



West Long Branch, New Jersey 07764-1898

Division of Student Services
732-571-3417

Main Number
732-571-3400

www.monmouth.edu/studenthandbook

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MONMOUTH

where leaders look forwardsm



MONMOUTH UNIVERSITY
Student Handbook

08-09

2008 FALL SEMESTER

End of Continuing Registration.Thursday, August 28, 2008
 CLASSES BEGIN (8:30 a.m.).Tuesday, September 2, 2008
 Late Registration or Program Changes.Tuesday to Tuesday, September 2, 2008 to
September 9, 2008
 Leave of Absence Deadline.Tuesday, September 9, 2008
 Founders Day Convocation.Wednesday, October 8, 2008
 Undergraduate Midterm Grades Due in Office of
 Registration and Records by 9 a.m.Tuesday, October 21, 2008
 Graduation Applications Due for January 2009Monday, November 3, 2008
 Last Day to Withdraw with “W” GradeTuesday, November 4, 2008
 Thanksgiving RecessThursday to Friday, November 27, 2008 to
November 28, 2008
 CLASSES END.Wednesday, December 10, 2008
 Final Examination Period.Thursday to Wednesday, December 11, 2008 to
December 17, 2008

2009 SPRING SEMESTER

End of Continuing Registration.Thursday, January 15, 2009
 Martin Luther King Holiday.Monday, January 19, 2009
 CLASSES BEGIN (8:30 a.m.).Tuesday, January 20, 2009
 Late Registration or Program Changes.Tuesday to Tuesday, January 20, 2009 to
January 27, 2009
 Leave of Absence DeadlineTuesday, January 27, 2009
 Spring Recess.Monday to Friday, March 9, 2009 to March 13, 2009
 Undergraduate Midterm Grades Due in Office of
 Registration and Records.Tuesday, March 17, 2009
 Last Day to Withdraw with “W” Grade.Monday, March 30, 2009
 Academic Advising and Priority/Early Registration for
 Summer, Fall, and Spring.Thursday to Friday, April 2, 2009 to April 17, 2009
 CLASSES END.Monday, May 4, 2009
 Reading Day.Tuesday, May 5, 2009
 Final Examination Period.Wednesday to Tuesday, May 6, 2009 to May 12, 2009
 COMMENCEMENT.Wednesday, May 20, 2009

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CAMPUS MAP

.Inside back cover

Monmouth University supports equal opportunity in recruitment, admissions, educational programs, and employment practices and complies with all major federal and state laws and executive orders requiring equal opportunity and/or affirmative action.

REVISED Summer 2008

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EMERGENCY

INFORMATION LINE

Call this pre-recorded message during any season to hear if classes are cancelled or to hear if the University is closed.

732-263-5900

IN AN EMERGENCY SITUATION,
the campus police can be contacted

24 HOURS A DAY

at

732-571-3472.

Crisis or Emergency Phone Numbers

If you are on campus and have a problem or are in need of help,
you may call one of the following:

Campus Police	732-571-3472
Counseling and Psychological Services	732-571-7517
First Year at Monmouth	732-571-3683
Health Services	732-571-3464
Life and Career Advising Center (LCAC)	732-571-3487
Residential Life	732-571-3465
Student Center Information Desk	732-571-4419
Student Services	732-571-3417



Other off-campus help hotlines:

180 Turning Lives Around
(Women’s Center of Monmouth County)
.....732-264-4111, 888-843-9262

Alcoholism
.....800-322-5525

Birthright
.....800-550-4900, 732-747-7600

Consumer Affairs
.....732-431-7900

Crisis Intervention/Jersey Shore
University Medical Center
.....732-776-4555, 732-776-5357

Crisis Intervention/Monmouth Medical
Center
.....732-923-6999

Disabilities (County Office)
.....732-431-7399

Drug/Alcohol Abuse
.....732-431-6451

Gamblers’ Anonymous
.....877-994-2465

Narcotics Anonymous
.....800-992-0401

Planned Parenthood
.....732-842-9300

Substance Abuse Services
.....732-571-6529

Women’s Referral (Crisis, Services)
.....800-322-8092

**A more extensive list of
off-campus hotlines
may be found
regularly in the
Asbury Park Press, or
copies may be
obtained in the
Life and Career Advising
Center (LCAC).**

CAMPUS PHONE NUMBERS

Academic Offices

- Accounting732-571-7535
- Anthropology732-571-3440
- Art and Design732-571-3428
- Biology732-571-3429
- Business Administration.....732-571-3430
- Chemistry732-571-3436
- Communication732-571-3449
- Computer Science732-571-3441
- Criminal Justice732-571-3448
- Curriculum & Instruction732-571-4417
- Economics/Finance732-263-5531
- Education732-571-7518
- English732-571-3439
- Foreign Language732-263-5493
- History732-571-3440
- Interdisciplinary Studies732-571-7599
- Management732-571-3431
- Marketing732-571-3431
- Mathematics732-571-4461
- MBA Program732-571-3434
- Music/Theatre732-571-3442

- Nursing732-571-3443
- Philosophy732-571-3444
- Physical Education732-571-3445
- Physics732-571-3436
- Political Science732-571-3444
- Psychological Counseling .732-571-3570
- Psychology732-571-3447
- Social Work732-571-3543
- Sociology732-571-3444
- Software Engineering ...732-571-7501
- Special Education732-571-3437

Administrative Offices

- Athletics732-571-3415
- Bookstore732-571-3453
- Bursar732-571-3454
- Cashier’s Office732-571-7540
- Co-op Education732-571-3582
- Counseling and Psychological
Services732-571-7517
- Disabilities Services ...732-571-3460
- EOF732-571-3462
- Financial Aid732-571-3463
- First Year at Monmouth .732-571-3683
- Fitness Center732-571-7590
- Greek Life732-571-3586
- Health Center732-571-3464

- Honors School732-263-5308
- ID Center732-263-5665
- Intramurals/Recreation..732-263-5187
- Judicial Affairs...732-263-5218
- LCAC732-571-3487
- Library732-571-3693
- Math Learning Center ...732-263-5305
- Off-Campus and Commuter
Services732-263-5651
- Peer Tutoring Office732-263-5721
- Placement732-571-3471
- Police732-571-3472
- Police/Emergency732-571-3499
- Registration & Records .732-571-3477
- Residential Life732-571-3465
- Service Learning732-571-4411
- Student Activities732-571-3586
- Student Employment ...732-571-3569
- Student Services732-571-3417
- Telecommunications ...732-571-3520
- Transcript Evaluator732-571-3479
- Transfer Services732-571-3588
- Tutoring Center732-263-5721
- Undeclared Majors732-571-3588
- Writing Center732-571-7542
- Writing Office732-263-5491



UNIVERSITY ADMINISTRATION



President	Paul G. Gaffney II
Vice President for Academic Affairs/Provost	Thomas Pearson
Vice President for Administrative Services	Patricia Swannack
Vice President for Enrollment Management	Robert Mc Caig
Vice President for Finance	William Craig
Vice President/General Counsel	Grey Dimenna
Vice President for University Advancement	Jeffery Mills
Vice President for Student Services	Mary Anne Nagy

ACADEMIC DEPARTMENTS AND CHAIRS



SCHOOL OF HUMANITIES AND SOCIAL SCIENCES

Dean Stanton Green
 Associate Dean Golam Mathbor
 Assistant Dean Michael Thomas

Art and Design
 Andrew Cohen

Communication
 Don Swanson

Criminal Justice
 Peter Liu

English
 Sue Starke

Foreign Language Studies
 Alison Maginn

History and Anthropology
 Fred McKittrick

Music/Theatre Arts
 John Burke

Philosophy, Religion, and Interdisciplinary Studies
 Golam Mathbor

Political Science
 Rekha Datta

Psychological Counseling
 Frances Trotman

Psychology
 Janice Stapley

SCHOOL OF BUSINESS ADMINISTRATION

Dean Frederick Kelly
 Associate Dean . . . Edward Christensen
 Assistant Dean Noah Hart

Accounting
 Gilda Agacer

Economics and Finance
 Nahid Aslanbeigui

Management and Marketing
 David Paul

SCHOOL OF EDUCATION

Dean Lynn Romeo
 Associate Dean TBA

Curriculum and Instruction
 Jingzi Huang

Educational Leadership and Special Education
 Terri Rothman

SCHOOL OF NURSING AND HEALTH STUDIES

Dean Marilyn Lauria
 Associate Dean Janet Mahoney

SCHOOL OF SCIENCE, TECHNOLOGY, AND ENGINEERING

Dean Michael Palladino

WHERE TO FIND THE ANSWER

Associate Dean John Tiedemann

Biology
 Dennis Rhoads

Chemistry, Medical Technology, and
 Physics
 Robert Q. Topper

Computer Science
 Richard Scherl

Mathematics
 Joseph Coyle and
 David Marshall

Software Engineering
 James McDonald

SCHOOL OF SOCIAL WORK

Dean Robin Mama

HONORS SCHOOL

Dean Brian Garvey



SCHOOLS

School of Business Administration
 Bey Hall, 1st Floor

School of Education
 McAllan Hall, 1st Floor

School of Humanities and Social
 Sciences
 Bey Hall, 2nd Floor

School of Nursing and Health Studies
 McAllan Hall, 3rd Floor

School of Science, Technology,
 and Engineering
 Howard Hall, Room 540

School of Social Work
 McAllan Hall, 3rd Floor

Graduate School
 Wilson Hall, 2nd Floor

Honors School
 Birch Hall

ACADEMIC INFORMATION

Advising
 LCAC Student Center, 1st Floor

College Skills Center
 Modular Unit behind Student Center

First-Year Experience
 Student Center, 1st Floor

Registration
 Registrar's Office.. Wilson Hall, 2nd Floor

Summer School
 Admissions Wilson Hall, 1st Floor

Withdrawal
 Registrar's Office.. Wilson Hall, 2nd Floor

GENERAL INFORMATION

Athletics
 Athletic Building

Automobile Registration
 MU Police Dept.

Careers
 LCAC Student Center, 3rd Floor

Cooperative Education
 LCAC Student Center, 3rd Floor

Counseling Services
 LCAC Student Center, 1st Floor

Disciplinary Matters
 Student Services
 Student Center, 2nd Floor

Fees
 Bursar Wilson Hall, 1st Floor Annex

Financial Aid
 Wilson Hall, 1st Floor

International Student Information
 Student Services
 Student Center, 2nd Floor

Lost and Found
 University Police 400 Cedar Ave.

CAMPUS SERVICES

Medical Services

.....Health Center, Birch Hall

Off-Campus and Commuter Services

.....Student Center, 2nd Floor

Placement

LCACStudent Center, 3rd Floor

Public Affairs

.....Wilson Hall, 2nd Floor

Residential Life

.....Pinewood Hall

Service Learning

.....Student Center, 3rd Floor

Student Activities

.....Student Center, 2nd Floor

Sports/Intramurals

.....Athletic Building

Student Center Information Desk

.....Student Center, 1st Floor

Study Abroad

.....Student Center, 3rd Floor

University Police

.....MU Police Dept., 400 Cedar Ave.

Veterans Affairs

Registrar's Office .. Wilson Hall, 2nd Floor

Volunteer Programs

.....Student Center, 3rd Floor



*Need to find an ATM?
Looking for the hours for the
Student Center Convenience Store?
Want to know where you can
go for tutoring?*

This section covers a wide range of services, from computing and health services to places to eat around campus.



QUIET PLACES TO STUDY

There are plenty of places on campus where you will find a quiet place to study or an area where you can meet a student group.

Rebecca Stafford Student Center

- Cafeteria
- Second floor lounge
- Lounge outside of Anacon Hall
- Three areas on the third floor
- Student study suite (accommodates six, with six data ports)

Bey Hall

- Several conference tables and chairs (9 a.m. to 7:30 p.m.)

Jules L. Plangere Jr. Center for Communication and Instructional Technology

- Café tables outside Einstein Bros Bagels
- First floor lounge

Monmouth University Library

- Plenty of study spaces on the second floor
- Lower level study area

Woodrow Wilson Hall

- The Great Hall

CAMPUS SERVICES

ACADEMIC SKILLS SERVICES

Academic Skills Services, incorporating the Math Center, the Writing Center, and the Tutoring Center, provides personalized academic assistance. The goal of each center is to ensure the academic success of all students at Monmouth University.

ADULT STUDENTS (NON-TRADITIONAL AGE)

The Office of Undergraduate Admission is open Monday through Friday and is available to help non-traditional students. Admission information is available for those adults making an initial inquiry about returning to school, and personal, academic, and career counseling is available for those adults who are already enrolled at Monmouth.

The LCAC Student Development Counselor for adult students is available to assist adult/non-traditional students in strengthening the link from their admission to registration, and on to the connection with their academic department.

The registrar and financial aid offices are open on various evenings until 7 p.m. Please call for specific hours. Both offices are located in Woodrow Wilson Hall. The Student Center Information Desk is open every evening to answer students' questions. During the summer months, please call the appropriate office for summer hours.

Credit by Examination:

Undergraduate students may earn college credit for prior learning through the Monmouth University Credit by Examination Program. An examination is administered by a member of

the Monmouth University faculty. Details on procedures and fees are available from the Registrar.

Prior Learning Assessment Program:

Another credit option is the Prior Learning Assessment Program. Undergraduate students who have been working, volunteering in the community, traveling, serving in the military, or studying independently may have acquired some college-level learning from these experiences.

It is possible to have this learning evaluated and receive credit for it. Credit is granted for learning rather than the experience itself. Students who wish to earn credit for learning from work and life experience will be asked to prepare a portfolio that describes and documents that learning.

ATHLETICS

It is the role of the Monmouth University Athletics Department to provide student-athletes with the opportunity to develop their full potential while safeguarding their physical welfare in an environment that promotes both high academic standards and development of leadership capabilities and sportsmanship.

These objectives are best achieved through a broad-based program, which provides equal opportunity for all its student-athletes and staff regardless of race, color, age, sex, disability, religion, ethnic or national origin, or sexual orientation and which is administered in accordance with the highest principles of intercollegiate competition.

The University physical education and athletics facilities include three full-size basketball courts, a swimming pool, a fitness area with free weights and Nautilus machines, and locker and shower areas.

The outdoor areas include an eight-lane, all-weather track, a football field, soccer fields, baseball field, field hockey field, softball field, and a large intramural area.

Monmouth fields men's varsity teams in baseball, basketball, cross-country, football, golf, indoor and outdoor track, soccer, and tennis. Women's varsity offerings include basketball, cross-country, golf, field hockey, lacrosse, soccer, softball, tennis, and indoor and outdoor track and field. Both men's and women's programs compete on the NCAA Division I level and are members of the Northeast Conference. All competitions are open to student spectators. Tickets (free to students) and scheduling information are available by calling 732-571-3415. Results are available by calling the Hawkline, 732-571-HAWK (4295).

BANKING SERVICES

There are several nearby banking options for Monmouth students. A specialty branch of Wachovia is located on-campus on the lower level of the Rebecca Stafford Student Center (near the Bookstore). This specialty branch is currently open to set up bank accounts on Monday, Wednesday, and Friday from 9:30 a.m. to 3 p.m.

Once a student has an account, he or she should use the on-campus automated teller machine to obtain cash from their accounts and make deposits. The Wachovia specialty branch on-campus phone number is 732-923-4870.

A. Wachovia

On-campus branch:
732-923-4870

Representative at Monmouth Medical Center:
732-923-4854

Ocean Ave., West End:
732-219-6159

167 Locust Ave., West Long Branch:
732-222-1247

221 Monmouth Road, Oakhurst:
732-531-8383

B. Sovereign Bank

Monmouth Road, Oakhurst:
732-229-7000

The Office of Student Services will be happy to provide students with directions to these banks.

Additionally, there is an automated teller machine available in the Student Center through Wachovia. This cash-disbursing machine is tied into the MAC and CIRRRUS network. Those wishing to open a Wachovia bank account may do so at the Wachovia specialty branch located on the lower level of the Student Center.

Resident students may cash a check for up to \$40 per day in the University Bookstore. Checks must be payable to "Monmouth University Bookstore." No two-party checks are accepted. Students may cash checks during regular business hours. The Bookstore suspends check-cashing service the first seven to ten days at the beginning of each semester.

BOOKSTORE

The Monmouth University Bookstore is a service operation designed to meet the needs of the students, faculty, administrators, and staff. They sell textbooks, tradebooks, school supplies, and other miscellaneous items that are necessary for all classroom activities. In addition, the store sells clothing, cards, stamps, art supplies, cosmetics, and sundry items.

The bookstore maintains a Web site at <http://mubookstore.monmouth.edu>.

BOOKSTORE HOURS

Monday—Thursday
8:45 a.m. to 7:30 p.m.

Friday
8:45 a.m. to 5 p.m.

Saturday
11 a.m. to 5 p.m.

(Summer hours vary.)

The Bookstore extends its hours
at the beginning of each term.

For further information please call
732-571-3453.

BOX OFFICE

The Central Box Office is located in the Student Center. Tickets are available Monday through Friday, 9 a.m. to 5 p.m., and on weekends and evenings of events at the venue. Monmouth University students are eligible for free and/or discounted tickets. Full-time Monmouth University students are eligible for one free ticket to two Performing Arts Series events per academic year. Additional events carry a \$5 charge. Full-time students can also purchase one additional guest ticket per event at \$5*.

Part-time Monmouth University students are eligible for one free ticket to one Performing Arts Series event per academic year. Additional events carry a \$5 charge. Part-time students can purchase one additional guest ticket per event at \$5*.

*Additional guest tickets revert back to regular prices.

Certain restrictions do apply. For additional information contact the Box Office at 732-263-5262.

BURSAR AND CASHIER

The Office of the Bursar is responsible for all aspects of a student's financial account, including billing of tuition, fees, and room and board. The office also coordinates posting of financial aid, tuition credits, and refunds. Staff members assist students and parents in making payment arrangements.

The Office of the Cashier handles all payments for student tuition, fees, and miscellaneous charges such as traffic citations, and transcripts. All deposits from various departments are processed through the cashier's office. For further information and to view your account visit us on the Web at www.monmouth.edu/student/bursar.asp. Regular hours for both offices are Monday through Friday, 8:45 a.m. to 5 p.m. Special hours are on nights of payment-deadline when we will be open until 7 p.m. Special appointments may also be made.

CAREER ADVISORS AND PLANNERS (CAPS)

Each academic department has a faculty member who serves as a Career Advisor and Planner (CAP) to help students plan for and choose the Experiential Education course or opportunity that will enhance and advance their professional and educational development. For more information, students should visit the Experiential Education Web site at www.monmouth.edu/academics/lcac/exed.asp.

CAREER SEARCH COURSE (LC300)

A one-credit course, Career Search is offered every semester and provides students instruction in various elements of the career search. Topics include organizing and researching the job hunt, developing the résumé and cover letter, and interviewing techniques. This course is recommended during junior or senior year.

CENTRAL SCHEDULING

Located in the Office of Conference and Program Services on the lower level of the Rebecca Stafford Student Center, Central Scheduling coordinates reservations of facilities for meetings and/or events. Whether needed for a club, academic department, or other organization, Monmouth University has a number of meeting rooms available that suit a variety of needs. Information on reservations for these and most campus facilities can be obtained in this office.

SCHEDULING AN EVENT

1. All student club meetings taking place in the Student Center as well as all other campus facilities must be registered with the Central Scheduling Office 732-571-3473 or ext. 2199, on forms provided for that purpose. Each semester, clubs are limited to booking (2) meetings until their roster is submitted. Once the roster is on file, the remainder of the semester's meetings can be scheduled.
2. Meetings that are not general club meetings are considered special events. The Office of Student Activities must be consulted for approval for events and activities. Contact the Office of Student Activities (OSA) for an appointment. After the meeting, OSA staff will enter the room reservation, if the event is approved. It is the responsibility of the student club to coordinate and order the food service, audio-visual, or special setup needed for their event; at least two weeks advance notice is required. See Student Events Regulations in the Policies section for further information.
3. Organizations that wish to serve alcoholic beverages must contact the Vice President for Student Services at least six weeks prior to the date of the event.

4. Students wishing to reserve a table in the Student Center foyer or in the Resident Dining Hall (Magill Commons) should reserve one through the Office of Student Activities.
5. The fully detailed policy for scheduling campus facilities is available from the Central Scheduling Office or online at www.monmouth.edu.
6. If a room is reserved, and is no longer needed, due to low attendance or another reason for cancellation, please contact the Office of Central Scheduling and the Office of Student Activities immediately to notify them of the cancellation.

THE CLUB AT MONMOUTH

Catering to faculty, staff, and alumni, the Club at Monmouth is located at the Commons next to the Residential Dining Hall. The Club is open for lunch Monday through Friday, 11:30 a.m. to 1:30 p.m. It is also available for meetings, conferences, and special functions for academic departments and recognized student organizations. Call Conference and Program Services for more information.

CLUBS AND ORGANIZATIONS

If you are a student at Monmouth, there is a club, organization, or honor society for you. All of our clubs and organizations are student-run. If you do not see something to spark your interest, consider starting your own club. The Office of Student Activities and the Student Government Association can guide you through the process. Please see the section dedicated to our clubs and organizations for more details about the opportunities at Monmouth.

COMPUTER SERVICES

Every student enrolled at Monmouth University is provided with an electronic mail (e-mail) account on a computer system called HAWKMAIL, which remains in effect as long as the student is registered and in good standing. Students have full access to the campus-wide network as well as to worldwide Internet services. They also have access to the online Monmouth University Library Catalog (GOALS), and multiple online CD-ROM based subject indexes and abstracts.

There are a number of state-of-the-art Pentium computer labs on-campus, each fully equipped with access to the Internet and the World Wide Web. Labs contain from 21 to 25 workstations and operate Windows XP. Some labs are open seven days a week. Typical operating hours are Monday through Friday, 8 a.m. to 10 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, 2 p.m. to 6 p.m. There are also two 24-hour labs. Laboratories are staffed by lab assistants dedicated to providing help to users who are either unfamiliar with the software or have other related questions. Lab assistants are assigned specifically to all faculty or instructors who use computer labs for classroom instruction.

Monmouth also has discipline specific computing labs to accommodate special curriculum needs. These include MacIntosh labs used specifically by the Art Department and the Communication Department and also a Linux Computer Systems Lab to accommodate the Computer Science Department and the Software Engineering Department.

Monmouth University maintains campus network connections in the residence halls. Each residence hall room is equipped with network connections for each student (students are responsible for hardware costs).



The MU Information Systems staff is available during regular business hours to provide assistance with network communications, account set-up, home page set-up, and for general troubleshooting. Students who wish to maintain a Web home page are encouraged to do so on Monmouth University's system. Monmouth University's home page is located at: www.monmouth.edu.

Technology on Campus

Computers and information technology are increasingly becoming indispensable tools in the academic world. At Monmouth University, we recognize the importance of integrating technology into the campus environment to enhance, strengthen, and extend the classroom experience by providing more flexible student access to faculty and library resources; preparing students for confident, resourceful, responsible use of technology in academic and career paths; and expanding the boundaries of our classrooms to enhance teaching, learning, research, communication, and professional development.

While the classroom experience and the quality of personalized faculty instruction remain the cornerstone of our programs, we believe that technology can significantly heighten the academic experience and equip students for the needs of an increasingly

high-tech career marketplace. Our goal is to prepare students with a rounded, professionally viable education of quality accompanied by the ability to use technology effectively as a tool for success. Our research shows that using computers makes learning more meaningful for students, makes learning more fun, increases student communication with others, and improves critical-thinking skills.

Already, many of our courses have been enhanced through technology. An increasing number of our courses use our Learning Management System called eCampus to enhance student learning in a variety of ways including using threaded discussion boards, online chat, instant messaging, and online learning modules. These courses utilize eCampus to enhance communication through e-mail, chat rooms, and threaded discussion. Syllabi, bibliographies, assignments, course notes, and links to research material are also posted for student use. Online graduate courses can be asynchronous and thus provide flexibility and convenience to our graduate population.

Technology has been shown to involve students actively in the learning process, broaden ways for students to receive and present information, enable students to integrate and organize knowledge in personally meaningful ways, contribute to higher-level thinking among students, and allow students to engage in learner-centered projects and activities that promote student choices and responsibility.

The University has developed a standard configuration to facilitate the instructional process and to ensure that all students with laptops are able to access and work within Monmouth's network configuration. Changes are underway as we are in the process of improving our facilities to make technology use possible throughout the campus.

Campus-wide expansion of laptop ports will allow students to "plug in" to the University's computer network to access class notes, communicate with other students and faculty, complete assignments, conduct research, and surf the World Wide Web. All of this can be accomplished from a variety of locations on campus including Cyber Cafes and Cyber Corners in the Resident Dining Hall, the Rebecca Stafford Student Center, the Monmouth University Library, Wilson Hall, Howard Hall, and the residence halls.

Whether you choose to bring a laptop or a desktop to campus, or if you intend to experience technology through our computing labs, computer use will enhance your academic life at Monmouth. Because we understand the importance of the role of computers and information technology at Monmouth, we have developed campus-wide technology resources and are constantly looking toward the future to anticipate the need for additional resources. Our evolving technology initiative benefits Monmouth students by providing them with current technology for computer use in the classroom and by enabling them to develop the computer skills necessary for success in the workplace.

Computer Network Services for Resident Students

Resident students have the ability to connect to HawkNet from their residence hall rooms. The network connection allows students to access e-mail, FTP (file transfer protocol) capabilities, the online library catalog system, and the Internet and World Wide Web. Resident students who own a personal computer and wish to connect to the network through the University system should purchase a network interface card (NIC) and have it installed by a supplier of their choice. (NIC specifications are detailed later.)

Computer Network Service for All Students

All students are provided with a computer account that provides them with e-mail, World Wide Web browsing and authoring tools, and electronic access to the Library's catalog. Please note that students are not required to bring personal computers to campus. For those students who do not have personal computers, network access is available through computer labs located throughout the campus, including residence halls.

Students considering purchasing their own computer may do so from a vendor that can be accessed from our Web site. We strongly recommend the investment in a laptop to students who are planning to purchase a computer for use at Monmouth. Loan-funding may be available to assist students with the purchase of a computer when students are registered in courses in which the use of a computer is required. Students who are registered in courses that require computers are encouraged to call or visit the Office of Financial Aid so that additional student loan eligibility may be determined. The University's minimum recommendations for both desktop and laptops are on the University World Wide Web site.

Computer Services for Resident Students: Frequently Asked Questions

What is HawkNet Residence Hall Service?
HawkNet Residence Hall Service allows students who own computers to access campus and worldwide electronic resources from their residence hall rooms 24 hours a day, seven days a week.

Who can subscribe to HawkNet Residence Hall Service?

Each on-campus residence hall room is equipped with data connections for each student. These are identified by the blue wall connectors. (Red is telephone.)

What services will be provided?

For the academic year, HawkNet Residence Hall Service will provide subscribers with the following: campus-wide network connectivity (TCP/IP, Telnet, FTP), Internet access, access to your e-mail account on campus, and access to any campus network server that you are authorized to use.

What services will not be provided?

Monmouth University will not provide any hardware, software, or maintenance to any student's personal computer. The University has installed a firewall to block unsolicited traffic from coming into the campus network. Bandwidth restrictions may also be imposed.

Is there a monthly fee for HawkNet Residence Hall Service?

No. There are no sign-up or monthly fees.

How do I set up my computer to connect to the network?

You purchase a Network Interface Card (NIC) for your computer from a supplier of your choice. The NIC you purchase must run 10BaseT terminating in an RJ45 jack. This is not a modem card. It is the responsibility of the student to have the NIC and its software drivers installed. You may do the installation yourself or you may elect to have a vendor (of your choice) do the installation.

You will also need a connecting cable to go from your computer to the network connection point in your room. These cables are available in the Monmouth University Bookstore.

What do I do if I need help?

The Information Systems Help Desk can provide limited assistance. You may contact them at 732-571-3539 for written instructions or contact the Student Technology Assistant Program, located at the library, ext. 3490.

What if my personal computer does not properly connect to HawkNet?

If your computer does not properly connect to HawkNet, a University network technician will ensure the problem is not related to the network. We are unable to troubleshoot any problems that are related to your computer system or are non-network related.

Will the University supply any additional software such as Netscape Browser or Internet Explorer?

No. It is the responsibility of each student to legally obtain all software.

What services will not be provided?

Monmouth University will not provide any installation or configuration of hardware or software to any student's personal computer.

The University does not provide insurance, nor cover losses, for the theft or damage of personal computer systems.

What software should I have on my computer?

You may run any software you legally own provided it does not conflict with the University's policies. For compatibility with the University's computers, the following are suggested:

- Windows XP or Vista
- MAC OS 8.1 or newer
- Microsoft Office 2003 or greater
- Internet browser (Netscape 4.76 or higher, or Internet Explorer 6.0 or higher)
- Virus protection software

How do I contact the Help Desk?

Monmouth University
Attn: Help Desk
Howard Hall, Cedar Avenue
West Long Branch, NJ 07764
732-571-3539 • FAX: 732-263-5200
helpdesk@monmouth.edu

Computer Services for All Students: Frequently Asked Questions

I don't own a computer—can I succeed at Monmouth?

You don't have to own a computer to experience technology at Monmouth. We maintain workstations specifically dedicated to student use in our instructional and open-use laboratories. We have more than 37 labs and 500 PCs.

I don't have much experience with computers—can Monmouth help me adapt to a high-tech environment?

Yes. Monmouth University offers an introductory course in information technology (IT-100), as well as an Information Technology minor and certificate program.

I have a wireless device—can I connect to any services on campus?

To connect to HawkNet via a wireless device, you will need to obtain specific instructions from the Help Desk. You must have a valid Monmouth University account. Accessing our network using a wireless device requires you to "authenticate" with the network. Not all wireless devices are capable of authentication. If you are in doubt, please contact the Help Desk.

The University has deployed wireless access in several common areas throughout the campus. These "hotspots" include the Monmouth University Library, Wilson Hall, Bey Hall, the Rebecca Stafford Student Center student lounge, and some areas within Edison Science Building and Howard Hall. For exact locations go to: www.monmouth.edu/resources/wireless/hotspots.html.

It seems as though technology is pervasive at Monmouth. Will I still receive personal instruction from my professors?

Yes. Although we recognize the importance of technology for academic and professional achievement, we believe that it cannot replace our personalized faculty instruction.

What is Monmouth on the Web?

Monmouth on the Web consists of two groups of technologically enhanced courses: online courses, which are conducted largely online and are supported by a "virtual" campus, and courses that are conducted on campus and are significantly augmented by online and administrative components.

I'm planning to take a course that uses the Web. What kinds of technological features can I expect?

Web course features range from electronic postings of assignments, syllabi, and bibliographies, to electronic dialogue with instructors and fellow students. New features are constantly under development and can even include interactive model projects and assignments.

Making the Connection

It's clear that computers can enrich your college experience. At Monmouth, we believe in using technology creatively in the classroom to educate your mind and augment your skills in preparation for a world increasingly dominated by evolving technology. If you have questions about our technology resources, or would like more information about choosing the right computer to use at Monmouth, please feel free to contact the Information Systems Help Desk at 732-571-3539 or the Student Support Program at ext. 5108.

We will do everything possible to help you get ready for an exciting year at Monmouth.



COOPERATIVE EDUCATION, INTERNSHIPS, AND SERVICE LEARNING (CO-OP, LCAC)

Under Experiential Education, co-ops, service learning, and internships provide students with opportunities to integrate formal classroom study with hands-on experience in non-profits, business, and government. Students have a chance to apply classroom learning in the field and obtain relevant career experience. Students must register for course credit to satisfy this requirement. Students looking for placements should visit the Experiential Education Web site at www.monmouth.edu/academics/lcac/exed.asp.

For further information about Experiential Education please call 732-571-3582 (Cooperative Education) or 732-571-4411 (Service Learning).

COUNSELING AND PSYCHOLOGICAL SERVICES / LCAC

The professional counselors in the Office of Counseling and Psychological Services offer free and confidential psychological counseling to all Monmouth University students on a “first come, first served” basis. Students receive support in addressing mental health concerns such as depression, anxiety, relationships, abuse, eating disorders, homesickness, loneliness, roommate problems, relationships, and other issues. A 24-hour hotline for psychological crises and drug and alcohol emergencies is provided through collaboration with Monmouth Medical Center and local agencies. Support for women in crisis is provided by the Women’s Advocate. Self-help literature is always available. Call 732-571-7517, or contact us at mucounseling@monmouth.edu. You may also visit us on the Web.

DINING SERVICE

The dining service, operated by ARAMARK, provides breakfast, lunch and dinner at a number of locations on campus. Starting with the Student Center Cafe (food court), Magill Commons (residential restaurant), the Underground (pizza and sub shop in Elmwood Hall), Einstein Bagels (national brand in Plangere Center), the Eye Opener (Student Center), and Java City (Bey Hall). A full range of catering service is available for groups having special functions. Commuter meal plans (declining balance, cash, Visa, or Master Card) are available for use at all dining locations on campus. For more information regarding all food related services contact ext. 2701, 2702, or 732-222-1444.

Catering on Campus

A full range of catering services is available. From small parties to large events we can accommodate your needs and budget. Contact the Dining Services office at ext. 2701, 2702, or 732-222-1444 for additional information.

COFFEESTATION (Library)

Monday—Thursday . . . 11 a.m. to 10 p.m.
Friday and SaturdayClosed
Sunday 3 p.m. to 8 p.m.

EINSTEIN BAGELS (Plangere Center)

Monday—Thursday . . . 8 a.m. to 9 p.m.
Friday 8 a.m. to 3 p.m.
Saturday and SundayClosed

EYE OPENER (Java City in the SC)

Monday—Thursday . . . 8 a.m. to 9 p.m.
Friday 8 a.m. to 5 p.m.
Saturday and SundayClosed

JAVA CITY @ Bey Hall

Monday—Thursday . . . 8 a.m. to 9 p.m.
Friday 8 a.m. to 3 p.m.
Saturday and SundayClosed

MAGILL DINING HALL

Monday—Thursday . . . 7:30 a.m. to 8 p.m.
Friday 7:30 a.m. to 7 p.m.
Saturday and Sunday.. 11:30 a.m. to 7 p.m.

STUDENT CENTER CONVENIENCE STORE

Monday—Thursday . . . 9 a.m. to 11 p.m.
Friday 9 a.m. to 8:30 p.m.
Saturday 10 a.m. to 8 p.m.
Sunday 12 p.m. to 8 p.m.

STUDENT CENTER FOOD COURT

Monday—Thursday 7:30 a.m. to 7:30 a.m.
Friday 7:30 a.m. to 5 p.m.
Saturday and SundayClosed

UNDERGROUND @Elmwood Hall

Sun—Thurs 6:30 p.m. to 12 a.m.
Friday and SaturdayClosed

Coffeestation (Library)

This outlet offers a variety of grab-and-go items as well as sandwiches. Hours of operation are Monday through Thursday, 11 a.m. to 10 p.m.; Sunday, 3 p.m. to 8 p.m. It is closed on Friday and Saturday.

Einstein Bagels

Located in the Jules Plangere Jr. Center for Communications and Instruction Technology. Everything is put on a bagel. We even wrap our hot dogs in one. Soup, salads, assorted beverages, and desserts are offered here. Hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 3 p.m. It is closed on weekends.

Eye Opener

Located in the Rebecca Stafford Student Center, this coffee shop offers a variety of espresso and coffee beverages as well as blended favorites. Made-to-order “Freshers Smoothies” featuring 24 different and unique combinations are available with or without MET-X boosters. Combine these with one of our signature pastries or grilled-to-perfection panini sandwiches and have a relaxing experience in this beautiful location. Or simply catch up on some work with the help of the wireless Internet connection. Hours of operation at the Eye Opener are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 5 p.m. It is closed on weekends.

Java City at Bey Hall

Located at Bey Hall, this outlet offers a variety of grab-and-go items as well as sandwiches. Java City coffee is available. Hours of operation are Monday through Thursday, 8 a.m. to 9 p.m.; Friday, 8 a.m. to 3 p.m. It is closed on weekends.

Magill Dining Hall

The newly renovated commons is the main dining facility for Resident Board Plan Students. It is open seven days a week. This residential

restaurant offers a wide variety to choose from. It is an all you can eat location. We are open to residential and non-residential students. A varied menu is offered everyday including a charcoal grill, deli, extensive salad bar, pizza, exhibition pasta station, and “comfort foods” just to name a few. Beverage options include many Pepsi items, a variety of Gatorade, numerous juice options, and flavored water. Don’t forget dessert. Freshly baked desserts are prepared daily. Ice cream and frozen yogurt are always available. Hours of operation are Monday through Thursday, 7:30 a.m. to 8 p.m.; Friday, 7:30 a.m. to 7 p.m.; Saturday and Sunday, 11:30 a.m. to 7 p.m.

Student Center Convenience Store

Located on the first floor of the Rebecca Stafford Student Center. Convenience is the key. This convenience store offers a variety of household product, personal items, snacks, chips, candy, nutritional items, and much more. Open for our students’ convenience we will do the shopping for you. Call ahead... tell us your needs... we shop for you... and have it ready when you arrive. Hours of operation are Monday through Thursday, 9 a.m. to 11 p.m.; Friday, 9 a.m. to 8:30 p.m.; Saturday, 10 a.m. to 8 p.m.; Sunday, noon to 10 p.m.

Student Center Food Court

Located on the first floor of the Rebecca Stafford Student Center this location can accommodate up to 350 people. This food court fulfills a special need for commuter students, offering many different options for the student on the go. This facility features a full deli, grill area, quesadilla station, created for you salad garden station, Bene Pizza station, and Tyson Sunset Strips. In addition to these popular made to order stations we have an extensive grab and go area located at the entrance of the cafe. Seattle’s Best Coffee and Pepsi products are also available throughout the cafe. Cookies, pudding, cake,

and many more desserts are also available. Hours of operation are Monday through Thursday, 7:30 a.m. to 7:30 p.m.; Friday, 7:30 a.m. to 5 p.m. It is closed on weekends.

Underground

Located at the Hawk's Den you can play some pool, watch TV on the big screen, and enjoy our variety of sandwiches, subs, pizza, buffalo wings, and much, much more. Hours of operation are Sunday through Thursday, 6:30 p.m. to midnight. It is closed on Friday and Saturday.

DISABILITY SERVICES

Support services are available to students with learning, psychiatric/psychological, and physical disabilities through the Department of Disability Services for Students. Students with documented disabilities may request reasonable modifications, accommodations, or auxiliary aids that will enable them to fully participate in programs and activities at Monmouth University. Reasonable accommodations are granted on a case-by-case basis and in consultation with academic personnel and in consideration of University policy.

A variety of services are available to students with disabilities. These services include but are not limited to: assistance with advocacy on campus, learning strategy training, time-management assistance, academic planning advice, preferential registration for continuing students, and an adaptive testing center that assists faculty in accommodating student test-taking needs.

In order to be eligible for accommodations and services, adequate documentation must be submitted to the Department of Disability Services for Students. The documentation must include a specific diagnosis of a disability and support the reasonable accommodations being requested.

The department is located in the College Skills Center and can be reached by phone at 732-571-3460 or by TTY relay at 732-263-5795.

EDUCATIONAL OPPORTUNITY FUND

The Educational Opportunity Fund Program (EOF) is a state-funded program that provides academic and financial support services to economically disadvantaged New Jersey residents who meet specific educational and financial criteria. Evidence of a high level of motivation is also a major factor in the selection process of EOF scholars.

The program provides individual and group counseling in the form of personal, career, financial, and academic advisement. Tutoring is available at no cost to EOF students. College survival skill workshops are also available. Pre-freshmen participate in a mandatory, five-week residential summer program that is designed to strengthen academic weaknesses and to orient students to campus life. Further information is available in the EOF office located at the north end of the 600 Building, 732-571-3462.

EMERGENCY STUDENT LOAN FUND

At some point during a student's academic career at Monmouth University there may exist a need to access funds on an emergency basis. The establishment of an Emergency Student Loan fund by the University makes these necessary funds available and provides invaluable assistance to students at a time when it is most needed.

The following guidelines prevail when a student utilizes the Emergency Student Loan:

1. The fund is administered by the vice president for Student Services or her designee. Students should apply for the loan at the Office of Judicial Affairs and Special Projects, which is located on the second floor of the Rebecca Stafford Student Center.

2. Funds may be used for the following purposes: emergency travel, purchase of textbooks or supplies before money (personal) is available, medical expenses, etc. Funds requested to pay phone bills, credit card, car payments or insurance, or other personal bills and expenses are not acceptable uses of Emergency Student Loan funds, and will not be granted. All requests will be reviewed and honored at the discretion of the vice president or her designee.
3. Loans may be made available for amounts up to \$100.
4. Students in need of emergency funds must contact the Office of Student Services and complete the appropriate request form.
5. Only one loan may be made to a student each semester unless special permission is granted by the vice president or her designee.
6. Repayment of the loan must be made to the Office of Student Services within thirty days of the day the funds are distributed.
7. Students must sign a promissory note indicating the amount borrowed and the terms for repayment at the time the funds are disbursed.
8. Failure to repay the loan within the prescribed period will result in loss of borrowing privileges by the student as well as disciplinary action based on the Student Code of Conduct. Students who fail to satisfy their financial obligations may be ineligible to register, graduate, or receive transcripts.

EQUAL OPPORTUNITY/AFFIRMATIVE ACTION

Any member of the Monmouth University community may bring a complaint of alleged discrimination to the attention of the Director

of Affirmative Action, Human Relations, and Compliance located on the third floor of Wilson Hall. A copy of the University-wide policy on discrimination and sexual harassment, which describes the procedure for resolving such complaints, may be obtained from the Office of Student Services and the Office of Affirmative Action.

EXPERIENTIAL EDUCATION

All Monmouth University undergraduate students are required to satisfy the Experiential Education requirement. This requirement may be fulfilled in a variety of ways and can vary according to major. Through the Experiential Education program, students can gain valuable professional experience by successful completion of at least one field experience course, internship, co-op, service learning or Study Abroad.

Most students take their Experiential coursework during junior or senior year in coordination with the pre-professional practice associated with their major or intended career. Successful completion of the Experiential Education requirement will be recorded on the transcript and noted as "EX001."

A great deal of support is available to help students make the most of the Experiential Education requirement. The Web site (www.monmouth.edu/academics/lcac/exed.asp) is a comprehensive resource offering students detailed information about this requirement.

In rare cases, students with substantial career experience may petition to satisfy the Experiential Education requirement through the submission of a work-related and employer-supported portfolio. Interested students must gain permission of the CAP and chair of their academic department, as well as the faculty director of the program, before submitting a portfolio for review.

FINANCIAL AID

The Office of Financial Aid provides information, applications, and confidential counseling related to federal, state, and Monmouth University aid programs. The University offers academic grants and scholarships, as well as need-based awards and athletic scholarships.

Monmouth participates in all major federal and state scholarship/grant, loan, and work-study programs. Since resources are limited, priority is given to students who are in full-time attendance and have filed the FAFSA in a timely fashion.

1. The primary application for aid is the **FREE APPLICATION for FEDERAL STUDENT AID (FAFSA)**. Students and parents may also be required to submit income tax returns and other documentation to verify reported information.
2. Students must file an application every year for renewal of aid. Students are encouraged to file online at www.fafsa.ed.gov.
3. All awards are made on a funds available basis. To be eligible for financial aid, students must be taking a minimum of six credits, but most grants are awarded to full-time students. For renewal of all federal and state awards, students must maintain a cumulative 2.0 GPA and complete at least 80 percent of attempted credits. Renewal of Monmouth Academic Excellence Scholarships requires a minimum cumulative 3.0 GPA; renewal of Monmouth Academic Grants requires a minimum cumulative 2.5 GPA; and renewal of Monmouth Incentive Grants requires a minimum cumulative 2.0 GPA. Academic grants and scholarships are not applicable to housing and are not available for recipients of Tuition Remission or Tuition Exchange benefits.

FINANCIAL AID HOURS

Monday—Tuesday
and
Thursday—Friday
8:45 a.m. to 5 p.m.

Wednesday
8:45 a.m. to 7 p.m.

DON'T FORGET
to file your FAFSA

4. Monmouth University is a Federal Direct Lending Institution. All paperwork for the Subsidized/Unsubsidized Stafford Loan and the Parent Loan for Undergraduate Students (PLUS) is processed through the financial aid office. Shortly after a student signs the promissory note, the financial aid office will arrange to have the loan proceeds credited to the student account electronically. Promissory notes for the Stafford, PLUS and Perkins Loan programs will be mailed to the students in August.
5. Should a student withdraw from all courses (officially or unofficially) in a semester, the Federal/Institutional refund policy may require that his/her aid be reduced. Reductions could impact aid which was awarded for both tuition and living expenses. More detailed information on the refund/withdrawal policy is included in the University Catalog.

Consumer information brochures on aid programs are readily available in the financial aid office.

Students and/or parents who have questions or concerns related to the financial aid process are encouraged to contact a financial aid counselor (Wilson Hall, room 108) or by phone 732-571-3463 or via e-mail at finaid@monmouth.edu.

FIRST YEAR AT MONMOUTH

The First Year at Monmouth is a key resource for first-year students at Monmouth University. Overseeing the First-Year Advising, Freshman Seminar and First-Year major/career programs, this office also works in cooperation with various University divisions to ensure that first-year students experience the challenges, opportunities, and support needed to succeed at Monmouth. Students are encouraged to partake in academic and co-curricular activities that are sponsored by this office to promote their growth and learning.

The First Year at Monmouth is a place where students can call, stop by, or e-mail with any college-related questions and concerns. Students will be greeted by a welcoming and well-informed staff that provides clear information about what to expect at Monmouth and what the University expects of its students.

All first-year students receive extensive academic advising from specially trained faculty as part of our award-winning First Year Advising Program. While most students tend to think of advising as simply registering for courses, our program strives to build an advising relationship that works holistically in order to help students develop their academic, career, personal, and social interests. After their first year, students receive academic advising in their academic departments or the Undeclared Advising Office, which is part of the Life and Career Advising Center (LCAC).

We believe that everyone can benefit from “career work,” whether it involves help in

choosing a major, access to career interest resources, internship opportunities, mentoring, or a workshop on resume writing. First Year at Monmouth offers students a great deal of support with their major and career choices. Students can assess their career interests in a variety of ways, and we strongly encourage all first-year students to begin this exploration as early as possible. Students are encouraged to follow the Student Career Planning Guide, which outlines career planning steps during first, sophomore, junior, and senior years.

The Freshman Seminar (LC100) is a one-credit course designed to help students adjust to University life. Students learn about themselves, the University, and future careers. The course is highly recommended for all first-year students during their first semester, since research indicates that taking the course contributes significantly to student success.

SOAR (Student Orientation, Advisement, and Registration) is an online community for new students that serves as their connection to important information relevant to their first year and beyond. SOAR includes critical information about many first-year experiences (living on campus, living off campus, understanding FERPA, managing financial aid and financial issues), help in understanding course requirements for majors, information to assist in building student schedules, and resources for career and major exploration.

Our offices are located on the first floor of the Rebecca Stafford Student Center. We are open Monday through Friday, 8:45 a.m. to 5 p.m.

CONTACT US:

The First Year at Monmouth: 732-263-5701

First-Year Advising: 732-263-5868

Fax: 732-923-4776

E-mail: firstyear@monmouth.edu

Suggested Web sites for first-year Monmouth University students:

The First Year at Monmouth
www.monmouth.edu/firstyear

What to do with your major
bluehawk.monmouth.edu/~lcac/major.html

Students with an undeclared major
www.monmouth.edu/academics/lcac/undeclared/career.asp

Student Career Planning Guide
www.monmouth.edu/academics/lcac/exed/prepare/planning.asp

FITNESS CENTERS

Located in the William T. Boylan Gymnasium, the Fitness Center holds a variety of free weights and fitness machines. Students must present a valid Student ID.

Located in Oakwood Hall, a satellite fitness area provides all students with aerobic and strength conditioning machines. This center operates daily and is staffed by students. Known as the “Hawks Den,” this area features cable TV. Students must present a valid ID to utilize this area.

GRADE REPORTS

A grade report is sent to each student at the end of each semester. Midterm grades are advisory only and can be obtained from WEBstudent. Students who want grade report copies sent to their parents must complete a FERPA waiver each academic year. Waiver forms can be obtained online using your WEBstudent menu, select “e-forms.”

GRADUATE SCHOOL

(SEE GRADUATE CATALOG FOR DETAILS:
WWW.MONMOUTH.EDU/CATALOG/GRADUATE.ASP)

Monmouth University Graduate School provides year-round opportunities for degree and non-degree course work for graduate students in day and evening classes. The University provides academic advising at the graduate level with regard to degree requirements, course prerequisites, and course content. These services are readily available through the academic department offices and on the University Web site.

GYMNASIUM AND RECREATION

(SEE INTRAMURAL AND RECREATIONAL ACTIVITIES)

HEALTH INSURANCE

New Jersey Law S2981-Uncompensated Care Trust Fund requires all full-time undergraduates to carry health insurance providing basic hospital benefits. All full-time undergraduate students will be billed for this coverage by the University after the waiver period has expired. The charges will be assessed to the fall semester bill/statement in late September. Any full-time undergraduate student who wishes to have this charge waived by the University must submit proof of their insurance coverage in the form of a completed waiver application. This must be submitted annually to the Health Center by the end of the fall add/drop period (first week of classes). Requests for waivers received after that time cannot be honored since the University must submit these funds to the insurance carrier. Students entering the University at the beginning of the spring semester must submit proof of insurance coverage in the form of a completed waiver application no later than the end of the add/drop period.

All students are provided with an Excess Accident On Campus Medical Expense Insurance Policy by the University. This coverage applies while the student is enrolled and attending classes in a given semester. Claims must be submitted to a student’s own insurance carrier first.

All international students are required to carry medical insurance. Students who purchase their own coverage must show proof of such coverage to the international student advisor prior to registration. Students without coverage will be enrolled in the school’s plan and billed for the coverage. Information on insurance is available from the International Student Services Office or Health Services.

HEALTH SERVICES

The Health Center is located on the north campus in Birch Hall, next to the library, and opposite the residence halls. All registered students are eligible to use the Health Center, which provides care for minor illnesses and injuries. During the fall and spring semesters the Health Center is open Mondays and Wednesdays, 8:45 a.m. to 7 p.m. and Tuesdays, Thursdays, and Fridays, 8:45 a.m. to 5 p.m. Clinic hours are posted at the Health Center and on the Health Services Web page.

All undergraduate students are required to have a health record, completed by the family physician, on file with Health Services. State law requires all matriculating students born 1/1/57 or later to submit immunization records. Students must show proof of immunity to measles (two doses), mumps (two doses), and rubella. All undergraduate and graduate students taking 9 or more credits must submit proof of having completed the Hepatitis B vaccination series (a series of three injections). The meningitis

GYM

Sunday—Friday9 a.m. to 3 p.m.
7 p.m. to 10 p.m.
January—March10 p.m. to 12 a.m.

FITNESS CENTER

Monday—Thursday . . .6 a.m. to 10 p.m.
Friday6 a.m. to 9 p.m.
Saturday—Sunday8 a.m. to 2 p.m.

POOL

Monday—Friday8 a.m. to 2 p.m.
7:30 p.m. to 9:30 p.m.
Saturday—Sunday10 a.m. to 1 p.m.

Hours for the gym, pool, and the weight room are subject to change or restriction due to the needs of classes and intramural and athletic programs.

Summer hours may vary and will be announced.

All full-time undergraduate students are required to carry medical insurance.

vaccine is required for any student living on campus or in campus-sponsored housing. Failure to provide documentation will result in blocked registration. Students may also be excluded from classes or other activities. International students are to submit documentation of recent (within six months) Mantoux testing for tuberculosis. This is to be provided regardless of BCG vaccination status. Registrations will be blocked in the absence of this documentation. A medical excuse note will only be issued to a student at the time of a visit to Health Services if he/she is found unfit for class due to illness or injury. In the absence of certain medical criteria it will be left to the student's discretion to attend class. The decision to excuse a student from class in the absence of the previously noted criteria rests with the professor.

Extended absences (three or more days) should be reported to Health Services. Professors will be notified in writing of the length and reason for absence. It is the student's responsibility to contact professors for assignments and provide Health Services with physician's documentation of illness. Injuries occurring on campus or during University-sponsored events are to be reported to Health Services within 24 hours. The staff will assist students with necessary medical care and will review insurance procedures.

HUMAN RELATIONS FOR STUDENTS

The Office of Affirmative Action, the Human Relations Advisory Council, and the Division of Student Services work together to facilitate ongoing interaction among our culturally diverse student population. These offices coordinate and promote co-curricular programs (such as the annual Dr. Martin Luther King, Jr. tribute) and serve as advocates for academic and social programs that enhance the educational experiences of all students. If you would like more information, please contact one of the above named offices.

IDENTIFICATION CARDS

Each student is required to have an identification card (ID). This card will be issued to each student free of charge upon his or her enrollment. It is not necessary to get a new card each time you register. If your ID card is lost or must be replaced for any reason, a fee of \$15 will be charged.

Identification cards may be obtained at the ID Center, located on the lower level of the Rebecca Stafford Student Center. The ID Center hours are available by calling the ID Center at ext. 5665 from on campus or 732-263-5665 from off campus. Current hours are posted around the Student Center on the informational bulletin boards. You may also check the University Police Web page for current hours. IDs may also be taken Monday through Thursday, 9 a.m. to 3 p.m., at the Traffic Bureau in Police Headquarters if the ID Center is closed.

The misrepresentation of identification card data, and/or altering or forging of a Monmouth University Identification Card, and/or the use of a Monmouth University Identification Card by other than the owner will result in a monetary fine to be paid within one week of the violation.

The card must be presented upon request to any University administrator, faculty member, or University official. Failure to do so may result in disciplinary action. In the event that a student is suspended or dismissed from the University, he/she must surrender his/her ID card. The ID card is required for admission to facilities, including the library, the gym, and to special events.

THE INFORMATION DESK

Located in the main lobby of the Rebecca Stafford Student Center, the Information Desk serves as a central information area for the campus. Services include: a daily schedule of

events held on campus, a fax machine, lost and found, a telephone for on-campus calls, balloons for sale, and, of course, information on everything from phone numbers to bus schedules. In addition, student clubs can use this venue to sell event tickets.

INTERNATIONAL STUDENT SERVICES

The Office of International Student Services is responsible for the advising, counseling, and retention of students with non-immigrant visa status. Approximately 100 international students representing more than 36 countries are enrolled at Monmouth University. International Student Services provides a part-time advisor for matters related to personal, cultural, and academic counseling, and also various immigration issues. Special orientation sessions are conducted each semester to assist new international students in their adjustment to life at Monmouth University and in the United States. The office works closely with other administrative offices and academic departments on campus to ensure a smooth adjustment and transition for international students. All first-semester international students at Monmouth should report to International Student Services upon arrival. The Office of International Student Services is located on the second floor of the Rebecca Stafford Student Center. For further information, please feel free to contact the advisor.

INTRAMURAL AND RECREATIONAL ACTIVITIES

The purpose of the Monmouth University Intramural and Recreation Program is to provide an opportunity for the campus community to take part in competitive and non-competitive recreational sports and leisure oriented activities. These include a variety of team sports, individual sports, meets, and tournaments. The program is open to all students, faculty, and staff. The goal of the

program is to provide safe, fair, and enjoyable opportunities for the participants.

Some of the sports offered through the intramural and recreation program are flag football, soccer, volleyball, Texas Hold'em Poker, dodgeball, basketball, and softball.

The Club Sports Program at Monmouth University provides opportunities for students who desire a more in-depth experience of sports participation than is provided in the Intramural or informal Recreation Program. The goal of the Club Sports Program is to blend the aspects of learning new skills, practicing with club members, and possibly competing with other colleges and universities. Some of the Club Sports that are available to all Monmouth University students are Men's Ice Hockey, Women's Dance, Sailing, Bowling, Surfing, and Cycling.

Open gym is available to all students, faculty, and staff. Opportunities are available to play pick-up basketball, volleyball, and badminton. The hours for open gym may vary depending on the season but are usually Sunday through Friday from about 7 p.m. to 10 p.m. For use of the Boylan Gymnasium, you must present a valid Monmouth University ID.

All recreation and intramural sport programs are coordinated through the Athletics Department.

JUDICIAL AFFAIRS

Located in Student Services, the Office of Judicial Affairs manages the student judicial system that protects the rights of the University community. Judicial Affairs is directly related to community building and educational programming. As a member of the Monmouth University community you play an integral part in the creation of these standards. Judicial Affairs can help you to learn how to live better at Monmouth University.

LEGAL ADVICE (LCAC)

Students with legal questions may consult an attorney whose service is provided free of charge to the student body. Contact the LCAC for information.

LCAC (LIFE AND CAREER ADVISING CENTER)

Services include academic, personal, and career counseling for full-time and part-time students. Located in the Rebecca Stafford Student Center, the LCAC was awarded national recognition for helping students make the vital connections between academic, career, and life choices.

Academic Advising

Freshmen are advised through the First Year at Monmouth Program. Academic advising for sophomores through seniors takes place in the departments. Undeclared sophomores are advised in the LCAC and are provided additional resources in order to decide on a major/career. All students on probation, as well as those changing majors and seeking career information, can receive special counseling in the LCAC. Student Development Counselors are available to assist all incoming transfer students with their transition into the University, their educational planning, and with any personal concerns which might arise. An administrative support for transfer programs and articulation agreements with two-year community colleges is also provided.

Counseling Services

Refer to Counseling and Psychological Services/ LCAC on page 26.

MEWS (Monmouth's Early Warning System)

MEWS provides opportunities for first-year students to receive feedback on their

academic progress. Distributed before and after midterms, MEWS allows advisors to intervene quickly and guide the student.

Placement

The mission of the Placement Office is to help students find employment opportunities both before and after graduation. The office helps students develop the skills necessary to pursue these opportunities competitively and successfully. Annual programs include several job fairs, and an Accounting Honors Employment Program. Workshops and seminars hosted by Placement staff as well as outside speakers are held regularly. The majority of the hundreds of individual appointments scheduled yearly focus on résumé preparation, interview coaching, and general advice about job search planning and strategies.

Current professional full-time job opportunities are posted in the office for students and alumni to review at any time. A biweekly publication, the Placement Job Newsletter, is available by e-mail subscription and lists all full-time professional jobs available through the office. Each year several hundred jobs in all professions are advertised here. A separate newsletter also lists part-time and seasonal positions. The Placement Office also subscribes to Monstertrak.com, a national job-search Web site for the use of Monmouth University students and alumni. This site offers many services and can be reached at www.monstertrak.com. The Assistant Director of Placement for Student Employment oversees all aspects of on-campus and Federal Work Study Employment. The Federal Work Study Program comprises on-campus work in University departments and work in non-profit agencies off campus. Monmouth University's policy on student employment grants preferential hiring status for on-campus employment to students eligible for Federal Work Study awards.

Undeclared Majors

Students who have not yet selected their majors have the option of remaining "undeclared" until the end of their sophomore year. Advisors are trained to help students explore career options and discuss their interests. The Undeclared Advising office is located on the first floor of the Rebecca Stafford Student Center in the LCAC. Students may contact the office at 732-571-3588.

Volunteer Programs

Volunteering provides valuable services to the community while enabling students to address social issues, build their resumes, develop leadership skills, and explore careers. The Office of Service Learning and Community Programs serves as a clearinghouse for volunteer opportunities and offers many types of community involvement including one-time events, short-term projects, and ongoing programs. To find an appropriate volunteer activity for you or your club or organization please e-mail volunteer@monmouth.edu or call 732-571-4411.



Please note: Volunteering does not meet the Experiential Education requirement unless officially approved through an Experiential Education form or course.

Women's Advocate

Support for women in crisis is provided promptly and professionally by the Women's Advocate in the LCAC. Please contact the LCAC at 732-571-7517 for assistance. In a crisis after hours contact University Police who will contact the Women's Advocate. All calls are confidential.

LEADERSHIP PROGRAMS

The Office of Student Activities and Student Center Operations coordinates a variety of leadership programs that students can participate in. The office hosts a leadership conference for student leaders and student clubs. Additional leadership workshops ranging in topics from getting involved to conflict management are available for attendance throughout the academic year. Student leaders can also take advantage of a wide variety of leadership resources (books, videos, etc.) to assist with the advancement of their student leadership experience. For more information on leadership programs or for leadership resources, please contact the Office of Student Activities and Student Center Operations at 732-571-3586.

LOST AND FOUND

Articles lost, stolen, or found should be reported to the University Police or Rebecca Stafford Student Center Information Desk. Claims for lost articles are honored upon reasonable identification. Lost and found articles are disposed of after six months. The University Police is located on the corner of Norwood and Cedar Avenues. They can be reached at 732-571-3472. The Information Desk is located on the first floor of the Student Center. They can be reached at 732-571-4419.

LIBRARY HOURS

Monday—Thursday
8 a.m. to 12 midnight

Friday
8 a.m. to 6 p.m.

Saturday
9 a.m. to 5 p.m.

Sunday
12 p.m. to 12 midnight

Summer and holiday hours may vary.

MATHEMATICS LEARNING CENTER

The Mathematics Learning Center, located in Howard Hall, provides students with assistance in all levels of mathematics. Peer tutors are available to help students solve problems and review concepts. In addition, students may use the center to do homework assignments or to study for tests while having a student tutor available.

MEETING FACILITIES

The Rebecca Stafford Student Center has a number of meeting and dining facilities to satisfy campus needs. Anacon Hall is an extremely flexible area and is especially suitable for large social or conference style gatherings. Available separately or as a unit, this multipurpose area has great potential for creative programming. In addition to Anacon Hall, the Student Center has four conference style rooms which can accommodate up to 20 people (based on availability). On the third floor of the Rebecca Stafford Student Center, the Carol Afflitto Conference Room seats up to 40 people. Recognized campus organizations and departments can reserve these facilities through the Office of Conference and Program Services.

MONMOUTH UNIVERSITY LIBRARY

It is hoped that during your studies at Monmouth the library will become a vital and enriching part of your University life. All students are encouraged to make full use of the library facilities, which are located in the Monmouth University Library situated next to the residence halls on the north campus. Traditional in its strong dedication to service, the library is also the site at Monmouth where students can acquire a vast amount of information in both print and electronic form.

The collections include more than a quarter million volumes of books, periodicals, and government documents. Public access computers connect users to a variety of selected networked information resources, including the Internet. GOALS is the online library catalog of the library's resources.

The library has recently undergone a \$14.5 million facilities renovation, adding about 20,000 square feet of new space. Three group study rooms with Internet connections have been added, plus the number of computers has been increased for the benefit of all library patrons. The world of higher learning, including millions of electronic resources from all over the globe, is available around the clock online to all users at the library, in University offices, or student dorms and homes.

See the library's Web page:
<http://library.monmouth.edu> or access it through the University's home page:
www.monmouth.edu.

POLICE EMERGENCY
732-571-3472

MONMOUTH UNIVERSITY POLICE DEPARTMENT

The Monmouth University Police Department is a professional organization staffed by highly trained police officers. The department consists of 20 commissioned officers, 10 non-sworn safety officers and attendants, around-the-clock dispatchers, and support staff. The style of policing on campus is "community oriented," with the police as active participants in the campus community. Police officers provide patrol service, criminal and traffic investigations, crowd control, crime prevention, and traffic and parking enforcement. Officers patrol the campus 24 hours a day, 365 days a year.

Although our campus is located in a safe suburban community, your common sense and good judgment can help make the campus more enjoyable for yourselves and others. Keep in mind that even though we are located in a small suburban town, crimes sometimes occur here just as they do everywhere else. In most cases these minor crimes could have been easily prevented with minimum precautions. Know your campus community; you live and work here on a daily basis. If something seems suspicious to you, it probably is. Don't hesitate to report any suspicious activity to the police at 732-571-3472. Your concern and involvement can make a difference.

The police department has an active role in your campus life. The Crime Prevention Program assists in providing educational information on personal and property safety, women's awareness, drug and alcohol education, and fire safety information. We also promote "Operation ID" to assist you in marking your valuable items in the event of theft. Security "escorts" are also available 24 hours a day to all members of the University community.

The Chief of Police is available to discuss complaints or concerns with any student. Police Headquarters (building #30 on the official campus map) is located on the corner of Cedar and Norwood Avenues. The Police Department is open 24 hours a day, seven days a week; however, as with most offices on campus, our normal business hours are Monday through Friday, 8:45 a.m. to 5 p.m.

Furthermore, the Chief of Police is available to discuss complaints or concerns with any member of the University community. Please call 732-571-3472 to schedule an appointment.

We strongly encourage you to read the Campus Security Act Annual Report and Hawk Safety Pamphlet, available at Police Headquarters. In compliance with federal law, each student is provided with, and for their safety should read, this document by September 1. Moreover, additional copies may be obtained at Police Headquarters or by visiting our Web site.

OFFICE OF OFF-CAMPUS AND COMMUTER SERVICES (OCCS)

OCCS is the first place students should go to when they want to begin searching for off-campus housing or if they are trying to find services or programs that will enhance their campus experiences as commuter students. OCCS has a number of resources that will help students understand their rights and responsibilities as tenants who live in the local communities. Furthermore, commuter students can access information that will help them get more involved, understand campus policies, locate extracurricular activities, and navigate the campus more effectively. OCCS is located on the second floor of the Rebecca Stafford Student Center in the Division of Student Services. For more information call 732-263-5651 or send e-mail to OCCS@monmouth.edu.

PUBLICITY

Students and student organizations can receive news and photographic coverage of their events and advice on pre-event publicity. First, student organizations should clear an event with the director of Student Activities. Any contact with newspapers, television, or radio stations by student groups must be made through the appropriate office on campus. Arrangements should be made for news releases at least three weeks before the date of the event.

For assistance with any of the internal or external publicity matters, please contact the Office of Student Activities and Student Center Operations, second floor, Rebecca Stafford Student Center.

REBECCA STAFFORD STUDENT CENTER HOURS

Monday—Thursday
7:30 a.m. to 1 a.m.

Friday
7:30 a.m. to Midnight

Saturday
10 a.m. to Midnight

Sunday
Noon to 1 a.m.

Holiday, break, and summer hours may vary and are subject to change.

REBECCA STAFFORD STUDENT CENTER

The Rebecca Stafford Student Center is a multipurpose union facility for members of the campus community and their guests. Opened in 1973, the 77,500-square-foot center serves nearly 6,200 students, and staff daily through its various facilities, services, and programs. The Student Center, the point at which the cultural, social, and recreational lives of the campus community come together, fosters informal educational experiences of a social, cultural, and intellectual nature. The Student Center houses several student organizations and administrative offices, a convenience store, the bookstore, meeting rooms, and a cafeteria.

Anacon Hall

Located in the Rebecca Stafford Student Center, second floor, Anacon Hall is an extremely flexible area and is especially suitable for large social or conference-style gatherings. Available separately or as a unit, this multipurpose area has great potential for creative programming for student organizations. Contact the Office of Conference and Program Services for availability.

REGISTRATION

Students will be contacted by the Office of Registration and Records concerning early registration and registration requirements. Detailed information regarding registration and course schedules can be found online from your WEBstudent menu. Please view the WEBregistration Tutorial.

RELIGIOUS SERVICES

Students wishing to speak with a clergy person from the major religious faiths should contact the Office of Student Services for a referral.

RESIDENTIAL LIFE

The Office of Residential Life is committed to developing and maintaining a learning environment that fosters academic and personal growth, community responsibility, and individual respect. The staff is committed to developing a residential living community that supports and enhances the educational mission of the University and promotes students' intellectual and personal development through programs, activities, and services that reflect the highest standard of college housing organizations regionally.

The Residential Life program at Monmouth University is based on the belief that residence hall living provides a unique opportunity for students to gain a variety of experiences that supplement and complement the formal classroom. It is expected that students actively participate in their community. Furthermore, all students are responsible for maintaining expectations set forth by the Office of Residence Life and the residential community as a whole.

The staff of the Office of Residential Life manages all University-sponsored housing. All Residential Life staff members are considered "University Officials." A description of those who work for Residential Life follows.

General Information

A. Hall Director/Residential Life Administrator — Each residence hall is managed by a professional hall director who lives in a residence hall. Hall directors are responsible for supervising the daily operations of the residence halls and assisting students in various capacities. The hall directors supervise the head residents and resident assistants of their buildings.

B. Head Resident/Apartment Manager — The head resident/apartment manager is a student staff member who serves as both resident assistant and administrative assistant to the hall director. In addition to developing his/her own floor community, the head resident works closely with his/her supervisor on hall operations.

C. Resident Assistant — The student will meet his/her resident assistant (RA) upon arrival to campus. An RA is there to listen and refer students to the appropriate offices if they have special concerns, and to report violations of residence hall rules, in addition to having other responsibilities related to Residential Life. Residents should not hesitate to go to an RA if they have any questions about residential life.

For additional information on the Residential Life program at Monmouth University, contact the Office of Residential Life, Pinewood Hall. For an overview of Residential Life Policies, see the Policies section of this handbook.



STUDENT ACTIVITIES

The Office of Student Activities, located on the second floor of the Rebecca Stafford Student Center, provides a variety of programs and opportunities that are intended to assist in the social, cultural, and intellectual development of our students. The office is responsible for assisting in the coordination of the New Student Orientation Program, weekend programming, human relations (diversity) programming, assisting all student organizations in program planning, producing student publications, and encouraging student participation in and advising of all clubs and organizations, including fraternity and sorority organizations. The office is also responsible for the management of the Student Center, and for advising the Student Activities Board in providing a variety of entertainment and educational activities for the entire campus community.

The Office of Student Activities plays a key role in helping students develop their leadership skills. The department provides a variety of leadership programs for any students interested in improving their leadership skills. The workshops cover topics such as leadership style, communications, conflict resolution, team-building, and organizational skills.

All student clubs and organizations, including fraternities and sororities, are subject to the guidelines and policies of the Office of Student Activities.

STUDENT SERVICES

The Division of Student Services is committed to a philosophy that students are responsible for their lives and are capable of making appropriate decisions in conjunction with a variety of academic, personal, and student service resources. Emphasis is placed on the

holistic concept of education that endeavors to enhance students' "sense of self" socially, as well as academically, as they progress through the college experience. This is achieved by integrating each student's academic, social, and developmental growth, while recognizing the diversity of each individual's background and experience.

The Vice President for Student Services is the senior student affairs officer at Monmouth and oversees the Division of Student Services.

Departments within the division include: Central Scheduling, Student Center Operations, fraternity and sorority life, Multicultural and Diversity Initiatives, Health Services, International Student Services, Judicial Affairs, Off-Campus and Commuter Services, Residential Life, Student Activities, Conference and Program Services, Food Service Operations, and Substance Awareness.

The office also has responsibility for New Student Orientation, parents' programs, the disciplinary process, emergency student loans, and Commencement. The Division of Student Services is located on the second floor of the Rebecca Stafford Student Center.

SUBSTANCE AWARENESS (UNIVERSITY RESOURCES AND PROGRAMS)

Monmouth University has developed a multifaceted response to meet the needs of students who may be at risk for alcohol and other drug problems. Substance Awareness Programs are coordinated through the Office of Substance Awareness, in collaboration with the LCAC, Health Services, Judicial Affairs, Athletics, Residential Life, and Student Activities.

Educational Programs and Courses

12 Step Support Groups are held weekly on campus for students and the local community to assist in the recovery process from substance abuse.

Alcohol Awareness Month and National Alcohol Screening Day Events are held in the Spring Semester.

Alcohol Edu are online alcohol educational programs for students.

Confidential Substance Abuse Assessments, Recommendations, and Referrals are available from a licensed clinician.

Freshman Seminar offers a Substance Awareness Module.

HERO Campaign Committee is a group of students and employees who raise awareness of the dangers of drunk driving and promote the use of designated drivers.

National Collegiate Alcohol Awareness Week and Drunk Driving Awareness Month Events are held in the fall semester.

Presentations for student organizations, groups, or classes on alcohol and other drug issues are regularly scheduled, as well as hosting outside national speakers.

Substance Abuse Assessments are provided for violators of the alcohol/drug policy.

Substance Awareness Resource Center, located in the Health Center, contains pamphlets, schedules for 12 Step Meetings, brochures, videos, books, etc., that focus on a variety of substance awareness topics.

Substance Use and Abuse (HE160) is a three-credit elective course open to all students.

Support Services are available for students who are concerned about a family member, or friend's substance abuse or addiction.

**24-HOUR
CRISIS HOTLINE
732-923-6999**



Seeking help for a substance abuse problem can be difficult and frightening. The Office of Substance Awareness and the LCAC have established a list of resources for anyone in need of counseling, treatment, and referral. Students needing such information are encouraged to contact the Substance Awareness Coordinator at 732-263-5804 or the LCAC at 732-571-3487. All calls are kept confidential. A 24-hour crisis hotline can be reached at 732-923-6999.

The Health Center staff of physicians and nurse practitioners can also assist with substance abuse concerns, especially if a health problem exists. Visits to the Health Center are confidential. The number is 732-571-3464.

SUMMER SESSIONS

Summer sessions are a great way to maximize opportunities to complete your degree on time or early, reduce course load in a future semester, or create room in your academic planning for electives, internships, and study abroad.

Students work closely with their academic advisor during the spring advising sessions to plan their summer schedule. Five sessions in four, six and twelve week formats are available to meet your needs. Summer grants are available to all undergraduate students. If you would like to live on campus during the summer months, a housing grant is also available. For further information on summer programs, please contact the Office of Undergraduate Admission at 732-571-3456 or visit them on the first floor of Wilson Hall. Additional information is also available online at www.monmouth.edu/summersessions.

TAX CREDITS

Established by the Tax Relief Act of 1997, taxpayers may be able to claim one or, in some cases, two federal income tax credits for qualified expenses they pay for post-secondary education for themselves and their dependent children. The Hope Scholarship Credit is available on a per-student basis for the first two years of postsecondary education, while the Lifetime Learning Credit covers a broader time frame and range of educational courses. Speak with a professional tax advisor to determine your eligibility and maximize your tax benefit.

TELEPHONE SERVICES

On-campus telephone service is provided for all students who reside in the residence halls. On-campus calls can be made (and received), and long distance calls received immediately upon your arrival at Monmouth University. Each student will also be

provided, at no cost, a voice mail box accessible from any touch tone phone on or off campus. For more information, see Telephone Policies in the "Policies" section of this handbook.

TUTORING CENTER

The Monmouth University Tutoring Center located in the College Skills Center, is committed to helping students maximize their learning through tutorials. Tutoring sessions are provided by both student Peer Tutors and faculty Master Tutors. All Peer Tutors and Master Tutors are committed to helping students by providing positive tutorial experiences. Students may contact the Tutoring Center at 732-263-5721.

VETERANS' SERVICES

The Office of Registration and Records provides certification services for all veterans and war orphans. This service is located in Woodrow Wilson Hall, room 208.

WEBSTUDENT

All currently registered Monmouth students are provided with WEBstudent accounts for use in registration, schedule preparation, grade and transcript look-up, academic audits, and financial/financial aid information. Students are encouraged to utilize their WEBstudent account for retrieval of all of their academic information. Instructions on how to use each specific component of WEBstudent can be obtained from the WEBstudent menu. Please contact the Office of Registration and Records (registrar@monmouth.edu) using your Monmouth University HAWKmail account for additional WEBstudent information.

WRITING CENTER

The Writing Center, located in the College Skills Center, provides writing assistance for all undergraduate and graduate-level students. Writers may seek assistance during any stage of their writing process, from the initial drafting of the assignment through the final stages of editing and proofreading. Additionally, specific Writing Assistants are able to assist with resumes, cover letters, personal statements, the discipline of literature, and the specific challenges faced by English Language Learners.

Writing Assistants, peer and professional, are available Monday through Friday, and appointments may be scheduled with them

electronically through TutorTrac, <https://tutortrac.monmouth.edu/TutorTrac/Default.html>, by phone 732-571-7542, or by visiting the Writing Center in the College Skills Center.

The Writing Center Web site offers online resources for students as well. Visit www.monmouth.edu/writing_center/resources.asp for assistance with grammar and punctuation skills, research strategies, documentation styles, and discipline-specific writing guidelines.

FOCUS ON YOUR DIRECTION

