday through Friday to the package room located in Post Hall. Students will be notified by email when they receive a package and they should bring their student ID card at pickup. For all packages and letters, it is critical to include the student’s name, residence hall name and room number as these items will not be delivered without the information. Check with the carrier regarding proper labeling instructions.

Are there kitchen facilities in the residence halls?
There is a kitchenette in the main lounge of each building with a stove, oven, sink and microwave; however, all residents are still required to have a meal plan.

Are on-campus banking facilities available?
ATM services are available on the main levels of the Ruth S. Harley University Center and Post Hall.

Can students bring cars to campus?
All students are permitted to bring cars to campus. Parking is by permit only and vehicles are required to be registered annually. For restrictions, visit safety.adelphi.edu/parking.

The Adelphi Enterprise CarShare program is another option for students who do not have a car on campus. (See page 14.)

How safe is the campus?
Adelphi University is currently listed as one of the Top 50 Safest Colleges in the United States. The University has long been committed to maintaining a comprehensive safety and crime prevention program for all members of the Adelphi community. With the assistance of our students, faculty and staff, and through cooperative efforts with the Garden City community and the Garden City Police Department, this program has contributed to an excellent record of safety. Garden City remains one of the safest neighborhoods on Long Island, and Adelphi is one of the safest campuses in the country.

For immediate communication with the Department of Public Safety and Transportation 24 hours a day, there are 45 blue-light exterior call boxes, including several solar-powered emergency call boxes, throughout the Garden City campus. There are also 67 red interior telephones that require no dialing. For additional safety measures, CCTV systems are located throughout the Garden City campus.

In addition to on-campus safety measures, the Department of Public Safety and Transportation has arranged for a number of merchants in the Garden City area to post stickers in their windows, identifying their participation in the Student Protection Program. For details, visit safety.adelphi.edu/spp.

What is the proper procedure for notifying a student in case of a family emergency?
The first course of action is for you to contact your son or daughter by cellphone or text message. If the student is a resident, contact the Office of Residential Life and Housing at 516.877.3650. A staff member will attempt to contact your son or daughter. If reached, he or she will be encouraged to contact you. If your student is not in their residence hall, a message will be left in the student’s room or mailbox. During class hours, a message will be left at the student’s next scheduled class. During nonclass hours, a message will be left in the student’s room or mailbox. During times when University offices are closed, call the Public Safety Command Center at 516.877.3511.

If the student is a commuter, the parent may contact the Public Safety Command Center at 516.877.3511 and an attempt will be made to contact your son or daughter. If reached, he or she will be encouraged to contact you.

What if a student becomes ill while at the University?
Health services personnel are available 24 hours a day during the fall and spring semesters. If a student becomes ill, he or she may come to the Health Services Center, located in Waldo Hall. If the student is not able to come to the Health Services Center, the Department of Public Safety and Transportation should be called. The health services personnel will treat and/or refer the student as needed. The Health Services Center can be contacted at 516.877.6000. Public Safety should be called at 516.877.3511 or press 5 on any campus phone.

What is the proper procedure for obtaining information about the condition of an ill son or daughter at Adelphi?
Parents will be notified in case of illness of a student who is under 18 years of age. All students who become ill on campus are encouraged to keep their parents informed. A student over the age of 18 must give Health Services Center personnel permission to speak with parents, except in serious or life-threatening emergencies.
SAFETY FIRST

Colleges and universities are required under federal law to publish and make available an annual campus security report, which includes, among other information, statistics on campus crime. The crime statistics for all colleges and universities required to comply with this law are available from the United States Department of Education.

Adelphi University’s annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by Adelphi University; and on public property within, or immediately adjacent to and accessible from, the campus. The report also includes institutional policies concerning campus security, such as policies concerning alcohol and drug use, crime prevention, the reporting of crimes, sexual assault, emergency response plan, timely warnings, fire statistics, missing students and other matters. The advisory committee on campus safety will provide upon request all campus crime statistics as reported to the United States Department of Education. You may obtain a copy of this report by contacting the Department of Public Safety and Transportation, Levermore Hall, Suite 113, 516.877.3500 or by accessing administration.adelphi.edu/publicsafety.

The United States Department of Education’s website for campus crime statistics is ope.ed.gov/security.

As a reminder, the back of any Adelphi University ID card provides you with weather advisory and alert numbers to obtain information on any possible delayed openings or school closings. To register for the University Mass Notification System, log on to eCampus (campus.adelphi.edu) and click on University Mass Notification System.

ACCREDITATION

Adelphi University, an independent, comprehensive institution, is chartered by the University of the State of New York, and is accredited by the Middle States Association of Colleges and Schools, 3624 Market Street, Philadelphia, PA 19104-2680, 215.684.5000; the New York State Education Department, 89 Washington Avenue, Albany, NY 12234, 518.474.3852; the Commission on Collegiate Nursing Education, One Dupont Circle, NW, Suite 530, Washington, D.C. 20036, 202.887.6791; the American Speech-Language-Hearing Association, 2200 Research Blvd., Rockville, MD 20850-3289, 800.638.8255; the Council on Social Work Education, 1701 Duke Street, Suite 200, Alexandria, VA 22314, 703.683.8080; the National Council for Accreditation of Teacher Education (NCATE), 2010 Massachusetts Ave, NW, Suite 500, Washington, D.C. 20036-1023, 202.466.7496; and AACSB International—The Association to Advance Collegiate Schools of Business, 777 South Harbor Island Blvd., Suite 750, Tampa, FL 33602-5730, 813.769.6500.

EQUAL OPPORTUNITY AND NOTICE OF NONDISCRIMINATION

Adelphi University is committed to extending equal opportunity in employment and educational programs and activities to all qualified individuals and does not discriminate on the basis of race, religion, age, color, creed, sex, marital status, sexual orientation, ethnicity, national origin, disability, genetic predisposition or carrier status, veteran status, status as a disabled or Vietnam-era veteran, gender expression, or any other basis protected by applicable local, state or federal laws. Adelphi University does not discriminate on the basis of sex in any education program or activity it operates as required by Title IX. All questions regarding Title IX should be referred to Title IX Coordinator and Director of Equity and Compliance Rhonnie Jaus, Room 207, Levermore Hall, 516.877.4819, titleix@adelphi.edu. The discrimination coordinator for student concerns pursuant to Section 504 of the Rehabilitation Act of 1973 is Rosemary Garabedian, Director of the Student Access Office, Post Hall, 516.877.3145, sao@adelphi.edu; the discrimination coordinator for employee concerns pursuant to Section 504 of the Rehabilitation Act of 1973 is Jane Fisher, Director of Employment, Employee and Labor Relations, Room 203, Levermore Hall, 516.877.3222; the coordinator of Title VII and the affirmative action officer is Lisa S. Araujo, Associate Vice President for Human Resources and Labor Relations, Room 203, Levermore Hall, 516.877.3230.