

The College of Saint Rose

Parent & Family Handbook

2013-2014

The information in this book was the best available at press time. Watch for additional information and changes.



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PARENT & FAMILY RELATIONS

518-458-5308 • parents@strose.edu • www.strose.edu/parents

It is a pleasure to introduce the following guide, which has been developed especially for you. The Parent Handbook has been designed as one of many tools available to you as a resource for learning about, and understanding, the Saint Rose community. It includes useful information about the College that we believe will assist you in supporting your student throughout his or her college experience.

In addition to this Parent Handbook, the Office of Parent and Family Relations provides other services to parents of Saint Rose students. These include:

- Regular electronic mailings
 - Information about events that occur on campus
 - Deadlines and important dates
 - Opportunities for families to visit the campus and join in activities
 - Pertinent information regarding changes in policies or procedures
- Coordination of the Parent Summer Orientation Program
- Immediate contact with the Director of Parent & Family Relations
- Information regarding large campus events, such as Reach Out Saint Rose Day in September, Family Weekend in September, Relay for Life in April, and Commencement in May.

The Office of Parent and Family Relations is dedicated to providing consistent communication to parents and community members, while serving as a resource and advocate for parent issues and concerns on behalf of the educational mission of our students.

Goals & Objectives

- To serve as a campus liaison between parents and the College community
- To assist parents to better understand their students' experiences and resolve issues or conflicts as they arise
- To help the campus community understand how the Office of Parent & Family Relations may benefit individual departments

The College of Saint Rose philosophy regarding parents as vital members of our community is expressed by the theme "Parents as Partners." The Office of Parent and Family Relations has the same goal as you. This common goal is to support the academic journey that your student has begun and to provide resources that allow for a rewarding and successful experience. Now that you and your student have joined the Saint Rose family, you too can join in the passion, knowledge, and purpose of our community. If we can be of assistance at any time, please do not hesitate to contact our office.

With much enthusiasm,



Dr. Wendy Neifeld Wheeler
Director of Parent and Family Relations



Kelcie Timlin
Graduate Assistant for Parent and
Family Relations

*Information in this parent handbook is subject to change. The College reserves the right to change or add any policies, rules, regulations, fees or any other information contained herein.

HISTORY

HISTORY OF THE COLLEGE OF SAINT ROSE

The College of Saint Rose was founded in 1920 by the Sisters of St. Joseph of Carondelet, Albany Province, as a Roman Catholic college for women. Its founders selected the name Saint Rose to honor the first woman saint in the Americas. The primary academic purpose of the College was the full development of the person through a strong liberal arts curriculum. Initially, emphasis was placed on the professional training of teachers, and this emphasis was expanded in the early years to prepare students for business and other professions.

As needs in the Albany area increased, the College expanded and revised its programs to meet those needs. An evening division was developed in 1946 to meet the needs of World War II veterans and was re-instituted in 1974 to respond to continuing education needs. In 1949, a graduate division was established and, in 1969, the College became fully co-educational. In 1970, the Board of Trustees was expanded to include laypersons in addition to the Sisters of St. Joseph. With the formal transfer of control to this Board, The College of Saint Rose became an independent college sponsored by the Sisters of St. Joseph of Carondelet.

Mission Statement

The College of Saint Rose community engages highly motivated undergraduate and graduate students in rigorous educational experiences. In the progressive tradition of the founding Sisters of St. Joseph of Carondelet, we welcome men and women from all religious and cultural backgrounds. In addition to developing their intellectual capacities, students have the opportunity to cultivate their creative and spiritual gifts in a diverse learning community that fosters integrity, interdependence, and mutual respect.

The College delivers distinctive and comprehensive liberal arts and professional programs that inspire our graduates to be productive adults, critical thinkers, and motivated, caring citizens. Our engagement with the urban environment expands the setting for educational opportunities and encourages the Saint Rose community's energetic involvement and effective leadership in society.

Institutional Goals

- To offer curricula that encourage students to integrate personal development
- To offer courses, programs, and intellectual opportunities that nurture critical thinking, value formation, and responsible citizenship
- To provide opportunities and institutional resources for the social, intellectual, cultural, spiritual, and physical development of all students
- To foster an awareness of and respect for diversity through curricular and extracurricular activities, and through active efforts to encourage persons with various ethnic, religious, and personal backgrounds to join the College community.

Statement of Values

The College of Saint Rose values an environment which:

- Promotes academic excellence
- Nurtures respect for and commitment to lifelong learning
- Strives to achieve a caring, diverse community
- Fosters the development of the whole person
- Empowers individuals to improve themselves and the world around them
- Reveres its Catholic history and heritage and respects other traditions

Integrity Statement

Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose. Faculty, staff, administrators, and students embrace these ideals in all their interactions and communications. Members of the Saint Rose community are committed to developing and implementing clear and fair institutional policies, standards, and practices, applied equitably and humanely. In keeping with its mission, The College of Saint Rose creates a culture that continually fosters the development of personal integrity and promotes ethical behavior throughout the larger society.

A SHORT HISTORY OF PINE HILLS AND ITS NEIGHBORHOOD ASSOCIATION

by William D. Johnson, CA 1975

Revised 2005

If the name “Pine Hills” sparks images of a new suburban development, it is because in its early days, this Albany neighborhood was just that. With improvements to the Western Turnpike and the institution of a horse-drawn trolley system, the once rural area to the west of downtown Albany began its development in the late nineteenth century.

In 1889, two enterprising lawyers named Pratt and Logan formed the Albany Land Development Corporation and purchased two farms in the vicinity of Allen St. and Pine Ave. They developed the farms into paved, tree-lined streets and subdivided the land into lots of 50’ X 200’ each. They called their development Pine Hills after the groves of pine trees that once stood on the hills of Western Ave. Their ads featured the construction of spacious, detached villas in an atmosphere of clean rural elegance, without the encroachment of commercial interests.

Pratt and Logan went bankrupt shortly after their initial subdivision. But the name Pine Hills persisted and so did the idea of building an exclusive community of fashionable homes. A good example of this was the subdivision of the country estate of A.E. Brown (Twickenham) on Madison Ave., between Partridge St. and Main Ave. Along this block between 1885 and 1900 up sprang large Queen Anne, Shingle, and Colonial Revival style mansions to house the families of prosperous Albany businessmen. Many of these buildings exist to this day and the block has been described as one of the most architecturally exciting areas of the city by the Historic Albany Foundation.

At about the same time, the area around Hudson, Ontario and Hamilton Sts., a less fashionable neighborhood, was being developed as housing for workers of the West Albany Railroad yards. These mainly Catholic residents founded the Church of Saint Vincent de Paul, today one of Albany’s very active Catholic parishes. The houses in this neighborhood were smaller and closer together than the more westerly section of the neighborhood. They often contained two flats.

Around 1910-1915, large homes in the neo-Classical, Arts and Crafts and Colonial Revival styles began appearing on Main Ave. and South Allen St., again housing prosperous Albany business families - printers, clothing dealers, and small factory owners.

From 1915-1930, Pine Hills was filled with side streets of sturdy, smaller homes, more manageable to the servantless middle class. Architecturally, these homes are side- and center-hall colonials, Spanish style bungalows (Hanson and Woodlawn Avenues), and the basic American two-story frame house of the 1920’s.

Happily, most of this exists today. Many of the larger mansions have been adaptively reused by institutions or converted to multi-family use. A surprisingly large percentage retain their exterior architectural heritage, preserving much of the turn of the century character of the neighborhood. The smaller homes built between 1915 and 1930 are becoming an attractive alternative to the suburban ranch for the first time homebuyer. These homes are less elaborate than the Victorian villas, but offer a charm and character not found in the newer homes of today's suburbs.

The Pine Hills of today is a large, multi-faceted residential neighborhood encompassing the most central area of the developed city. Its boundaries lie west of Washington Park (Lake Ave.) between Washington and Woodlawn Avenues out to, but not including, Manning Blvd. It is populated by about 5000 households - homeowners and renters - people of all ages, ethnic backgrounds, and religious persuasions.

It is an extremely convenient neighborhood served by several bus lines, with schools, churches, shopping, dining, and entertainment facilities close at hand. Institutions also find a home in Pine Hills. Educationally speaking, Albany High School is in Pine Hills, as well as The College of Saint Rose, and the Alumni Quad dormitories of the University at Albany. With today's gasoline prices, the Pine Hills Neighborhood Association hopes that the convenience of the neighborhood as well as the attractive housing stock will continue to make the neighborhood a vital urban area.

The last fifteen years has seen an increase of transient population in Pine Hills. The expansion of the University at Albany, with its bus line running through the neighborhood, induced some real estate speculators to buy up properties for the purposes of student rental.

The original Pine Hills Neighborhood Association was formed in the early 1900's. The new Pine Hills Neighborhood Association was started in 1971 after a group of concerned citizens tried to improve conditions in Ridgefield Park. It has been successful in many instances in the fight to preserve the beauty and safety of the neighborhood.

We would like to see certain sections of our area (Madison Ave. in particular) become a historic district as an insurance that façade changes will not be thoughtlessly executed. We hope to be a vital part of the on-going resurgence of the city of Albany.

This historic neighborhood working in partnership with government, religious institutions, and private sector businesses has been successful in preserving the architectural quality of a major artery while adapting a number of large structures to the changing demands and needs of the neighborhood, the institutions and commercial realities.

HISTORY OF THE COLLEGE OF SAINT ROSE HOUSES

by Alyson Martin, Alumni

The Chronicle - Fall 2003

The College of Saint Rose is located in Albany, but still has that “small-town feel.” The homey atmosphere is due largely to the Victorian houses that outline the quaint urban campus. The white houses that have a touch of gold trim for school spirit have become something that students look forward to living in.

“The College is unlike many other schools. It’s rare to find a school that has traditional residence halls, houses, suites, and single rooms,” says Christopher Oertel former director of Residence Life at The College of Saint Rose.

The College of Saint Rose began buying houses to turn into dorm rooms in an effort to expand the College. “There aren’t any bigger buildings to build large dormitories,” Oertel said.

With some of the houses being over one hundred years old, steps have to be taken to make sure they are up to code. “Someone from Residence Life would walk through a house that was being considered for purchase. After assessing the house, it would be inspected and fire systems installed,” Oertel said.

Fontbonne Hall was built in 1890, and was occupied by Bainbridge W. Burdick until 1929. The Donahues then lived in the house until 1939 when The College of Saint Rose purchased the house. The name of the house is in memory of Mother Saint John Fontbonne, who founded the Sisters of St. Joseph.

Cabrini Hall was raised in 1886. The Morey family first owned the house, and John A. Stephens purchased it in 1918. Martin A. Delaney, a grocer, resided in the house from 1921-1935, when George W. Green bought it. The College of Saint Rose bought Cabrini Hall in 1950, and named it after Mother Cabrini, the first United States citizen to be sanctified.

Quillinan Hall was built around 1885 and was first owned by Joseph Alderman and John Collins, until 1919. The College of Saint Rose bought the house in 1955 for only \$14,000. The house was named Assumption, first, but was changed in a tribute to Mother M. Rosina Quillinan, who was the first dean of the College.

Madison Hall was constructed in 1885. A sheep broker named Frederick Dewey was the first to own the house. The house changed hands three more times before The College of Saint Rose purchased it in 1956.

DeSales Hall, which was built in 1923, is a prairie style house. William E. Drislane and his daughter Katherine lived in the house from 1923-1961. Both were involved in business. William was the president of a successful grocery firm, while Katherine was the treasurer of Drislane’s Old Wines and Spirits, Inc. There was a greenhouse located in the back of the house, which The College of Saint Rose used as a botany lab.

KNOWLEDGE

ACADEMIC ADVISING

518-454-5217

advisement@strose.edu

The Office of Academic Advising is a central source of academic information at The College of Saint Rose. Here, students receive advice on choosing a major, minor, or concentration, as well as information on College policies and procedures in general. Students wishing to change their advisors should also contact the Office of Academic Advising. (Please note: the following majors have their own, separate advising office: Childhood Education, Communication Sciences and Disorders, Early Childhood Education, and Special Education. Students majoring in one of these four fields should turn to The Field Placement and Advising Office.)

Academic Advisors

Beyond the Office of Academic Advising, students may also turn to their own, individual academic advisors. Academic Advisors are faculty members assigned to students based on major and are assigned within the first two weeks of the semester. Students meet with their individual academic advisors in order to:

- Review progress toward degree completion
- Review Liberal Education requirements
- Discuss career options
- Discuss an academic problem
- Talk about non-academic problems

In addition, students schedule a meeting once a semester with their advisor on Advisement Day—a day set aside for students and advisors to meet and prepare a schedule for the next semester. Please note that it is the advisor's responsibility to guide and counsel, and the student's responsibility to make knowledgeable, final decisions. Ultimately, the student is responsible for her/his education.

The College of Saint Rose is strongly committed to the intellectual, emotional, social, and spiritual development of our students. Students are strongly encouraged to stay in regular contact with their advisors for academic support, and to resolve academic issues in a timely fashion. For more information about academic advisement, please see the Academic Advising page on The College of Saint Rose website.

ACADEMIC SUPPORT CENTER

518-454-5299

The Academic Coaches within the Academic Support Center provides students of all abilities with academic strategies to help them achieve their goals. The Academic Coaches will monitor student's academic success through their sophomore year at Saint Rose. Transfer Students are assigned to the Assistant Director and will be monitored through their first year at Saint Rose. The Academic Coaching model is divided by student's last name, with the exception of the transfer students. Our office is located in Saint Joseph Hall, Second Floor, and we can be reached at (518) 454-5299.

A-C: Jackie Amoroso (518) 458-5483
D-J: Rochelle Brown (518) 458-5305
K-O: Mary Pendergast (518) 337-2335
P-Z: Lynn Cantwell (518) 337-2335

Transfer Students:

Matthew Woods (518) 454-2177

Drop-in Tutoring: The Academic Support Center offers students open-group tutoring sessions for various Saint Rose courses. Open tutoring sessions are offered in the academic areas of math, accounting, business, computers, Spanish, and the natural sciences (biology, chemistry, and physics). These sessions do not require an appointment, but the tutoring schedules change every semester. Students should stop by the Academic Support Center or go to our website to get the updated schedules.

Study Clusters: Tutorial study clusters give students the opportunity to work through particularly demanding course work with the support of classmates and a peer tutor. Students experiencing difficulty with a particular course may contact the Learning Center to inquire about creating a study cluster.

Individual Academic Coaching: Whether students need help tackling an important academic project or just some helpful study hints, individual academic counseling is available in the Academic Support Center. Students can meet with an Academic Coach who can help build skills, strategies, and behaviors that will increase learning potential.

Science and Math Skill Development

The Academic Support Center offers learning enrichment programs and academic support for students wishing to improve their math placement scores and have any type of science or math concerns. Reservations and appointments are strongly encouraged to provide the most appropriate individual help. Students should call (518) 454-2177 or stop by the Academic Support Center to speak with the Assistant Director/Student Development Specialist.

For students in the Childhood Education, Special Education, and other education programs, the Assistant Director/Student Development Specialist offers content support and strategies to improve familiarity with New York State Learning Standards and best practices in the sciences and mathematics.

The Academic Support Writing Center

The Writing Center offers half-hour or hour-long individual tutoring sessions. During these sessions, tutors assist students with all stages of the writing process, from selecting a paper topic and creating an outline, to documenting research and working through the final editing stages. Reservations are required for these sessions. Call (518) 454-5299 or stop by the Academic Support Center to reserve a session.

Services to Students with Disabilities

Academic support for students with documented disabilities is provided in compliance with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act.

Registering: *Students must self-identify and meet with the Director of Services for Students with Disabilities.* Students requesting services must present current and appropriate documentation of a disability. Prospective students are encouraged to meet with this office early in the application process to obtain a copy of the documentation guidelines and to learn about the services provided. Formal registration with the office is required each semester the student is enrolled in classes.

Accommodations: Faculty notification, alternative testing arrangements, note taking support, and e-text. Accommodations are based on appropriate documentation

Confidentiality: Information regarding a student's disability will be shared with appropriate Saint Rose faculty and staff on a "need-to-know" basis and as further authorized under the law.

ATHLETICS AND RECREATION

518-454-5158

www.gogoldenknight.com

The mission of the Athletics & Recreation program at The College of Saint Rose is aligned with the College's mission to develop the entire person. Saint Rose aims to attract talented student-athletes who are well-suited to be successful, both academically and athletically. More than half of Saint Rose student-athletes have been named to the Dean's List in the past five years and all participate in some type of community service. The athletics program also enhances the community spirit within the campus and beyond. The College community can take personal pride in the many accomplishments of our teams and student-athletes. Furthermore, Saint Rose athletics affords the community a chance to share and enjoy the ambiance of outstanding college sports action in an intimate setting.

The Intercollegiate Program

The College of Saint Rose is a Division II member of the National Collegiate Athletic Association (NCAA). Saint Rose sponsors 18 intercollegiate varsity teams as well as a cheerleading club. Saint Rose competes as a member of the Northeast-10 Conference (NE10).

Our teams are composed of a blend of recruited student-athletes and "walk-ons" (non-recruited or not receiving athletic aid). Full-time students are encouraged to notify the Head Coach and/or the Director of Athletics as soon as possible if interested in trying out for and participating on a Saint Rose team.

All student-athletes must be certified as eligible each year. New students must be certified through the NCAA Eligibility Center and transfers must have complete academic files before eligibility certification can be completed. The eligibility process takes time! Freshmen should begin the process through www.ncaa.com and contact their high school to begin the certification process. Transfers should be sure their final transcript is on file in the Admissions Office.

Job Opportunities

Jobs in the Athletics and Recreation Department include: office aides, athletic training assistants, lifeguards, event management support staff, sports information staff, equipment room staff, and intramurals staff. Most jobs are paid through the work study program, but there are some paid positions available and open to anyone interested in applying.

Intramurals and Recreation

All students are encouraged to participate in the varied activities offered through the Intramurals and Recreation program. Students need their Saint Rose ID in order to participate. Complete Intramural and Recreation information is posted primarily on the Golden Knights webpage. Basic information can also be found on the Intramurals and Recreation bulletin board in the Events & Athletics Center.

Intramurals and Recreation sponsored activities include: Flag Football, Whiffleball, Dodgeball, Softball, Basketball, Volleyball, and Indoor Soccer.

Facilities

The Events & Athletics Center houses a four-lane swimming pool, locker rooms, the Daniel P. Nolan gymnasium and the Robert Bellizzi Fitness Center. All facilities are accessible, at no charge, to students who show their Saint Rose ID card.

The College of Saint Rose uses a number of off-campus venues for the outdoor programs. Directions to off-campus sites are posted outside the athletics office and on the Golden Knights webpage. Shuttles to and from campus are available to selected off-campus events. The Plumeri Sports Complex is located 2.5 miles from the main campus and is the new home of the Golden Knights baseball, softball, soccer and men’s lacrosse programs, as well as intramural sport activities. A complete schedule of intercollegiate contests and upcoming events can be found at www.gogoldenknights.com.

Varsity Sports Offered		NCAA Division II Northeast-10 Conference Member Institutions
Men’s Baseball Basketball Cross Country Golf Lacrosse Soccer Swimming & Diving Track & Field	Women’s Basketball Cross Country Soccer Softball Swimming & Diving Tennis Track & Field Volleyball	Adelphi University, American International College, Assumption College, Bentley University, Franklin Pierce University, LeMoyne College, University of Massachusetts-Lowell, Merrimack College, University of New Haven, Pace University, St. Anselm College, St. Michael’s College, Southern Connecticut State University, Southern New Hampshire University, Stonehill College, and The College of Saint Rose.

BURSAR’S OFFICE

518-458-5464

bursar@strose.edu

Location: Third floor of St. Joseph Hall, within the Student Solution Center

Web Page: www.strose.edu, select *Offices and Resources*, then *Payment Center*

The Bursar’s Office is responsible for:

- Student account billings and payments
- Assisting students and parents with account discrepancies and payment options
- Processing student loans and outside scholarship special funding payments
- Student and parent refunds
- Work-study paychecks and check cashing

Student Bills

In early July, the first student invoices for the Fall semester will be available through our E-Bill process. Students will receive an email notification, sent to their College email address, that an electronic invoice, or “E-Bill,” has been generated. Students may set up “Authorized User” accounts so that other people (parents, for example) will also receive email notification that an E-Bill is available to view and/or to process a payment.

Please note: The class schedule listed on the first billing is tentative for freshmen, and will be finalized once placement testing has been completed during Freshman Orientation.

Students (and Authorized Users) can check the student's account status by logging into our website at bannerweb.strose.edu. Changes in registration, housing status or financial aid will often result in a change to the student's account balance. A late payment fee of \$80.00 per month is assessed to past due accounts.

To Set Up an Authorized User

Students can set up an Authorized User account for a parent or anyone else whom they decide should have access to their account records. Authorized Users have access only to the student's billing records, and not to academic records. To set up an Authorized User, students should follow these steps:

- Select *Login to Secure Area* at bannerweb.strose.edu, and enter User ID and PIN
- Select *Pay a Deposit or Set up an Authorized User* (the last option on the page)
- Select the *Authorized Users Option* (at top of screen) and follow the instructions

To Pay a Student Account

Payment of the student's semester account balance is due ten days before the semester start date. We accept checks, money orders, credit cards (Discover, MasterCard, VISA), cash and/or monthly payment plans. Online credit card and web-check payments may be made at bannerweb.strose.edu, or payments may be mailed to: The College of Saint Rose, Bursar's Office, 432 Western Avenue, Albany, NY 12203. Credit card payments also may be faxed to (518) 454-2054. A credit card payment form is available on our website at www.strose.edu, by selecting *Offices and Resources, Payment Center*, and then *Student Account Forms*.

Payment Plans

We offer students/parents a monthly payment option each semester. For a small enrollment fee, this interest-free payment option allows students and/or parents to budget part, or all of the balance due to the College. For further information, please visit our website at www.strose.edu.

Financial Aid

Student bills reflect financial aid eligibility only after the student has signed and returned his/her award letter, signed a Master Promissory Note (if eligible for loans) and completed any verification requirements. Pending financial aid will then appear under the "Memos and Authorizations" section of the bill and will reduce the amount the student will be expected to pay. Students will be responsible for any balance that occurs if anticipated funding is not received. Please note that alternative loans will only appear on the student account once these loan funds have been received.

Student Refunds

Each semester, student refund checks will begin to be processed after the add-drop period ends, once there is an actual overpayment on the student account (about two weeks into the semester). If a credit card payment was received within the previous 30 days, a credit will be issued to the credit card account first. A refund up to the amount of any Parent Loan funds will be issued to the parent, unless the parent requests that the refund be payable to the student. Parent refunds are processed and mailed on Tuesdays. Refund checks payable to students are available for pick-up at the Bursar's Office after 12:00 pm on Fridays; any checks not picked up are mailed the following Monday afternoon.

Bookstore Vouchers

In order to assist our students with purchasing their books at the beginning of the semester, the College offers bookstore vouchers to students whose pending financial aid is scheduled to exceed total charges. Voucher requests are made through the Bursar's Office and, if approved, will be billed to the student's account. Please review our online policy regarding bookstore voucher eligibility at strose.edu, by selecting *Offices and Resources*, *Payment Center*, and then *Payment Resource Center*.

Tuition Refund Insurance

We strongly recommend that students consider purchasing optional tuition insurance, which would help to minimize financial losses if the student is forced to withdraw during a semester because of a serious illness or accident. Tuition insurance helps protect the student's educational investment by reimbursing tuition, room, board and fees if he/she is forced to withdraw from all classes due to an illness, mental condition or injury. For further information, please contact us, or visit our website.

Check Cashing

Students may cash work study paychecks (up to \$250) and personal checks for up to \$50 (\$0.25 fee) from 8:30 a.m. to 3:00 p.m., Monday through Friday. We are unable to cash third-party checks.

Annual Costs	
Full Time Tuition (12-18 Credit Hours)	\$26,750
Room Fee	\$5,630
Meal Plan (Plan 2)	\$5,620
Total Fees:	\$934

Semester Fees	
Activity	\$100
Technology	\$229
Student Records	\$78
Health Service	\$60
Orientation Fee (One Time Fee)	\$318

Room Fee	
Standard Double Room	\$2,815
Single Room	\$3,002
Triple Room	\$2,743
Apartment/House	\$3,623

For a complete list of fees, go to www.strose.edu

CAMPUS STORE

518-454-5245

saintrose@bkstr.com

The campus store is an essential element to any college campus. While the campus store's primary purpose is to carry school supplies and textbooks, there is also a selection of items, including general reading and reference materials, periodicals, computer software and peripherals, clothing/souvenirs, gift items, greeting cards, and residence hall necessities.

Textbooks

Textbooks are a big investment. Students will spend several hundred dollars for books every semester. Students can either go to the campus store to purchase or rent books or it can be done online. At the end of each semester, students have the opportunity to sell back their textbooks if they no longer need them. Rental books can be checked-in at any point during the semester.

Purchasing Books Online

Students can purchase their books online by visiting www.saintrose.bkstr.com. Once on the site, students will:

- Enter their course information (i.e. ENG 103-15).
- See the required and recommended texts for that course.
- Choose to purchase or rent new, used, or digital textbooks.
- Select if the student would like the order filled with new books, if used books are not available. By not selecting this option, a textbook will not be placed in the order.
- Enter credit card information.
- Choose to pick the books up in the store, or have them shipped. Remember when choosing the shipping option that some of the books may come directly from the store and usually do not require any special shipping method. Most orders are processed/shipped in our store within 2-3 business days.

CAREER CENTER

518-454-5141

career@strose.edu

The Career Center offers a variety of services, programs, and resources to students and alumni from **first year students** through **graduation**, and **beyond**.

Career Exploration and Choice of Major

The Career Center provides advising and resources to students who have not declared a major, who are considering changing their major, and those who need more information about career options related to their major. Services include career planning appointments, web-based assessment instruments, career-related programs, a career resource room and professional networking resources such as our Career Advisory Network (C.A.N.) and LinkedIn group.

Career-Related Experience During College and Post-Graduation Employment

Students are encouraged to gain experience related to their career goals and interests. We provide assistance to students seeking part-time and full-time positions, summer jobs, paid and unpaid internships, and volunteer opportunities. Our online system, eCareerCenter, provides access to job and internship listings for students and alumni both locally and nationally.

In addition to eCareerCenter, we also provide students with other services to assist in obtaining experience and employment. Students can meet with our staff during walk-in hours and appointments to develop their resume and job search correspondence. Through our recruiting program, students and alumni can connect with employers through information tables/sessions, resume collections, and on-campus interviews.

The Career Center also utilizes LinkedIn and Facebook to help connect students and alumni with networking opportunities and career-related information. Career Center mock interviews allow students and alumni to practice interviewing skills with staff members and employers. Each spring, graduating education students participate in Education Expo, a job and networking event, which connects students and alumni with education-related employers.

Graduate/ Professional School

The Career Center provides graduate/professional school advising, as well as book and web resources. We also offer a credential file service to house letters of recommendation for graduate/professional school and employment.

Ways You Can Assist Your Student

- Direct your student to the Career Center for guidance on selecting and changing their major, to help them create the most effective resume and cover letters, to discover opportunities available in specific industries or fields, or to conduct an internship, job or graduate/professional school search.
- Support your student as they explore their options; take an active role and connect them to our resources and services.
- Advise your student to visit our website, www.strose.edu/careercenter, stop into the office in Saint Joseph Hall, and login to eCareerCenter to access job/internship opportunities, stay up-to-date on programming, events and recruiting, plus other valuable resources.
- Recommend participation in experiential opportunities, including internships and part-time employment to help your student build skills for the future.
- Become a member of the Career Advisory Network (C.A.N.) to assist Saint Rose students and alumni in their career exploration and job/internship search.
- Encourage your employer to make job and internship opportunities available to our students and alumni.
- Promote responsible networking in person and online through the Career Advisory Network (C.A.N.) and LinkedIn to help your student connect with other professionals in career fields and/or geographic locations that are of interest to them.

It is never too early or too late to explore career interests/options, gain experience through employment or internship opportunities, develop a network, or begin the job search. By encouraging your student to utilize our services, you will help them build the foundation to their professional future.

COMMUNITY SERVICE

518-337-2308

communityservice@strose.edu

The Office of Community Service provides a vital dimension of the Saint Rose experience. The office develops programming and experiences for students to cultivate their “creative and spiritual gifts” as they move toward becoming “productive adults, critical thinkers, and motivated, caring citizens” of the city and the world. **Through service learning, students are able to not only engage in the surrounding community, but also build leadership skills.**

The office is a resource for members of the College to engage in “the urban environment” and work collaboratively with others in the greater community. The Office of Community Service encourages involvement in community outreach and service programs.

The Office of Campus Ministry and the Office of Community Service work together in providing numerous opportunities for students to participate in volunteer activities. A large network of local agencies provides students with ample opportunities to put their faith into practice. Our domestic and international service trips are the most enriching and transformative experiences we offer.

COUNSELING & PSYCHOLOGICAL SERVICES CENTER

518-454-5200

The Counseling and Psychological Services Center, located at 947 Madison Avenue, provides free and confidential short-term psychological services to all students at The College of Saint Rose. Services include individual, relationship, and group counseling for a variety of issues, such as depression, anxiety, stress, disordered eating, alcohol/substance abuse, and adjustment difficulties. The Counseling Center also provides educational workshops in a variety of settings regarding issues of wellness. All counseling is strictly confidential, in accordance with established professional and legal guidelines. When appropriate, students are referred to community resources for extended, long-term care.

Individual or Couples Therapy

Individual or couples therapy is available to assist students with their personal, educational, interpersonal, and social concerns. Acute psychological and emotional distress, even when temporary, can seriously impair the academic performance of students and interfere with the realization of their potential. The ultimate goal of counseling is to increase the ability of individuals to resolve their own concerns as they arise in daily life.

Group Therapy

In group therapy, people meet face-to-face with one or more trained group therapists and talk about what is troubling them. Members give feedback to each other by expressing their own feelings about what someone says or does. This interaction gives group members an opportunity to try out new ways of behaving and to learn more about the way they interact with others. Both generalized and specialized groups are offered.

Crisis Intervention

Counseling Center staff provide immediate services to individuals in crisis, use knowledge of campus and community resources to make appropriate referrals, and when necessary, facilitate the hospitalization of students. In addition, the Counseling Center has the responsibility of assisting the campus with psychological needs stemming from any significant disaster or traumatic event.

Consultation

Counseling Center staff provide telephone and in-person consultation to faculty, staff, students, and parents who are concerned about the welfare of students, who need information about how to make a referral, or who would like to discuss or learn about psychologically related material.

Developmental and Outreach Programs

Programming is offered throughout the year to enhance the personal development of students, to increase knowledge about individual and campus well being, and to promote a healthy campus environment.

FINANCIAL AID

518-458-5464

finaid@strose.edu

The Financial Aid Office is where students should go with questions about TAP, scholarships, loans, or about financial aid in general. If parents have questions while helping students fill out financial aid paper work, they may contact the Financial Aid Office or visit the website for answers.

Financial Aid Process

Financial aid issues have great impact on a student's academic career. The following is a brief overview of the procedure for financial aid. However, if there are any concerns or uncertainties, students should always be referred to the Student Solution Center.

Step 1: Completing the FAFSA - Students need to file a FAFSA (Free Application for Federal Student Aid) form each year. This FAFSA is for all aid including work, loans, and grants and is available at the Student Solution Center. It can also be submitted through the Internet. The address is: www.fafsa.ed.gov. Our school code is **002705**.

Step 2: ISIR/SAR Deadline - Two to four weeks after submitting the FAFSA, the Institutional Student Information Report (ISIR) is electronically submitted to the Financial Aid Office and the Student Aid Report is mailed to the student. The College must receive the ISIR or SAR no later than March 1 (priority deadline) to award financial aid for the following academic year. Therefore, the FAFSA should be completed and mailed in January or February. If a student does not apply for financial aid until after March 1, he or she may still receive financial aid but may not be able to receive some of the grants offered by the College.

Step 3: Verification - If the application is selected for verification, the Financial Aid office will facilitate a Verification Review Process. A verification worksheet will be mailed to the student. It must be completed and returned to the Financial Aid Office along with copies of the Federal Tax Returns transcript from the IRS (Internal Revenue Service). Additionally, a student may be asked to submit proof of income, an alien registration card, or selective services verification to reconcile any missing and/or conflicting information on the ISIR/SAR.

Step 4: New York State Tuition Assistance Program (TAP) - If the student is a New York State resident, the New York State Higher Education Services Corporation (NYSHESC) will e-mail the student an Express TAP Application. This needs to be completed and mailed back to NYSHESC.

Step 5: Award Letter - Once the student's eligibility is reviewed and financial aid has been awarded, he/she will be sent an award letter. The student must sign and return the award letter to the Financial Aid Office so that we can begin the processing of loans and post other aid to the student's account.

Step 6: Stafford Loan - If the student indicates that he or she accepts the Stafford Loan on the Award Letter, the Financial Aid Office will send the student the instructions on how to fill out a Federal Direct Stafford Loan Master Promissory Note.

Step 7: Disbursement of Aid - The financial aid awards and/or loans will be applied toward tuition, fees, and room and board charges. The student's enrollment status will be verified and the award may be adjusted. After all aid has been disbursed and charges have been satisfied, any remaining aid will be given to the student in the form of a check.

Step 8: Yearly application - Students need to apply for financial aid every year. The College must receive the ISIR or SAR by March 1.

GLOBAL & FIELD STUDIES

518-454-2070

studyabroad@strose.edu

Why study abroad?

Studying abroad infuses a new sense of confidence, as well as maturity, in all students who participate. Students become more aware of their world and the role they play in it. Students with international education experience rise above their peers when applying to graduate school or entering the work place.

Working Together

The Offices of Global and Field Studies, Financial Aid, the Registrar and the Bursar work closely with students to make the process of applying to study abroad as simple as possible. Students attending College-approved study abroad programs generally maintain the majority of their financial aid awards. A mandatory pre-departure meeting is held and safety, money issues and academic requirements are discussed. Students also have a chance to meet with other students who have studied abroad to learn about their experiences. Re-entry orientations are offered to ease assimilation back into the College.

Quick Tips

- If a student is considering studying abroad, the planning process should begin as early as the first semester of enrollment at St. Rose.
- Students cannot study abroad until they have completed 30 credits
- GPA requirements for each program may vary from a minimum of 2.5 to a 3.0.
- Study abroad applicants must maintain good academic standing and conduct.
- All courses taken through the College's affiliates must be pre-approved by the College and are graded credits.
- The priority for study abroad is a strong academic experience followed by a safe cultural immersion.

Students may choose from semester, summer, year-long or short term faculty-led trips.

The Student Exchange Program of the Association of Colleges of Sisters of Saint Joseph (ACSSJ)

The ACSSJ Student Exchange Program offers students the opportunity to enrich their educational experience by studying for a semester or a year at a member campus located in the following states: California, Massachusetts, Minnesota, Missouri, New York or Pennsylvania. Full-time students who have completed at least 24 credit hours and maintain a minimum 2.5 grade point average are eligible to participate. The exchange may be for one or two semesters. The two semesters may be on one campus or a semester each on two different campuses. Students must apply by April 10 for the fall semester, and November 10 for the spring semester. Students pay the current rate of Saint Rose tuition for the semester(s) of participation and the cost of room and board, for the semester(s) of study at the exchange college. Exchange applicants should have no prior college policy violations on their record. Students who participate in the exchange program are governed by the policies and procedures listed in the Student Handbook. Students interested in participating in the exchange should contact the Director of International Studies.

GOLDEN KNIGHTS CARD CENTER

(518)-337-4694

Manage your accounts online, 24 hours a day, seven days a week with the Golden Knights Card Center. It's quick and easy! To conveniently access your Golden Knights accounts whenever you want, log on using your Saint Rose username and password at <https://ccenter.strose.edu>.

Here is a summary of what you can do.

- Account Information – View account balance and history for: Golden Knights Kash, Dining Dollars, Extra Dining Dollars, and Printing Credits.
- Add Value – Use MasterCard, Visa, or Discover to add value to your Golden Knights Kash account.
- Share Account Access – Give access to parents and guests. To balance the need for cardholder privacy with the desire of many students and parents to have shared account access, the Guest User feature can be activated. This gives cardholders the ability to grant account access to another individual, usually a parent, so that value can easily be added to a Golden Knights Kash account.
- Suspend Card – Report your card lost or stolen to prevent fraudulent activity until you are able to visit the Golden Knights Card Office to obtain a replacement card.

Photo Identification Card

The Golden Knights Card is the official identification card of The College of Saint Rose. It is issued to all members of the College Community and is required for identification and access to essential campus services. It also offers a convenient account for making purchases on campus. Students are issued a Golden Knights Card upon arrival for their first semester and are responsible for keeping their card for the duration of their time at The College of Saint Rose.

Golden Knights Kash - A Campus Essential

Golden Knights Kash is a prepaid spending account on your Saint Rose ID Card offering a convenient and secure way to make purchases on campus. This account is not associated with the “Dining Dollars” account which you receive when you open an on-campus meal plan. Adding value to your Golden Knights Kash account is easy and can be in any dollar amount. It is designed to help students and parents manage spending at Saint Rose and eliminate the need to carry cash around campus. There are no costs or fees to use or add value to the account, and never any over-limit, late-payment, or interest charges. Please note that no cash withdrawals can be made from the card.

Benefits of Golden Knights Kash

- Accepted - Welcomed at the places you need and want to go.
- Convenient - Make purchases with the ID card you already carry. No need to carry cash, exact change, or debit/credit card.
- Fast and Easy to Use - Just swipe and go at self-service locations or present to the cashier for payment.
- Pre-paid - Only spend what you have. No costs, interest, or fees to add value to or use the account. Your account balance is immediately adjusted as you use your card.
- Easy to add value - Add funds to your account with a debit/credit card.
- Carries Over - Unlike most meal plans, Golden Knights Kash carries over from semester to semester and year to year as long as you are a student at Saint Rose.

To learn more about how Golden Knights Kash works, and to review the Card Terms and Conditions, go to www.strose.edu/gkcard. If you have any questions, please contact the Golden Knights Card Office at (518)-337-4694, Monday through Friday between 8:30 am and 4:30 pm or email at icardoffice@strose.edu.

HEALTH SERVICES

518-454-5244

Health Service supports the mission of the College. It provides a climate of learning and living by helping students remove health barriers that interfere with their academic, personal and social education. Health Services provides nursing coverage and various clinical services during the academic year to all full-time students. A doctor or a nurse practitioner is on campus to see and treat students Monday through Friday; students should call to verify available hours. Prescriptions will be written as needed and off-campus referrals will be made if indicated. The cost of prescriptions and off-campus referrals are the responsibility of the students and/or their families.

Medical Records

Health Services cares for the individual needs of all students. All medical records are considered confidential and will be released only with written permission provided by the student.

Health Insurance

The College of Saint Rose recognizes the importance of available, affordable health care. The College of Saint Rose is pleased to provide all Undergraduate and Graduate Students with a comprehensive form of accident and sickness insurance. It is recommended that students outside the Albany area verify that their coverage is available to them in Albany. Please visit www.haylor.com/student and click on The College of Saint Rose icon for more information.

HEOP AND AOE SERVICES

518-454-5280

This office assists students who are accepted to the College through the New York State Arthur O. Eve Higher Education Opportunity Program (HEOP) and the Academic Opportunity Experience (AOE) program. The office also conducts the pre-freshmen summer program, and HEOP/AOE counseling and tutorial services.

INFORMATION TECHNOLOGY SERVICES

518-454-2190

<http://its.strose.edu>

Telecommunications/Networking Policy

The College provides basic cable at no additional cost to the students in each room on campus. Students should know how to operate their TVs before arriving to campus. Wireless and wired internet connectivity is available in all residence halls.

Bradford Network Registration (Computers, Laptops & Handheld Devices)

The College uses a Network Access Control (NAC) system to help protect our network and our users by ensuring that all devices meet required security standards. These standards include, but are not limited to, an approved and secure operating system and the use of updated anti-virus software. To register, connect your computer to the wired or wireless network and open up a browser. To help speed up the process, make sure you have your username and password and an up-to-date anti-virus program on your computer. Anti-virus software is required on both PC and Mac. Handheld devices such as iPads, iPhones, Blackberries, etc., can be registered similarly using the browser. If you have questions regarding the Network Registration process, please contact the ITS Help Desk.

Acceptable Use

The College has put in place standards and guidelines that are deemed important and need to be followed so that students can continue to have access to the campus networking system. A short list of some of the policies and violations are below. For a complete list of policies and procedures, please visit the College's website. Any person found in violation of the listed policies is subject to loss of rights to use the academic computing system, legal action, or judicial action.

ITS does not and will not fix student computers. However, ITS will assist students with anti-virus installations, wireless network access, and network registration. ITS does not support or set up email for student smart phones. However, ITS provides documentation and instructions for students on the most popular phones. ITS provides several Knowledgebase "How-To Articles" for the campus community. ITS can refer students to local businesses for computer repair.

Policies:

- Respect the privacy and personal rights of others
- Use resources only for their intended use
- Abide by applicable laws, College policies, and copyright laws
- Use only the services for which you have authorization.

Violations:

- Using campus technology to harass or stalk other individuals
- Sending threats of any kind
- Releasing viruses or other harmful data into the network
- Corrupting information
- Making or sharing copies of copyrighted materials including music, movies and software
- Downloading or distributing pornography
- Tapping phone lines
- Using computer services to access someone else's e-mail, data or records

What to Bring:

- Laptop Lock
- 25' CAT 5/5e/6 Ethernet Cable with RJ-45 end
- Wi-Fi certified IEEE 802.11 A/G/N Adapter (wireless for PC Laptops)
- USB Flash Drive
- 25' Coax Cable TV Cable (preferably RG-6)
- UL Rated Power/Surge Strip

What NOT to Bring:

- Wireless Printers
- Wireless Access Points
- Hubs
- Switches
- Broadband Routers
- Bridging Devices
- Analog Telephones
- Answering Machines
- Digital Cable Boxes

INTERCULTURAL LEADERSHIP

518-454-2050

intercultural@strose.edu

Mission Statement

The mission of the Office of Intercultural Leadership is to aid The College of Saint Rose in developing an intercultural community.

What do we do?

WE supply direct student services through educational programs, workshops, and campus events, which are also open to the community at large.

WE provide resources for development and opportunities geared specifically toward underrepresented students [i.e. ALANA (African, Latino/a, Asian, & Native American), LGBTQI (Lesbian, Gay, Bisexual, Transgender, Questioning, & Intersex) students] and women initiative. While we programmatically focus on ALANA students, we welcome all students to connect with our office and have an opportunity to engage cross-culturally around activities targeting leadership development.

WE support underrepresented student based organizations such as Spectrum, the ALANA Student Union, and Identity (our LGTBQI student organization). These organizations allow traditionally underrepresented students to have a voice on the College campus and further aid in their development here at Saint Rose.

WE offer our ALANA is Leadership Mentorship Program as a retention program for First- Year ALANA students. The Mentorship Program provides First-Year Students with a Peer Mentor and Professional Mentor who will serve as a resource, motivational coach, and guide towards academic success!

ALANA is Leadership Initiative

Initiative Goals: The goal of the initiative is to gear ALANA (African, Latino/a, Asian, and Native American) students to excel in the areas of leadership, academic development, and social responsibility, while concurrently celebrating their scholarship.

NATIONAL HONOR SOCIETIES

Participating in a nationally or internationally recognized honor society will enrich your academic and social experience at The College of Saint Rose. Whether you are interested in an honor society associated with your field of study, an honor society appropriate for students of all majors, or participating in multiple honor societies you are eligible to join, Saint Rose is sure to have the opportunity for you!

Honor society membership provides numerous opportunities, including:

- **Connections** with faculty, staff and students at Saint Rose and in the community
- **Leadership** skills development through member meetings, projects and activities
- **Recognition** and distinction based on your academic excellence
- **Scholarships** available based on your academic excellence, leadership, and action
- **Experience** and knowledge about your field of study beyond classroom learning

General Honor Societies (Non-Discipline Specific)

Delta Epsilon Iota

National Scholastic Honor Society

Delta Epsilon Iota is a national honor society with a career development focus. Delta Epsilon Iota offers members numerous opportunities for career development, networking, leadership development, and community service. Undergraduate students who have completed a minimum of 30 semester hours and have a GPA of 3.5 or higher are invited for membership.

Advisor: Ms. Paula Borkowski (borkowsp@strose.edu)

Tau Sigma

National Honor Society for Transfer Students

Tau Sigma is a national honor society created exclusively for transfer students and is an academic society designed specifically to recognize and promote the academic excellence and involvement of transfer students. Tau Sigma provides motivation for academic excellence of all incoming transfer students; enhances the reputation of all transfer students; promotes the involvement of transfer students at The College of Saint Rose; and helps to form a group of students who can help address and meet the needs of new incoming transfer students. Tau Sigma also provides a common bond and a sense of community among transfer students. By becoming a member of Tau Sigma, you will be recognized for your academic achievements, make connections with other transfer students, and have the opportunity to gain leadership experience. To be eligible, students must earn a 3.5 GPA or higher after their first semester at Saint Rose and be enrolled full-time. Each fall semester, Tau Sigma offers over \$25,000 in national scholarships.

Advisor: Michael Richter (richterm@strose.edu)

“It is important to be recognized for the hard work that transfer students put into every day of every semester, and Tau Sigma is a great way to reach this recognition. On behalf of Tau Sigma, we hope to see you at the next induction ceremony!”

-Alexis Haluska, Tau Sigma President

The School of Arts & Humanities

Phi Alpha Theta

National Honor Society for History Students

The Alpha Lambda Omega Chapter at The College of Saint Rose was established in 2003 and is now one of the largest and most active honors societies on campus. Students who have completed a minimum of 12 semester hours in History, have maintained a minimum of 3.1 GPA within history coursework, and have maintained a 3.0 overall GPA in their Saint Rose coursework are eligible for membership. Graduate students must complete a minimum of 12 semester hours towards their Master's Degree in History and maintain a GPA above 3.5.

Advisor: Dr. Bridgett Williams-Searle (williamsb@strose.edu), PAT@strose.edu

Phi Sigma Tau

International Honor Society in Philosophy

Membership in Phi Sigma Tau is not limited to Philosophy majors, but rather is open to students of any academic major who meet the requirements for admission, including a 3.0 GPA or higher in their Philosophy courses and an overall GPA that places them in the top 33% of his/her graduating class.

Advisor: Dr. Michael Brannigan (Brannigm@strose.edu)

Sigma Tau Delta

National Honor Society for English Majors

Undergraduate students majoring in English or English: Adolescence Education, who have completed 20 semester hours at Saint Rose and have a 3.5 GPA or higher in the English major, are invited to join Sigma Tau Delta during the spring semester. Graduate students in English who have achieved a minimum 3.75 GPA in English and have completed 30 semester hours or are in the last semester of their degree program are also invited to join Sigma Tau Delta at the same time.

Co-Advisors: Dr. Kathryn Laity (laityk@strose.edu), Dr. May Caroline Chan (chanm@strose.edu), SIGMATD@strose.edu

Upsilon Iota

National Honor Society of the National Communication Association

Students must be majoring in Communications or be interested in the field of communications, have completed 60 semester hours (overall), have completed at least 4 communications courses, have an overall GPA of 3.0 or better, have a 3.2 or better GPA in the communications courses, be in the top 35% of his/her graduating class, and be willing to participate in academic, social, and community service activities.

Advisor: Mr. Paul Conti (contip@strose.edu), UPSILONIOTA@strose.edu

The School of Business

Delta Mu Delta

National Honor Society for Business Students

Delta Mu Delta is the Honor Society for ACBSP Accredited Business Schools. Undergraduates majoring in Accounting or Business Administration who are Juniors and have completed at least 50% of Saint Rose business program credits required for the degree, have a cumulative GPA of 3.0 or higher, are in the top 20% of his/her class, and are in good standing, are eligible to join by invitation. Induction ceremonies are usually held toward the end of fall and spring semesters.

Advisor: Dr. Charles Finn (finnc@strose.edu)

The School of Education

Kappa Delta Pi

International Honor Society for Education

The honor society is open to all students enrolled in the School of Education or Adolescence Education. Benefits to membership span both local chapter events and national society services & scholarships. Students invited for membership must have a 3.5 GPA in the major, a 3.25 GPA overall, and have 12 graded credits in the major from the College of Saint Rose (9 for graduate students). Prior to induction in the spring, students must also log 20 hours of community service.

Co-Advisors: Dr. Marcia Margolin (margolim@strose.edu) & Mr. Joseph Schaefer (schaefej@strose.edu)

The School of Mathematics & Sciences

Alpha Kappa Delta

International Honor Society for Sociology

Students are eligible to join once they have obtained Junior class standing, have successfully completed at least 4 sociology courses with a sociology course GPA of 3.0 or higher, as well as an overall GPA of 3.0 or higher. Alpha Kappa Delta is open to students of any major who have demonstrated serious interest in sociology (such as having taken 18 semester hours of Sociology or more).

Advisor: Dr. Stephanie Bennett (bennetts@strose.edu)

Alpha Phi Sigma

National Honor Society for Criminal Justice Sciences

Alpha Phi Sigma recognizes academic excellence by undergraduates and graduate students of criminal justice. Undergraduate students must maintain a minimum of 3.2 overall GPA, maintain a 3.2 GPA in criminal justice courses, rank in the top 35% of his/her class, have completed a minimum of four courses within the criminal justice curriculum, and have a declared criminal justice major or minor.

Advisor: Dr. Christina Lane (lanec@strose.edu)

Psi Chi

National Honor Society for Psychology

Students are eligible for membership in the Saint Rose chapter who have completed at least three semesters of college (at least one of which must be at Saint Rose), have completed a minimum of 9 Psychology semester hours, have an overall GPA in the top 35% of his/her class, and have a GPA of at least 3.0 in Psychology. Interested students should contact the Psychology department or the School of Mathematics and Sciences.

Advisor: Dr. Nancy Dorr (dorrn@strose.edu)

THE NEIL HELLMAN LIBRARY

518-454-5180

refdesk@strose.edu

THE PATRICIA STANDISH EDUCATION AND CURRICULUM LIBRARY

518-458-5311

gittom@strose.edu

Library Services and Collections

- Access to more than 66,440 print and online journals and periodicals; 223,000 print volumes, videos, DVDs, and music CDs.
- Access to over 70,000 electronic books.
- Subscriptions to over 55 online databases, offering access to articles and books in all disciplines. All databases are available to Saint Rose students wherever web access is available (on campus or at home).
- Interlibrary loan services allow students to request materials not available in the College library. Through a reciprocal borrowing program, Saint Rose has access to libraries throughout the country.
- Reference staff provides help to students in all aspects of research or library use, including a personal one-on-one service.

The Curriculum Library

The Curriculum Library is a tremendous resource for students within the School of Education. The library offers many services and includes a wide variety of materials intended to support the course work of the School of Education, including textbooks for grades K-12, educational games and kits, New York State publications, samples of standardized tests, and a selection of teacher guides.

REGISTRAR

518-458-5464

The Registrar's Office creates and maintains the integrity, accuracy, and privacy of the official academic records for all students. In addition, we insure compliance with all College regulations and policies.

Registration

Course listing booklets are available online and in print approximately one week before Advisement Day each semester. Pre-registration for the spring semester occurs in November and in April for the summer and fall semesters. Students will receive an email sent to their Saint Rose email account with their registration information. Students are required to meet with their advisor prior to registering for classes to obtain an Alternate PIN number to register online, or a signature to register in person. Important registration dates and deadlines are posted each semester online and in the printed course offerings booklets. Exceptions are not made to the posted deadlines.

College Catalog

Following the Catalog of Undergraduate Studies is essential to a successful college experience. The catalog is updated every other year, but students follow the academic requirements from the Catalog in effect in the year they enter the College. We encourage students and parents to keep a copy. It is also available on the web. All of the College's policies and procedures can be found in the Catalog. We encourage students to go there first when they have questions.

Degree Works Progress Report

Each student has online access to his or her Degree Works Progress Report. This report is an online document tailored to each student and his/her degree requirements. The progress report shows degree requirements and the student progression toward meeting those requirements. The progress report is a tool that should be used in conjunction with the student's advisor and Catalog.

Communication

The Registrar's Office communicates with students via their Saint Rose email account. It is imperative students check this account on a regular basis.

Important notes

Enrollment verifications are sent electronically to most major loan agencies through the National Student-Loan Clearinghouse, but if your health insurance or loan agency has a hard copy form they would like filled out, students can bring the form to the Registrar's Office (for completion) at the end of the add/drop period.

Processing of veterans is done in our office; we verify enrollment at The College of Saint Rose.

Transfer of classes taken prior to enrolling at Saint Rose requires an official transcript for evaluation. After matriculation, students need permission to take courses elsewhere.

Due to the Family Educational Rights and Privacy Act (FERPA), the Registrar's Office cannot provide any information about a student's record to anyone but the student. Please see the FERPA section of this handbook for more information.

RESIDENCE LIFE

518-454-5295

reslife@strose.edu

The Office of Residence Life promotes and supports the academic success of the student by providing a safe, comfortable and positive living environment. This goal is achieved by encouraging students to assume greater responsibility, affecting their behavior through College policy, and attempting to intensify their interest in intellectual and cultural activities.

Staffing

The Office of Residence Life employs more than 45 Resident Assistants (RAs) to staff the residence halls, as well as five live-in professional staff members. Our smaller residence halls house one RA, while some of our larger residence halls house up to 11 RAs, depending on the number of students in the building. The RA is responsible for creating a sense of community within his/her hall or building; in addition, each RA receives special training in areas such as crisis intervention, conflict resolution and leadership. We also have two Academic Peer Mentors to assist our First Year students as an academic resource in their transition to college.

Types of Housing

The College of Saint Rose offers on-campus housing to all full-time undergraduate students (full-time is classified as taking at least 12 credits). There are a variety of housing options, including traditional corridor style, suite style, historic houses, and Centennial Hall for upperclass students. Freshmen students are generally placed in the traditional corridor-style residence halls, and after freshman year they have the opportunity to pick the setting in which they want to live, based on availability. All residence halls enforce quiet hours, which are 11p.m. to 8 a.m., Sunday through Thursday, and 1 a.m. to 9 a.m., Friday and Saturday. Single rooms are not available to first-year students.

Room Changes

Room changes can be requested through the on-line *MyHousing* system after all attempts to resolve the conflict have been tried (i.e. RA and Professional Staff mediation). No room changes will be processed until after the third week of classes each semester. This time is allotted so that the College can determine available spaces, as well as to give roommates time to establish a relationship.

Closings

At the end of each semester, students must vacate their residence halls within 24 hours of their last final, or by 10 a.m. on the closing date, whichever occurs first. During other closings, the halls need to be vacated by 10 a.m. on the day that the break officially starts. Staying on campus for academic reasons is allowed in some circumstances, but documentation needs to be provided, as well as permission from the Director of Residence Life. Additionally, students who are staying during break periods may be consolidated so that they are not in a building by themselves. During vacations, when students are not residing in their rooms, the College encourages students to take home anything that they consider of value.

Withdrawing from Campus Housing

When the time comes for students to no longer live on campus, either because they are graduating or have chosen to live off campus, they need to notify Residence Life by going to the office and completing a “Withdrawal Form.” If students do not do this, the College is not aware that they are no longer living in their room. If a student withdraws during the semester, the refund schedule is as follows:

- Through the end of the 1st week of classes – 100% refund
- Through the end of the 2nd week of classes – 50% refund
- After the end of the 2nd week of classes – No refund

Meal plan charges will be prorated accordingly based on the date the student moves out. Making sure that a student completes the necessary paperwork with Residence Life will result in the most accurate bill possible.

Residence Hall Policies

Care of Rooms: Students are expected to keep their rooms and common areas clean. Overhead lights, wall sockets, peep holes, smoke detectors, and door numbers may not be covered by any posters, pictures, tapestries, flags, cloth, or other flammable material. Window curtains are not permitted. For more specific fire safety updates, students should consult the Residence Life website as the College continues to stay aligned with the most recent Fire Safety Codes.

Room and Common Area Damage: Scotch tape, thumb tacks, nails or furnishings may not be fastened to the walls, woodwork, doors, ceilings, or furniture. If a room is in need of repair, your student should notify the RA. Students are financially responsible for any loss or damage to their assigned room. Students may be billed at any time throughout the semester for damage. The College is not responsible for personal property that is lost, stolen or damaged. If damage occurs to student property, they should file a claim with their parent’s/guardian’s home owner’s policy.

Building: All entrance/exit doors to residence halls must be closed and locked at all times. Students must carry their College ID card with them at all times to gain access to their residence hall. The roofs of all campus buildings, balconies, and fire escapes are off limits for any reason.

Smoking: The College of Saint Rose is tobacco-free. Use of any type of tobacco product is prohibited on campus-owned or leased property.

Cooking: Most residence halls are equipped with at least one cooking unit in a common area, which can be used by the residents of that building. This is the only place in the building where students are allowed to cook. All students living in the residence halls are required to have a meal plan.

Pets: No animals, except guide dogs and fish (in properly maintained aquariums of 10 gallons or less), will be allowed in residence halls.

Maintenance

The 3 steps to resolving an issue:

1. Inform the RA immediately of the issue.
2. If the RA is not available, contact the Office of Residence Life.
3. After 4:30 p.m. or on the weekend, contact Security.

Major College Policies

For a complete list of all College policies, please go to www.strose.edu to view the Student Handbook.

Alcohol Policy:

Small amounts of alcohol (i.e. no more than a six pack of beer, a liter of wine, or half liter of alcohol, etc.) for personal consumption are allowed in a student's bedroom if the student is at least 21 years of age. The collection, displaying or storing of empty alcohol containers is prohibited.

Students shall not:

- a. Possess, consume or distribute alcoholic beverages if a student is below 21 years of age.
- b. Furnish or sell any alcoholic beverage to any person not 21.
- c. Be below 21 years of age and in the presence of alcohol.
- d. Allow guests to bring alcohol into the residence halls.
- e. Consume any alcoholic beverage(s) if any underage person is present.
- f. Possess any drinking paraphernalia including, but not limited to funnels, shot glasses, mugs, steins, wine glasses, margarita glasses, flasks and game tables.
- g. Possess large quantities of alcohol, including, but not limited to kegs or beer balls.
- h. Possess more than 1 23.5 oz. single serve caffeine-free container of Progressive Adult Beverages in their room, per of-age, 21 year old student. These beverages include, but are not limited to Phusion Products – Four Maxed and Four Loco and Joose Products.
- i. Possess or consume alcohol in any common area of the residence halls including suite living rooms and kitchens.
- j. Be incapacitated by the influence of alcohol or another drug or substance

All unauthorized alcohol containers and paraphernalia will be confiscated and disposed of.

Resident students may be removed from campus housing after their third violation of the alcohol policy or earlier depending upon the severity of the violation.

Drug Policy:

Possessing, consuming, distributing or selling illicit drugs is prohibited.

- a. Being present where illegal drugs are being used, had been used, or were suspected of being used is prohibited.
- b. The odor of marijuana in corridors, lounges, public areas or student rooms in conjunction with the possession of a fan, towel, or any other element used to mask the smell will result in participation in the Student Conduct process.
- c. Students shall not possess any items that are designed for the use of drugs (bowls, bongs, pipes, etc.). Any items that are fashioned for the purpose of facilitating or disguising drug use will also be considered a violation of this policy.
- d. All drugs and drug paraphernalia will be confiscated and disposed of by Security.
- e. Incapacitation by the influence of alcohol or another drug or substance is a violation of College policy.

Violators of the drug policy may be removed from campus housing and/or the College after their second violation or earlier depending on the severity of the incident.

Visitation: Residents may have no more than 2 guests per resident in their room, to the extent that it does not negatively affect the shared living environment created by the residence hall atmosphere. Overnight guests may stay only a maximum of 5 nights in a one month period. An overnight guest may stay no more than 2 consecutive nights during one visit.

Fire Safety: Portable heaters, candles, potpourri and incense are all prohibited. There is no smoking any time or anywhere within the residence halls. Window curtains are not permitted. For more specific fire safety updates, students should consult the Residence Life website as the College continues to stay aligned with the most recent Fire Safety Codes.

Ways to keep the Residence Halls Safe

- Nothing can be hung from the ceiling.
- Christmas lights are permitted from November 1st –January 1st and must have an Underwriter’s Laboratory (UL) tag on them.
- Extension cords are NOT permitted. UL surge protector must be used.
- All hallways must be kept clear. NO trash or recycling may be in hallways.
- All trash and recycling must be taken outside and placed in appropriate containers.
- In case of emergency, students should call Security at 518-454-5187. It is recommended that all students enter the phone number to Security in their cell phones.

What to Bring

- Standard Twin Bedding
- Plastic Storage Bins
- Computer
- Surge Protectors
- Fan
- Iron/Ironing Board
- Small Area Rug (average 6'x8')
- Desk Supplies
- Wastebasket
- Dishes
- Cleaning Supplies
- Laundry Supplies
- Shower Caddy
- Towels
- Thermometer
- Necessary Medication
- Shower Shoes (Flip flops)
- Vacuum
- Sewing Kit
- Key Chain
- Umbrella
- Hangers
- Flashlight
- Batteries
- Lamp
- Posters
- Pictures
- Microwave (no more than 700 watts and .7 cubic feet, UL approved) – for students in First Year Halls only
- Refrigerator (no more than 3.1 cubic feet, UL approved)
- Single-cup coffeemaker with auto-shutoff

What NOT to Bring

- Halogen Lamps
- Torchier Lamps
- Lamps with Plastic Covers
- Window Curtains
- Toaster Ovens
- Toasters
- Empty Alcohol Bottles
- Hot Pots
- Potpourri
- Incense
- Extension Cords
- Electric Grills
- Speakers/Amplifiers
- Electric Blankets
- Wall Borders
- Air Conditioner
- Shot Glasses
- Bed Lofts
- Heaters
- Candles
- Hot Plates
- Plastic Light Fixtures
- Blenders

Please note that any student found with these items will have them confiscated and possible student conduct action may occur.

RISK MANAGEMENT & ENVIRONMENTAL SAFETY

518-337-4879

FIRE SAFETY OFFICE

518-485-3851

The Office of Risk Management and Environmental Safety is responsible for administration of the insurance programs for the College. The office also provides program management related to Environmental Health and Safety and Building and Fire Code requirements. The Risk Management and Environmental Safety department supports the core mission of the College through its activities to maintain a healthy and safe campus environment for students, faculty, staff and visitors.

The campus Fire Safety Specialist is part of the Office of Risk Management. Risk Management, in conjunction with the Office of Safety and Security, strives to create a safe campus environment through awareness training and on-going fire and safety inspections of residence halls and classroom facilities. Risk Management acts as the College liaison with state and federal agencies that inspect the campus for fire and life safety, environmental and worker safety compliance.

The Office of Risk Management and Environmental Safety takes part in the Personal Safety Orientation session conducted each fall. These sessions are mandatory for all freshmen and open to all upperclassmen as well. During the orientations, the office covers campus fire safety policies, fire alarm, drill and evacuation requirements, basic fire extinguisher use (with the emphasis on the College's preference that students leave the building and not attempt extinguisher use).

This office works closely with the other campus offices to provide an atmosphere that facilitates student growth through their academic and personal experiences at the College. College insurance policies do not extend coverage to a student's personal items. The College recommends that parents review their homeowner's policy to determine if coverage extends to their student's personal property while on campus. If the policy does not extend coverage, reasonable coverage is available through the Student Affairs office.

SAFETY & SECURITY

518-454-5187

stellas@strose.edu

The College of Saint Rose is concerned about the safety of all members of the campus community, as well as guests and visitors. A professionally trained public safety force provides patrol protection to the campus community 24 hours per day. Policies and procedures have been designed to ensure a safe and secure environment.

Electronic Card Access/Alarm and Security Camera Systems

Selected campus facilities are protected by a series of intrusion and burglar alarms. All Residence Halls and academic buildings have card access systems. The College also has an extensive cctv camera system. These systems are monitored by the Department of Safety and Security.

Security and Student Escort Services

Security officers and student volunteers provide campus escorts 24 hours per day to students who request the service. This is usually a walking escort.

Shuttle Services

Van service is provided daily, during the academic year. An updated copy of the van schedule may be obtained at the Security office.

Shuttle You Home is a new program that is offered Monday through Thursday evenings. It provides a ride from campus to nearby off-campus residences.

Taxi Voucher Program

The College has an agreement with Albany Yellow Cab that allows students to use a Taxi Voucher to obtain a ride. The charge is placed on the student's bill.

Emergency Blue Light Phone & Public Address System

At various strategic locations throughout the campus, there are emergency Blue Light Callboxes. When activated, campus security can communicate with the person at the Blue Light and respond immediately to that area. Students may also use the Blue Lights to request an Escort. This system includes a public address system.

Operation Identification Publications

Crime prevention information is published at various times throughout the year. Information is available on the College website, on specified bulletin boards around campus, and electronically through e-mail. When there is a situation of which the College community should be aware, emergency announcements are posted on specially designated bulletin boards located throughout the campus.

Parking

Freshmen resident students are not allowed to have cars on campus and will NOT be allowed to purchase parking permits for The College of Saint Rose parking lots. Short-term Temporary Parking Permits may be approved by the Director of Security for extenuating circumstances only. Upperclassmen are allowed to have cars on campus and must purchase a Resident Student Parking Permit. Commuter students are eligible for Commuter Parking Permits, which allow them to park in designated parking lots.

Students are not allowed to park in staff-specified lots.

Parking Permits may be purchased at Security Headquarters, 340 Western Avenue or on-line.

Midtown Neighborhood Watch

The "Midtown Neighborhood Watch" program involves patrols by resident volunteers, college students and long-term neighbors with close Albany Police Department coordination to monitor and report unusual activity and unsafe conditions, as well as to disseminate appropriate safety information to residents in the patrol area.

The program is sponsored by the Albany Police Department, the University at Albany Police Department and The College of Saint Rose Department of Safety & Security, in cooperation with the Pine Hills and Beverwyck Neighborhood Associations and concerned college students and long-term neighbors.

The Midtown Neighborhood Watch program stems from the strong belief that the safety and conditions in the neighborhoods involved can be drastically improved if neighbors work closely with the local city agencies.

The program combines nightly foot patrols (at this juncture Monday and Wednesday from 8:00 p.m. to 11:00 p.m.), which serve as the “eyes and ears” of the Albany Police Department to report any unsafe conditions or suspicious activity to the police and not to become involved in any direct response, unless so directed by the Albany Police Department. Volunteers will travel in pairs, with highly visible armbands, flashing lights, and equipped with a cell phone, probably initially provided by the volunteer, for communication. In addition, volunteers will have a safety educational role by distributing appropriate safety information and tips, as well as any safety alerts issued regarding incidents in the patrol or immediately adjacent area.

Patrol Area: At this juncture, the Midtown Neighborhood Watch patrol area will be the area bordered by Kent Street/West Street on the north, Madison Avenue on the south, Main Avenue on the west, Lake Avenue on the east, as well as the area between Lake Avenue on the west, Robin Street on the east, Washington Avenue on the north, Western Avenue on the south.

Training: Approved volunteers will receive training from the Albany Police Department. They will be trained to identify and report potential safety and quality of life problems and to help to solve these problems. They will also learn how to appropriately, effectively and completely report any problems to the Albany Police Department.

SPIRITUAL LIFE

518-454-5250

The staff of the Office of Spiritual Life work to support the members of the College community as they consider the meaning of religion and spirituality in their lives. It is their hope to affirm and encourage people in the expression of their unique relationship with the Divine Mystery. They seek to honor the diversity that exists in the ways people express their spirituality and help the College community find cause for celebration, education and growth through these differences, while at the same time respecting, valuing, and celebrating the college’s roots in the Roman Catholic tradition.

The Hubbard Interfaith Sanctuary

This space provides a place of welcome for people of all religious and spiritual traditions. This beautiful structure supports the belief that spiritual development is an essential part of our educational mission. The Sanctuary, a place of prayer, meditation, celebration, yoga and worship for people of all religious traditions, provides the space for all to discover and celebrate the power of the Spirit within and around all.

Volunteer opportunities

There are many opportunities available for students to reach out to the local, national and global communities ranging from outreach trips over weekends and winter/spring breaks to weekly or short term community service projects. For those interested in the link between faith and service we explore this in the context of social justice and times for prayer and reflection.

Informal gatherings

Gatherings build community and form connections among students and between students and the Spiritual Life staff; programs are geared toward education, dialogue and faith sharing.

Prayer and Worship

Prayer and worship opportunities include weekly Roman Catholic liturgies, prayer services (interfaith, ecumenical, and specific to a particular denomination or season of the year), celebrations of sacred seasons and holidays, retreat programs, yoga, and guided meditation and relaxation programs. This office also publishes a booklet of worship services at local churches, mosques, temples, synagogues and meditation centers. This information is also available through the College website.

Pathways to Saint Rose

Pathway programs allow students to:

- Come to Saint Rose three days before other first-year students
- Take time to acclimate to the campus
- Meet new companions
- Feel at home at Saint Rose before the rest of the first-year students arrive

Pathway programs offer once in a lifetime memories and allow students to:

- Form friendships
- Open lines of communication
- Hone critical skills for teamwork
- Develop group leadership skills

The fee for any of the four Pathways programs is \$135.00 (\$35.00 deposit payable with the application, which becomes non-refundable on acceptance into the program).

Urban Launch: The Urban Launch provides an immersion experience for a select group of first-year students eager to explore the City of Albany through service and urban awareness. On the Urban Launch, students will meet new friends with similar interests, begin to develop leadership skills that they can put to use on future service projects, get to know the “service landscape” just off campus, confront moral and ethical issues that exist by engaging the under-served, underrepresented and underprivileged persons in the Albany area. Past community partners include Habitat for Humanity, Big Brothers/Big Sisters, Saint Anne’s Institute, city homeless shelters, and the State Capitol.

Former Urban Launchers say:

“For me the best part of Urban Launch was the people. Being able to connect with so many was amazing.”

“I loved the feeling that I was helping to create hope.”

For more information on Urban Launch contact:

Ken Scott

scottk@strose.edu

518-458-5359

Adventure Challenge: Adventure Challenge is a first-year experience designed to build character and collaboration through various team-building exercises, offers multi-faceted challenges that focus on group process, problem solving, communication, feedback and trust. Students of all abilities can attend and benefit from this program. We will encourage students to step outside their comfort zone and experience activities they may not have tried before. The adventures will take advantage of the beauty and resources of Cooperstown, NY. In the past, offerings included low and high ropes course activities, canoeing on Otsego Lake, raft building, indoor rock climbing, swimming, hiking and bridge building. Share memories, learn to work together, and develop skills that help you meet the challenges of everyday life.

For more information on Adventure Challenge contact:

Michael Stratton

strattom@strose.edu

518-485-3890

Arts Encounter: Arts Encounter introduces students to the artistic and musical riches of New York's Capital Region. Through this program, students will find others who share their interests in the arts. Participants need not be accomplished practitioners of the arts. Both those skilled in art and music and those who simply enjoy participating as audience members can take advantage of opportunities to create art and music as well as enjoy the many cultural treasures of the area.

Planned activities will allow students to make new friends through frequent interaction among members of the program, will showcase the Saint Rose art and music facilities and will include visits to local galleries and music venues as well as the nearby Berkshires, long recognized as a haven for the arts. Tours of Mass MOCA (the Massachusetts Museum of Contemporary Art) and the Clark Institute, as well as attendance at musical performances will fill out the days.

For more information on Arts Encounter contact:

Sean Peters

peterss@strose.edu

518-337-2343

ALANA is Leadership: Serves the needs of under-represented students of color on the campus of The College of Saint Rose. Since the program's inception, its goal has been to acknowledge and foster diversity awareness and inclusion in our vibrant community while promoting the success of students in their leadership, academic and professional endeavors. We kick off the experience with outdoor adventure activities, academic preparedness workshops and fun social events. You are paired with an upperclassman who will serve as your guide while you navigate through your first weeks on campus and beyond.

For more information on ALANA is Leadership contact:

Arleny Alvarez-Pena

penaa@strose.edu

518-454-2050

STUDENT LIFE

518-454-5170

The Office of Student Life supports the mission of The College of Saint Rose by providing intentional learning opportunities that foster the development of the whole person. This office stands to promote community involvement through leadership education, student organization involvement, and campus programming. These programs are aimed at creating innovative learning environments outside of the classroom, aiding the transition to college and beyond.

Student Activities

There are numerous ways for students to be involved on campus. There are many clubs that cover a wide array of interests. If a student has an interest in a club that is not already present on campus, he/she can go to the Student Association and start the process to be the founder of his/her own club. There are guidelines, procedures and approvals that student-begun clubs must follow before they can be named official College clubs, but the Student Association can start a student on the right path.

Student Association (SA)

The Student Association serves as the student government on campus. The purpose of the Student Association is to represent, express, and execute the sentiment of the student body, in the best interest of the student body, to the faculty, administration, and Board of Trustees of The College of Saint Rose.

Some of the SA representative duties include, but are not limited to: participate in Student Association activities, demonstrate concern and support for activities sponsored by other students or student groups, inform students on how to go through student government to achieve results on various issues, and keep informed and up-to-date on student government, in particular, and on the College as a whole.

Student Association Clubs

- Adventure Club
- AIGA (American Institute of Graphic Artists)
- ALANA (African, Latino, Asian, Native American) Steppers
- BASIC (Brothers and Sisters in Christ)
- Best Buddies
- Big Brothers/Big Sisters
- CDAEYC (Capital District Association for the Education of Young Children)
- The Chronicle
- CEC (Council for Exceptional Children)
- Colleges Against Cancer
- Environmental Club
- Geology Club
- Girls Next Door
- Golden Knights Dance Club
- Golden Notes
- Ice Knights
- Identity
- MEISA (Music Entertainment Industry Student Association)
- NAFME (National Association for Music Education)
- NSA (National Science Association)
- NSSLHA (National Student Speech Language Hearing Association)
- Outside the [Box]
- Phi Alpha Theta (National History Honor Society)
- Psychology Club
- SADD (Students Against Destructive Decisions)
- School Psychology Association
- SEB (Student Events Board)
- Spectrum
- SRJE (Saint Rose Jazz Educators)

Student Events Board (SEB)

The purpose of the Student Events Board is to coordinate student entertainment for The College of Saint Rose community both on and off campus. Through the use of imagination and skill, the student run organization offers many opportunities for the College community to enjoy not only the pursuit of academic success at The College of Saint Rose, but also the co-curricular aspect. The Board is always looking for ways to develop fresh new programs based on the interests of the student body.

The SEB consists of a variety of committees, each specializing in a certain area of event planning. Every committee meets after the main SEB meeting. These committees are centered on areas of interest, such as novelties, music & entertainment, trips, comedians, semi-formal and senior week.

Leadership Opportunities on Campus

The College of Saint Rose has been truly invested in strengthening leadership opportunities on and around campus. The College believes that it is important for today's youth to have opportunities to build leadership skills and practice these inside and outside the classroom. The following programs are examples of leadership opportunities for students to experience on campus:

Fall CLASSIC Weekend

(CLASSIC = Community Leadership and Student Service in College)

At the beginning of each academic year, the Student Association and the Office of Student Life sponsors Fall CLASSIC, a weekend retreat. CLASSIC was created specifically for students, faculty, staff and administrators in order to create and develop community and leadership.

Fall CLASSIC is designed to provide students, faculty and staff with the essential building blocks necessary to develop a sense of community and encourage students to become influential and active in the Saint Rose community and beyond.

LEAD Program

LEAD is a multi-faceted program that provides hands-on experiences, workshops, and speaker events. If students participate, they will build a leadership transcript, which provides a rich resource when applying for jobs, internships or graduate schools. They will also receive a Leadership Certificate at a student recognition event upon completion of requirements.

Family Weekend

Each fall, the College community looks forward to this tradition of a weekend for the entire family and friends of students. We offer our guests the opportunity to participate in programs and events highlighting our students, faculty and campus, along with Brunch with the President, fun activities on the Quad, sports events and tours. The Weekend is planned by the Office of Student Affairs along with student and volunteer coordinators.

Save the Date! Family Weekend will be held from September 20 - 22, 2013

Relay For Life

Relay For Life is a 12-hour, overnight event during which teams walk relay-style around the quad or gym. This event brings our community together as we remember those we have lost to cancer and celebrate the people who have survived. Participants raise money for the American Cancer Society to sponsor cancer programs, cancer research, and cancer advocacy in the surrounding community. Activities throughout the night keep the teams energized and the College alive. This large event is planned with the help of students and staff members from the College and American Cancer Society representatives.

This year we welcome the 11th annual Relay for Life to The College of Saint Rose.

INFORMATION

TALKING ABOUT THE TRANSITION TO COLLEGE

What happens when your son/daughter goes to college?

The transition to college can be both exciting and difficult for young adults and their parents. It is important to be prepared, not only for the academic and financial matters, but also for the emotional issues that might arise during the first year. Every student is different and nothing that follows is inevitable. This is meant only to be a guide based on our professional experience and genuine interest in the health and well being of your child.

Some tips on interacting with your student

Your son or daughter is beginning an exciting journey here at The College of Saint Rose, and we consider you a part of that journey as well. You will share the joys and sorrows, successes and failures just as vividly. We've listed some basic guidelines to help you better understand the experience of your first-year student.

- Don't ask them if they're homesick.

The power of suggestion can be dangerous. The first few weeks of school are full of activities and friends. The challenge of meeting new people and adjusting to new situations takes most of a freshman's time and concentration. So, without being reminded of it, they might be able to escape the loneliness and frustration of homesickness. However, even if they don't tell you during those first few weeks, they do miss you.

- Write them, even if they don't write back.

Although freshmen are eager to experience all the away-from-home independence they can in those first weeks, most are still anxious for family ties and the security those ties bring. This surge of independence can be mis-interpreted as rejection by sensitive and caring parents, but most freshmen want to hear news from home. There's nothing more depressing than an empty mailbox (both snail mail and e-mail).

- Ask questions (but not too many)
- Expect change (but not too much)
- Visit (but not too often)
- Trust them!

10 TIPS FOR PARENTS FROM STUDENTS

1. Your student is here to learn more than their major; let them learn about life for themselves.
– John, Sophomore
2. Tell your student to make every decision worth-while. College is a stepping stone to the rest of your career.
– Dalisa, Junior
3. Don't worry too much about your student; they will always let you know when they need something!
– Kevin, Senior
4. Don't turn your student's room into storage! (I was sad to come home to boxes blocking my bed during Thanksgiving!)
– Nicole, Senior
5. Independence is important!
– Cassandra, Junior
6. Your student is always under pressure, make sure you support rather than pressure them.
– Nicole, Sophomore
7. No matter how grown up we are, we still secretly miss home.
– Brittany, Junior
8. Don't worry if your student doesn't call a lot; it's a new environment and they will be very busy.
– Rebecca, Junior
9. Care packages are phenomenal!
– Stephanie, Junior and Edwin, Junior
10. E-mail is a great way to keep in touch without seeming overbearing.
– Meghan, Junior

10 GIFT IDEAS

- A **family portrait** to remind them that you are still there and that they are an important part of the family.
- A large **laundry bag**.
- A **digital camera**, a necessity to capture and be able to share college memories.
- **Care packages** filled with goodies. It helps ease the separation a bit. Care packages around midterms and finals are especially welcome!
- **Gift certificates** for things like milk, juice, fruit, munchies, music downloads and school supplies help ease the separation a bit.
- The **book** *Oh The Places You'll Go* by Dr. Seuss. It will help your student "soar to new heights" while using playful rhymes to capture the child within all of us.
- A **weekend visit** with an all-expense paid shopping spree!
- A **DVD** for those weekends when there is nothing to do.
- A **hug**, because they might not say it, but they will miss and do think of home.
- Your **love, support, and trust**.

Adapted from: Pittsburgh State University Parent Handbook throughout the larger society.

WEBSITES FOR PARENTS

www.strose.edu

The College of Saint Rose homepage contains the answers to almost any question that you may have while your child is enrolled at the College.

www.collegeparents.org

College Parents of America (CPA) is dedicated to parents in preparing you for putting your children through college.

www.aboutcollege.com/topiclist.html

This is a source for many Frequently Asked Questions about college.

www.albanyny.org/visitors.aspx

Planning to visit your student here at The College of Saint Rose? This website will let you check out what there is to do in and around Albany.

www.collegeboard.com

The College Board helps students prepare for college success and opportunity. It aids students with admissions, guidance, assessment, financial aid, enrollment, and teaching and learning.

www.fastweb.com

Fast Web is the free leading scholarship search service, helping students make decisions about choosing a college, paying for college and finding jobs during and after college.

www.securityoncampus.org

This website's mission is to educate students, parents and the campus community about crimes on college campuses, and to help victims and their families recover.

www.collegedrinkingprevention.gov

The goal of this website is to inform people of the dangers of drinking, recommend ways to end drinking on campus, and offer ideas on how to prevent hazardous college drinking.

www.pflag.org

PFLAG promotes the health and well-being of gay, lesbian, bisexual persons, and their families and friends, through support, education, and advocacy.

www.factsontap.org/factsontap/parents.html

Facts on Tap works to change attitudes about youth drinking and drug abuse. They strive to help students make easy transitions from high school to college. To accomplish this, Facts on Tap trains professionals who work with this population to develop effective resources.

www.PineHillsNA.org

The Pine Hills Neighborhood Association invites you to explore their website and neighborhood. You can learn about the Pine Hills Neighborhood Association and about Pine Hills today and yesterday, places to go and things to do.

BOOKS FOR PARENTS

Letting Go by: Karen Levin Coburn & Madge Lawrence

Guidance for the transition from high school to college.

When Your Kid Goes to College by: Carol Barkin

Support, reassurance and helpful tips for handling an inevitable but difficult separation.

Parental Concerns in College Student Mental Health by: Leighton C. Whitaker

A guide for parents about how your parent/child relationship will change while your child is at college. Why the change occurs and suggestions on how to cope with this potentially difficult time.

You're On Your Own (but I'm here if you need me) by: Majorie Savage

The months before your student will leave for college and the social and academic adjustments that your student will face. Includes a useful college calendar and highlights some of the issues that students may face in each year of college.

Chicken Soup for the College Soul by: Mary Catherine Bateson

A collection of stories that deal with the variety of emotions that incoming students experience.

Campus Life Exposed by: Harlen Cohen

Letters, stories from newspapers and online columns answer questions one might have about college.

Empty Nest, Full Heart by: Andrea Van Steenhouse

The transition from high school to college and how to prepare the student as well as the parent.

When Kids go to College by: Barbara & Phillip Newman

A look at college as not only educational but also as a time for social and emotional discovery.

Straight Talk on College: An Employer's Perspective by: Stephen Young

100 tips for success in college and beyond.

The College Woman's Handbook by: Rachel Dobkin & Shana Sippy

Many tips, suggestions and guidelines, for women.

Don't Tell Me What to Do, Just Send Money by: Helen Johnson & Christine Schelhas-Miller.

Useful tips on how to prepare yourself and your child when getting ready to go off to college and what you can do to help your student adjust to the 'norms' of the first-year experience.

UNDERSTANDING THE SAINT ROSE LINGO

Before long you may notice your student speaking a language that might include some unique terminology. Hopefully this list of “college speech” will help you decipher what you are hearing and familiarize you more with the College.

Add/Drop Period: The time when students are permitted to drop and add courses for the semester. This takes place at the beginning of each semester.

Adjunct: A part-time faculty member who possesses an advanced degree and work experience in their academic discipline.

Advisor: A faculty member who provides information and makes recommendations on courses, requirements, and programs of study.

ALANA: The acronym ALANA is being used to replace the term minority when referring to people of color. The full acronym is African, Latino, Asian, and Native American. When using the word usually you are making indication that the group or individual is of ALANA descent.

Audit: Allows a student to attend and participate in a course without receiving a grade or credit for the course. The cost of auditing a course is less; refer to the payment center for current per credit costs and associated fees.

Baccalaureate Degree: (BA) A degree awarded by the College to a student who has completed his or her undergraduate studies.

Blackboard: An electronic database used by students and professors making course material available on-line.

Blue Light Phones: These phones are located on campus walkways and in parking lots. They can be used to contact Campus Security.

Bursar: The person responsible to oversee the collection of tuition and fees for the College. The Bursar Sends out student bills, receives payment, and disburses reimbursement checks to students.

Camelot Room: An eatery where students can use points or cash to purchase food.

CDTA: The Capital District Transportation Authority provides buses throughout the Capital District. By showing his or her College ID card to the driver, a student can ride all of the bus lines for free.

Chronicle: The student newspaper that is published weekly. The Daily Gazette, collaborates with the students to produce the weekly publication.

Co-Curricular Transcript: A transcript that includes a listing of activities and leadership roles that students participated in during their college career that are not directly connected to course work, such as serving as a tutor or mentor.

Course Catalog: The book containing all major and minor degree requirements, financial aid information, campus offices information, and other academic information.

Course Listing: The listing of courses published by the Student Solution Center that contains all of the classes, times, and professors offered for the upcoming semester.

Credit Hour: A unit of measure to determine the quantity of work required of a student. Each credit hour is approximately equivalent to 1 hour of class time per week. Most classes are 3 credit hours.

Cumulative GPA: Grade point average for all classes attempted by the student at the College.

Dean: The administrative head of an academic school.

Dean's List: Full-time students, who complete a minimum of 12 graded credit hours and who achieve a semester average of 3.5 with no D, F or Incomplete grade, will be eligible for the Dean's List. Notification of this achievement will be sent by the dean to each qualifying student.

Department: The faculty members who teach within a specific discipline, such as math or English.

Department Chair: The administrative head or leader of a department. Chair appointments usually rotate between the tenured faculty members of the department.

eCareerCenter: Web-based system available 24 hours a day, 7 days a week to assist students in finding jobs and internships.

efollett.com: The website where students can order their books and other items each semester.

Events and Athletics Center (EAC): Building that houses athletics, student affairs, the Camelot room, Starbucks, Dining Services, the Student Activities Board and Student Government.

Exploratory Program: Instead of students entering college as "undeclared" or "undecided" for their major, the College designed the Exploratory Program. The student will work with the Career Center and be assigned an advisor who has been trained to work with students exploring their academic options.

First Alert: The First Alert program is a partnership among the faculty, Academic Advising and Student Affairs aimed at promoting student retention. The on-line system is intended to increase student engagement by providing faculty with a mechanism for reporting concerns about academic performance and to inform students of a variety of campus resources designed to help them maximize their potential.

Full-time Student: A student taking 12 or more credit hours in each semester (fall and spring).

Golden Knight: The College of Saint Rose official Mascot.

Grade Point Average (GPA): The average grades in one semester based on a system of 0.0 to 4.0, where each letter grade is assigned a numerical value.

Hold: An indication that you are unable to access campus resources that require your student ID (i.e., transcripts, library, registration).

Major: Primary area of study. All students must select a major.

Minor: Secondary area of study.

Part-time Student: Enrolled students at the College who takes fewer than 12 credit hours each semester (fall and spring).

Pass/Fail: Full-time students may elect to take one course each semester on a pass/fail basis. Quality points for passing grades are not calculated in the GPA, but failure grades are calculated in the GPA.

Prerequisite: A requirement (as courses completed or placement scores attained), which must be met prior to enrollment in certain courses.

Print and Copy Center: Located on the lower level of the Events and Athletics Center the Print and Copy Center help students with binding, laminations, black and white copies, color copies, posters, Braille, and many more services.

Provost: The senior academic administrator of the college, charged with quality assurance, strategic planning, assessment, faculty development, hiring and administration, accreditation, and program coordination.

RA: (Resident Assistant) Upperclassmen assigned to floors or houses on campus, trained to offer peer assistance and direction to students and create a sense of community in the house/floor.

Registration: Period of time when students sign up for classes. This time usually occurs at the end of the current semester in order to academically plan for the upcoming semester.

Royal Flush: A weekly information sheet published by the Office of Student Affairs and posted in the restrooms around campus.

Security Escort Service: Security officers provide campus escorts 24 hours a day, seven days a week to students and staff, upon request.

Shuttle: Transportation provided by Security that runs from campus to Picotte Hall and from campus to Brubacher Hall during the winter season.

Standish: Dining/conference rooms used for campus activities and special events.

Syllabus/Syllabi: Course outline presented to the class by the professor at the beginning of the semester. The syllabus includes all policies, important dates and professor contact information.

Transcript: A listing of courses, grades, and credits a student receives while enrolled in college. Transcripts are broken down by year and semester and are meant to reflect the student's progress while at the college.

The Quad: The lawn area in the center of campus that students and professors use for academic and leisure activities.

Week of Welcome (WOW): The first week of school filled with events throughout each day. This is the official welcome to higher education for all first-year students.

Work study: An on-campus job based solely on financial need.

GRADING CONFIDENTIALITY

At The College of Saint Rose, we consider students adults. FERPA (Family Education Right to Privacy Act) protects student privacy. Legally, we cannot discuss students' grades with parents. All grades and bills for the student are available in the secure area on the web. If a parent wants to talk about his or her student's grades or has program questions, we will be happy to talk, with the student present and/or with written student permission.

The Family Educational Rights and Privacy Act of 1974 helps protect the privacy of student records. FERPA provides for the right of the student to inspect and review education records, to seek and amend those records, and the right to limit disclosure of information from such records.

Please be aware of the guidelines that FERPA has set to protect students, and be aware how it could affect them and you. The College of Saint Rose takes time during orientation to educate its students of their rights under FERPA, and information is also included in the student handbook. More information can be acquired about FERPA on the Department of Education's website at www.ed.gov.

PLAGIARISM AND YOUR COLLEGE STUDENT

As your student will soon learn, writing final research papers becomes an ever-present reality for many students. There is something that you can do from home to help ease the stress on your student: proofread it for them! Have your student e-mail you their report for you to read. Make suggestions and send it back, or call them. It is a great way to check in and give them your support. Accompanying the writing of these final papers are the increased temptation and tendency to plagiarize. Here is some helpful information about plagiarism.

What is Plagiarism?

The College of Saint Rose states that plagiarism can include (but is not limited to) the following:

- Purchasing, copying, downloading, printing or paraphrasing another's book, article, paper, speech, exam, portfolio, creative work, argument, or any other work and presenting it as one's own, either in whole or in part.
- Incorporating portions of another's work without proper acknowledgment and documentation.

What is Saint Rose's policy on Plagiarism?

"Students at The College of Saint Rose are expected to be honest in every aspect of their academic work. All work presented as a student's own must be the product of his or her own efforts. Plagiarism, cheating, academic misconduct, or any other submission of another's work as one's own is unacceptable." Students working in groups are each individually responsible for the academic integrity of the group project.

Why do students Plagiarize?

- Stress and pressures of time
- Carelessness in note-taking skills

Confusion about how to use secondary sources properly

- Indifference towards consequences
- Lack of confidence in one's own ideas and skills.

How can parents help students to avoid plagiarism?

Discuss integrity and why plagiarism will ultimately hurt him or her. Students risk not only failure of an assignment, class, or expulsion from the College, but also risk losing the opportunity to learn the research and writing skills that will be necessary in both their academic and future professional career in order to succeed.

Encourage the student to:

- Talk with his/her professor if there is confusion about expectations for a research paper assignment.
- Visit the **Writing Center** on campus to get help with:
 - Understanding what plagiarism is and how to use sources appropriately in academic writing
 - Effectively taking notes during the research process
 - Properly integrating and citing sources within the research paper

Stress the importance of **time management** and learning how to prioritize certain tasks. If students need help with these skills, they can meet with a staff member of the Academic Support Center.

Students can call (518) 454-5299 to find out more information or visit the Academic Support Center on the second floor of St. Joseph Hall.

ALCOHOL USE AND YOUR STUDENT

While at college, your student is going to experience a newly found freedom. With this freedom comes the temptation and opportunity to experiment with alcohol and other drugs. This is going to require you to find new ways to connect and communicate with your student. The “Just Say No” phrase may now be too simplistic. “By the time they reach older adolescence, many teens have been exposed to alcohol and drugs and have seen classmates experiment without negative consequences. Scare tactics are unlikely to work and are more likely to elicit looks of boredom and disbelief.” (Making the Transition, 2005)

Although they may not show it, you are still very important to your student, and you can assist them in making positive decisions by talking to them about the facts. Here are some important facts to share:

- Your brain is not fully mature until 18-25 years old. Heavy drinking in this time period can negatively affect its development and have long-term effects.
- Studies show that the earlier a person starts using an addictive substance, the more likely he or she is to develop an addiction.
- Just because a medication has been approved by the FDA does not make it a safe drug.
- 100,000 Americans a year get help for marijuana dependence.
- In 2001, THC levels in marijuana were higher than 7%. That is 6% higher than it was in 1970.
- 25% of college students report missing class, failing exams, papers or even classes due to alcohol.
- More than 70,000 students are victims of alcohol-related sexual assault or date rape.
- 1,700 college students die each year from alcohol-related injuries.

What Can You Do?

Talk about parties, making friends, coping with stress and dating, and the penalties for: public drunkenness, using a fake ID, driving under the influence and assault.

Listen to your student because he or she may have important questions to ask you that can help you guide him or her to make positive choices. Help by answering honestly and keeping an open mind.

What if my student develops an alcohol or drug problem?

- Do not panic, blame yourself or become angry with your student.
- Make your student comfortable and want to talk to you.
- Ask questions about roommates, friends, activities, classes, grades, and stress.
- Help your student to seek help on or off campus from a professional.
- A lack of interest, change in friends, and failing grades can be a signal of a problem.

Making the Transition, Phoenix House (2005).

POLICIES AND LEGAL INFORMATION

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

One of the challenges parents may face when their son or daughter transitions from the high school environment to college is the change in privacy standards regarding the educational records of the student. All colleges and universities, including The College of Saint Rose, are bound by a federal law named the Family Educational Rights and Privacy Act, otherwise known as FERPA (or the Buckley Amendment).

FERPA is enforced by the U.S. Department of Education. The Department maintains a FERPA website (with links to FERPA regulations) at www.ed.gov/offices/OM/fpca/ferpa/parents.html

Frequently Asked FERPA Questions:

What is FERPA?

FERPA requires colleges and universities to protect the privacy of the educational records of each student and to articulate a clear institutional policy in accordance with this law.

Why is FERPA important to the positive development of students?

College students are transitioning from late adolescence to adulthood. Part of how the College fosters that transition is by treating students as adults, granting them both the rights and responsibilities that go along with that status. Part of this is accomplished when the College communicates directly with students regarding records and concerns. In turn, students are encouraged to communicate directly with their parents to promote trust and mutual responsibility.

Why is it important for a parent or guardian to understand FERPA?

A college parent or legal guardian has a challenging job of staying involved in the life of his or her student in a way that allows for the student to develop autonomy and confidence by learning how to identify, analyze, and solve problems. Informed parents who take the time to understand policies like FERPA and the multitude of support services the College offers can provide appropriate guidance to their students to help them grow as responsible decision-makers.

Why do I have limited access to my son's or daughter's college records, especially when I am paying the bills?

Under FERPA, the access rights that parents and legal guardians had in elementary and secondary school are transferred to students. At The College of Saint Rose, we consider students to be adults. Parents can be given access to their son's or daughter's records if the student authorizes the permission in writing.

How can I find out my student's grades?

The best approach is to ask the student directly. All grades and bills for the student are available in the secure area online at <http://bannerweb.strose.edu>. Students can look up information online, print it, and give a copy to their parents. Although communicating with young adults can be a challenge, the college years are a period of important and considerable growth and maturation. As students assume greater responsibility for their own lives and gain more confidence, they are typically willing to share information and insights with the adults around them.

How do I find out if my son or daughter is attending class regularly? Can I contact the professor?

Professors are considered employees of the College and because of FERPA cannot share educational records about a student. The best approach is for parents to talk with the student. Since attendance policies are determined by each individual professor or instructor, parents may encourage their student to review these policies (usually stated in the course syllabus) and determine whether absences may affect a final semester grade.

What records does FERPA cover?

FERPA covers a student's "Education Records," which may include any records in the possession of an employee that are shared or accessible to another individual. Records may be handwritten or in print form, magnetic tape, films, or some other medium, including transcripts or other records obtained from a school in which the student may have been previously enrolled.

Is any student information treated as public information under FERPA?

The College of Saint Rose may choose to disclose information on a student, known as "directory information," without violating FERPA. Generally this information includes:

- student name
- address
- telephone number
- major field of study
- participation in officially recognized sports and activities

A student may restrict the release of his or her directory information by making a request in writing to the Office of the Registrar.

Will I be notified if my son or daughter is placed on academic probation?

Under FERPA, information about grades and academic standing is sent directly to students. You can, of course, ask your student to keep you informed about his or her academic performance.

Is there a single release form that my son or daughter can sign so I can have access to all of their records?

There is no single release form to access all of the records that The College of Saint Rose keeps regarding your student. Parents can be given access to their son or daughter's records if the student authorizes the permission, in writing, to the Office of the Registrar. Students wishing to do this may contact the Office of the Registrar for additional information.

How can I make sure tuition and other bills are sent to me?

Tuition and other bills will be mailed to the student's permanent address. The first billing for the fall semester will be sent during early July. Spring semester bills will be mailed beginning in early December. Payment of the semester account balance is due ten days before the semester start date. After each initial semester billing, invoices will be mailed on a monthly basis only when there is a balance due.

There are reports in the media about a new FERPA provision allowing notice to parents when a student violates alcohol or drug laws. What is Saint Rose’s position on this new rule?

FERPA guidelines also allow colleges to contact a parent under certain circumstances. If a student is found in violation of a college policy or federal law where drugs and/or alcohol are involved, and that student is under 21 years of age, Saint Rose officials may and do choose to contact the parent.

Will I be informed if my son or daughter is treated at the College’s Health Services or is seeing a counselor at Counseling and Psychological Services?

Health and Counseling Services’ records are subject to even more restrictions than educational records, especially the need to keep the identity of students seeking services confidential. There are important reasons for these confidentiality requirements, including the therapeutic benefits associated with encouraging students to talk openly and candidly with a physician, psychologist, or other health professional without fear that their conversations will be reported to others. If it is determined that a student is in imminent danger of harming himself/herself or another, this confidentiality can be broken and parents and other parties notified. It is also important to recognize that many students welcome their parents’ interest in their physical and mental health and are willing to give consent for treatment providers to communicate with their parents.

Will I be notified if my son or daughter is hurt, sick, or in danger?

The parents or guardians of Saint Rose students will be contacted in the event of an emergency, or if their student is transported to the hospital and a College official is aware of this transport. Hospitals and police agencies will also follow their own notification protocols.

What if my son or daughter is hurt, sick, or in danger off-campus?

Generally, students are not under our express control or supervision when they live or work off campus. However, if we learn of an emergency involving one of our students, we will attempt to notify the student’s parents or guardians. Hospitals and police agencies will also follow their own notification protocols.

How will I know if my son or daughter is subject to disciplinary action?

In addition to contact regarding an emergency or a drug or alcohol violation, a parent or guardian may also be contacted if a student is found in violation of any Saint Rose policy when the final outcome of a judicial proceeding may result in suspension, termination of the resident contract, or dismissal from the institution.

STUDENT CONDUCT PROCESS

The student conduct process outlined here applies to student conduct and behavior other than that associated with academic regulation, performance or standing. The College has established regulations and procedures that it considers to be consistent with its purpose as an educational institution within the society at large. In the spirit of fairness, the disciplinary process is intended to be as flexible as possible and chiefly concerned with the best interest of both the student involved and the College community. The process was designed to guarantee a student’s rights, while assuring responsibility for one’s own actions.

Hearing Procedures

A student charged with violating a policy is subject to a hearing and possible disciplinary action. The student conduct coordinator will assign a hearing officer to adjudicate student conduct charges.

Organization of Campus Judicial System

Student Conduct Coordinator: The student conduct System at The College of Saint Rose is under the direction of the student conduct coordinator. The student conduct coordinator is charged with responsibility for seeing that students who allegedly have violated College policy are assured individual rights and fairness. To accomplish this task, the student conduct coordinator:

- Acts as a student conduct officer and supervises other student conduct officers. The student conduct coordinator assigns judicial cases among the student conduct officers.
- Receives reports concerning individual students for alleged violations of College policy.
- Maintains the official student conduct records.

Student Conduct Officers:

- Receive cases referred by the student conduct coordinator for adjudication.
- Set up an administrative hearing or offers mutual settlement for students to determine if College policy has been violated.
- Determine appropriate sanction(s) in cases of College policy violations.
- Notify student(s) via e-mail of alleged College policy violation(s) and results of hearing or mutual settlement.

Student Conduct Appeal Officers: The student conduct coordinator will designate the appeal officer or board who will review each appeal request and determine if criteria are met that warrant further investigation.

Student Conduct Referral

- Any person may refer a student for judicial action when it is believed that the student has violated a College policy.
- Referrals are made to the student conduct coordinator by completing an Incident Report on which the alleged offense(s) will be described in detail. The form will be signed by the individual initiating the report.
- The Student Conduct Coordinator will assign the case to a student conduct officer.
- The student conduct officer sends an emailed letter of notification of alleged policy violation(s) to the student(s); hearing date, time and location are included as well as a copy of the Incident Report. If the student is unable to attend due to a scheduled class, he/she must contact the student conduct officer within 24 hours to reschedule. Failure to do so will result in a hearing being conducted in his/her absence.
- The student conduct officer conducts the hearing following the guidelines set forth by the College.
- Decisions regarding alleged policy violation(s) will be communicated via email by the student conduct officer, including sanctions if warranted.
- The student may appeal the decision of the student conduct officer or board to the designated appeal officer only if appeal criteria are met.

Referred Individual Rights

The following guidelines are intended to assure individual rights and fairness. Deviations should be carefully considered to allow for unique and individual needs. The referred individual has a right to and thus may:

1. Request a notice of specific charges.
2. Request the names of individual(s) making charges and witnesses.
3. Prepare and present defense in his/her behalf.
4. Obtain legal counsel in an advisory, non-representative capacity.
5. Make a verbatim record of the hearing (not deliberations) at his/her own expense.
6. Request decisions and sanctions, if any.
7. Request an appeal, if criteria are met.

In addition, consideration may be given to bypass any or all of 1-7 above when:

- The charge is criminal in nature and is referable to local, state or federal officials.
- There is concern for the personal safety of others.
- The persons making the referral may select procedures outside the College.
- The case is particularly sensitive, i.e., involving confidential materials; sexual harassment/assault.
- Regular channels are not available as during the summer and vacations.
- Hearings are closed. Individuals having a bearing on the case will be called as needed.
- The hearing officer may question witnesses either together, in groupings, or individually as the officer feels appropriate.

Victim's Rights

1. An explanation of all procedures.
2. Be accompanied by an advisor throughout all proceedings.
3. A comfortable waiting area prior to the hearing.
4. Remain in the hearing throughout the proceedings.
5. Request that discussion of past history, or behavior, be limited to that which is relevant to the case.
6. Be notified of the outcome of the hearing, if requested.

Appeals: A student may appeal the outcome of a judicial hearing by following the procedures below.

1. Student reviews Criteria for Appeal and identifies grounds for an appeal based on these criteria:
 - Student was not accorded his/her rights as outlined in the Referred Individual Rights, and this failure significantly affected the student's right to a fair hearing.
 - Failure by the hearing officer to follow established procedures.
 - New evidence has appeared subsequent to the initial hearing which could have affected the original findings.
 - The sanction is grossly inappropriate to the proven violation.
2. Student requests an appeal, in writing, within two working days of receipt of judicial decision letter. Appeals will only be considered if the letter contains specific reasons and justification based on the criteria for appeal.

3. The Judicial Coordinator will determine if the appeal will be reviewed by an individual appeal officer or the Appeals Hearing Board. The Board consists of 3 members (1 Faculty, 1 Student, 1 Administrator). They will only handle appeals concerning sanctions of removal from housing, suspension or dismissal from the College. The assigned appeal officer or board will review the written appeal request, the incident file, and the decision letter. Following this review, the appeal officer or board may elect to (a) uphold the judicial decision, (b) modify the decision, or conduct a formal hearing and render a decision that upholds the original decision, modifies the original decision, or dismisses the case.
4. All appellate decisions are final.

Parental Notification

When it has been determined that a student has committed a violation of College policy, with respect to regulations regarding the use or possession of alcohol or a controlled substance, the College may disclose to parents or legal guardians such information, if the student is less than 21 years of age. Parents or Guardians of students under the age of 21 can be notified of such determinations regarding violations of College narcotic, or other controlled substance policies, and those alcohol violations that result in disciplinary probation, an assessment for chemical dependency or more severe sanctions.

Jurisdiction

The jurisdiction of the College discipline system can include both on-campus and off-campus incidents. This includes both College-related Exchange and Study Abroad programs. This means that any incident involving a student that harms the College's interest will be reviewed to determine if College judicial action is warranted. Any off-campus incident that endangers another member of the College community (i.e., Sale or Dispensing of Illegal Drugs, Infliction or Threat of Bodily Harm, Rape, Assault, Aggravated Harassment, or Threat with a Deadly Weapon) would be considered harmful to the interest of the College.

EMERGENCY MANAGEMENT AND NOTIFICATION SYSTEM

The plan is based on the National Incident Management System (NIMS) in accordance with Homeland Security Directive 5. This provides the College with protocols and procedures to deal with five levels of crises that impact the entire campus. The Emergency Management Team (Senior College Administration) and the Emergency Operations Team have undergone training in the NIMS process.

The College has contracted with RAVE Alert to provide one part of the emergency alert and notification system. This system allows the College to send both text and voice messages to members of our community providing them with critical information concerning a specific emergency or an emergency alert. Each person can post a number of text addresses and voice numbers allowing immediate communication with any type of connection via e-mail, text messaging, and voice. The system also allows for message recipients to respond back so the College can know their immediate status and respond swiftly and most appropriately. This system increases the College's emergency response effectiveness and maintains an audit trail so it can review the notification and response for continued quality improvement to the systems.

Students are offered the opportunity to update their profile in the RAVE Alert system several times a year. On the RAVE Alert site, students will be able to enter the email addresses and phone numbers that they wish to have in the system. All information is confidential.

Another aspect of the notification system is a public address system that interfaces with the Emergency Blue Light System. Speakers are mounted on each of the Blue Lights around campus to provide for emergency announcements outdoors.

Digital signage has been placed in a number of major buildings throughout campus that will flash emergency announcements or directions.

As we have learned over the past few years, there is nowhere that is 100% safe, but we can all do our part to make the campus as safe and secure as possible. Our hope is that by employing these notification systems and keeping our Emergency Response Plan up to date, we can offer greater peace of mind to our campus community.

THE COLLEGE'S POLICY ON SEXUAL ASSAULT AND SEXUAL HARASSMENT

Sexual assault or harassment of students or employees at The College of Saint Rose will not be tolerated. The College is committed to fostering and maintaining a safe, humane and responsible environment in which all its students and employees can learn and work. The College will support and assist the victim's decision of whether or not to pursue legal action and/or the campus judicial process. A victim may request a change to his/her academic or living arrangements. The College will honor such a request as long as the alternative space is reasonably available. Violation of the College's policy on sexual assault will result in strict disciplinary action, including possible expulsion or suspension from the College.

New York State Law

Article 130 of the New York State Penal Law deals with varying degrees of sexual offenses. It maps out what situations constitute a crime. In many cases, guilt is found based on a victim's incapability to consent to sexual contact. The legal consequences of committing sex offenses can include a sentence of prison time, from up to one year to more than one year, based on the severity of the crime.

For more detailed information on this article of the New York state penal code, call the Department of Safety and Security.

SAINT ROSE POLICIES AND PROCEDURES REGARDING ALCOHOL AND DRUG USE

Sanctions for Alcohol/Illicit Drug Violations

Students found in violation of the College's policies on alcohol and illicit drugs are subject to a student conduct hearing and possible disciplinary action. Sanctions will be assigned in accordance with the judicial procedures of the College and may vary depending upon the particular circumstances surrounding an infraction, up to and including suspension or dismissal.

New York State Law and Sanctions Governing Alcohol

The use of alcoholic beverages is subject to the New York State Alcoholic Beverage Control Law and certain provisions of the New York State Penal Law. It is important to understand these laws clearly, as they pertain to the possession, sale or serving of alcoholic beverages:

- It is illegal for individuals under the age of 21 to possess alcoholic beverages. Underage drinkers are subject to a \$50 fine.
- An underage drinker who uses fraudulent identification is guilty of a violation punishable by a fine of up to \$100 and community service of thirty hours. If the fraudulent identification is a New York state driver's license, the revocation of the license will be added to the above penalty.

- No person may sell, deliver or give any alcoholic beverage to a person under the age of 21 (the law does not apply to the parent of a minor). Individuals violating this law are guilty of a “class B misdemeanor,” and may be subject to a fine not exceeding \$500 and a term of imprisonment not to exceed three months.
- A person who misrepresents the age of a person under 21 for the purpose of inducing the sale of alcohol to the “underage” person is guilty of an offense and is subject to a fine of not more than \$200 and imprisonment not to exceed five days, or both.
- Any person who shall be injured in person, property, means of support or otherwise by reason of an intoxicated person, or by reason of the intoxication of any person who shall, by unlawfully selling to or unlawfully assisting in procuring liquor to such intoxication; shall have the right to recover actual damages.
- Any person who shall be injured in person, property, means of support or otherwise by reason of intoxication or impairment of any person under the age of 21 years old shall have a right of action against any person who knowingly causes such intoxication or impairment by unlawfully furnishing to or assisting in procuring alcohol for such a person with knowledge or cause to believe that such person was under the age of 21 years.
- Any event or function at which alcoholic beverage(s) are being sold or an admission fee or donation is charged or requested, requires a license from the state.

NEW YORK STATE LAW AND SANCTIONS GOVERNING ILLICIT DRUGS

Marijuana

Article 221 of the New York State Penal Law is a special section of the law dealing with offenses involving marijuana. In total, there are 12 subsections that deal with the definition, possession and sale of marijuana. Possession of marijuana in any amount is illegal. Sale of marijuana will, at minimum, be considered a misdemeanor and, at maximum, will be considered a “class C felony,” carrying with it a minimum jail sentence of 5 to 15 years. Keep in mind that being convicted under these statutes results in a permanent criminal record which may have a serious impact on a person’s future educational or professional plans.

Controlled Substances

Section 220 of the Penal Law defines those drugs considered “Controlled Substances” to include narcotic drugs, narcotic preparation, hallucinogens (LSD, “hallucinogenic mushrooms,” etc.), stimulants, depressants and concentrated forms of cannabis. Individual statutes deal with the criminal possession or sale of these substances and are categorized as misdemeanors or felonies, depending on the specific substance, the amount of the substance in question, or the circumstances surrounding the possession or sale of the substance. Possession or sale (or possession with intent to sell) of even a very small amount of some substances is considered a felonious offense and may result in a lengthy jail sentence. In fact, with the exception of “criminal possession of a controlled substance in the seventh degree,” which is considered a misdemeanor, all other statutes in Section 220 of the Penal Law are felonies. In New York state, felonies are ranked from category A-1, the most serious, to category E, the least serious. First offenders convicted of a category A-1 felony are subject to a minimum sentence of from 15-25 years and a maximum of life imprisonment. At the other end of the scale, for the first offender, category E felony convictions carry with them a jail sentence of from one to three years, with a maximum of three to four years. First-degree criminal sale or possession of controlled substances is placed in the same category as first-degree arson, first-degree kidnapping, or first- or second-degree murder.

Health Risks Associated with Alcohol and Drug Use/Abuse

These are some of the definitions and health risks associated with Alcohol and Drug Use/Abuse for common drugs and drug categories:

Marijuana, Hashish

Street Names - Pot, grass, reefer, weed, colombian, hash, hash oil, sinsemilla, joint, chiba, herb, spliff, blunt.

Methods of Use - Smoked; swallowed in solid form.

Symptoms of Use - Sweet, burnt odor; neglect of appearance; loss of interest, motivation; possible weight change.

Hazards of Use - Impaired memory perception; interference with psychological maturation; possible damage to lungs, heart, and reproduction and immune systems, psychological dependence.

Cocaine

Street Names - Coke, snow, toot, white lady, blow, rock, crack.

Methods of Use - Smoked or inhaled; injected or swallowed in powder, pill or rock form.

Symptoms of Use - Restlessness, anxiety; intense, short-term high followed by depression.

Hazards of Use - Intense psychological dependence; sleeplessness, anxiety; nasal passage damage; lung damage; death from overdose.

Stimulants

Clinical Names - Amphetamines*, dextroamphetamine, methamphetamine, nicotine.

(*Includes look-alike drugs that contain caffeine, phenylpropanolamine (PBA), and ephedrine.)

Street Names - Speed, uppers, pep pills, bennies, dexies, moth, crystal, black beauties, coffin nail, butt, smoke.

Methods of Use - Swallowed in pill or capsule form, or injected into veins; found in cigarettes, cigars, pipe and chewing tobacco.

Symptoms of Use - Excess activity; irritability, nervousness; mood swings; needle marks; smell of tobacco; high carbon monoxide levels; stained teeth; yellow fingers.

Hazards of Use - Loss of appetite; hallucinations; paranoia; convulsions; coma; brain damage; death from overdose; cancers of the lung, throat, mouth, esophagus; heart disease; emphysema.

Depressants

Clinical Names - Barbituates, pentobarbital, secobarbital, amobarbital, quaalude, sopor.

Street Names - Barbs, downers, yellow jackets, red devils, blue devils, ludes, soapers.

Methods of Use - Swallowed in pill form or injected into veins.

Symptoms of Use - Drowsiness; confusion; impaired judgment; slurred speech; needle marks; constricted pupils; impaired judgment.

Hazards of Use - Infection; addiction with severe withdrawal symptoms; loss of appetite; death from overdose; nausea; injury or death from car accident; severe interaction with alcohol.

Narcotics

Clinical Names - Dilaudid, percodan, demerol, methadone, codeine, morphine, heroin.

Street Names - Schoolboy.

Methods of Use - Swallowed in pill or liquid form; injected into veins; smoked.

Symptoms of Use - Drowsiness; lethargy; needle marks.

Hazards of Use - Addiction with severe withdrawal symptoms; loss of appetite; death from overdose.

Hallucinogens

Clinical Names - PCP (Phencyclidine), LSD, mescaline, psilocybin.

Street Names - Angel dust, killer hog, week, supergrass, PeaCee Pill, acid, cubes, purple haze, mesc, cactus, magic mushrooms.

Methods of Use - smoked; inhaled, snorted, injected or swallowed in tablets; swallowed in their natural form.

Symptoms of Use - Slurred speech; blurred vision; lack of coordination; confusion; agitation; aggression; dilated pupils; illusions; hallucinations; mood swings.

Hazards of Use - Anxiety; depression; impaired memory, perception; death from accidents; death from overdose; breaks from reality; emotional breakdown; flashback.

Alcohol

Street Names - Booze, hooch, juice, brew.

Methods of Use - liquid form.

Symptoms of Use - Impaired muscle coordination, judgment.

Hazards of Use - Heart and liver damage; death from overdose and accidents; addiction.

Inhalants

Clinical Names - Gasoline, airplane glue, paint thinner; dry cleaner fluid, nitrous oxide, amyl nitrite, butyl nitrite, ampules.

Street Names - Laughing gas, whippets, poppers, snappers, rush, locker room.

Methods of Use - Inhaled or sniffed, often with use of paper bag, plastic bag, rag, mask, balloons or gauze.

Symptoms of Use - Poor motor coordination; impaired vision, memory and thought; abusive, violent behavior; lightheadedness; slowed thought; headache.

Hazards of Use - High risk of sudden death; drastic weight loss; brain, liver and bone marrow damage; muscle weakness.

SOCIAL MEDIA POLICY

“Honesty, trust, respect, fairness, responsibility, and the free exchange of ideas form the foundation of integrity that supports the entire community at The College of Saint Rose.”
–From The College of Saint Rose Statement on Integrity. The College of Saint Rose is proud of its history, its mission, and what it represents to its communities. The mission of the College encourages that students from a diverse range of backgrounds are allowed the opportunity to contribute to a “diverse learning community that fosters integrity, interdependence, and mutual respect.”

The College recognizes that social media sites have become important and influential communication channels for our community. The overall goal of this policy is to help clarify how best to enhance and protect the personal and professional reputations of our students, faculty and staff when participating in social media while also providing guidance for third parties (to include without limitation, prospective students at the College). It is important to keep in mind the privacy concerns inherent in using social media websites. Any information posted on them can be made public, even when information has been deleted by the user in some cases. Information can be shared with many people with just a click of the mouse. Therefore, the College expects and encourages all those participating on the sites associated with the College to exercise caution and responsibility when using social media sites.

In accordance with The College of Saint Rose mission, Statement on Integrity, Acceptable Use Policy, Student Handbook, and any applicable hosting web sites’ terms of use agreements, all users must adhere to the general rights and practices of social media.

The policies and guidelines set forth below apply to any user who utilizes social media pages associated with the College, College departments, College programs and/or College offices. This policy pertains only to postings and comments made on official Saint Rose social media pages such as the ones the College maintains on Facebook and YouTube and our Twitter feed.

Types

The social media applicable under this policy include, but are not limited to, the following: Facebook.com, Twitter.com, YouTube.com, MySpace.com, Blogger.com, Typepad.com, WordPress.org, Wordpress.com, LinkedIn.com, imodules.com, Flickr.com, Foursquare.com, Gowalla.com, Scvngr.com, Tumblr.com.

Language/Behavior

The following are considered unacceptable when using social media websites:

- Vulgar or profane language.
- Obscene, defamatory, inaccurate, or hostile posts.
- Offensive terms/phrases, or photographs that disrespect individuals or groups based on race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation of person.
- Threats of physical or bodily harm.
- Posting of sensitive information; including that which could compromise public safety, intellectual property, etc.
- Posting of photographs of oneself or others that can be reasonably interpreted as condoning the irresponsible use of alcohol, substance abuse, or sexual promiscuity

The following are required:

- Be respectful. The College of Saint Rose is open to others voicing their opinions and contributing to relevant discussion through social media platforms. Users may complain or disagree with other posts. However, the nature of such content should at all times remain respectful. Any inappropriate, obscene, or defamatory posts will not be tolerated. Users who abuse this policy will be blocked.
- Be relevant. We ask that posts remain relevant to The College of Saint Rose and its community (students, faculty, staff, and alumni). Spam and other outside promotions will be removed. Members of The College of Saint Rose community may, and are encouraged to, promote information about campus activities or accomplishments. We ask that such posts be posted on the most relevant official social media page of The College of Saint Rose.
- Be aware of liability. Individuals are legally liable for their posts on their own sites and the sites of others. Bloggers have been held liable for their comments deemed to be proprietary, copyrighted, defamatory, libelous or obscene.

Adherence to Social Media Website Policy

Social media websites that the College utilizes to establish its own pages or blog sites also have their own terms and conditions and policies. All employees and students of the College who utilize such sites must adhere to these policies if they choose to use social media. Neglecting to follow the policies may lead to removal of these accounts by the site host.

User Policy

We look forward to the comments and conversations generated via social media. We welcome and are open to honest and accurate statements and opinions. Any posts found to be inaccurate, false, inappropriate, hostile, obscene, or defamatory toward any individual, group or organization will be removed. Repeat offenders will be blocked. If members of the College community violate other College policies on the College's social media sites it may subject them to disciplinary action under appropriate judicial or other procedures.

Posts from any users, including students and employees, are not to be considered an endorsement and do not necessarily reflect the mission, values and policies of The College of Saint Rose. Posts and/or comments must come from real user accounts and when needed, provide a valid e-mail address at which the user can be contacted.

Users who choose to post, comment, or link text and/or multimedia on The College of Saint Rose web sites agree that such material may be reproduced, distributed, edited, and published in any form and on any media.

Users agree not to violate copyright laws, post spam or advertisements, impersonate others, or partake in any type of hostile behavior, in any media.

The establishment of this policy does not create rights in third parties or private causes of action against the College of Saint Rose for violations by others or enforcement inaction on the part of the College.

All content generated on The College of Saint Rose social media sites is public; therefore, we ask that you consider your own privacy at all times before posting and/or commenting. Those with concerns or complaints with respect to any College page on a social media site should contact the College's E-media Coordinator, Kayla Germain, at PR@strose.edu.

Nothing in this policy is intended to or will be applied in a manner that limits employees' rights to engage in protected concerted activity as prescribed by the National Labor Relations Act. The College of Saint Rose thanks users for their cooperation and welcomes future conversations.

Best Practices

Institutional Social Media

The best practices below are intended as informational reminders as we navigate in this e-world where professional and personal lines are blurry at best both for ourselves and for our students. The best practice is common sense: to carry oneself responsibly and with professionalism when conversing in the public arena. With that in mind, when posting on social media websites on behalf of an official College department, program, office, etc., please strive to achieve the following:

- Think twice before posting. Consider the ramifications of a post if it becomes widely known and how the post may reflect on the College. Rule of thumb: If you wouldn't say it at a conference or to a member of the media, consider whether the post should be made online.
- Be accurate. Make sure facts are correct before posting them on social media websites. Avoid speculation.
- Be respectful. The College of Saint Rose is open to others voicing their opinions and contributing to relevant discussion through social media platforms. Users may complain or disagree with other posts. However, the nature of such content should at all times remain polite and respectful. Any inappropriate, obscene, or defamatory posts will not be tolerated. Users who abuse this policy will be blocked.
- Remember your audience. Content on social media websites is, or can easily be made public to a wide audience, including prospective and current students, employers, colleagues and peers. Keep this in mind to ensure that a post will not alienate or offend any of these groups.
- Be relevant. Keep posts relevant to the College and its community (students, faculty, staff, alumni). Spam and other outside promotions will be removed. Members of the College community may, and are encouraged to, promote information about campus activities or accomplishments on the most relevant official social media page of the College.
- Protect photography. Photographs posted on social media websites can easily be appropriated by those visiting the website.
- Bottom line: Communications on official College pages may be friendly and informal but should always remain professional. Bear this in mind when deciding which information, comments, photos, videos or other items will be posted on a social media page.

Personal Social Media

- Clearly identify your opinions as your own. If you choose to identify yourself as a student or employee of the College on a personal social media website, you are not authorized to speak on behalf of the College, the views expressed are yours alone and they do not necessarily reflect the views of the College.
- Protect your identity. While honesty is the best policy, even online, do not provide personal information that identity thieves and hackers can use against you. Never list your home address, telephone number, class schedules, daily activities, or e-mail address (personal and work).
- Be aware of liability. Individuals are legally liable for their posts on their own sites and the sites of others. Bloggers have been held liable for their comments deemed to be proprietary, copyrighted, defamatory, libelous or obscene.
- Truthful identity. Do not represent yourself as another person, real or fictitious, or attempt to hide your identity in order to work around stated prohibitions or moral/ethical considerations.

Bottom line: Be aware that when using social media websites, no amount of privacy measures taken are fool proof, so unauthorized or undesignated people may still be able to access your networking site. Websites such as YouTube are completely open to the public. Future employers and colleagues often review these websites when considering potential candidates for employment.

RESOURCES

The Neil Hellman Library and The Standish Curriculum Library

Information for Parents

At Saint Rose, we have taken our cue from some research done in 2004 at the University of Rochester. We thus have good reason to believe that our undergraduate students at Saint Rose often turn to their parents (and it is usually you, mom!) for help throughout the research process. From selecting a topic to finding resources to cleaning up their written work, parents are on the first line of defense.

So, while your sons and daughters are busy learning about the cafeteria and making new friends, we have decided to give parents a refresher on library resources. That way, when your children are facing late semester research crises, you can direct them back to the library for appropriate help.

Our reference desk is always staffed with qualified librarians – and our specialty and our passion is to help our students succeed. So parents, we encourage you to use this guide to help your sons and daughters directly or to point them back to the library. Thanks for the assist!

Peter Koonz

Library Director

About Our Librarians

Reference librarians are:

- Dedicated to helping everyone who stops in, calls, emails, texts, or yells at us from across the room.
- Trained to help, even if you are not sure what question to ask.

We have professional guidelines that remind us to:

- Be approachable
- Take interest in every question
- Listen attentively
- Be diligent in search of information
- Follow up to be sure your needs have been met.

Key Resources

All Available from the Library's website <http://library.strose.edu>

Finding Books

Online Catalog

<http://library.strose.edu/books>

Locate books in the Neil Hellman and Curriculum Libraries

World Cat

Databases > WorldCat

<http://library.strose.edu/books>

Locate books in area libraries and in libraries across the country

Finding Journal Articles

Over 50 databases are available that will help locate journal articles by subject. Use RESEARCH BY SUBJECT link to discover the best database for your topic.

Or

Click on the Databases A-Z link to see an alphabetical list.

All-Knight Search

Search all of our databases, our catalog for books, and our ebook collection from a single search box. This search is a great way to get started with your research, particularly when you are not sure which resource will work best for your topic.

Patricia Standish Curriculum Library

The Patricia Standish Curriculum Library houses over 12,000 resources and hands-on materials to support undergraduate and graduate studies within The School of Education.

Highlights of the Collection

- **A Circulating Reference Collection** - books full of ideas for lesson plans (preK-12) and therapy sessions, as well as teacher certification exam practice guides
- **Children's Literature** - including picture books, big books, and chapter books
- **Information Books** - nonfiction books in all curriculum areas
- **The Touhey Collection of Multicultural Books** - a special collection of picture books, fiction, and information books donated by Charles Touhey
- **Kits and Manipulatives** - such as science experiments, storytelling kits, speech therapy flash cards, math counters, primary source materials for social studies themes, and self-esteem programs
- **Textbooks** - in all subject areas K-12

Getting Help

Stop In – Main Library

Monday - Thursday: 8:15 AM – 11:00 PM

Friday: 8:15 AM – 9PM

Saturday: 9:00 AM – 6:00 PM

Sunday: 12 noon – 11:00 PM

A librarian will be at the reference desk, ready to help and answer questions.

Call Us

518-454-5181 (Main) or

518-458-5311 (Curriculum Library)

Email the Reference Desk

refdesk@strose.edu

Peter Koonz, Library Director

518-454-5182

koonzp@strose.edu

Marisa Gitto, Director of Curriculum Library

518-337-4986

gittom@strose.edu

Text a Librarian

Text 518-336-5277 and ask us a question.

Steve Black, Serials & Instruction

518-454-9454

blacks@strose.edu

CAMPUS PHONE NUMBERS

Academic Advising	(518) 454-5217	International Studies	(518) 454-2070
Academic Support Center	(518) 454-5299	Mailroom	(518) 458-5443
Alumni Affairs and Annual Giving	(518) 454-5105	Neil Hellman Library	(518) 454-5180
Athletics and Recreation	(518) 454-5158	Office of the President	(518) 454-5145
Campus Dining	(518) 454-5220	Parent Relations	(518) 458-5308
Campus Store	(518) 454-5245	Patricia Standish Education and Curriculum Library	(518) 458-5311
Career Center	(518) 454-5141	Public Relations	(518) 454-5102
Community Service	(518) 458-5359	Residence Life	(518) 454-5295
Copy Center	(518) 337-4820	Safety and Security	(518) 454-5187
Counseling and Psychological Services Center	(518) 454-5200	Spiritual Life	(518) 454-5250
Health Services	(518) 454-5244	Student Life	(518) 454-5170
HEOP/Access	(518) 454-5280	Student Solution Center • Financial Aid • Bursar • Registrar	(518) 458-5464
Informational Technology Services	(518) 454-2190	Undergraduate Admissions	(518) 454-5150
Intercultural Leadership	(518) 454-2050		

LOCAL BUSINESSES

Banks

Bank of America

25 New Scotland Ave.

(800) 432-1000

Citizens Bank

501 Western Ave.

(518) 489-8953

Key Bank

561 New Scotland Ave.

(518) 453-1627

Trustco Bank

40 Central Ave.

(518) 426-7291

Bookstores

Barnes and Noble

Colonie Center

15 Wolf Rd.

(518) 459-8183

Bookhouse of Styvesant Plaza

1475 Western Ave.

(518) 489-4761

Borders

1 Crossgates Mall Rd.

(518) 452-1054

Coffee

Daily Grind

204 Lark Street

(518) 427-0464

Dunkin Donuts

439 Madison Ave.

(518) 463-0229

Tierra Coffee Roasters

1038 Madison Ave.

(518) 458-6120

Ultraviolet Cafe

292 Delaware Ave.

(518) 434-0333

Starbucks

Saint Rose Events and Athletics Center

Florists

Danker's Florist

(518) 489-5461

Emil Nagengast

(518) 434-1125

Gallo's Florist

(800) 442-5563

Meagher Florist

(518) 453-2283

Home Improvement

Home Depot

165 Washington Ave. Ext.

(518) 452-9600

Lowe's

Northway Mall

(518) 956-9410

Robinsons Hardware

1874 Western Ave.

(518) 456-7383

Hotels/Motels

Albany Marriott Hotel

189 Wolf Rd.

(518) 458-8444 ext. 6640

Best Western Albany Airport

200 Wolf Rd.

(518) 458-1000

Best Western Sovereign Hotel

1228 Western Ave.

(518) 489-2981

Clarion Hotel of Albany

3 Watervliet Ave. Ext.

(518) 438-8431

Cocca's Inn & Suites
2 Wolf Rd.
(518) 459-2240

Comfort Inn Glenmont
37 Route 9W
(518) 465-8811

Courtyard by Marriott
1455 Washington Ave.
(518) 435-1600

Courtyard by Marriott
168 Wolf Rd.
(518) 482-8800

Crest Hill Suites
1415 Washington Ave.
(518) 454-0007

Crowne Plaza Albany
State St. and Lodge St.
(518) 462-6611

Days Inn
16 Wolf Rd.
(518) 459-3600

Days Inn
1230 Western Ave.
(518) 489-4423

Desmond Hotel & Conference Center
606 Albany-Shaker Rd.
(518) 869-8100

Fairfield Inn by Marriott
1383 Washington Ave.
(518) 435-1800

Hampton Inn & Suites, Albany Downtown
25 Chapel St.
(518) 432-7000

Hilton Garden Inn
Albany Airport
800 Albany-Shaker Rd.
(800)-HILTONS
(518) 464-6666 ext. 2106

Hilton Garden Inn at Albany Medical Center
62 New Scotland Ave.
(518) 396-3500

Hilton Garden Inn
SUNY Area
1389 Washington Ave.
(518) 453-1300

Holiday Inn Albany
205 Wolf Rd.
(518) 458-7250

Holiday Inn Express
1442 Western Ave.
(518) 438-0001

Homewood Suites by Hilton
216 Wolf Rd.
(518) 438-4300

Howard Johnson Inn
1614 Central Ave.
(518) 869-0281

Pine Haven Bed & Breakfast
531 Western Ave.
(518) 482-1574

Red Carpet Inn & Suites
1385 Washington Ave.
(518) 459-3100

Red Roof Inn
188 Wolf Rd.
(518) 459-1971

Towne Place Suites
1379 Washington Ave.
(518) 435-1900

Places of Worship

African Methodist Episcopal Israel AME
381 Hamilton St.
(518) 463-8779

Albany KTC Buddhist Center
199 Washington Ave.
albanyktc.org

Blessed Sacrament Cathlic Church
607 Central Ave.
(518) 482-3375

Congregation Temple of Beth Emeth
100 Academy Rd.
(518) 436-9761

Crossroads Baptist Fellowship
725 Madison Ave.
(518) 459-5932

Emmaus United Methodist Church
715 Morris St.
(518) 482-4580

First Assembly of God
404 Partridge St.
(518) 438-3841

First Church of Christ Scientist
555 Delaware Ave.
(518) 439-2512

First Lutheran Church ELCA
10 North Main Ave.
(518) 463-1326

First Unitarian Universalist
405 Washington Ave.
(518) 463-7135

Friends Meeting of Albany
727 Madison Ave.
(518) 463-8812

Hindu Temple
450 Albany-Shaker Rd.
(518) 459-7272

Islamic Center
21 Lansing Rd.
(518) 370-2664

Saint Andrew's Episcopal Church
10 North Main Ave.
(518) 489-4747

Saint Sophia Greek Orthodox Church
440 Whitehall Rd.
(518) 489-4442

Saint Vincent de Paul Catholic Church
900 Madison Ave.
(518) 489-5408

Shambhala Meditation Center
747 Madison Ave.
(518) 729-4055

Temple Israel
600 New Scotland Ave.
(518) 438-7858

Restaurants

Beff's
95 Everett Rd.
(518) 482-2333

Bomber's Burrito Bar
258 Lark St.
(518) 463-9636

Bros Tacos
319 Ontario St.
(518) 935-1096

Buca di Beppo
44 Wolf Rd.
(518) 459-2822

Cafe Madison
1108 Madison Ave.
(518) 935-1094

Central Steak
1632A Central Ave.
(518) 456-1653

Cheesecake Factory
131 Colonie Ctr.
(518) 453-2500

Chicken Joe's
486 Yates St.
(518) 472-0305

Dakota Restaurant
579 Troy-Schenectady Rd.
(518) 786-1234

DeJohn's Restaurant
288 Lark St.
(518) 465-5275

Delmonico's
1553 Central Ave.
(518) 456-5656

El Loco Mexican Cafe
465 Madison Ave.
(518) 436-1855

Evans Brewing Co.
Albany Pump Station
19 Quakenbush Sq.
(518) 447-9000

Gateway Diner
899 Central Ave.
(518) 482-7557

Ginger Man
234 Western Ave.
(518) 427-5963

Jack's Oyster House
42 State St.
(518) 465-8854

Juniors
1094 Madison Ave.
(518) 935-2025

Justin's Restaurant
301 Lark St.
(518) 436-7008

Macaroni Grill
1 Metro Park Rd.
(518) 446-9190

Miss Albany Diner
893 Broadway
(518) 465-9148

My Linh
272 Delaware Ave.
(518) 465-8898

Outback Steak House
145 Wolf Rd.
(518) 482-4863

Olive Garden
178 Wolf Rd.
(518) 458-8676

Paesan's Pizza
289 Ontario St.
(518) 435-0348

Pepper Jack
192 N Allen St.
(518) 426-5505

PF Changs China Bistro
131 Colonie Ctr.
(518) 454-0040

Red Lobster
170 Wolf Rd.
(518) 459-1040

Real Seafood Company
195 Wolf Rd.
(518) 458-2068

TGIFriday's
Stuyvesant Plaza
1475 Western Ave.
(518) 489-1663

Washington Tavern
250 Western Ave.
(518) 427-0091

Stores

Crossgates Mall
1 Crossgates Mall Rd.
(518) 464-0889

Colonie Center
15 Wolf Rd.
(518) 869-5653

CVS
1026 Madison Ave.
(518) 489-8516

Huck Finn's Warehouse
25 Erie Blvd.
(518) 765-2956

K-Mart
1860 Central Ave.
(518) 456-7701

Latham Circle Mall
Rt. 7 & Rt. 9
(518) 869-1922

Price Chopper
1060 Madison Ave.
(518) 438-6241

Rite Aid
581 Central Ave.
(518) 453-0021

Sears Colonie Center
15 Wolf Rd.
(518) 454-3243

Stuyvesant Plaza
1475 Western Ave.
(518) 869-3662

Target
1440 Central Ave.
(518) 489-1112

Wal-Mart
141 Washington Ave.
Ext. (518) 869-4694

Transportation

Albany International Airport
737 Albany Shaker Rd.
(518) 242-2200

Amtrak Train Station
332 Erie Blvd. Rensselaer
(800) USA-RAIL

Capital District CDTA Transportation
Authority
110 Watervliet Ave.
(518) 482-8822

Capitaland Taxi
16 Thatcher St.
(518) 426-1405

Checker Cab
1686 Central Ave.
(518) 456-8800

Duffy's Taxi
151 Montgomery St.
(518) 433-8400

Greyhound/Trailways/Peter Pan Bus Lines
Albany Bus Station
34 Hamilton St.
(518) 434-8980

Yellow Cab
137 Lark Street
(518) 434-2222

THE SAINT ROSE CHRONICLE

Weekly editions of the student newspaper can be found online at
<http://www.strosechronicle.com>

Is your student interested in writing for the Saint Rose Chronicle?
Motivated students should email us at chronicle@strose.edu

We encourage all freshmen to sign up for the e-mail edition of the newspaper to keep up to date with news at the college and in the neighborhood!

KEEP IN TOUCH WITH YOUR STUDENT

On Campus Telephone Number: 518 - ____ - ____

Saint Rose Email Address: _____@strose.edu

Residence Hall: _____ Room Number _____

Name of Roomate(s): _____

STUDENT'S MAILING ADDRESS:

Full Name (No Nicknames Please)

The College of Saint Rose

Student Box #: _____

366 Western Ave.

Albany, New York 12203

CONNECT WITH OTHER SAINT ROSE PARENTS AND FAMILY MEMBERS ON FACEBOOK!

“Like” the Official Parent and Family page to receive occasional updates and information about events on campus.

www.facebook.com/saintroseparents

KEEP IN TOUCH WITH OTHER PARENTS

You are not the only person sending your student to college. Take some time to meet both rookie and survivor parents. Here is a place for you to write down contact information of the parents you met during orientation.

Name: Child: Email: Phone:	Name: Child: Email: Phone:
Name: Child: Email: Phone:	Name: Child: Email: Phone:
Name: Child: Email: Phone:	Name: Child: Email: Phone:
Name: Child: Email: Phone:	Name: Child: Email: Phone:

CAMPUS MAP

# BUILDING NAME	ADDRESS	FACILITIES
1. Thelma P. Lally School of Education	1009 Madison Ave.	Touhey Forum, Carondelet Symposium, Clinical Services Center, Curriculum Library, Computer Labs, Nursery School, Classrooms, Education Dean & Faculty, Lally Center for Technology
2.	1006 Madison Ave.	Arts & Humanities Dean and Faculty
3. Massry Center for the Arts	1002 Madison Ave.	Recital Hall, Art Gallery, Practice Rooms, Classrooms
4. Scanlan Hall	1001 Madison Ave.	Undergraduate Admissions
5. Administration Center	1000 Madison Ave.	President's Office, Institutional Advancement, Academic Affairs
6. William Randolph Hearst Center for Communications & Interactive Media	996 Madison Ave.	TV Studio, Radio Station, Recording Labs, Screening Rooms, Showcase Studio, Newspaper Production Lab, Faculty, Classrooms
7. Campus Theatre	Behind 1000 Madison Ave.	Theatre
8. Science Center	993 Madison Ave.	Math & Sciences Dean & Faculty Classrooms
9. Saint Joseph Hall	985 Madison Ave.	Auditorium, ID Cards, Bursar, Registrar, Financial Aid, Academic Advisement, Academic Support Center, Career Center, Finance and Administration, Information Technology Services
10. Moran Hall	979 Madison Ave.	History/Political Science Faculty, Alumni Relations
11.	974 Madison Ave.	Residence Hall
12.	972 Madison Ave.	Residence Hall
13. Gibbons Hall	971 Madison Ave.	Residence Hall
13a.	968 Madison Ave.	Residence Hall
14. Casey Hall	967 Madison Ave.	Residence Hall
15. Wellworth Hall	963 Madison Ave.	HEOP/ACCESS
16. Hubbard Interfaith Sanctuary	959 Madison Ave.	Sanctuary, Prayer Rooms, Interfaith Library, Spiritual Life
17.	958 Madison Ave.	Faculty and BOCES
18.	956 Madison Ave.	Student Apartments
19. Quillinan Hall	953 Madison Ave.	Residence Hall
20.	950 Madison Ave.	International Studies, Community Service, Institute for New Era Educational Leadership
21. Madison Hall	947 Madison Ave.	Counseling Center
22.	946 Madison Ave.	Student Apartments
23. Carey Hall	944 Madison Ave.	Residence Hall
24. Cavanaugh Hall	943 Madison Ave.	Residence Hall
25. Carondelet Hall	941 Madison Ave.	Residence Hall
26. Riley Hall	939 Madison Ave.	Residence Hall
27. Fontbonne Hall	935 Madison Ave.	Residence Hall
28. Huether School of Business	994 Madison Ave.	Business Dean & Faculty, Classrooms, Business Internships Office
29. Charter Hall	923 Madison Ave.	Residence Hall
30. Maginn Hall	921 Madison Ave.	Residence Hall
31. Centennial Hall	930 Madison Ave.	Student Apartments, Store, Café
32. Receiving & Facilities	919R Madison Ave.	Facilities, Housekeeping, Loading Dock
33. DeSales Hall	919 Madison Ave.	Graduate & Continuing Ed. Admissions