



DANIEL'S DICTIONARY
DEPTS.DREW.EDU/STUAFF/HANDBOOK
2008-2009 Academic Year

This handbook is brought to you by the Division of
Campus Life and Student Affairs

Please note, all of the extensions listed in this document
can be dialed from any campus phone. If you are using
your cell phone please dial 973/408-3000 for general
information or 973/408-(and extension)

Please call if one of these offices can be of assistance:

Dean of Campus Life and Student Affairs
Sycamore Cottage, x 3390

Associate Dean of Campus Life and
Student Affairs
Sycamore Cottage, x3390

Associate Dean of Student Activities
University Center, x 3454

Campus Recreation Services
Forum, x3444

Counseling and Psychological Services
Sycamore Cottage, x3398

English for Speakers of
Other Languages (ESOL)
Sycamore Cottage, x3986

Health Service
Morris Health Center
x3414

International Student Services
Brothers College 119, x3182

Religious and Spiritual Life
Mead Hall 021, x3718 or x3711

Residence Life
Holloway Annex, x3394

Student Activities and University Center
x3454

Every student enrolled at Drew University is held responsible for knowledge of the material in this book, as well as such additional regulations as may appear in *The Acorn*, the University Catalog, via email to Drew University accounts or posted bulletins. By choosing to attend the College, students agree to abide by Drew's policies, even though they are free to criticize and propose change.

Please note: Information and dates are subject to change. An updated version of this handbook is available at depts.drew.edu/stuaff/handbook/cla

THE ABC'S OF CAMPUS LIFE

COLORS: Oxford Blue and Lincoln Green
NICKNAME: The Rangers
MASCOT: Ranger Bear



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THE ABC'S OF CAMPUS LIFE: WHERE TO GO FOR HELP

A

ABSENCES (dean's excuse), Virginia Samuel, Interim Dean of Campus Life and Student Affairs, Sycamore Cottage, x3390
ACADEMIC ADVISING, Dean Edye Lawler, Brothers College 114, x3327
ACADEMIC INTERNSHIPS, Flore Dorcely, Career Center/UC 101, x3566
ACADEMIC PROBLEMS, Dean Edye Lawler, Brothers College 114, x3327
ACTIVITIES, STUDENT, Associate Dean of Campus Life and Student Affairs, UC 110, x3455
ADD/DROP (classes), Office of the Registrar, Tilghman 1, x3025
ALCOHOL/DRUG PROBLEMS, Audra Tonero, Hall of Sciences 342, x3318
ATHLETICS (inter-collegiate), TBA, Forum, x3648
AUTO REGULATIONS (parking, registration), Public Safety, Pepin, x3379

B

BILLS (payment), Cashier, Business Office, Tilghman 1, x3114
BILLS (problems), Joseph Kelly, Business Office, Tilghman 1, x3900

C

CAMPUS CALENDAR, HCH, Learning Center, x3308
CAMPUS LIFE AND STUDENT AFFAIRS, Sycamore Cottage, x3390
CAMPUS-WIDE MESSAGES (approval of email or vmail), Dean Frank Merckx, Sycamore Cottage, x3390
CAR REGISTRATION, Public Safety, Pepin, x3379
CAREER COUNSELING, Career Center/UC 101, x3710
CLUBS (student), Office of Student Activities, UC 110, x3454
CNS HELPDESK, Brothers College/Lower Level, x3205
COMMENCEMENT (program, social events), Dawn Cerciello, Office of the Registrar, Tilghman 1, x3211
COMPUTER PROBLEMS/REPAIRS, CNS Help Desk, Brothers College/Lower Level, x3205
COUNSELING (psychological), Dr. Marianne O'Hare, Sycamore Cottage, x3398
CUE (Continuing University Education), Trish Laprey, Commons 110, x3618

D

DIS (DREW INTERNATIONAL SEMINAR), TBA, International and Off-Campus Programs, Brothers College 115, x3047
DISCRIMINATION, Dr. George-Harold Jennings, Affirmative Action Officer, Sycamore Cottage, x3392
DRUG/ALCOHOL PROBLEMS, Audra Tonero, Hall of Sciences 342, x3318
DRUG HOTLINE (on-campus tips line), x5656

E

EMERGENCIES, Public Safety Office, Pepin, x4444
EXAMS (missing a final), Dean Edye Lawler, Brothers College 114, x3327
EXCUSED ABSENCE, Dean Edye Lawler, Brothers College 114, x3327

F

FACILITIES, (Aramark),
FINANCIAL AID, Renee Volak, Director, Tilghman 2, x3112
FOOD SERVICE (Sodexo), The Commons, x3468
FORUM (hours of operation, general info), x3441
FORUM (security desk), x1768
FORUM (scheduling of facilities), Christa Racine, x3650

G

GRADUATION (academic status, requirements), Carol Gates, Office of the Registrar, Tilghman 1, x3247

H

HEALTH PROBLEMS, Joyce Maglione, Acting Director, Health Service, x3414
HOUSING, Bob Meade, HCH, Learning Center 59, x3681

I

IMMIGRATION INFORMATION, Char Lee Kibler, Brothers College 119, x3182
INTERNSHIPS (academic), Flore Dorcelly, Career Center/UC 101, x3566
INTERNATIONAL STUDENT SERVICES, Char Lee Kibler, Brothers College 119, x3182
INTRAMURAL SPORTS, Andre Moore, Forum 262, x3444

J

JOBS (off campus), Mary Jane Ryan, Career Center/UC 101, x3710
JOBS (on campus), Zarinah Smith, Office of Financial Assistance, Tilghman House, x3717

L

LEARNING DIFFERENCES, Dean Edye Lawler, BC 114, x3327
LEAVE OF ABSENCE, Dean Edye Lawler, Brothers College 114, x3327
LIBRARY, general information, x3486; hours, x3125; reference desk, x3588
LOST AND FOUND, UC Desk, x3456, or Public Safety Office, Pepin, x3379

M

MAIL ROOM: University Center, x3449; Pepin, x3601
MEAL PLAN, Business Office, Tilghman 1, x3114
MEDICAL ATTENTION, Health Service, x3414
MEDICAL INSURANCE, Health Service, x3414
MEDICAL LEAVE/WITHDRAWAL, Dean of Education, x3327, Dean of Campus Life & Student Activities, x 3390; Dean of Caspersen School x 3958;

N

NEWSPAPER (*The Acorn*), University Center 124, x3451
NOTARY SERVICES, Diane Zsombik, Madison House, x3328

O

OBSCENE PHONE CALLS, Dean Frank Merckx, Sycamore Cottage, x3390
OFF-CAMPUS PROGRAMS, Erik Krauss, Director, Hall of Science, Room 9, x3438

P

PARKING PERMITS, Public Safety, Pepin, x3379
PARKING TICKET APPEALS, Lynn Vogel, Sycamore Cottage, x3986
POOL (information), Dorsi Raynolds, Forum, x3094
PRE-LAW ADVISING, Prof. Phil Mundo, Smith House, x3436
PRE-MED ADVISING, Prof. Elizabeth Justin, Hall of Sciences 123, x3656
PSYCHOLOGICAL COUNSELING, Dr. Marianne O'Hare, Sycamore Cottage, x3398
PUBLIC SAFETY, Chief Tom Evans, Pepin, x3379

R

RECREATION/SPORTS, Andre Moore, Forum 262, x3444
REGISTRATION, Registrar Horace Tate, Tilghman 1, x3025
RELIGIOUS AND SPIRITUAL LIFE, Rev. Tanya Linn Bennett, Mead Hall 021, x3718; Akiva Roth, Mead Hall 021, x3711
REPAIRS/MAINTENANCE (in residence halls), Service Response Center/Facilities, Pepin, x3510
ROOMMATE PROBLEMS, Residence Life Office, Holloway Annex, x3394

S

SPORTS INFORMATION, Alex Langlois, Forum, x3574
STUDENT CLUBS/ORGANIZATIONS, Office of Student Activities, University Center 110, x3454
STUDENT GOVERNMENT ASSOCIATION (SGA), University Center 108, x3450
STUDY ABROAD, Erik Krauss, Director, Hall of Science, Room 9, x3438
STUDY AWAY (approved list), Erik Krauss, Director, Hall of Science, Room 9, x3438
STUDY AWAY (in the US; January and summer sessions), Carol Gates, Tilghman 1, x3247
SUMMER SCHOOL, Trish Laprey, Commons 110, x3618

T

TELEPHONE BILLS, Strategic Telecommunications Consulting (STC), x7820
TELEPHONE CALLS (obscene, threatening, nuisance), Dean Frank Merckx, Sycamore Cottage, x3390
TELEPHONE PROBLEMS/QUESTIONS, Learning Center 69, x3333
THEFT, Public Safety, Pepin, x3379
TRANSCRIPTS, Ericka Diaz, Tilghman 1, x3754
TRANSFER (to another school), Dean Edye Lawler, Brothers College 114, x3327
TUITION PAYMENT, Cashier, Business Office, Tilghman 1, x3114
TUTORS (academic), Allison Leddy, Disabilities Specialist Brothers College 119, x3355

U

University Center Desk, x3456

V

VISAS, Char Lee Kibler, Brothers College 119, x3182
VOCATIONAL COUNSELING, TBA, Career Center, UC 101, x3710
Volunteer Resource Center, University Center, x 3390

W

WITHDRAWAL, Dean Edye Lawler, Brothers College 114, x3327

WORK/STUDY (jobs, eligibility), Zarinah Smith, Tilghman 2, x3717

WRITING (help with papers), Writing Center, Brothers College Chapel, x3617

OFFICES AND NUMBERS YOU SHOULD KNOW

In an EMERGENCY Public Safety can be contacted 24 hours a day x4444

Academic Affairs

- x3327 Academic Advising
- x3566 Academic Internship Program
- x3205 CNS Help Desk
- x3327 Dean of Educational Affairs
- x3321 Dean of the College
- x3327 Educational Services
- x3578 EOS (Educational Opportunity Scholars)
- x3438 Off-Campus Programs
- x3327 Learning Differences
- x3486 Library Circulation Desk
- x3588 Library Reference Desk
- x3436 Pre-Law Advising
- x3656 Pre-Med Advising
- x3025 Registrar
- x3355 Tutors
- x3617 Writing Center

Campus Life and Student Affairs

- x3318 Alcohol/Drug Counselor
- x3390 Associate Dean of Campus Life and Student Affairs
- x3444 Campus Recreation Services
- x3710 Career Center
- x3398 Counseling and Psychological Services
- x3390 Dean of Campus Life and Student Affairs
- x3318 Drug/Alcohol Counselor
- x3986 ESOL (English for Speakers of Other Languages)
- x3468 Food Service (Aramark)
- x3414 Health Service
- x3681 Housing Office
- x3182 International Student Services
- x3718 Religious and Spiritual Life
- x3394 Residence Life
- x3454 Student Activities Office
- x3456 UC Information Desk

Administrative Offices

x3229 Alumni/ae House
x3648 Athletics Department
x3097 Bookstore
x3114 Business Office
x3240 Duplicating Services
x3510 Facilities
x3112 Financial Assistance
x3441 Forum (hours and general information)
x1768 Forum (security desk)
x3103 HCH (Housing, Conferences and Hospitality)
x3601 Mail Room/Pepin
x3349 Mail Room/UC
x3342 MRC (Media Resource Center)
x3379 Public Safety Desk
x3574 Sports Information
x3333 Telecommunications

DANIEL'S

DIRECTORY of DOWNTOWN and beyond... www.rosenet.org/

To find out which Madison merchants offer discounts to Drew students, you should purchase a Discount Card. Contact Carla Brady at x.3126

Banks

Chase Bank, 2 Waverly Place, Madison 973/443-0468
ATM located in the University Center

Coffee and Such

Bagel Chateau, 45 Main Street, Madison 973/301-9888
CJ's Deli
Drip, Main Street (Coming Soon)
Dunkin Donuts, 227 Main Street, Madison 973/443-9009
Starbucks, 311 Main Street, Madison 973/410-0244

Hotels

Best Western/Morristown Inn, 270 South Street, Morristown 973/540-1700
Hamilton Park, 175 Park Avenue, Florham Park 973/377-2424
Madison Hotel, One Convent Station and Madison Avenue, Morristown 973/285-1800
Westin Morristown Hotel, 2 Whippany Road, Morristown 973/539-7300

Hotlines

AIDS Hotline (referrals, counseling, and testing) 800/624-2377
Alcohol/Substance Abuse 800/443-9181
Women's Referral Center 800/322-8092
PAR Help line, Feel Down? Dial G-O-O-D 973/408-4663

Libraries

Madison Public Library, 39 Keep Street, Madison 973/377-0722
Morristown and Morris Township Library, 1 Miller Road, Morristown 973/538-6161

Movie Theaters

Clearview Chatham Cinema, Shunpike Road (Hickory Tree Shopping Plaza), Chatham
www.robertstheatres.com 973/822-1550

Clearview Headquarters Plaza, 72 Headquarters Plaza, Morristown www.clearviewcinemas.com
973/292-0606

Clearview Madison Cinema 4, 14 Lincoln Place, Madison www.clearviewcinemas.com
973/377-2388

AMC Movie Theatre, 145 State Rte 10, Hanover, www.amctheatres.com/theatres
973/515-1200/973/515-1160

Museums

Museum of Early Trades and Crafts, Madison, New Jersey <http://www.rosenet.org/metc/>
973/377-2982

Morris Museum of Arts and Sciences, Columbia Turnpike, Morristown 973/971-3700
Waterloo Village, Route 80, Exit 25, Stanhope 973/347-0900

Pizza+

Domino's Pizza, 8 Park Avenue, Madison 973/593-0070
Firehouse Pizza, 15 Central Avenue, Madison 973/765-0565
Pizza Factory,
Rocco's, 30 Cook Plaza, Madison 973/377-7161
Romanelli's, 42 Lincoln Place, Madison 973/377-9515

Recreation

Golf, Pinch Brook public course, 239 Ridgedale Avenue, Florham Park 973/377-2039
Horseback Riding, Seaton Hackney Stables, 440 South Street, Morristown 973/267-1372
Ice Skating, Mennen Sports Arena, 161 E. Hanover Avenue, Morris Township 973/326-7650
Parks, Lewis Morris County Park, Route 24 between Morristown and Mendham 973/326-7600
Rafting/Canoeing, Kittatinny Canoe, Matamoras, PA 800/356-2852

Restaurants, Pubs, and Café's

From Scratch Café, 20 Waverly Place, Madison
973/443-0595

Atlanta Bread Company, 6 Main Street, Madison 973/822-3359
Begum Palace 973/660-9100
Broccolini's Restaurant 973/408-9148
Chatham Salsa, 255A Main Street, Chatham 973/635-0055
Dave's Rumba Café
Duffy's Deli & Catering 973/377-1025

Garlic Rose, 41 Main Street, Madison	973/822-1178
Main Streets Café, 54 Main Street, Madison	973/966-0252
Mama Tucci's, 77 Main Street, Madison	973/822-3600
On A Roll, 50 1/2 Main Street, Madison	973/822-3644
Poor Herbie's, 13 Waverly Place, Madison	973/966-0211
Soho 33, 33 Main Street, Madison	973/822-2600
Top Notch, 4 Park Avenue, Madison	973/660-9222

Shopping Malls

Livingston Mall, 112 Eisenhower Parkway, Livingston, NJ 07039

www.simon.com/mall/default.aspx?ID=111

973/994-9390

Short Hills Mall, 1200 Morris Turnpike, Shorthills, NJ 07078 www.shopshorthills.com

973/376-7359

TRANSPORTATION



Bus (from the Drew main gate)

NJ Transit: Local-stop service from Morristown to Short Hills or Livingston

Mall www.njtransit.com

800/772-2222

Lakeland Bus: Direct service to the Port Authority in New York City.

www.lakelandbus.com

Schedules available at the UC Desk

973/366-0600

Train (from the Madison train station)

Directions on how to get to the train station in Madison:

Walk to front of campus (Madison Avenue/Rte 124) turn right. Go to Madison Ave/Kings Road intersection--turn onto Kings Road. Stay on Kings Road all the way to the train station. You will cross Green Village Rd and Waverly Place. There are stairs just after you cross Waverly Place that will take you up to the platform to go to New York. Or you can walk to the front of the Train Station directly across from City Hall (otherwise known as the Hartley Dodge Memorial). The platform next to the train depot is the one going into New York City.

Stay on the train until you reach New York City. You will arrive at Penn Station.

Once at Penn Station you can exit the building, or stay inside the train station and transfer to the Subway's to get to your destination. If you need help, the subway staff where MTA uniforms and there are policeman you can ask for assistance.

Helpful Websites

New Jersey Transit Train Schedules (NJ's commuter railroad)

<http://www.njtransit.com>

Metropolitan Transportation Authority (New York City subways and buses, Metro-North and Long

Island Rail Road commuter railroads)

<http://www.mta.nyc.ny.us/>

New York Waterway (Private ferries to Manhattan)

<http://www.nywaterway.com>

NYC Bicycle Routes

http://nyc.gov/html/dot/html/trans_maps/bikeroute.html

NYC WorldWeb Travel Guide—Sights & Attractions

<http://www.nyc.worldweb.com/SightsAttractions/>

PATH Train Schedules (Bi-state subway)

<http://www.panynj.gov/>

Amtrak

<http://www.amtrak.com/servlet/ContentServer?pagename=Amtrak/HomePage>

NJ Transit

www.njtransit.com

- Local-stop service
- Midtown Direct” service to Penn Station, New York
- PATH tube or ferry from Hoboken to lower Manhattan 800/772-2222

Limousine Service to Airports

Airporter: Budget-rate (\$27) shuttle service between Newark and JFK airports; leaves hourly (most times of day)

800/468-6696 <http://www.olympic-limo.com/schedule-airport%20transfer-ewr%20jfk.html>

Rose City Limo, 212 Main Street, Madison 973/377-0146

Summit Express: 24-hour car and limousine service to Newark, LaGuardia, and JFK airports

973/635-9889/ 800/752-9990 <http://www.summitexpresslimo.com/reservations.html>

Video Rentals

Blockbuster Video, 311 Main Street, Madison (across from Staples shopping center) 973/410-0345

RedBox, Stop n’ Shop lobby

National Chain Stores

Barnes & Noble www.barnesandnoble.com

Bed Bath & Beyond, East Hanover, 180 Route 10 West East Hanover, NJ 07936 973/884-4287

Borders, Livingston, 530 West Mount Pleasant Ave., Livingston, NJ 07039 973/535.9001

Costco East Hanover, (Distance: 4 miles) 156 SR-10 West, East Hanover, New Jersey 07936

Target, East Hanover 130 State Route 10, East Hanover, NJ 07936 973/ 887-3145

MISSION STATEMENT AND PHILOSOPHY OF THE UNIVERSITY

Drew University's highest priority is excellence in liberal education in a changing world environment. This priority guides the planning, implementation, and evaluation of the programs and activities of the University as well as the stewardship of its varied resources.

Excellence in liberal education at Drew requires scholarly and creative faculty who teach effectively, intellectually prepared students who want to learn, and alumni/ae who support their endeavors. This excellence emphasizes the inter-relatedness of learning in the undergraduate, graduate, and theological schools and promotes intellectual rigor and responsible citizenship, while preparing individuals for eventful lives.

Drew University endeavors to create a distinctive environment for liberal education. Characteristics of this environment are an ethos of curiosity and achievement with an intentionally intimate community of learning, emphasizing close student-faculty relationships, and close partnerships among students. This ethos includes respect for individuality and appreciation of diversity. Drew University places special attention on the ongoing evaluation and improvement of teaching and learning, the uses of technology, and the global context of knowledge.

DIVERSITY STATEMENT

Drew University is committed to seeking academic excellence while striving continuously to be a welcoming, diverse, and socially just campus. We aspire to provide an education that in content, scope, and pedagogy embraces difference and promotes respect that extends beyond the classroom to all University spaces and to local and global communities. Diversity encompasses multiple dimensions, including, but not limited to, race, culture, nationality, ethnicity, geographic origin, class, sexual orientation, gender, disability, age, and religion. Our intent is to achieve a learning environment in which students, faculty, and staff understand the challenges, accomplishments, and perspectives of various groups of people, thus gaining a fuller understanding of themselves as well as how to engage in conversation spanning differences and commonalities. Achieving this vision is a fundamental commitment critical to Drew University's mission as an institution of higher learning.



DREW HISTORY (SHORT VERSION)

The College admitted its first class of 12 students in 1928, building upon the success and reputation of the Drew Theological Seminary (which was chartered in 1868). From the start, it was intended that the College would be a small and close academic community. It enrolled only 400 students in 1948 and grew to just 600 students by 1960. The next decade began a period of rapid growth and change.

A particularly notable innovation was the development of off-campus semester-long programs, blending academic and experiential learning, that were among the first offered by an American college.

By 1970 the College had grown to 1,100 students and, during the 70s, the now widely imitated freshman seminar program was introduced. In 1984, Drew became the first liberal arts college to

provide personal computers to all its students as part of their tuition. During the tenure of the University's 10th president, Thomas H. Kean (1990-2005), the University saw the construction of the William E. and Carol G. Simon Forum and Athletic Center and the Dorothy Young Center for the Arts. In addition, applications increased, the endowment nearly tripled, and new off-campus study programs were launched.

On July 1, 2005, the University welcomed its 11th president, Dr. Robert Weisbuch, whose national reputation as a spokesman for the liberal arts will help Drew further enhance its reputation as one of the finest liberal arts colleges in the country. Formerly head of the Woodrow Wilson National Fellowship Foundation, President Weisbuch served 25 years at the University of Michigan, in positions including Chair of the Department of English, Associate Vice President for Research, and interim Dean of the Rackham School of Graduate Studies.

Today, the College offers majors in 29 disciplines and minors in another 18. Drew undergraduates, one third of whom rank in the top 10 percent of their high school classes, hail from 43 states and 12 foreign countries. With a median high school class rank of 91.5 percent, Drew students are among the strongest in the nation.

As the 21st century unfolds, the College is confident that it will, as it has for the past 77 years, provide its students with an excellent education that blends the timeless values of the liberal arts with contemporary ways of knowing. It is an education that Drew graduates will value throughout their lives.

WHO WAS DANIEL DREW?

The Wall Street tycoon who told friends that he "wanted to do something for the Methodist Church," in 1867 supplied \$250,000 for the real estate and endowment of the Drew Theological Seminary--the largest gift to American higher education at the time. The financier, whose early cattle dealings gave birth to the term "watered stock," managed the school's endowment through stock and bond manipulations until, in 1875, his speculative practices nearly bankrupted the young seminary.

In life, Drew failed to silence those critics who believed his gift to the seminary an attempt to buy his way into heaven. In death, the founder continues to struggle against his robber baron reputation. In 1973, when a handful of Drew students volunteered to help the Brewster, N.Y. Landmarks Preservation Committee restore the financier's grave site, one student detractor remarked that, "his grave might better be left to the insults of nature and fellow thieves."

DREW FOREST: "The Forest" was the name given in the 1700s to the land which, in the 1800s, became the summer estate of Georgia-born planter and businessman William Gibbons and his family. As the Gibbons property through the early 1860s, it was formally called The Forest. Since the property's ownership and occupation by Drew, it has continued to be called "The Forest" (hence, the name, "The University in the Forest").

The Forest Preserve is located on campus, a 38-acre area set aside for posterity from among Drew's 186-acres. The entrance to the nature walk is located in the upper left corner of the baseball field (or down the right field line). Within the Preserve are two glacially formed ponds and the Zuck Arboretum, an outdoor lab facility for the science department (and a great place to cross-country ski!).

Also of note: The Hardin Oak, a 400-year-old tree named for a past president of Drew.

MEAD HALL: From the time of its construction in 1836 to the present, Mead Hall has lived a storied history. Built as a mansion in the Greek Revival style, the building predates the founding of the University. A fire devastated Mead Hall in August 1989. Thanks, however, to a \$13 million project (funded in part by the New Jersey Historic Trust) the building has been restored to its pre-Civil War splendor. Individual contributions also helped refurbish the structure.

Today, Mead Hall is the architectural focus of the campus. Small seminar rooms can be found on the first floor and basement. The President's Office, the Office of the Vice President for Administration, and the Provost and Academic Vice President are located on the second floor.

ADMINISTRATION AND GOVERNANCE: The Drew administration consists of many different people--some academic, some non-academic in discipline, training, and responsibility--who report to the President, who in turn reports to the University Board of Trustees.

Board of Trustees: As an incorporated, not-for-profit center of higher learning, Drew University is governed by a volunteer board of trustees who together hold financial and legal (fiduciary) responsibility for the University. The Drew board numbers between 40 and 50 and meets three times a year to conduct the business of the University. Standing committees meet on a more regular basis.

Administration

Dr. Robert Weisbuch, President

Dr. Pamela J. Gunter-Smith, Provost and Academic Vice President

Margaret E. L. (Peggi) Howard, Vice President for Administration and University Relations

Howard Buxbaum, Vice President of Finance and Business Affairs

Donna Fristhen, Vice President of Development and Alumni/ae Affairs

Dr. Jonathon Levin, Dean of the College

Dr. Richard Greenwald, Dean of the Caspersen School for Graduate Study

Dr. Maxine Clark Beach, Dean of the Theological School

Dr. Edwina (Edey) Lawler, Dean of Educational Affairs

Dr. Virginia Samuel, Interim Dean of Campus Life and Student Affairs

Frank C. Merckx, Associate Dean of Campus Life and Student Affairs (Judicial, & Special Projects)

Samuel Haynes, Associate Dean of Campus Life and Student Affairs (Campus Recreation, Residence Life, and Student Activities)

Mary Beth Carey, Dean of College Admissions and Financial Assistance

Dr. Kathleen Madden, Associate Dean of the College

Dr. Wendy Kolmar, Associate Dean of the College

TBA, Assistant to the Provost for Diversity

ACADEMIC INFORMATION FROM A TO Z

EDUCATIONAL POLICIES AND REGULATIONS

✓ EDUCATIONAL AFFAIRS, DEPARTMENT OF

Edye Lawler, Dean of Educational Affairs, Brothers College 114, x3327

- Academic advising
- Leave of absence
- Re-entry to the University
- Services for students with disabilities
- Teacher certification
- Tutoring
- Withdrawal from the University

ACADEMIC ADVISING

Your academic adviser is a faculty member who helps you plan your course of study throughout your four years at Drew. Your adviser reviews your course registration for each semester and assists you in selecting the courses you need to complete your major and minor and to meet all graduation requirements. *Be sure to meet with your adviser prior to registering online.*

ACADEMIC HONESTY

The University places high value on academic integrity and honesty. Faculty are instructed to report alleged dishonesty (such as cheating on a test, plagiarism) to the School Dean. Students are requested to cooperate by reporting cases of observed dishonesty. A faculty committee will investigate complaints.

The maximum penalty for a first offense is suspension from the University; for a second offense dismissal. Every student is given a copy of the Standards of Academic Integrity and should be familiar with its contents.

ACADEMIC PROGRESS

All students (with few exceptions) are expected to maintain full-time registration (12 credits or more/semester) and will normally complete the B.A. in four academic years (eight semesters) with a minimum of 128 credits. In no case may a full-time student expect to spend more than five years (10 semesters) unless granted an exception by the Academic Standing Committee (ASC).

Students who fall behind in either grades or credit hours will be subject to review by the ASC. This committee can place students on warning/probation, require a leave of absence, or dismiss a student on academic grounds.

Students must maintain satisfactory progress toward the degree overall and *in performance in the semester just concluded* to continue in good standing. The following guidelines are used by the Committee on Academic Standing to place students on status when satisfactory progress is not made:

Warning: Semester GPA between 1.99 and 1.90; or any credit deficiency based upon the number of semesters completed; or major GPA below 2.00.

Probation: Semester GPA between 1.89 and 1.40. If a student does not earn 12 credits and a 2.00 semester average during a semester on Probation, the student may be placed on Required Leave.

Required Leave: Semester GPA below 1.40. After at least one semester on Required Leave, a student may petition the Academic Standing Committee for re-admission. Upon return, the student is placed on Strict Probation.

Strict Probation: If a student does not complete a minimum of 12 credits and earn at least a 2.00 semester GPA during a semester on Strict Probation, the student may be required to withdraw from the College.

Required Withdrawal: Once on Required Withdrawal, a student may not return to the College. Although these categories are listed in increasing order of severity, a step-by-step progression is not to be inferred. For example, a student who earns *no* credit during a semester will be placed on Required Leave.

For further details on academic progress and sanctions, see “Academic Discipline” under Student Conduct Policy in the Appendix.

ACADEMIC REQUIREMENTS

All students must complete a minimum of 128 semester hours, of which at least 64 must be completed *at Drew University*. In addition, students must complete 64 credits beyond the introductory level and at least 32 must be at the upper level. All students must fulfill the requirements of a major and those of the general education program. For graduation, the cumulative grade point average (both overall and in the major) must be at least 2.00. For more details, please contact Dean Lawler, x3327.

ACADEMIC YEAR

The academic year for full-time students consists of two 13-week semesters. In addition, there are two summer sessions. The University offers both weekday and evening classes utilizing the semester credit-hour system. Four credit hours are earned for satisfactory work in at least 150 minutes of class per week for a semester. For a laboratory course, a longer period of laboratory work is required for a semester credit hour.

ADD/DROP

During the fall and spring semesters, students are permitted to change their course selection normally only within the first two weeks of the semester. A course may be added during the second week only with the consent and signature of both instructor and adviser. No courses may be added after the end of the second week of the semester. For summer session add/drop information, please review the summer term brochure, normally published in March.

ATTENDANCE

Regular class attendance is the responsibility of each student. Instructors are permitted to include a

portion of the final grade for attendance. All work missed by class absences must be completed by the student. Excessive absence can result in failure of the course. Each professor sets his/her own policy for attendance and participation in class. In cases of illness or emergency, the student should contact the professor(s) and the Dean of Educational Affairs, x3327.

CLASSIFICATION OF STUDENTS

Full-time students are classified as follows:

Seniors: all students with 92 or more credit hours or (regardless of number of hours credited) who expect to complete degree requirements during the academic year.

Juniors: all students with 56 or more credit hours who are not seniors.

Second-Year Students: students with 26 to 55 hours credited.

First-Year Students: students with fewer than 26 credit hours.

An **unclassified student** is a part-time student working toward a degree.

A **special student** is a full- or part-time student who is not enrolled as a degree candidate (visiting students from other schools enrolled in Drew special-semester programs excepted).

A **visiting student** is a student from another college or university attending Drew on a temporary basis by special arrangement with and the approval of the student's home school.

Non-Drew students are visiting Drew for a special-semester program.

CLASS STATUS

Eligibility for housing is determined by a student's starting date and expected graduation date--**not** by the number of credits attained (as described above). Your Drew acceptance letter--"Welcome to the Class of ____" determines your starting date and regardless of AP credits, summer school courses, etc., this date determines your eligibility for room selection.

COURSE LISTS

The course list for each semester is available on the Campus Web via the Registrar's departmental Web page depts.drew.edu/regist. Paper copies are maintained in the Office of the Registrar.

COURSE WITHDRAWAL

To withdraw from a course you must file an add/drop form in the Office of the Registrar. Courses dropped after the end of the second week of classes (but within the first nine weeks) will be marked "W." Courses may not be dropped after the end of the ninth week.

Students who adjust their schedules during the first two weeks of a semester (so that the overall course load falls below 12 credits or above 20) will have their tuition and financial aid adjusted accordingly.

DEAN'S LIST

A student with a semester average of 3.40 or better (on a registration of 12 or more hours with no incompletes outstanding or unreported grades) is eligible for the Dean's List. Students whose Drew registration is less than full-time (but whose total registration is full-time due to additional registration in the teacher certification program at the College of Saint Elizabeth) are eligible also.

DREW SCHOLARS/TRUSTEE SCHOLARS

Each year a number of first-year students enter as Drew or Trustee Scholars. Selection for this is highly competitive. Each scholar receives a merit award renewable annually for the standard four

years of college, provided the minimum requirements to retain the scholarship are met or exceeded.

EDUCATIONAL OPPORTUNITY SCHOLARS (EOS) PROGRAM

Cordelza Haynes, Director, Sycamore Cottage, x3578

depts.drew.edu/eos

This program is a joint partnership between the New Jersey Commission of Higher Education and Drew University. The EOS Program supports talented and motivated students who historically demonstrate academic and economic disadvantage. Eligible students must be residents of New Jersey and meet both the academic and financial criteria established by the state. Candidates for this program are recruited, assessed, and admitted on a selective basis.

Students enrolled in the program receive a broad range of services during their four years at Drew, including academic, financial, personal, and career counseling. In addition, specially designed workshops are offered to address various issues and concerns of the students.

All students admitted to EOS (other than transfers) are required to attend a six-week summer academic-enrichment program designed to assist first-year students in their transition from high school to college. During the summer program, students receive assistance in improving their study habits, enroll in college-level courses, and also receive an overall orientation to Drew.

EXAMS (Final)

Dean Edye Lawler, Brothers College 114, x3327

The schedule is published on the Registrar's Web site depts.drew.edu/regist at the beginning of each semester. Changes do occur, so be certain to check the network close to the time of finals. The following rules apply to final examinations:

- Final examinations are proctored by faculty members. No books or papers may be brought to an examination except by direction of the instructor of the course concerned.
- In three-hour final examinations there normally is a 10-minute recess after the first 90 minutes. Instructors may give examinations of other types in upper-level courses at their discretion.
- **Changes in the final examination schedule (due to conflicts, serious illness, or personal emergency) are made only with the permission of Dean Lawler (BC 113, x3514 or x3327).** Students may not negotiate a make-up date directly with the faculty member involved. Faculty regulations forbid that.
- If a student is scheduled for *three finals* in one calendar day, one of the exams may be rescheduled at the convenience of the instructor and the student. For permission, see Dean Lawler.
- Semester examinations may not be given to individuals other than those scheduled for the class as a whole.
- Neither semester examinations nor written hourly examinations may be given to a class during the last five days or during the reading period of the semester (any exception must be approved by the Dean of the College, x3321, and the Dean's Council).

ABSENCE VERIFICATION

Dean's Office, Campus Life and Student Affairs Sycamore Cottage, x3390

If you're going to miss **TWO or MORE** days of classes (*due to an unavoidable event such as illness or a death in the family*), notify your professors and the Office of Campus Life and Student Affairs. Verification of the absence (e.g. doctor's note, Drew health office release or death notice, e.g. newspaper or memorial card) is required. PLEASE NOTE: The Office of Campus Life & Student Affairs only VERIFIES absences. **It is up to the professor to determine whether an absence is excused.**

FELLOWSHIPS

Prof. Sarah Abramowitz, Adviser, x3346

Besides fellowships and scholarships awarded to students for graduate study by universities, there are several other opportunities available that you may want to learn about. To mention a few, there are the Fulbright, Beinecke Memorial, Marshall, and Barry M. Goldwater Scholarships. Since all of these are highly competitive, you cannot begin thinking about them too soon. Prof. Cole is the adviser for these fellowships and is ready to assist you.

In addition, there are the Rhodes Scholar program (Dean Pain of the Caspersen School, x3285, is the adviser) and the Truman Scholars program (the faculty coordinator is Prof. Phil Mundo, Smith House, x3436).

GRADE POINT AVERAGE (GPA)

The average is determined by dividing the total grade points earned by the total number of credit hours attempted, with grades on the "A" through "U" scale. For example, a student with the following grade report has a GPA of 2.85:

8 credits	A	x 4.00 = 32.00
10 credits	B	x 3.00 = 30.00
8 credits	B-	x 2.67 = 21.36
4 credits	C+	x 2.33 = 9.32
4 credits	C	x 2.00 = 8.00
2 credits	D	x 1.00 = 2.00

Total:

36 credits = 2.85 GPA

GRADES

Grades go from "A" to "U" and are based on a 4.00 scale. A "U" (unsatisfactory) is averaged into the GPA (grade point average) and is used when a student fails a class or fails to withdraw before the deadline period.

A	Excellent	4.00
A-	Excellent	3.67
B+	Good	3.33
B	Good	3.00
B-	Good	2.67
C+	Satisfactory	2.33
C	Satisfactory	2.00

C- Satisfactory	1.67
D+ Marginal	1.33
D Marginal	1.00
D- Marginal	0.67
U Unsatisfactory	0.00
P Pass (in course taken on Pass/Unsatisfactory basis; represents work of D- or higher quality)	

I	Incomplete
W	Withdrawal
X	Grade deferred until completion or termination of project
NR	Grade not reported by instructor at time report issued
Z	Grade roster not reported by instructor at time reports issued

GRADE DISPUTES

Students who feel they have received an inappropriate grade for a course should discuss the matter with the instructor assigning the grade. If such discussion does not resolve the matter, you should submit a statement detailing the reasons for the contestation to the department chairperson. If the matter still remains unresolved, it is referred to the Dean of the College

GRADE REPORTS

Because grades are instantaneously available to students through the Campus Web, the Office of the Registrar does not mail grade reports to students unless requested to do so. However, with the authorization of the student, grade reports will be mailed to parents.

GRADUATION, APPLICATION FOR

Monday, January 26, 2009 is a red-letter day if you plan to graduate in May 2009. It means you owe the Registrar's Office a completed form (this acts as a checklist against which the office makes certain that you are, in fact, ready to graduate). If you miss the deadline, there's a \$25 late fee. If you miss it by a long shot, you may not get your name in the Commencement program or receive a diploma at graduation.

HONORS AT GRADUATION

The B.A. degree may be awarded with honors of two kinds: specialized honors (in a specific field, usually a major) and general honors. General honors may be awarded in three grades:

Cum laude--an overall cumulative average of 3.40-3.59 with not more than one grade of "U" or the equivalent (excluding physical education).

Magna cum laude--an overall cumulative average of 3.60-3.79 with not more than one grade of "U" or the equivalent (excluding physical education).

Summa cum laude--an overall cumulative average of 3.80 or higher with not more than one grade of "U" or the equivalent (excluding physical education).

For further details, please contact Dean Lawler, BC 114, x3327.

HONOR SOCIETIES

The honor societies listed below are active at Drew.

Phi Beta Kappa

Professor Erik Anderson, Adviser, x3871

depts.drew.edu/pbk

All students with senior status, regardless of major, are automatically considered for induction into Phi Beta Kappa; no application is necessary.

To be eligible, students must

- Take a foreign language through the intermediate level
- Take at least one college-level course in math

There is no fixed GPA for eligibility because the College may induct only a set percentage of the graduating class. Selection begins with the top GPAs and continues downward until Drew's quota is met.

Alpha Kappa Delta

Professor of Sociology Caitlin Killian, Adviser, x3183

depts.drew.edu/soc/welcome.htm

Beta Beta Beta (a.k.a. TriBeta, for obvious reasons)

Instructor in Biology Beth Justin, Adviser, x3656

Chi Alpha Epsilon (national honor society)

EOS Director Cordelza Haynes, Adviser, x3578

Delta Phi Alpha

Dean of Educational Affairs and Professor of German Edye Lawler, Adviser, x3327

Dobro Slovo

Professor of Russian Carol Ueland, Adviser, x3507

Epsilon Omega Psi (NJ State honor society)

EOS Director Cordelza Haynes, Adviser, x3578

Nous Kai Sofia (neuroscience)

Professor of Biology Roger Knowles, Adviser, x3561

Omicron Delta Epsilon

Professor of Economics Daniel Lawson, Adviser, x3722

depts.drew.edu/econ/awards.htm

Phi Alpha Theta

Professor of History Wyatt Evans, Adviser, x3329

Pi Delta Phi

Professor of French Deborah Hess, Adviser, x3339

Pi Mu Epsilon

Professor of Mathematics Steve Surace, Adviser, x3726

Pinnacle (non-traditional, continuing education students)

Director of Continuing Education Patricia Laprey, Adviser, x3618

Pi Sigma Alpha

Professor of Political Science Joseph Romance, Adviser, x3036

Psi Chi

Professors of Psychology Jessica Lakin, x3263, and Robin Timmons, x3348, Co-advisers

Sigma Delta Pi

Professor of Spanish Ada Ortuzar-Young, Adviser, x3386

Sigma Pi Sigma

Professor of Physics Robert Fenstermacher, Adviser, x3371

depts.drew.edu/phys/SPS/physsps.html

INCOMPLETE

The mark of "Incomplete" ("I") may be given at the end of a semester only with the approval of the instructor and Dean Lawler. When permitted to receive a mark of "I", the student and the instructor determine the time and conditions under which the mark may be removed. Where a final grade for an Incomplete has not been submitted by the end of the second week of classes, a grade of "U" (Unsatisfactory) will be recorded by the registrar and that will be the final grade for the course.

✓ **INTERNATIONAL AND OFF-CAMPUS PROGRAMS**

depts.drew.edu/offcamp

Erik Krauss, Director, Hall of Science, Room 9, x3438

The **Drew International Seminars (DIS)** for 2008-2009 will take place in France, China, Russia, Egypt, Greece, Peru, and Argentina. Seminar locations for the year 2009-2010 will be announced in early November 2008. Applications are due the last Monday in February for participation in the following academic year. While the seminars are designed for sophomores, upper-class students may apply also, as some seminars have spaces for advanced students.

Semester-long Drew Programs

Students may select from the following Drew-sponsored international and off-campus programs:

- London Semester
- New York Semester on Contemporary Art
- Semester in Washington, DC
- Semester on the United Nations
- Wall Street Semester
- Africa Semester
- European Semester (Brussels)

Note: Students on academic or disciplinary probation should be aware that their probationary status may affect their eligibility for study abroad.

Approved-List Programs

Students who wish to study in locations where Drew does not sponsor its own semester- or year-long study programs may choose a program sponsored by another institution. Programs that have been approved for credit for Drew students are included in the Approved List, available in the International and Off-Campus Programs Office. Participation is open to juniors and first-semester seniors.

Summer Programs

- Drew in West Africa is a four-week, summer-study program that focuses on the art and cultures of Mali.
- Drew in Barcelona, Spain is a four-week, summer-study that focuses on Spanish language and culture.
- Drew in Venice, Italy is a four-week, summer-study that focuses on Italian language and culture.

LEARNING DIFFERENCES

Edye Lawler, Dean of Educational Affairs, Brothers College 114, x3327

Allison Leddy, Disability Specialist, Brothers College 119, x3962

Support services are available for enrolled students with documented learning differences. Although students with learning differences must meet the same academic standards as other students, the University is committed to helping them achieve success. If, with appropriate documentation, a student requests a change in scheduling, training, or expectations with regard to his/her participation in a sport, the coach will arrange to meet with the Director of Athletics and the relevant specialist, e.g., the disability specialist or the director of health services, to determine if appropriate modifications can be made based on the documentation on file. Each request will be considered on an individual basis.

LEAVE OF ABSENCE

Voluntary: A leave of absence is often advisable to obtain a sense of direction, maturity, motivation, or just plain cash to continue. Students can leave for one or two semesters and return, or choose a different course of action. If you are considering such a break, talk it over with your academic adviser and the Dean of Educational Affairs. You must fill out the on-line form and submit it on-line,

however, to avoid being billed for the following term. See also RE-ADMISSION/RE-ENTRY.

Required Academic Leave: Students who fail to maintain satisfactory academic progress will be required to take a leave of absence. In order to return, students must make an appointment with Dean Lawler and file a re-entry form and petition. Decisions are made by the Academic Standing Committee.

LIBRARY, UNIVERSITY

[Http://www.drew.edu/depts/library.aspx](http://www.drew.edu/depts/library.aspx)

Andrew D. Scrimgeour, Ph.D., Dean of Libraries, x3322
Circulation Desk, x3486
Reference Counter, x3588
Library Hours, x3125

HOURS

SEMESTER HOURS

Monday – Thursday	8:30 a.m. – Midnight
Friday	8:30 a.m. – 7:00 p.m.
Saturday	9:30 a.m. – 7:00 p.m.
Sunday	1:00 p.m. – Midnight

STUDY HOURS

Sunday – Thursday Midnight – 2:00 a.m.

No services provided after midnight.

Drew Fob required after 11:50 p.m.

Summer, holiday, and January hours vary; hours are posted at the Library and on the Library Web site. Call x3125 for a recording of current Library hours. During inclement weather, call the Circulation Desk, x3486, to verify updated hours of operation.

HOLDINGS

The University Library contains more than half a million items, including books, journals, manuscripts, archival materials, US and New Jersey government documents, and subscriptions to approximately 35,000 journals in the Library and on the Web. The Library catalog is available through the Library Web site, along with access to electronic resources, including journals, reference books, and multiple specialized indexes and databases. Click on “Research Resources” to explore what’s available at www.drew.edu/depts/library/research.aspx.

CHECKING OUT MATERIALS

Your ID card is your library card. The borrowing period for books is 30 days for College and Seminary students, thesis candidates are granted longer borrowing periods. Students may view their library accounts and renew materials online in “My Library Account” or obtain additional borrower

information in “Library Home” at <http://catalog.drew.edu>. All library notices (recalled book, overdue item, fines) are sent to the Drew email address only. This information may also be viewed in “My Library Account.”

RESEARCH ASSISTANCE

Reference librarians provide instruction and guidance to students engaged in research. Brief questions are answered at the Reference Desk, and more in-depth assistance is available through research consultations that can be scheduled in advance by asking at the Reference Desk (x3588) or e-mailing reference@drew.edu. The Reference staff includes research specialists in the humanities, social sciences, natural sciences, theology, and Methodism. Reference assistance is available 24/7 through the Q and A NJ chat service at <http://www.drew.edu/depts/library/ask.aspx>.

RESERVE MATERIALS

Professors put materials on Reserve to ensure that they are available for an entire class. A reserve item may be checked out for two hours, audio/visual materials may be checked out for four hours. All Reserve materials must be used inside the Library. The only exception is that Drew-owned Reserve books may be checked out overnight. For information regarding materials available in the Reserve Room, log onto <http://catalog.drew.edu>, click on “Reserve Room” and follow the instructions.

CARRELS/LOCKERS/GROUP STUDY ROOMS

Doctoral candidates may apply for a private library carrel. Dissertation and thesis candidates may apply for a locker. Eligibility guidelines are available at the Circulation Desk and online in the Library Services section of “Library Home” at: <http://catalog.drew.edu>. A limited number of daily study carrels are available to all students. Group study rooms should be reserved in advance, at the Reserve Desk.

SPECIAL COLLECTIONS

Willa Cather Collection; Chesler Book Collection of Political and Graphic Satire; Creamer Hymnology Collection; Dornan Collection (Russian *Samizdat* Archive); Drew University Archives; Drew University dissertations and theses; Haberly Book Arts Collection; Will Herberg Collection; George D. Kelsey Collection; Köhler Collection (Reformation Church History); Bela Kornitzer Collection of Political Journalism; Jacob Landau Archive; Maser and Prinster Prayer Book Collections; McClintock Rare Book Collection; Carl Michalson Collection; Nineteenth Century Pamphlets Collection; George Simenon Collection; Society of Biblical Literature Archives; R.S. Thomas Collection; Tomlinson Collection of Byron and Whitman; U.S. Government Document Collection; N.J. Government Documents; the Governor Thomas H. Kean Archive; letters of John Wesley and the Wesley Family; World Methodism: Publications, journals, manuscripts, periodicals, documents, papers, records, archives.

The Methodist Library and Wilson Reading Room are located in the United Methodist Archives Center at Drew University, home of the national archives of the United Methodist Church. See <http://www.drew.edu/depts/library/methodist/umac.aspx>. Access to Special Collections is provided to all students and scholars on request. Materials can be used in the Wilson Reading Room, weekdays, 9:00 a.m.-5:00 p.m. See <http://www.drew.edu/depts/library.aspx?id=292>

for contacts and access information.

MAJOR, DECLARING A

All students must declare a major no later than one month before advance registration for the junior year. Students may change their major at any time as long as they fulfill the requirements of at least one major to graduate. Students must complete at least 16 credits at the intermediate or upper level *at Drew University* in their declared major field of study. Declaration of Major forms are available in the Office of the Registrar, Tilghman House, and at the UC desk. For a double major, a student must complete the requirements for each individual major. For a special major, contact Dean Edward Domber, Brothers College 110, x3353.

MAKE-UP WORK

Faculty members are not obligated to give make-up exams or lab sessions for unexcused absences. Make-up exercises, if granted, shall not be penalized. Any make-up of a final exam may be authorized only by Dean Lawler, x3327.

MINOR, DECLARING A

In addition to a major, all students must also complete an in-depth study outside the major (aka "minor") of at least 20 credits. A minimum of eight credits in the declared minor must be completed *at Drew University*. (Students who are double majors or enrolled in a special program such as the UMDNJ dual-degree program or the teacher-certification program are not required to complete a minor). The minor must be declared by the end of the first semester of the student's junior year. For a special minor, contact Dean Edward Domber, Brothers College 110, x3353.

MUSIC/PRIVATE LESSONS

depts.drew.edu/music

Music Department, Dorothy Young Center for the Arts, x3421

Private lessons, both vocal and instrumental, are available for credit with affiliate artists. Contact the music department for further information.

Plus, there are numerous musical groups (from small ensembles to a full orchestra) for students to participate in. Please see "Clubs and Organizations"

at <http://depts.drew.edu/stuactiv/clubs&orgs.html>

OBSERVATORY

depts.drew.edu/phys/Astronomy/astronomy.html

Laurie Morgus, Professor of Physics, HS 200, x3834

Hours of operation: x3500

Friday nights are "public nights" at the Drew Observatory, which is open to students from 7 to 10 p.m. (EST) and 8 to 11 p.m. (DST) when school is in session during the fall and spring semesters.

Come see star clusters, planets, galaxies, and occasional satellites. A student assistant will be on hand to help explain phenomena and answer questions. The Observatory, with its 16-inch DFM telescope, is located on the east corner of the Hall of Sciences roof (entrance on parking lot side). Call x3500 to check if it's open on Friday nights of questionable weather.

PRIVACY OF STUDENT RECORDS (FERPA)

A student's permanent record (grade reports, applications for programs abroad, correspondence with deans and other University officials, etc.) is maintained by both the Registrar and the Dean of Campus Life and Student Affairs. This file is available to all faculty and administrators who have educational reasons for viewing it. Students may see their own records by making an appointment with the Dean's assistant at Sycamore Cottage, x 3390.

The University reserves the right to make public, at its discretion, the following which is considered to be directory information: name, class, campus mail box, email address, telephone number, personal cell phone number, major field of study, hometown and state, dates of attendance at Drew, degrees, honors and awards received, height and weight of members of athletic teams, participation in officially recognized activities and sports, previous educational institution most recently attended, and other similar information. In addition, under the Solomon Amendment, for the purpose of military recruitment, street address and birthplace are also considered directory information. A student who is unwilling to have this information revealed may notify the Dean of Campus Life and Student Affairs in writing. **The University will not make public a student's home address or telephone number.**

Note: Student files are destroyed three years after a student's graduation or separation from the University, with the following exception: The files of students who have been involved in reportable offenses (such as assault, alcohol, drugs, etc.) will not be destroyed until three years following the final disclosure of Cleary statistics.

For a complete copy of the policy regarding the Family Educational Rights and Privacy Act (also known as FERPA or the Buckley Amendment) visit the Registrar's Web page depts.drew.edu/regist.

See also Rights and Responsibilities of Students in the Appendix.

P/U OPTION

Full-time students (other than first-year students) may take one course a semester on a Pass/Unsatisfactory basis, subject to the following regulations:

- No such course may be used to satisfy a general education requirement.
- No course taken to satisfy a requirement in a student's major or minor department and no specified related field course may be taken on a P/U basis (except, in each case, when an entire course has been placed on a P/U basis).
- No student may elect more than 20 credits on a P/U basis while at Drew.
- Selection of a course on a P/U basis must be made by the first two weeks of the semester by written notification to the Registrar.
- A course may be changed from P/U to the conventional grade system during the first two weeks of the semester upon written notification to the Registrar.
- Any exception to these regulations above must receive the approval of the Academic Standing Committee.

RE-ADMISSION/RE-ENTRY

Dean Edye Lawler, Brothers College 114, x3327

Students on a *voluntary leave* of absence who plan to return to Drew must fill out a re-entry form on-line and schedule an appointment with the Dean of Educational Affairs (at least one month prior to

return). If you have been away from Drew for more than two semesters, you must also file a petition, available from the Office of the Registrar.

Students on a *required leave* for academic reasons should consult with the dean regarding the conditions under which re-admission may be sought.

REGISTRAR, OFFICE OF

depts.drew.edu/regist

Horace Tate, Registrar, Tilghman House, x3025

Patricia Seunarine, Assistant Registrar, x3245

The Office of the Registrar maintains student records and is responsible for the processing of grades, transcripts, course registration, and classroom scheduling. In addition, the office compiles and releases the Dean's List and academic-standing information.

All changes in a student's marital status, address, or phone number should be reported to the Registrar.

REPEATING COURSES

Students may repeat a course under the following conditions:

- If a student receives a "U" in a course and elects to enroll for it again, both the first "U" and the subsequent grade are calculated in the GPA and both grades will appear on the transcript.
- If a student receives a "D" in a course and elects to re-enroll, he or she must file written notice of the subsequent enrollment with the Registrar before the end of the add/drop period at the beginning of each term. Again, both grades will be calculated into the GPA. However, students will receive credit for the course only once.

STUDY AWAY (in the U.S.)

If you plan to take courses at another school in the United States, a leave-of-absence form (available in Dean Lawler's office) must be filled out and signed by the dean. This form supplements the "Petition to Receive Credit for Courses Taken Elsewhere" available from the Office of the Registrar.

For study-away programs *overseas*, see INTERNATIONAL AND OFF-CAMPUS PROGRAMS.

TEACHER EDUCATION CERTIFICATION

Dean Edye Lawler, Brothers College 114, x3327

While at Drew, students may take advantage of cross-campus registration and enroll in the teacher certification program at the College of Saint Elizabeth. Ordinarily, this program should be started in the second year to ensure completion before graduation. If interested, meet with Dean Lawler before registering for your sophomore year. Students interested in elementary education should meet with Dean Lawler during their first semester.

TRANSFERRING TO ANOTHER SCHOOL

Withdrawal forms are available on-line and at the Office of the Registrar. Dean's certification forms,

or letters of recommendation, are available from the Office of the Dean of Campus Life and Student Affairs.

TUTORS

depts.drew.edu/stuaff/tutoring

Allison Leddy, Disabilities Specialist, Brothers College 119, aleddy@drew.edu, x3355

Peer tutors are generally available for all courses taught in any given semester. Tutors will work with any student who is experiencing difficulty in a course. To arrange for a tutor, schedule an appointment by calling Ms. Leddy's secretary at x3327 (or by stopping by Brothers College 114). If you are interested in being a tutor (tutors are paid by the University, although there is no charge to the student), contact Ms. Leddy as well.

Forms for requesting a tutor, or being a tutor, are also available online (see address above).



NEED HELP WITH A PAPER?

Call the Writing Center for an appointment
x3617

WRITING CENTER

depts.drew.edu/writecen

Brothers College Chapel, [TBA](#), x3617

Semester Hours: Monday-Thursday 10 a.m.-5 p.m. and 6-8 p.m.

Note: Students must make appointments in advance, particularly in peak periods such as mid-terms and at the end of the semester.

The Writing Center provides individualized help with all kinds of writing. For example:

- Assignments
- Peer consultants offer guidance in getting started, developing content, organizing ideas, and revising
- For clarity and coherence
- For stylistic concerns

Online Scheduling:

<http://www.therichco.com/wconline/drew/schedule/>

When you click on the above address, it will ask you to register if you are a first-time user. Please do so and, when done, click “continue” at the top of the page. Next, go to “Quick Links” at the bottom of the page and click on the scheduling prompt. You will notice a list of writing center consultants for every day of the week. Hours in which they are *not* available will be shaded maroon. When you click on a name, a small window should pop up asking you what hour you want to schedule and on what paper you would like to work. After you schedule an appointment, you should get an email confirmation within seconds.

Students whose first language is not English may also see Mrs. Katherine Brown in the ESOL Office (Seminary Hall, x3397) for individualized help with writing and papers.

CAMPUS LIFE AND STUDENT AFFAIRS

The Division of Campus Life and Student Affairs supports and complements the academic mission of the College by providing support to assist each student reach his or her intellectual potential in the following ways: By fostering a safe, salutary, residential environment that is inclusive and conducive to learning; by sponsoring a range of programming both educational and social in nature; and by providing opportunities for students to develop personal autonomy, positive self-perceptions, leadership skills, and a heightened consciousness regarding social responsibility and an appreciation for sameness and difference.

Office of Campus Life and Student Affairs

Dr. Virginia Samuel, Interim Dean of Campus Life and Student Affairs, Sycamore Cottage, x3390
Frank C. Merckx, Associate Dean of Campus Life and Student Affairs, Sycamore Cottage, x3390
(Responsible for Student Conduct and special projects)

Samuel Haynes, Associate Dean of Campus Life and Student Affairs, UC/Career Center, x3455
(Responsible for Campus Recreation, Residence Life, and Student Activities and meal-plan requests)

The Dean of Campus Life and Student Affairs is responsible for creating and maintaining a learning community that will support students in their academic endeavors. Specifically, the Dean oversees the following areas:

- Alcohol and Other Drugs Program
- Campus Recreation Services
- Counseling and Psychological Services
- English for Speakers of Other Languages (ESOL)
- Health Service
- International Student Services
- Religious and Spiritual Life
- Residence Life
- Student Activities
- Student Conduct Policy

The Office of Campus Life and Student Affairs also works in collaboration with the following departments:

- Career Center

- Educational Opportunity Scholars (EOS)
- Food Service
- Intercollegiate Athletics
- Public Safety

Students are welcome to meet with a dean to discuss any matter of concern. Each dean has, however, specific duties. If you need help in any of the areas listed below, please contact the designated dean for help. Except for emergencies or urgent issues requiring immediate attention, calling or e-mailing in advance to schedule an appointment is recommended.

DEAN OF CAMPUS LIFE AND STUDENT AFFAIRS

Located in Sycamore Cottage, x3390

- Enforcement of the Student Conduct Policy
- Absence Verification
- Letters of recommendation
- Withdrawal and dismissal

Absence Verification

If you are going to miss **two or more** days of classes (*due to an unavoidable event such as illness or a death in the family*), notify your professors and the Office of Campus life & Student Affairs. Verification of the absence (e.g. doctor's note, Drew health office or death notice, e.g. newspaper or memorial card) is required. PLEASE NOTE: The Office of Campus Life & Student Activities only VERIFIES absences. **It is up to the professor to determine whether an absence is excused.**

Dean's Certification Letters, Letters of Recommendation

If you need to have a dean's certification form filled out (to transfer, attend law or graduate school) please bring your form(s) and the deadline they need to be completed to Sycamore Cottage, observing the following guidelines:

- Allow seven to 10 business days for the Dean of Campus Life and Student Affairs to review and sign the form(s)
- Provide a stamped, addressed envelope for each form

Indicate if you would like to pick up the completed form(s) in person or if it should be mailed

Student Conduct Policy

Dean of Campus Life and Student Affairs, Sycamore Cottage, x3390

Frank Merckx, Associate Dean of Campus Life and Student Affairs, Sycamore Cottage, x3390

The Department of Campus Life and Student Affairs is entrusted with oversight of the University's disciplinary process. While the system strives to allow due process, it is not bound to the same rules governing civil or criminal legal proceedings. Nevertheless, the University makes every effort to ensure fairness to all parties involved in the resolution of an offense.

Matters of academic dishonesty (such as cheating, duplicate submission, and plagiarism) will be dealt with by the Dean of the College.

Non-academic, student conduct offenses will be handled by either the Dean (or Associate Dean) of Campus Life and Student Affairs (or designee) or, when necessary, the Student Conduct Board. The following actions are regarded as offenses against the University and the Drew community:

1. Behavior disruptive to University functions
2. Assault
3. Abuse of self or others
4. Sexual assault
5. Disorderly conduct
6. Incidents involving weapons and explosives
7. Violation of the Alcohol Policy
8. Violation of the Drug Policy
9. Failure to provide valid identification
10. Misuse of documents
11. Theft
12. Damage/Vandalism
13. Incidents involving stolen goods and property
14. Unauthorized entry/trespassing
15. Violation of Human Rights Policy
16. Interfering with freedom of expression
17. Failure to comply with the directive of a University official
18. Interfering with fire safety
19. Misuse of computer, network, or telephone equipment
20. Hazing
21. Solicitation
22. Violation of disciplinary sanctions
23. Assisting another to commit an offense
24. False, vicious, malicious allegations
25. Providing false information
26. Violation of campus housing regulations
27. Violation of campus car and parking regulations
28. Violation of public law
29. Intimidation of witnesses

Student Conduct Sanctions

Regulations governing student conduct are essential to the fulfillment of the University's educational objectives. When a student enrolls at Drew University, acceptance of the rules and regulations (of the students, faculty, and governing board of the University) begins with registration for courses. A violation of any of these rules or regulations subjects the student to disciplinary action by an administrator or the Student Conduct Board. Disciplinary sanctions may include, but are not limited to, the following:

1. Revocation of admission and/or degree
2. Withholding degree
3. Expulsion from Drew University
4. Suspension from Drew University
5. Suspension from the residence halls

6. Restriction
7. Disciplinary probation
8. Relocation to another residence hall
9. Warning
10. Restitution
11. Fines
12. Disclosure
13. Community service
14. Written reprimand

Please see the Appendix for further details on the Student Conduct Policy and sanctions.

Withdrawal and Dismissal Policy

Dean Lawler, Brothers College 114, x3327

Dean Samuel, Sycamore Cottage, x3390

Students may withdraw voluntarily or may be asked to leave the University. The following policies apply:

Academic Withdrawal: A student may be required to withdraw for unsatisfactory scholarship. This decision is made by the Committee on Academic Standing.

Medical Leave/Withdrawal: At the request of the student (and before the drop deadline), the Dean of Educational Affairs and/or the Dean of Campus Life and Student Affairs (in consultation with physicians and counselors) is authorized to effect a withdrawal for reasons of health without prejudice to consideration of an application for re-admission. Medical withdrawals after the drop deadline are considered by the Academic Standing Committee upon the recommendation of the Dean of Educational Affairs.

In exceptional circumstances, a dean is authorized to *require* a student to withdraw for reasons of physical or psychological health without prejudice to consideration of an application for re-admission. This action might occur if, in the judgment of the University, the student could not benefit from the available, limited therapeutic resources of the University or if the student was threatening to self and/or others.

Non-Academic Withdrawal: Among the sanctions the University can impose to protect its community are the following types of withdrawal:

1. Expulsion: Unconditional separation from the University. The expelled student is barred from campus and all University-sponsored activities.

2. Suspension (from the University or from the residence halls): The student is required to withdraw from the University (or from University housing) for a specified period of time, with the privilege of applying for re-entry after the period of suspension. In making a determination on the re-entry application, the University will evaluate the documented (as appropriate) progress the student has made and/or any positive indication that the student is ready to return.

3. Voluntary Withdrawal: Withdrawal forms are available from the Office of the Registrar, the Dean of Educational Affairs, and the Dean of Campus Life and Student Affairs. It is essential that a student

notify the University if he/she is not planning to return. The \$300 enrollment deposit and \$400 security deposit (totaling \$700) are forfeited if the University is not formally notified of withdrawal by August 1 (for the fall semester) or December 1 (for the spring semester). **Note:** For students entering in fall 2006, a \$250 housing deposit has been instituted in lieu of the \$400 security deposit and which is refundable upon separation from Drew.

Students leaving later than the end of the ninth week of classes, and before the end of a given semester, will be subject to grades of "U" at the time of withdrawal, unless a recommendation for withdrawal ("W") is made by the Dean of Educational Affairs.

There will be no refund of tuition and fees for a student who is expelled or suspended (from the University or from housing).

ASSOCIATE DEAN OF CAMPUS LIFE AND STUDENT AFFAIRS

Frank Merckx

Sycamore Cottage, x3390

If you need help in any of the following non-academic areas, please call or schedule an appointment with the associate dean:

- to change your status from commuter to campus resident (or vice versa)
- to secure approval for campus-wide email (or voicemail) messages
- to secure a one-day alcoholic beverage permit
- to discuss an incident or incident report

Alcohol Permit (one-day): Special one-day permits are necessary for student events where alcohol is to be served. A form, available from the Madison town clerk, must be signed by both the Associate Dean of Campus Life and Student Affairs and the Director of Public Safety and submitted to the Alcoholic Beverage Commission in Trenton.

For instructions in securing a permit, see the Alcohol Policy in the Appendix, page ____, or call the Office of the Associate Dean, x3390.

Change of Status: If you wish to change from "commuter" to "resident" (or the reverse), you must inform the associate dean, who will in turn notify the Business Office, the Housing Office, the Registrar, etc.

Harassing Phone Calls

Call "O" for Operator

Contact the Department of Public Safety, x3379

Notify the Associate Dean of Campus Life and Student Affairs, x3390

Obscene, threatening, and/or annoying telephone calls will be investigated, whether they come from on or off campus. Call any of the offices listed above for assistance.

Who's Who: The Dean's office mails applications in the fall to all juniors and seniors with a cumulative GPA of 3.4 or better. Nominees are selected by a committee of deans on the basis of social and academic standing, leadership, and participation in extracurricular activities. Those

students named to *Who's Who* receive certificates and are honored at an awards ceremony during the spring semester. The students are also listed in the annual *Who's Who* publication.

CAMPUS RECREATION SERVICES

depts.drew.edu/crs

Andre Moore, Simon Forum, Room 262, x3444

The department's programs are designed to meet the athletic and recreational needs of the whole community—all students, staff, and faculty. Programs provide opportunities for the worthwhile use of leisure time and maintenance of high-level health and wellness. Activities are held in the Simon Forum and associated outdoor facilities within five major program areas:

Intramural Sports: Both team and individual competition take place in sports and activities such as flag football, indoor/outdoor soccer, basketball, softball, tennis, billiards, etc. There are awards and occasional travel to regional and national tournaments.

Club Sports: The clubs are organized and operated by students in conjunction with the Department of Campus Recreation. Ultimate Frisbee, men's and women's rugby, and men's and women's volleyball are the club sports presently offered.

Informal "Self-Serve" Recreation: Basketball, volleyball, racquetball, squash, and swimming are just a few of the activities available.

Fitness Activities: Cardio-vascular equipment (such as lifecycles, stair climbers, and treadmills) and strength-training equipment are located in the Simon Forum's Health & Fitness Complex. Aerobics, kickboxing, belly dancing, and yoga classes are also offered.

Special Events: Specific programs, tournaments, and/or social gatherings may be offered in conjunction with the Department of Student Activities.

✓ **CAREER CENTER**

depts.drew.edu/career

Kim Crabbe, Director, UC 101 (near the Snack Bar), x3710

Sue Ceravolo, Assistant Director, x3707

Semester Hours: Monday-Friday
9 a.m.-noon; 1-5 p.m.

There is life after college and the Career Center is here to help you plan it.

The mission of the Career Center is to provide students with opportunities to relate their academic studies to careers, to make sound career decisions, to test possible careers through internships and part-time jobs, to develop job-search skills, and to research post-graduate education. By visiting the Career Center, you can take advantage of:

- Individual career counseling and extensive career resources
- Resume-writing advice, interview practice, and job-search planning
- The Career Center Interview Program for seniors
- Career Information Programs
- The Academic Internship Program
- Listings of part-time off-campus positions
- Graduate school and testing information

The Academic Internship Program, Federal Community Service Program (FCSP), and Off-Campus Student Employment Offices are also a part of the Career Center.

Academic Internship Program

depts.drew.edu/career/internships

Flore Dorcely, UC/Career Center, x3566

The Internship Program provides students with off-campus supervised work experiences that demonstrate how academics can be applied to the “real world.” There are more than 7,000 internships listed in our database in areas such as business, communications, non-profits, education, hospitals, government, and the arts.

To earn credit for an internship, a student must:

- Have taken two courses in a department related to the project
- Complete a learning contract detailing goals and objectives
- Work 140 hours (4-credit project) or 70 hours (2-credit project)
- Submit a journal and on-the-job supervisor evaluations
- Write an academic paper to be graded by a faculty member from the related department

No more than four credits may be earned for one project; a maximum of eight credits may be applied toward graduation requirements.

Federal Community Service Program

depts.drew.edu/career/fcsp.htm

Flore Dorcely, FCSP OFFICE/UC 101, x3566

Students may work off campus in a non-profit organization and participate in service experiences that meet real community needs--all while being paid through their work/study funding.

Short on cash?

Check the babysitting listings in the Career Center

Off-Campus Student Employment

Mary Jane Ryan, UC/Career Center, x3710

Numerous part-time positions, mostly in the local area, are listed in the Career Center. The jobs are both semester or year long and occasional jobs.

✓ COUNSELING AND PSYCHOLOGICAL SERVICES

depts.drew.edu/counsel

Dr. Marianne O'Hare, Director, Sycamore Cottage, x3398, x3395

Audra Tonerio, Coordinator of Substance Awareness and Educational Programs, Embury Hall 307, x3318, x3398

Semester Hours: Monday-Friday 9 a.m.-12 noon; 1-5 p.m.

The mission of Counseling and Psychological Services is to help students define and accomplish their personal and academic goals. Substance abuse, eating disorders, relationship problems, homesickness, depression, stress, learning disabilities, and family dynamics are just some of the issues the Counseling Center regularly addresses.

Students generally come of their own volition and there is no charge for services. All counseling services are strictly confidential.

The department is an integral part of the educational mission of the University and supports it in a variety of ways. For example, we provide:

- Individual and group short-term counseling
- Decision counseling
- Crisis intervention and emergency services
- Supervision and training for the "GOOD" line (a help line operated by student volunteers, referred to as PAR (Peer Assistance and Referral Service; see next page)
- Outreach programs in residence halls
- Outreach and consultation with administration, faculty, staff, and students
- Psychological testing and assessment (there may be a fee for some tests)
- Referral to off-campus professionals and agencies for long-term counseling
- Referral, off campus, for psychiatric consultations

Each fall, Counseling and Psychological Services sponsors a Reading and Study Skills program. And, when you are ready for graduate school, the Miller Analogies Test (MAT) can be taken by appointment. (There is a fee for both these services).

Alcohol/Drug Counselor

Audra Toner, Coordinator of Substance Awareness and Educational Programs, Embury Hall 307, x3318

The Substance Awareness Counselor (SAC) helps students accomplish their personal and academic goals through education, prevention, and remediation as related to the use of alcohol and/or other drugs. This is accomplished in the following ways:

- **Intervention and Prevention**--The SAC can assess a student's use of alcohol/other substances to determine if a problem (or potential problem) exists. Individual and group counseling would be provided or, if necessary, referral to an off-campus program.
- **Campus Education**--The SAC provides programs in the residence halls and collaborates with RAs, RDs, and the Peer Assistance and Referral Service (PAR), to design and implement preventive programs. She consults with various departments on campus in regard to alcohol/drugs and assists with non-alcoholic social events, co-sponsors Alcohol Awareness Week, and provides literature and referral information to the Drew community.
- **Community Involvement**--The SAC is an active participant in off-campus programs and organizations.

You do not have to have an alcohol/drug problem to meet with and talk to the SAC. Among other reasons, it is valid to meet with the SAC if you have a desire for information, a concern about others, or a willingness to help with programs. There is no fee for her services.

Peer Assistance and Referral (PAR)

depts.drew.edu/counsel/TheGoodLine.html

Dr. Carol Gernat, Adviser, Sycamore Cottage, x3984

"If you feel bad, dial G-O-O-D" (x4663) is the motto of PAR.

There are times when we all feel stress. PAR is a student-run program designed for students to help students. This volunteer service involves the following commitments:

- Managing and answering a help line that operates nightly (5 p.m.-9 a.m.), seven days/week
- Sitting with students who are in crisis
- Providing information and referral to appropriate resources
- Listening to troubles

Whether it's a personal or academic problem or if it's just to talk, you can reach a PAR person by dialing G-O-O-D. Anonymity and confidentiality are strictly maintained.

To be a PAR person, you need not be a psychology major or have experience. You will be trained and supervised through Counseling and Psychological Services. College, Graduate, and Theological School students are invited to apply. Applications are available in the Counseling Center, located on the second floor of Sycamore Cottage.

Suicide

Is anyone you know suicidal?

Any time a student attempts, or seriously threatens, suicide or is in a life-threatening situation, the student will be seen immediately by Counseling and Psychological Services and/or transported to Morristown Memorial Hospital. Please review the following situations, which are considered grounds for an emergency evaluation, so you will know how to respond. Your RA and RD, the Counseling Center (x3398), Public Safety (x4444), Health Services, and PAR are all trained to respond and be of assistance. Please notify one or all of them, depending on the severity of the situation.

Attempted Suicide (Life-Threatening Situation)

This is a situation in which a student has inflicted harm to him/herself that a reasonable person regards as serious. Examples are: a student has ingested a substance(s) and the effect is uncertain; the extent of the injury is unknown; or the student is unresponsive. Public Safety should be notified (x4444) and the student will be taken to the emergency room immediately. Even if he/she is uncooperative or antagonistic, *the student is required to go to the hospital and the police will be called to enforce this requirement.* Treatment and evaluation are necessary before the student can return to classes and/or residence halls. Lack of cooperation only delays the return to normal activities. In all cases of attempted suicide, parents will be notified and will assume responsibility for the student's welfare.

Non Life-Threatening Suicide Attempt or Gesture

A situation in which, for example, a student may have inflicted superficial scratches or cuts or consumed a reportedly small amount of alcohol/drugs with the intent of killing him/herself, and in cases where there is doubt about the seriousness of the student's physical condition (such as how many pills have been ingested or how much alcohol consumed), *Public Safety should be called and the student should be taken to MMH immediately for professional observation.* **No suicidal student should ever be left alone, no matter how superficial the attempt may seem.**

Suicide Threat

A threat is a statement of intention to harm oneself, even though no act has yet taken place. All suicide threats are considered serious and will be treated in the same way as a non-life-threatening suicide gesture.

It is difficult to evaluate the seriousness of threats. Since they are frequently an indirect attempt to get help, threats are dangerous to ignore or dismiss. Suicidal students may perceive a lack of response as rejection or lack of concern, and this perception could then lead to a suicide act.

A student threatening suicide should be taken directly to Counseling and Psychological Services Monday-Friday, 9 a.m.-5 p.m. Do not leave the student alone. Remain with him/her until a counselor or Public Safety arrives.

When the Counseling Center is not open (evenings, weekends, holidays, etc.), call Public Safety (x4444). The student will be transported to MMH for evaluation.

No student who attempts suicide will be allowed to reside in the residence halls until:

- The student's parents have been notified.

- The student has been seen and evaluated by a private psychologist/psychiatrist and the professional determines it is safe for the student to return to the residence halls.
- The Dean of Campus Life and Student Affairs, Director of Counseling and Psychological Services, and the Director of Residence Life have met to discuss the student's situation.

If you know someone who may be suicidal...

It is not unusual for any student, during his/her college experience, to be concerned that a friend or roommate may be suicidal. If this is the case and your friend/roommate is not in imminent danger, confer in confidence with a counselor (x3398) or your RA or RD. If you feel your friend/roommate is in immediate danger, do not leave him/her alone. Call Public Safety, x4444

✓ **ENGLISH FOR SPEAKERS OF OTHER LANGUAGES (ESOL)**

depts..drew.edu/stuaff/esol

Katherine G. Brown, Coordinator

Seminary Hall, B011, x3397, kgbrown@drew.edu

Lynn Vogel, ESOL Assistant

Sycamore Cottage, x3986, lvogel@drew.edu

General Information

The ESOL Program is an academic support program offered to all non-native English-speaking students matriculated in the three schools of the University. It is designed to enhance the level of English language proficiency of students while studying at Drew. It comprises both credit and non-credit offerings. Since it is assumed that matriculated students have developed their English language skills to the level of proficiency required for admission, its primary objective is to provide students with an array of options that will further enable them to engage both actively and productively in their academic experience at Drew. English language classes are also available for the spouses of students matriculated in the University. Further information regarding specific offerings available to students throughout the academic year is listed in the section specific to each school and is also available on the ESOL Web Site at *depts.drew.edu.stuaff/esol*.

English Classes for Spouses of Graduate and Theological School Students

English classes for spouses are held during the academic year during the Fall and Spring Semesters, free of charge. Classes are arranged at the beginning of each semester and are held twice a week for a 90 minute period. Classes are offered on the beginner and intermediate/advanced levels. For further information, please consult the ESOL Web Site or contact Ms. Lynn Vogel at lvogel@drew.edu or at x3986. Classes begin the

The Conversation Partners Program

Lynn Vogel, *Conversation Partners Coordinator*

Sycamore Cottage, First Floor; lvogel@drew.edu; x3986

The Conversation Partners Program is coordinated by the ESOL department. Its purpose is to match native English-speaking students with non-native English speakers who wish to become more comfortable speaking informal English, learn current slang, and become familiar with American culture. It is also an opportunity to make new friends within the campus community. Partners meet for a minimum of one-hour per week at a mutually agreed-upon time and location. No preparation is necessary. It is simply an opportunity to get together and enjoy one another's company, and chat!

The program is open to all matriculated students and spouses of students. If you are interested in participating, or wish to have further information about the program, kindly contact Lynn Vogel at lvogel@drew.edu or at x3986.

For Students in the Graduate Division of Religion (GDR) and Caspersen Students

The following services are offered, *by appointment only*, for students matriculated in the **GDR** and in the graduate programs of the **Caspersen School of Graduate Studies**:

- **Research Paper Review:**
Individual consultations to review the argument, coherence, grammar, vocabulary, and appropriate documentation of research papers and reports;
 - **Prospectus preparation and review:**
Individual consultations for assistance in the development of the doctoral prospectus;
 - **Dissertation review:**
Individual consultation for assistance in the progressive review of the doctoral dissertation, including the organization, grammar, vocabulary, and documentation associated with the document. For dissertation assistance, students must set up a preliminary meeting to meet with the ESOL Coordinator to discuss an appropriate schedule for the review of the document.
 - **Professional Lecture preparation:**
Individual consultation for the review of professional papers and oral practice for the delivery of public lectures and/or presentations.
- Conversation Partners:**
Students have the opportunity to meet with a conversation partner one hour per week to enhance informal conversational skills. (See section entitled, Conversation Partners.)

To schedule an appointment to meet with the Prof. Katherine Brown, ESOL Coordinator, kindly call x3986 (Ms. Lynn Vogel, ESOL Assistant). For further information regarding services for GDR and Caspersen students, kindly consult the ESOL Website.

✓ FOOD SERVICE

Brian Kaden, General Manager, The Commons, x3468

Sodexo is the name of Drew's dining service and it offers a variety of options to meet student needs.

The Commons

Semester Hours: Monday-Friday	Breakfast	7:30 a.m. -10:00 a.m.
	Lunch	11:00 a.m. - 2:00 p.m.
	Dinner	4:30 p.m.- 7:00 p.m.
	Late night Dinner Monday – Friday	7:00 p.m. – 8:00 p.m.
Saturday	Brunch	11:30 a.m. -1:30 p.m.
	Dinner	5:00 p.m. - 7:00 p.m.
Sunday	Brunch	11:30 a.m.- 1:30 p.m.
	Dinner	5:00 p.m. - 7:00 p.m.

The Commons is Drew’s “all-you-care-to-eat” restaurant. In it you can find

- The Continental, Home-cooked section;
- Schmeared, bagel and cereal bar with specialty spreads and an assortment of fresh cut fruit.
- Brickhouse, pizza and pasta station;
- Grill Room;
- Taste of Asia, offers sushi Monday, Wednesday, and Friday and Asian specialties on Tuesday and Friday.
- Passport, international cuisine;
- Wild Mushroom, vegetarian and vegan choices;
- Self-sauté and Stir Fry Station;
- Salad and Deli bars;
- Soup Station;
- Beverages;
- Delicious, a variety of fresh desserts.

Snack Bar

Semester Hours: Monday-Friday	Breakfast	8:00 a.m.-10:30 a.m.
	Lunch	11:00 a.m.- 3:30 p.m.
	Dinner	4:30-10:00 p.m. (9 p.m. Fridays)
Saturday and Sunday		2:00- 9:00 p.m.

The UC Snack Bar offers an alternative to The Commons. A convenient location to pick up something on the run or to sit and socialize with your friends. You can choose from the Fire and Ice Pizza Stations, Grill 155, Stack’s Deli, Island Oasis Smoothings, Smart Market, Gourmet Panninis, Green Mountain coffee, fresh pastries, snacks, a variety of beverages, and many grab-and-go selections.

Seattle’s Best Coffee Bar

Semester Hours

Monday-Thursday 8:00 a.m.-6:00 p.m.
Friday 8:00 a.m.-2:30 p.m.

Located in Brother’s College, Seattle’s Best offers your favorite coffee and espresso-based beverages (hot and iced), as well as a variety of breakfast and lunch options to go.

The Space

Semester Hours

Monday-Saturday 10 p.m.-1:30 a.m.

This is a late-night destination where you will find food, company, and regular entertainment.

Meal Plans

Business Office, Tilghman 1, x3114

To keep costs as low as possible, *all College students living on campus must participate in the meal plan.* There are virtually no exceptions. The following meal plans are available:

- full-board, 19 meal/week plan
- 14 meals/week with declining balance
- 10 meals/week with declining balance

Students are subject to disciplinary action for such offenses as removing food from The Commons, illegal use of the meal card, or illegal entry into The Commons, the Snack Bar, Seattle's Best, or The Space.

HEALTH SERVICE

depts.drew.edu/health

Joyce Maglione, PhD, LNP, Director, Morris Health Center, x3414

Semester Hours

Monday-Thursday 9 a.m.-8 p.m.

Friday 9 a.m.-5 p.m.

Saturday and Sunday 10 a.m.-2 p.m.

The Health Service is *a nationally accredited, primary health-care center*, which is open seven days a week during the regular semester. It is staffed by full-time nurse-practitioners. Part-time board-certified physicians are also available on-site during the week.

The mission of the Health Service is to provide accessible, cost-effective, high-quality primary health care and health education in a university setting.

College health services are essential in an educational community and integrate the universal concepts of health promotion, health protection, disease prevention, and clinical care in order to optimize students' ability to learn. These services focus on measures that enhance self-esteem and wellness and not solely on problems or illness.

Services Provided

- Health counseling
- Treatment of most acute illnesses and injuries
- Management of chronic disease or disability
- Massage therapy
- Sports physicals
- International travel advisory
- Well-woman care

- Discounted vaccines, medical supplies, lab tests, and many prescription medications. There is no charge for condoms.

A complete health-history form and immunization record must be on file at the Health Service to register for classes.

Confidentiality: All medical care is confidential. Only with your *written* permission will information be disclosed or released to *anyone* with the following exceptions:

The Dean of Campus Life and Student Affairs (and others on a need-to-know basis) will be notified when there is:

- suicide or homicide threat
- life-threatening illness (except HIV/AIDS)
- hospitalization following an emergency

Information will be released in the following situations, as required by law:

- Immunization records are not confidential and must be available to some University officials and state inspectors
- Request for records by subpoena
- Some communicable diseases must be reported to the Department of Health

Excused Absences: Students and faculty should be aware *the Health Service does not give students permission to miss class*. For faculty concerned about repeated or timely absences, the Health Service will disclose the nature of a specific office visit or illness and/or treatment recommendations if the student provides written permission.

Fees: There is no fee for routine office visits. All billable services are discounted. Payment is due at time of service and may be paid by cash, check, credit card, or the all-campus card. Unpaid balances that are forwarded to the Business Office will incur a \$10 processing fee. *No student who is ill will be refused care because of inability to pay at the time of service.*

Medical Insurance: All full-time students must carry medical insurance to comply with New Jersey state law. Students are billed annually for a basic plan. Students with comparable medical insurance can opt to waive the student plan online. However, *all residential students and athletes are strongly urged to enroll in the student plan even if they are also enrolled in their family's plan.*

The Drew insurance plan has been designed to complement the services available on campus. It will provide complete or partial coverage for off-campus referrals or hospitalizations and will co-pay with other insurance up to \$50,000. There is no deductible, no restrictions on providers, whether at home, on vacation, or at Drew. Optional catastrophic coverage is also available and is recommended when the student insurance plan is the only insurance.

There is no fee for routine office visits or wellness counseling. Students enrolled in this insurance plan will not be billed for on-campus prescriptions, allergy shots, laboratory services, well-woman care, and some vaccines. Please note: *Students do not have to enroll in the student insurance plan in order to receive care at the Health Service.*

Notification of Illness: Students are responsible for notifying family and/or faculty of illnesses. Health Service will speak to family or faculty members *if* the student has given staff written permission to do so. Students may obtain a “release of information” form at the Health Service. In the event of a serious emergency or life-threatening illness, a dean will be notified and all efforts will be made to inform family and faculty if a student is unable to do so him/herself.

Taxi Rides from Morristown Memorial Hospital (MMH) for Students with Medical Needs: The University has contracted with a local taxi company to provide transportation from MMH back to Drew for students without other means of transportation. The service is not free! Students have the option to pay the fare (approximately \$18) within forty-eight hours or have it billed to their student account. To arrange for transport, contact Public Safety, x3379.

✓ **INTERNATIONAL STUDENT SERVICES (ISS)**

depts.drew.edu/stuaff/iss

Char Lee Kibler, Coordinator, Brothers College 119, x3182

This office aids international students when they first arrive and while they are at Drew and helps them to adjust to the United States, Drew, and other aspects of their new environment. The office develops and provides International Student Orientation as well as F and J immigration and non-academic advising, programs, and activities. The coordinator also serves as adviser to the International Student Organization (ISO).

Immigration Advising: The International Student Services office issues I-20's and DS2019's and has professional staff who are both the Primary Designated School Official (PDSO) for F-1 matters and the Responsible Officer (RO) for J-1 matters. Staff aid students with F and J immigration issues such as extensions of stay, new visas, work authorization, change of status, reinstatement, and other immigration-related issues.

Programming and Aid: The International Student Services office also does programming for the international student community and provides non-academic advising, aid, and support. In addition this office is a liaison for the international students and the other offices on campus.

While the ISS Office aids students in many areas, it does not provide assistance with finances or funding for education or living expenses. Please contact the Office of Financial Assistance for help in these areas, x3404.

RELIGIOUS AND SPIRITUAL LIFE

depts.drew.edu/chaplain

Rev. Tanya Linn Bennett, Director of the Chapel and Religious Life, Mead Hall 021, Seminary Hall 204, x3718

A wide variety of worship, study, service, and fellowship opportunities are available at Drew.

Historically affiliated with the United Methodist Church, Drew encourages an atmosphere of ecumenical and interfaith dialogue. Therefore, all religious traditions are regarded as traditions of learning and as important conversation partners in the academic and cultural community.

Under the direction of the Director of the Chapel and Religious Life, a staff of campus ministers work with students from the three schools of the University. Christians, Jews, Buddhists, Muslims, Hindus, and Pan Africans exercise their faith with integrity and engage each other in open dialogue. Various ecumenical and interfaith worship services occur throughout the year. In addition, the Theological School offers weekly worship services open to all students.

Rev. Bennett and other campus ministers are available to all students, faculty, and staff regardless of their religious affiliation. The Religious and Spiritual Life staff seek to provide assistance in the following ways:

- Advising persons who need to share problems or confidential matters
- Helping people to integrate their spiritual, academic, and professional concerns
- Enabling leadership of worship and study groups
- Encouraging dialogue between different religious expressions in a positive multicultural setting
- Applying the resources of our interfaith community to current intellectual and ethical issues
- Teaching academic courses in the University

Religious Life Council (RLC)

Rev. Tanya Linn Bennett, Director, Mead Hall 021, Seminary Hall 204, x3718

The Religious Life Council is an interfaith, representative body that includes students, faculty, and campus ministers from the different religious organizations. The goals of the council are to provide multicultural and interdisciplinary co-curricular learning opportunities that advance knowledge of religious traditions and that support the spiritual development of students. Additionally, the RLC plans various campus-wide events throughout the year, such as Festival of Lights, the Interfaith Leadership for Life program, and the Interfaith Storytelling Festival. The council also sponsors Spirituality House on Asbury 3rd floor.

Religious Organizations on Campus

Catholic Campus Ministry, Fr. Joe Farias, Catholic Chaplain, x3027; Kevin Donahue, Campus Minister, Mead Hall 021, x3953

Episcopal Campus Ministry, Fr. Tom Mathews, Leader and Adviser, 973/377-0106

Hillel (Jewish Student Organization), Jonathon Golden, Hillel Director, Embury 306, x3511

InterVarsity Christian Fellowship, Prof. Michael Christensen, Adviser, x3738

Muslim Student Association, Prof. Christopher Taylor, Adviser, x3641

RESIDENCE LIFE

depts.drew.edu/reslife

Ricky Ganaishalal, Director of Residence Life, Holloway Annex, x3394

Semester Hours: Monday-Friday 9 a.m.-5 p.m.

The Office of Residence Life endeavors to create a purposeful, open, safe, just, and celebrated living-learning environment in which all students may accomplish their personal and academic goals.

Under the supervision of the Director of Residence Life, live-in staff members work to enhance the quality of life in the residence halls, and are actively involved in establishing such an environment.

Halls are grouped into complexes of two or more, each staffed by a complex residence director (CRD), who is a full-time, student affairs professional. The CRD supervises a staff of undergraduate resident assistants (RAs) and house assistants (HAs) who are assigned to nearly every floor of a residence hall. All staff members receive special training and are available to students in many ways. They



- Communicate the University's goals, expectations, and mission
- Develop programs of an educational, social, or community-service nature
- Promote mutual respect and understanding in a diverse and open community
- Mediate and resolve conflicts
- Refer students to other student affairs offices (such as the Health Service or the Counseling Center) when appropriate
- Act as peer counselors and educators
- Advise students about other University resources (such as clubs, organizations, and academic offices)
- Uphold community standards
- Act as liaison between students and other University offices, such as HCH and Facilities

RESIDENCE LIFE/RULES & REGULATIONS

depts.drew.edu/reslife/policyh.htm

Living in a community has its rewards and its responsibilities. The rewards you know about. The responsibilities follow:

Banners: Banners may not be hung *outside* buildings without the approval of the Associate Dean of Campus Life and Student Affairs, nor can outer walls be marked directly with chalk, paint, etc.

Check-in/Check-out: Students may check in only on the day assigned, as designated by the University calendar. A *late-arrival fee* will be assessed to the accounts of those students who arrive after the announced time. *Early arrivals* must be approved by the Associate Dean of Campus Life and Student Affairs and, in certain cases, will be billed *per diem*.

Prior to a student's taking occupancy of a room, the RA/HA will perform a careful inspection using an authorized check-in form called a "Room Condition Report" or RCR. At move-in time, students should re-check the room *vis a vis* the form and report any discrepancies to the RA/HA/RD within 48 hours. When a student later vacates the room, the room will be checked again for damage. Students are required to participate in the check-out process because **they will be charged** for conditions that are unacceptable or for damage that has occurred.

Those who fail to check out properly are subject to a fine and waive their right to appeal damage charges. An *accelerated check-out* can be arranged utilizing an express check-out form. Appeals are not granted for an express check-out. *Appointments must be made at least 24 hours in advance for all check-outs. Late or improper check-outs will result in a charge assessed to the student's account.* See Fines.

Common Areas: Lounges, bathrooms, kitchens, and hallways are deemed public spaces and must be maintained in acceptable fashion. Abuse can lead to expenses, which will be charged to all floor, or building, residents (see Damages below). *Prohibited* common areas include (but are not limited to) building fire escapes and roof tops. Students found in these areas will be held accountable for their actions.

Community Standards: Each floor/house/building comes together at the beginning of the year to establish governing standards for the immediate community. These standards do not replace University policies and procedures, but do serve as additional standards for the members (and guests) of the community.

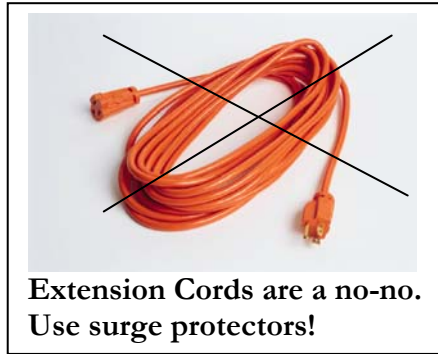
Damages: Damage beyond normal wear and tear to a room or its furnishings or other University property will be charged to the student and may include additional fines for extra cleaning and/or vandalism. All common-area damages not charged to an individual(s) will be assessed to individual floors, suites, or to the entire residence hall or house. Please consult your RD on how to avoid damage assessments. Students who fail to check out properly waive their right to appeal damage charges. Common-area damages may not be appealed.

Decorations: Students may decorate their rooms in any appropriate way, according to their own personal tastes, and in consultation with their roommate(s), with the following exceptions:

- University furniture (with the exception of bed frames) may not be removed from the room. Frames stored during the year must be put back in the room prior to final exams to avoid fines. Students in “double singles” may not store the additional bed as the room must be ready should another student be re-assigned.
- Room surfaces and structural components of University furniture may not be altered or defaced in any way. This includes the painting of walls and the use of nails, tacks, and industrial tape.
- Decorative (“holiday”) lights may not be hung. Halogen lamps are prohibited.
- No decorations may be hung from the ceiling or from fire sprinkler heads.

Deposits/Refunds: A \$300 admission deposit and a \$400 security deposit (totaling \$700) are carried over each semester to be refunded after graduation or approved withdrawal from the University (after any outstanding fines, penalties, and/or miscellaneous charges have been deducted). Beginning in fall 2006, students are required to submit a \$250 housing deposit, refundable following one's last semester at Drew. This fee replaces the \$400 security deposit.

For students officially withdrawing from the University, this deposit will be forfeited unless a withdrawal form is filed (by August 1 for the fall semester and December 1 for the spring semester).



Fines: At the discretion of a University official, fines and/or community service can be levied for the following reasons:

- Tampering with fire-safety equipment--\$100-\$500
- Failure to vacate room during fire drill--\$50 - \$500
- Late arrival (after 5 p.m.) on an official check-in day--\$25
- Failure to leave room by official hall closing--\$100 first hour plus \$50 for each hour.
- Propping outside doors--\$100 first offense; second offense, removal from housing
- Possession of a prohibited pet--\$50
- Repeat alcohol offenses--up to \$500; keg or beer ball, \$250
- Failure to remove loft--\$125 plus \$30/day
- Prohibited appliances/items--up to \$500
- Improper check-out of room--\$125
- Failure to properly clean room at end of year--\$50 minimum
- Littering--\$50 minimum
- Excessive noise--\$50, first offense; \$100, second offense
- Trespassing during vacation periods--\$250
- Vandalism--up to \$500 *plus* the cost of repair/replacement
- Wrongful possession of University property--\$50-\$500
- Health-and-safety inspection violations--\$25 for a candle, extension cord, decorative lights, and other first-time minor violations. Second incident, \$50. The fee for a microwave oven is \$150 for the first incident; \$300 for the second. The fee for unapproved appliances is \$100 for the first incident; \$200 for the second.
- Failure to comply with the directive of a University official--up to \$500
- Giving false information to a University official--up to \$500
- Furniture missing from room—replacement cost of each piece

Please note: Fines are separate and distinct from, and may be imposed in addition to, reimbursement for damages.

Fire Safety: In decorating your room, be sure posters, draperies, and other flammable items are not located over or near light fixtures/lamps or suspended to block the smoke alarm or door. Halogen lamps and extension cords (other than surge protectors) are prohibited because they are a fire hazard.

Fire-safety equipment is intended for the protection of all residents and is not to be tampered with.

Misuse of this equipment (including, but not limited to, fire-alarm pull boxes, smoke-detector systems, alarm bells and sirens, fire extinguishers, emergency and electrical panels, etc.) is a serious violation. *Never hang items from, or interfere with, the sprinkler system.*

Students are required by state law to evacuate the residence hall when a fire alarm is activated. Propping open exterior hall doors or interior fire doors or circumventing any other safety/security measures is also prohibited. In addition, bicycles or other personal belongings may not be placed in stairwells or other public areas of buildings.

Furniture: No University furniture other than bed frames may be removed from a room. A bed frame may be stored at designated times at the beginning of each semester. Space is limited, however, and will be offered on a first-come, first-served basis. Failure to retrieve a bed frame at the end of the year will result in a fine. Students in “double singles” may not store the additional bed as the room must be in tact should another student be re-assigned. Never place your room furniture in the hallway, as it is a fire hazard and will be removed and you will be charged the FULL replacement cost of that furniture. *Students will be charged for replacement of ALL damaged or missing room furniture.*

All *non-University* furniture brought to campus by students should be fire resistant and must be removed from campus prior to final check-out (i.e. it may not be left in rooms or hallways).

Guests/Visitors: Students are welcome to invite off-campus friends to visit and stay overnight on campus. However, they must abide by the following regulations, which are intended to protect the quality of life for all resident students and to clarify the rights of individuals to their own, private living space.

- University housing is provided only for those students who have been assigned a room and have signed a housing agreement with the Housing Office. Non-Drew persons have no right of entry into the residence halls, but are allowed entry by a sponsoring student.
- Students who wish to house a guest must have the approval of their roommate/s and suitemates. There is a limit of two guests/sponsor at a time.
- Guests must be escorted by their hosts at all times.
- Guests may stay up to 72 hours (3 days) within a two-week interval. In unusual circumstances, a longer stay may be discussed with the RA and RD. If it is determined that a guest’s stay is for the purpose of taking up residence, the student host may be charged restitution and face student-conduct charges, while the guest may be restricted from further entry into the residence halls or campus grounds.
- Student hosts are responsible for informing their guests of University policies and their guests are responsible for abiding by the policies.
- Students will be held accountable for the conduct of their guests and for any violations (including parking) incurred by them.
- Guests with cars are required to stop in at Pepin/Public Safety for a temporary parking permit.
- Guests may not sleep overnight in a residence-hall lounge.
- Students are asked to report suspicious or uninvited visitors to the Public Safety Department, x3379.

Visits by fellow students: Consideration must be given to the needs and rights of roommates. Residence Life staff reserve the right to intervene if a roommate's rights are not being observed.

During Senior Week, underclass students who are the guests of graduating seniors may stay on campus but **not** in their own rooms. Senior hosts must first notify the Office of Residence Life of their guest(s) and the guests must check out of their room in order to stay in the room of the senior host. Any violation will result in immediate removal of the guest and hamper the senior host's ability to participate in senior activities or Commencement.

Incident Reports: These forms may be obtained from the Residence Life Web page. They may be filled out by faculty, staff, or students to report accidents, thefts, or policy violations. They will be circulated to the appropriate University offices and, in the case of a policy violation, may lead to the onset of the disciplinary process.

Inspections/Health and Safety: In order to maintain a healthy, safe environment in the residence halls, the Office of Residence Life conducts room inspection several times during a semester. Fines are imposed for violations (such as possession of party lights, candles, pets) and other infractions (for example, alcohol in a room whose occupants are underage). Fines may be imposed for each infraction.

Keys: Room keys must be returned when residents move out, and they must not be duplicated or loaned to anyone. Lost keys should be reported immediately to a member of the Residence Life staff. Students are responsible for authorized or unauthorized use of their key or key fob unless reported lost or stolen. Likewise, a student is responsible for any violations or damage in his/her room as a result of key usage or leaving a room unlocked. A new key fob will be issued (\$50 for the first, \$75 for the second, etc.) and new room keys will be issued at the following rates (\$30 for a single; \$35 for a double, \$40 for a triple room, and \$55 for a suite). Students must return the same key at the end of the semester or they will be billed for replacement.

Key Fobs: The University utilizes a key-fob system for entrance into the exterior doors. Students are responsible for their fob and must report the loss of a fob to the Office of Residence Life or Public Safety immediately. Likewise, students are responsible for anyone who gains access to a building while utilizing his/her (the student's) fob, including any damage that may result from improper entry.

Lofts: Anyone desiring a loft must first acquire a "loft guide" from the Residence Life Web site and then observe the appropriate guidelines. For example, furniture cannot be placed on top of a loft nor can a loft be created by placing a mattress on top of other University furniture (such as a desk). Failure to follow official guidelines will result in the immediate removal of the loft at the owner's expense.

Please note that, due to fire-safety precautions, lofts *cannot* be stored over the summer.

Lounges: Students (and their guests) may not sleep in residence-hall lounges. Fire marshals have advised Drew that no one is permitted to sleep in lounge spaces, even students preparing for a Drew-sponsored trip.

Medical Housing: Students with special medical conditions may contact the Housing Office, x3681,

prior to room selection. Since there is a limited number of rooms designated as "medical housing," each student's condition will be evaluated by the Health Service and/or the Counseling Center before a room assignment is made. Once granted, re-assignment to medical housing is **not** automatic. Students must re-apply annually.

Microwave Ovens: Microwave ovens are prohibited in student rooms (unless they are part of a University-issued micro-fridge). They are installed in the kitchen areas of most residence halls and will be given standard care and repairs necessitated by normal use. If ovens are vandalized or stolen, and the culprit cannot be identified for restitution, the unit will **not** be repaired or replaced by the University. Instead, the residents of the building will be responsible for raising the funds for a replacement.

Pets: Only non-meat-eating fish are permitted in residence halls.

Prohibited Items: To protect the health and welfare of the University community, the following articles are prohibited in residence halls:

- Firearms and objects of all kinds with the potential to cause bodily harm, including (but not limited to) guns, BB guns, knives, bows and arrows, swords, and martial arts equipment
- Fireworks, explosives, incense, candles, and flammable liquids
- Extension cords or “outlet expanders” (with the exception of surge protectors); surge protectors are allowed, but one may not be plugged into another.
- Decorative lighting (such as holiday lights, neon signs)
- Halogen lamps of any size and shape
- Illegal or non-prescribed drugs and drug paraphernalia
- Kegs, beer balls, and other alcoholic beverages in bulk quantities. Empty containers, funnels, or other paraphernalia used for bingeing purposes will be considered a student conduct violation also and owners/room occupants are subject to fines
- Volatile liquids and substances of any kind, including (but not limited to) fuels, lighter fluid, open cans of paint, paint thinner, and turpentine
- Motorcycles, mopeds, or motor bikes
- Any appliance exceeding 500 watts (except hair dryers used in bathroom facilities)
- Refrigerators with built-in taps and/or internal dimensions larger than 4 ½ cu. ft. or starting current exceeding 7 amps. Each resident may have one small refrigerator
- Microwave ovens, microwave-refrigerator combo (other than University-issued), hot plates, deep-fat fryers, toasters, open-flame or open-coil appliances
- Air conditioners, space heaters, ceiling fans, washing machines, dryers, freezers, or other high-voltage equipment
- Waterbeds, pools
- Pets, except for non-meat-eating fish

- University furniture other than that provided at the beginning of the year
- Unapproved lofts
- Alcohol if under the age of 21
- University, other university/college, local, state, federal, or private/non-profit industry signage
- Items attached to/hanging from fire-safety equipment
- Paper lamps

EXTENSION CORDS ARE A NO-NO

Property Damage: The University is not responsible for damage to, or loss of, students' personal property due to fire, facility failure, theft, or severe weather. Students are encouraged to check on their parents' insurance coverage or obtain personal property insurance.

Quiet Hours: Students live in such close proximity that, naturally, noise can cause problems. Everyone must be able to sleep and study. Quiet hours are determined by individual halls and the Office of Residence Life. **The minimum campus quiet hours extend from 12 midnight to 10 a.m. Sunday-Thursday; 2 a.m. to 10 a.m. on Friday/Saturday.** Individual halls are free to adjust quiet hours within the minimum standards and 24-hour “courtesy hours” are always in effect (meaning that students must turn down their TVs or stereos, or cease making noise, if a fellow student complains).

Quiet Hours	CLA
Sunday – Thursday	Begin at Midnight and end at 10:00 a.m.
Friday – Saturday	Begin at 2:00 a.m. and end at 10:00 a.m.

Quiet Hours	Grad/Theo
Sunday – Thursday	Begin at 9:00 p.m. and end at 7:00 a.m.
Friday – Saturday	Begin at 9:00 p.m. and end at 10:00 a.m.

Refrigerators: Only University-issued micro-fridges are permitted. Information regarding rentals of small refrigerators is distributed at the beginning of fall semester or can be obtained by contacting the Office of Residence Life. See “Prohibited Items” above.

Repairs: Students should not attempt to make repairs or alter University furniture/facilities. If repairs are required, contact the Facilities Office directly at x3510.

Room and Roommate Changes: Students are expected to keep the rooms and roommates assigned to them for the academic year. Roommate problems should be directed initially to RAs/RDs for resolution and then, if a move seems necessary, a room-change form will be initiated by the Office of Residence Life and processed by the Housing Office. Students are required to have the RD’s signature authorizing the move before they approach the housing assigner.

Students may not take up residence in any room other than the one to which they are assigned unless a room-change has been processed. Students are encouraged to be mindful of the needs and rights

of others. The Office of Residence Life reserves the right to intervene in situations where a roommate's rights are not being observed or when policies are not being followed.

Room Searches: See the Appendix

Room Selection: This three-day process occurs in April following registration for the fall semester. Returning students must be registered for at least 12 credits in order to be eligible for room selection. The order of selection is determined by class standing and expected year of graduation (not on the number of credits completed), with upcoming seniors selecting on the first night, upcoming juniors selecting on the second night, and upcoming sophomores selecting on the last night. The order of selection is determined by randomly generated lottery numbers. See also Housing Office, page ___.

New students are assigned a room in July and are notified by early August. Every effort is made to match roommates compatibly. Each housing application is carefully read and roommates are matched according to the information furnished by the student.

Search and Seizure: The personal possessions of students will *not* be searched except in emergencies, such as fear for the physical safety of a resident or the community. See the Appendix for Regulations Regarding Search and Routine Room Inspection.

Signs: The Director of Residence Life and department designees have the final say on the posting of signs within buildings and on doors. If you would like to post a sign(s), it is suggested you obtain approval from the director prior to posting. The posting person/organization is responsible for removing signs.



Smoking: Smoking is not permitted in the residence halls. Ash trays are placed in designated spots outside buildings. Smokers should be respectful of residents who reside near doorways.

Storage: Students are advised to take valuable items home over vacations and breaks, as the University does not assume responsibility for items left in storage. The Office of Residence Life identifies local storage facilities and notifies students about summer-storage options. Information about storage services can be found on the department Web page.

Due to lack of space, the only University furniture that can be stored is bed frames during the academic year.

Students Without Roommates: *At any time* during the semester, a room with a vacancy may be assigned an additional roommate. Unfortunately, because housing on campus is limited, students do not have the option of retaining a double room as a single or a triple as a double, etc.

Vacations: The residence halls close during stated vacation periods including, but not limited to, Thanksgiving, winter, and spring break. Any student seeking to stay longer, or return earlier, must gain approval from the Associate Dean of Campus Life and Student Affairs. Requests that are approved will be at the established *per diem* rate.

Interim housing will be provided as needed and students will be charged for the full term of the closing. Information on interim housing will be available from the Housing Office approximately two weeks before the vacation period.

To allow staff members to begin their own vacations, students must leave their rooms on time--within 24 hours of their last final exam or by the official closing time, whichever comes first. A fine for late departure will be charged at the closing of the halls during any break period or end of year closing (see Fines). At the end of spring semester, only students participating in Commencement may remain in their room, and they must vacate rooms by 7 p.m. the evening of Commencement.

Vacation closing times are posted in residence halls and are sent to all students via summer mail and email. In addition, they are listed on the Web pages of the Registrar and the Office of Residence Life.

Vandalism: When incidents of vandalism occur and no individual takes responsibility, or the act goes unreported to an RA/RD, it unfortunately becomes the responsibility of floor residents to pay collectively for the damages and their accounts will be billed. In the case of graduating seniors, funds to repair the damage are deducted from the \$700 in deposits assessed to each student.



Anonymous Tips: Students are encouraged to report vandalism to Residence Life staff members or to the Department of Public Safety *anonymously*. Call x**5656** (the Public Safety anonymous tips line).

Violations: Violations of residence hall regulations will lead to disciplinary sanctions. For specifics, see the Student Conduct Policy in the Appendix.

STUDENT ACTIVITIES AND THE UNIVERSITY CENTER

depts.drew.edu/stuactiv

Sam Haynes, Associate Dean of Campus Life and Student Affairs, UC 110, x345

Vacant, Director of Student Activities, UC

Carla Brady, Program Coordinator, UC 109A, x3126

Semone Perez, Administrative Assistant, UC 110, x3454

The Office of Student Activities works with students and student organizations to develop leadership skills and increase involvement in extra-curricular and co-curricular activities. These activities contribute to the interaction of students, faculty, and administrators in social and educational programming, programs aimed at greater appreciation of diversity, meaningful leisure-time pursuits, and a smooth transition to college life for new students.

The University Center (UC) serves as a central gathering place for the University community, as many programs and events are held there. In addition, the Office of Student Activities advises clubs and organizations, coordinates New Student Orientation and Family Weekend, and sponsors the annual Student Recognition Awards ceremony.

For a listing of many of Drew's clubs and organizations (and their Web sites), please go to depts.drew.edu/stuactiv.

University Center (UC)

Semester Hours: Monday-Friday 8-2 a.m.

Saturday/Sunday 10-2 a.m.

In the UC, one will find the Bookstore, the Snack Bar, The Space, The Pub, the Mail Room, the Career Center, the Academic Internship Office, the Office of Student Activities, the UC Information Desk, the ATM machine, the Alumni/ae Lounge, Commuter Corner, meeting rooms, billiards tables,

ping-pong tables, air hockey, foosball, lounge areas, as well as the offices of *The Acorn*, Extra-Curricular Activities Board (ECAB), Student Government Association (SGA), Orientation Committee (OC), University Program Board (UPB), and the Volunteer Resource Center (VRC).

UC Desk

x3456

At the UC desk, students and visitors alike find the answers to many questions. Besides providing basic information, the UC desk is the source of game equipment such as ping-pong paddles, pool cues, and foosballs. The desk attendants are prepared to provide helpful information or assistance, including University office telephone numbers, the times and locations of many campus events, copies of bus and train schedules, Web addresses, information about local merchants, and a host of off-campus telephone numbers.

Lost and Found: If you lose an object somewhere on campus, you can often recover it at the UC desk. This is also the place to bring items you have found. Lost room keys should be turned in to the Residence Life Office or Department of Public Safety (Pepin), so check there as well.

The Acorn

Write something for next year.

Commuter Corner

groups.drew.edu/commuters

Commuting students have a space to call their own. The UC houses a lounge where commuting students can relax, make on-campus calls, do some work, or chat with other students. Located near the Snack Bar, it's a cozy nook where you can keep yourself up-to-date on goings-on at Drew. Commuters@Drew has a bulletin board where pertinent information is posted and there are day lockers where you can leave your "stuff" until you need it. (*You must provide your own lock and remove it each day by the time the building closes*).

The Pub

x3426

Jenny Conger, Pub Manager, Business Office

Associate Dean of the Graduate School William Rogers, Pub Advisory Board Chair, x3283

The Pub is a traditional bar managed by a student staff, who report to the Pub Advisory Board (made up of students, faculty, and staff from all three schools). The Food Service provides operational consulting. Any member of the Drew community 21 years or older (in accordance with NJ State law) may join the Center Pub Association; non-members must pay a nominal cover charge. Popular events include Monday night football, theme nights, and happy hours. Watch for publicity in *The Acorn* and email announcements.

Publicity/Posters

All announcements (flyers, posters, banners, etc.) in the University Center must be approved by the Director of Student Activities prior to posting and the sponsoring organization is responsible for removal within 48 hours of the conclusion of the event. Please submit the publicity for approval at

least 24 hours before it is to be posted. Once approved, office staff will post it for you. Do not post on UC windows and doors or on organization-specific bulletin boards without the permission of those organizations (such as the GSA, SGA, UPB, C@D).

Posters may be tied to trees. They may not be nailed or tacked as doing so will harm the trees. Please keep in mind the weather and remove decomposing posters as quickly as possible.

Chalking is allowed for approved events/purposes in locations that may be cleaned by natural sources (rain). No chalking on buildings, stairs, walls, and areas under breezeways, if chalk appears on any of the prohibited sites it may be treated as vandalism and subject to disciplinary sanctions, including but not limited to fines to cover the cost of removing the chalk.

Readership Program

The Office of Student Activities provides funding for the delivery of free [to students] copies of the *New York Times*, *USA Today*, and the *Star-Ledger*, to residence halls and the Commuter Corner, Monday through Friday during the academic year.

The Space

Manager, Sodexo x3468

Programming, UPB, upb@drew.edu, x5800

A gathering place for late-night food, the Space is home to many events and programs throughout the semester sponsored by numerous student organizations. On Thursday nights, the University Program Board hosts events ranging from music to comedians and spoken word. Be on the lookout for the entertainment line-up!

SGA (Student Government Association)

Contact the Student Activities Office for schedule of meetings.

Volunteer Resource Center (VRC)

depts.drew.edu/care

email: care@drew.edu

x5888

Mai-Len Kennedy, Senior Coordinator

Kathleen Vazzana, On-campus Coordinator

Angela Vitellaro, Off-campus Coordinator

Mei Zheng, Office Coordinator

Dean Frank C. Merckx, Adviser, Sycamore Cottage, x3390

Semester Hours: Monday-Friday 10 a.m.-4 p.m and by appointment

The Volunteer Resource Center, a student-run office, finds volunteer opportunities (both long-term and one-time) for students, faculty, and staff. The VRC also aids campus groups in finding places to volunteer and provides support to existing community-service-oriented clubs.

VRC Van: The VCR has an eight-passenger van available for University related trips for a daily rental fee of \$50.00. Drivers of the van must be licensed by motor vehicle in the state of their residence and must attend a Drew University Defensive Driving Class. The rules and responsibilities of person(s)

or departments renting the van are available in the Office of Campus Life & Student Affairs. Each renter must sign a contract setting forth the reason for the rental and establishing a valid driver and proof of licensing. Anyone interested in utilizing the van please contact the Office of Campus Life & Student Affairs at x3390.

UNIVERSITY OFFICES and SERVICES from A to Z

✓ ALUMNI/AE RELATIONS

[Alumni/ae House](#)

drew.edu/alumni

drew.edu/giving

[x3229](#)

The Office of Alumni/ae Relations promotes lifelong connections between former students and the University. Graduates form a successful alumni/ae network that is over 20,000 strong with members living and working in all 50 states and over 80 countries worldwide. The alumni/ae community provides much-needed support for scholarships, building renovations, and ongoing operations, as well as, volunteers who give of their time and talents to assist with admissions recruitment, provide career mentoring, and support student activities such as *Life After Drew* and the Senior Banquet. In addition, the Office of Alumni/ae Relations coordinates the Student-Alumni/ae Association. Students assist with events and programs and have many opportunities to develop leadership skills and network with alumni/ae. The office offers access to an online alumni/ae mentor program called Career Connections, which students may access through the secure online alumni/ae community. And, throughout the year, students are invited to participate in alumni/ae activities focusing on lifelong learning, networking, and fun, including faculty lectures, career workshops, dance lessons, and more.

The Office of Annual Giving provides guidance to student organizations wishing to conduct fund-raising activities, such as the OC Auction. It also coordinates the Senior Gift Society, an undergraduate tradition which encourages graduating seniors to pledge support toward a specific campus initiative of their choice, such as a scholarship or campus project. This effort becomes the class's "legacy" to Drew. Recent projects have included renovation of the UC patio, addition of courtyard benches in front of the Rose Memorial Library, and the installation of a coffee kiosk in Brothers College.

ATHLETICS (Inter-Collegiate)

depts.drew.edu/ath

Jason Fein, Director of Athletics, Simon Forum, x3648

Vincent Masco, Associate Director, x3443

Christa Racine, Assistant Director, x3650

Rosemari Renahan, Secretary/Athletics Business Manager, x3441

The Athletics Department provides participation and competition opportunities for students with an interest and ability in varsity sports.

It is intended that the benefits derived from sports will positively impact many aspects of the

athletes' lives and will serve as an appropriate complement to the rigorous academic climate of the College.

As a member of the NCAA (National Collegiate Athletic Association), the ECAC (Eastern College Athletic Conference), MACFA (Middle Atlantic Collegiate Fencing Association) and IHSA (International Horse Show Association), Drew fields 18 varsity (intercollegiate) teams, 15 of which compete in the nation's largest and toughest Division III league, the Middle Atlantic Conference/Freedom Conference. Over the past decade, Ranger teams have won 38 conference or divisional titles and appeared in 45 regional and 28 national tournaments.

The 18 teams and coaches are:

Women's Soccer	Christa Racine,	x3650
Men's Soccer	Lenny Armuth,	x3135
Women's Lacrosse	Kim Christos,	x3087
Men's Lacrosse	Tom Leanos,	x3573
Field Hockey	Felicia Cappabianca,	x3440
Softball	Tammy Evans,	x3017
Equestrian	Karen Sykes,	x3441
Men's/Women's Cross Country,	Mark Leibowitz	x3727
Men's Basketball	Walter Townes,	x3719
Men's Baseball	Vincent Masco,	x3443
Men's/Women's Swimming	Eric Scheingoltz	x3002
Men's/Women's Fencing	Dayn Derose,	x3497
Women's Basketball	Gail Gilchrest,	x3616
Men's/Women's Tennis	Jeff Brandes,	x3115

Other names and numbers to know in the Department of Athletics

Aquatics Information,	x3002
Equipment Manager William Hosking,	x3649
Athletic Training Office:	x3651
Sports Information Alex Langlois,	x3574

Forum, William E. and Carole G. Simon

Public Safety Desk, x1768 or Athletics Department Secretary, x3441

Semester Hours: Monday-Friday	7:00 a.m.-11:00 p.m.
Saturday	10:00 a.m.- 9:00 p.m.
Sunday	1:00 -9:00 p.m.

The Simon Forum is open seven days a week year round. It houses a 200-meter track surrounding four multipurpose courts that can accommodate basketball, volleyball, tennis, and various other indoor sports--in addition to squash and racquetball courts and a 25-yard, eight-lane pool.

The Forum also contains aerobics and dance rooms and a fitness center (offering cardio-vascular equipment such as lifecycles, stair climbers, treadmills, and weight machines) and a free-weight room with equipment for toning and body building. Lockers are available for day use.

Pool

Eric Scheingoltz, Aquatics Director, x3002

Semester Hours

Monday-Friday 7:30-9:30 a.m.

11 a.m.-1 p.m.

7:30-9:30 p.m.

Saturday-Sunday 1-6 p.m.

The Simon Forum is home to a world-class, state-of-the-art, 25-yard swimming pool with eight lanes, overflow gutters, and a Colorado timing system. While the pool is used by the varsity and Madison-area swim teams for meets and practice, it is open to students at the hours listed above.

Tennis Courts

Eight lighted tennis courts are available on a first-come, first-served basis. To play at night you must have tokens (\$.50 each at the Public Safety Desk in the Forum). Tokens are good for one half hour each, and there is a limit of two/customer/day. To make reservations, call x3441.

BOOKSTORE

www.drew.bkstr.com

Liz Gallo Store Manager, x3097

Semester Hours:

Monday through Thursday 9 a.m.-7 p.m.

Friday 9 a.m.-5 p.m.

Saturday noon-4 p.m.

Holiday and summer hours vary

The Bookstore sells reading material of all kinds, fiction and nonfiction, magazines, as well as new and used textbooks. It also stocks school and office supplies, soda and snacks, and a variety of health and beauty aids. Come in and see the many Drew specialty items and the great collection of Drew clothing. Books of stamps, pre-paid phone cards and greeting cards. Major credit cards are accepted. Textbooks can also be ordered over the Internet using the Web address above.

Cashing Checks: Students may cash Drew University payroll checks. There is a \$1 check-cashing fee unless a purchase of \$5 or more is made.

There is an automatic teller machine (ATM) in the UC by the UC Desk. In addition, Drew payroll checks (with proper ID) may be cashed at Chase Bank in Madison. **Note:** The Bookstore charges \$25 for returned checks.

BUSINESS OFFICE

depts.drew.edu/busoff

Tilghman House, x3114
E-mail: business@drew.edu

Billing Deadlines

Tuition, room, and board fees must be paid in full no later than **August 5** for the fall semester or **January 6** for the spring semester. A \$500 late fee is assessed to accounts whose payments are received after these dates. Failure to pay on time may also result in registration and housing holds and/or cancellations. A brochure, "Understanding Your Drew Bill," is available from the Business Office.

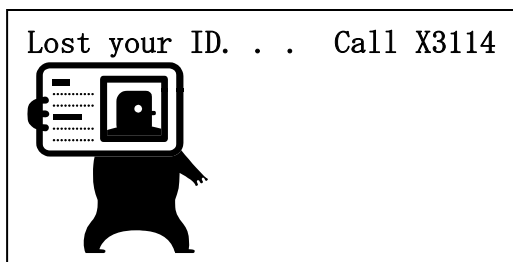
ID CARDS

Business Office, Tilghman House, x3114

In addition to being your official Drew ID card, your ID serves as your meal-plan card, Library card, and declining-balance card. It can be used in The Commons, Snack Bar, Seattle's Best Coffee Bar, The Space, Bookstore, the Health Service, and in select vending and laundry machines.

Every student is required to carry the ID card at all times. It must be presented at every meal in order to eat and to attend on-campus events. It also serves as collateral when checking out games such as pool and ping-pong in the UC.

If your card is lost or stolen, you must contact the Business Office immediately to obtain a replacement. The cost is \$10. If your card becomes damaged (i.e. demagnetized) or destroyed, please bring the card, no matter its condition, to the Business Office for a replacement. *Do not throw your card away!* There is no charge for the replacement if you have the original card.



Insurance

Accident and Sickness Insurance: The state of New Jersey requires that all full-time students carry health insurance. Therefore, all students are billed for Drew's accident and sickness insurance, which provides basic coverage (see Health Service for details). Students have the option of waiving this insurance so long as they carry comparable health insurance and waive University insurance *prior to August 5th*. Waiver instructions are included in the billing packets all students receive for the fall semester. See also HEALTH SERVICE, page 32.

Property Insurance: The University does *not* insure students for property damage or loss and is therefore not responsible for lost, stolen, or damaged personal items (this includes University-issued computers). Students should check to see if they are covered by parents' insurance or obtain their own personal policy.

Tuition-Refund Insurance covers *medical* leaves-of-absence and withdrawals only and entitles students to a *pro-rated* refund of tuition, room, board, and fees if they must leave for medical reasons. Students are billed for this insurance automatically and have the option of waiving it by the billing due date. *Students who waive this insurance will receive no refund from the University.* (Students with federal financial aid should check with the Business Office and/or the Office of Financial Assistance to see if they are entitled to a partial refund).

Refunds

- **During the first three weeks of a semester:** In general, students who withdraw or take a leave of absence *for any reason* during the first three weeks of the semester are entitled to a partial refund. The refund is based on the official date of withdrawal on the form on file in the Office of the Registrar (blank forms are available from the Dean of Educational Affairs). *Since federal regulations and individual circumstances vary widely, please contact the Business Office and/or the Office of Financial Assistance to determine the amount of your refund.*
First week—90% refund of charges
Second week—70% refund of charges
Third week—50% refund of charges
Fourth week—0% (NO refund of charges)
- **After the third week of a semester,** only those students with a *documented medical condition who have not waived the tuition-refund insurance* are entitled to a refund of tuition, room, and fees. See “Insurance” above.
- **Refund of enrollment and security deposits:** Students who withdraw voluntarily from the University are entitled to a refund of these deposits (totaling approx. \$700) if they notify the Associate Dean of Educational and Student Affairs by **August 1** (for the fall semester) or **December 1** (for the spring semester). Beginning with the class of 2010, students will be required to submit a \$250 housing deposit, rather than a \$400 security deposit. This deposit is refundable following a student’s last semester at Drew.
- **Housing Deposit:** Beginning with the class of 2010, students are required to submit a \$250 housing deposit (in lieu of the \$400 security deposit), refundable following their last semester at Drew.
- **Housing:** There is no refund for housing once the semester has started, even if the student never actually occupied the room.
- **No refund** on any bill is due a student who is required to withdraw or required to vacate University housing, or who leaves without first securing the consent of the Dean of Educational Affairs.

Returned Checks

The Business Office charges \$50 for checks returned for lack of funds.

COMPUTING AND NETWORK SERVICES

The Campus Network

Mike Richichi, Director, Computing and Network Services, Brothers College 4, x3840

Wendy Sue Williams, Training Coordinator, Instructional Technology Services, Brothers College 6,

x3926

All enrolled students (as well as faculty and staff) have accounts on the campus network, and there is access to the network from all rooms in the residence halls and from academic and administrative buildings throughout the campus. There is wireless access to the network from the Library, University Center, The Commons, and most academic locations. Each individual using the network has private space on the network for files, which may be shared with designated others and Web pages.

The campus network provides access to the Internet, electronic mail, the Library catalog, Library resources in electronic form, licensed academic software, updated virus protection, updated Windows security and anti-spam software, and a great deal of campus information. The network also provides secure access to special services including Blackboard and ATTIC course management software, Campus Web (which is used for online registration and lookup of transcript and account information), and Web interfaces to electronic mail and network files.

Drew-issued computers are specially configured to be well integrated with the campus network, allowing students to achieve the full benefit of the services offered. *It is important that you log into the network frequently (at least once a day)* in order to check for important information from faculty and/or administrators, and to receive the latest virus protection software and Windows updates to protect your computer.

Computer Support

support.drew.edu

CNS helpdesk, Brothers College/Lower Level, x3205

Semester Hours

Monday-Thursday 9 a.m.-5 p.m. and 6-11 p.m.

Friday 9 a.m.-5 p.m.

Saturday 1-5 p.m.

Sunday 1-5 p.m. and 6-11 p.m.

The CNS helpdesk provides help and support for Drew-issued hardware and standard Drew software (issued with the Drew computer package). It is staffed by students who are supervised by full-time staff. Computers needing repair should be brought here. You may also use the URL, support.drew.edu, to ask questions or to request support related to Drew-issued computers, standard software, or network services. For more information, see the CNS Web page located at depts.drew.edu/cns.

Campus-wide e-mail messages

Students are welcome to send campus-wide e-mail messages (using University-maintained distribution lists) to publicize upcoming events. Using the home.drew.edu start page, click on “Forms” and then click on “S” for “Send campus-wide e-mail.”

- Select the group(s) to which you would like to send your message.
- Type the message and press “S” for send (you are, in fact, sending the message only to the system manager, not the community at large).
- A copy of your message will be sent automatically to you and to the Office of the Associate

Dean of Campus Life and Student Affairs for approval.

- You will be contacted immediately if there is a problem with approval (if, for example, the event is scheduled for a non-handicap-accessible space.) Otherwise, if received before 4 p.m., the message will likely be sent out the following day.
- Please keep messages brief and try not to use identical wording for both e-mail and voicemail.

NOTE: The system can send only a limited number of campus-wide messages each day. Please confine your use of campus-wide e-mails to one message per event. Because of the volume of campus wide e-mail, *planners of events should consider carefully whether campus-wide e-mail is an effective way of publicizing a particular event.*

Loss/Theft

If you have reason to believe your computer (or any of its components) is lost or stolen, report it to Public Safety. Be aware that student property is *not covered* by University insurance; students should look to their family's insurance or purchase their own policy.

Misuse of Computing Facilities

Computing resources are provided for the use of faculty, students, and staff for academic purposes. The privilege of use by a student is not transferable to another student, to an outside individual, or to an outside organization. Misuse is considered a serious offense and carries sanctions for anyone found in violation of the University's policy. Please see the Appendix for the Academic Technology Policy, page 77.

FACILITIES OPERATIONS

depts.drew.edu/admfrm

[Pepin Services Center](#)

Service Response Center, x3510

The Facilities Operations Department is responsible for maintaining the campus buildings and grounds including access control, heating and cooling, plumbing, recycling (see details below), and a plethora of other services listed on the department Web site.

Submitting Work Requests: Students should report maintenance issues and items in need of repair to the department's Web site www.drew.edu/depts/facilities.aspx or by calling the Service Response Center between the hours of 8 a.m. and 5 p.m., Monday through Friday. If an emergency occurs while the Service Response Center is closed, please call Public Safety at x3379.

Recycling

X3510

Recycling starts with you! Drew recycles paper, cardboard, bottles, cans, and plastics. It is each student's responsibility to separate recyclables from trash and to place recyclables in the proper

container. Facilities will take it from there.

Each building will be provided with two types of recycling containers--one for paper/cardboard and one for metal cans/bottles/plastic. For receptacle locations and other recycling questions, please call the number above.

FINANCIAL ASSISTANCE, OFFICE OF

depts.drew.edu/finaid

Renee Volak, Director, Tilghman House, x3112

The services and resources of the Office of Financial Assistance are available to all students. Financial assistance awards are based on a student's academic and extracurricular accomplishment and financial need. Nearly 80% of Drew students receive some form of financial assistance, available in the form of scholarships, grants, loans, and work/study employment. Students are encouraged to contact this office to utilize the information and financial counseling services available.

Procedure for Applying: Returning students must submit:

- Renewal Application for FAFSA and the University's Supplemental Form by April 1.
- All forms can be obtained in the Office of Financial Assistance. Determination of a student's eligibility for aid will be provided once all of the above forms are successfully completed and on file with the Office of Financial Assistance.

Please keep in mind the following

- Students must be in good standing and maintain satisfactory academic progress according to University policy.
- Any change in status (such as moving from full- to part-time) may change your award package.
- Any change in housing status (such as changing from resident to commuter or *vice versa*) may impact your award package.
- Withdrawals from Drew must be made officially through the Dean of Educational Affairs.

Campus Work/Study Employment

Zarinah Smith, Coordinator, Tilghman House, x3402

If you have filed a FAFSA form, you may be eligible for campus work/study. The coordinator assesses students' interests and talents and then tries to match them with an appropriate office on campus. Hundreds of students take part in this program. If you'd like to earn a little extra cash, call Ms. Smith.

HOUSING, CONFERENCES & HOSPITALITY (HCH)

depts.drew.edu/hch

Pat Naylor, Director, Learning Center, x3103

Housing Office

Robert Meade, Coordinator, x3681

The Housing Office makes room assignments and conducts room selection in the spring. It also works with Facilities and the Office of Residence Life on maintenance issues in the residence halls.

Roommate problems should **not** be directed to this office. Students should try to work out their differences with the assistance of their RA or RD and/or the Residence Life Office (Holloway, x3394). If a room change is agreed upon, the Housing Office will facilitate that change.

Commencement: At the end of the spring semester, only graduating seniors and students participating in Commencement may remain in their rooms. These rooms must be vacated by 7 p.m. the evening of Commencement. Vacation closing times are posted in each residence hall and are sent to all students via email.

Room Selection and the Promissory Note: Room selection for the following academic year is generally conducted in mid-April via randomly selected lottery numbers. Rather than requiring a non-refundable deposit, the Housing Office (in conjunction with student organizations) decided on the promissory-note system.

The promissory note, signed at the time of room selection, obligates a student to occupy the chosen room for the following year. Students who decide to cancel their housing are subject to the following policies:

- Students who have selected a room in one of the Suites (Foster, Hurst, or McClintock) or in Townhouse 29 or 30 and then cancel their housing for the fall semester will be assessed one-fifth of the semester cost of the selected room. Also, they will be assessed one-fifth of the semester cost for changing to another room outside the Suites or Townhouse 29 or 30 if they do so after selecting the room and prior to the first day of fall-semester classes.
- Students who have selected a room other than in the Suites (Foster, Hurst, or McClintock) or Townhouse 29 or 30 must cancel their housing in writing, to the Housing Office, before June 1, 2005 to avoid a fine.

All students are encouraged to attend room selection. If you are unable to attend, you may designate another student to proxy for you. You must provide your proxy with a signed letter giving permission for that person to select your housing, along with your completed housing application form. **Remember, it is your responsibility to register for the upcoming fall semester. All students must be pre-registered for at least 12 credits in order to participate in room selection.**

Smoke-Free Living Areas: According to New Jersey State law, smoking is prohibited all residence halls.

Substance Free Floors: The first floor of Tolley and Holloway Halls as well as half of the first floor of Haselton Hall have been set aside as substance-free, which means that students who choose to live there must sign an agreement stating they will not drink alcohol or use illegal/illicit substances on the

floor.

Vacations: The residence halls close during all stated vacation periods (including, but not limited to, Thanksgiving, winter break, semester break, and spring break). *Students seeking to stay longer (due to emergency, unpredictable weather, or travel conditions) must request approval in writing (email is fine) from the Associate Dean of Campus Life and Student Affairs.* Students who are approved should fill out an application, available in the Housing Office, and will be charged the established rate of \$39/day (when the Food Service is open); \$29/day (if the Food Service is closed).

Scheduling

<http://schedule.drew.edu>

Calendar Coordinator, x3308

HCH is responsible for reserving spaces for meetings, activities, and events throughout the campus. Members of the campus community can request reservations through the online calendar or through the Campus Web homepage. Staff will also assist with set-up needs and coordination of resources for events.

MAIL and COPY SERVICES

Kevin Healy, Manager, Pepin Mail Center, x3601

UC Mail Center, x1448

Semester Hours: 9:00 a.m. – 5:00 p.m.

All students are expected to check their campus mail box regularly, as important mail may be waiting.

The Millennium Group, a professional mail-management company, provides mail service. Letters and packages are delivered to the UC mail center twice a day. A yellow card in your campus mail box means that a package has arrived for you at the UC Mail Center. The UC Mail Center requires a picture ID such as: student ID, drivers license, or passport when picking up a package.

Addressing Mail Correctly: For accurate and timely delivery, all in-bound mail should be addressed as follows:

Your Name/CMB #

P. O. Box 802

Madison, NJ 07940

Copy Services

Pepin, x3240

Students who need to make copies for a club, group or personal use can bring them to the Copy Service Center (next to the Pepin mail room) there is \$.03 charge per impression. Copy services is not allowed to copy books for students.

MEDIA RESOURCE CENTER (MRC)

depts.drew.edu/its/mrc

Jeannie Kosakowski, Coordinator of Media Services, Library/Lower Level, x3521
Bob Gainey, Media Services Manager, x3858

Semester Hours: Monday - Friday 8:30 a.m.- 5 p.m.

The MRC (a part of Instructional Technology Services) supports classroom media technology and houses a wide variety of both media materials and media equipment. Services include: a non-print media collection and related support services; audio and video production and duplication; consultation/technical support; and an assortment of media-support supplies (such as audio and video tapes). The Center also has rooms available to preview audio or video tapes.

See also "Television," page 54.

✓ **NOTARY SERVICE**

If you need a document notarized, you may take it to Diane Zsombik (x3328) in Accounts Payable in Madison House during regular business hours. Call first to be sure she is in before you trek over there.

PUBLIC SAFETY AND PARKING

depts.drew.edu/safety

E-mail: pubsafety@drew.edu

Chief Tom Evans, Director of Public Safety, x3379

Anonymous Tips Line, x5656

Emergencies, x4444

Semester Hours: 24 hours a day/7 days a week.

The Department of Public Safety provides the Drew community and its students with a safe environment in which to live, study, and pursue educational goals. Public Safety is open 24 hours a day, seven days a week, and responds to all emergency calls. Responsibilities include crime prevention and investigation, fire safety, parking, and enforcement of other campus regulations. The department is recognized throughout the state for its highly trained staff of professional men and women and it provides a level of service usually associated with larger campus communities. For complete information about the Department of Public Safety and the services it provides, visit the department Web site. Here is a list of frequently asked questions and an overview of University parking regulations.

FREQUENTLY ASKED QUESTIONS:

- 1. If I encounter an emergency situation on campus, should I first call the Madison Police?**
NO. Call the Public Safety emergency extension, x4444. The Public Safety dispatcher will send an officer immediately. He/she has a direct line to the Madison police and fire departments if further assistance is needed.
- 2. I know some people involved in an incident that should be reported, but I'm concerned**

about retaliation. What should I do?

Public Safety has a voice mailbox, x5656, dedicated to crime tips. Students may leave confidential messages regarding an incident without identifying themselves.

3. I am a first-year student and want to bring my car to campus for a few days. May I make arrangements for this?

YES. Freshmen and sophomores may get a temporary parking permit to have their vehicle on campus from Friday at 5 p.m. to Sunday at 5 p.m. ONLY. The charge is \$2 per night. Students are required to register their cars with Public Safety and to display the temporary permit in their vehicle window. Freshmen and sophomores will NOT be given temporary permits for any other times during the school year unless special approval is given in advance by the Director of Public Safety.

4. Does it matter how many tickets I get so long as I pay them?

YES, it matters. Students who receive more than three (3) summonses in less than one academic year may lose their future parking privileges and additional fines may be issued. Furthermore, students may be referred to the Associate Dean of Campus Life and Student Affairs for additional disciplinary action. (See Parking/Vehicle Regulations, #9, on page 53.)

5. I will be having a guest for the weekend. What should I do to register the car?

When your guest arrives, go with him/her to Public Safety and purchase a guest pass for \$2 a night. Your guest must provide the vehicle's registration and insurance card. Your guest will be given a decal for the Tilghman lot.

6. I want to drive a car on University business. What rules do I have to follow?

To be properly insured and to follow University regulations, you must receive prior approval from Public Safety through a driver's license check if you plan to drive your own personal vehicle. This check usually takes several days, so plan accordingly. There is no charge and you must have your license checked once each academic year.

In order to drive a rented vehicle (such as the seven-passenger VRC van, but excluding 15-passenger vans) you must be over the age of 21, have your license checked, and also have completed a certified Defensive Driving course within the past five years. (Courses are offered throughout the year).

7. I am a senior but do not have a car on campus. May I register my friend's car in my name?

NO. You may not register a car for anyone but yourself, and the car must belong to you or to the person who pays your student bill.

8. If it's nighttime and the only available parking spaces are in the Tilghman lot, far away from my residence hall, what can I do to feel safe?

Park your car in the Tilghman lot and then go to either the gatehouse or the Department of Public Safety in Pepin. A Public Safety officer will escort you back to your residence hall.

9. I received a parking ticket but I want to appeal it. What should I do?

You may appeal your citation within seven days of issuance through the Parking Appeals Committee (made up of students from the Student Conduct Board, the Associate Dean of Campus Life and Student Affairs, and a Public Safety staff member) which meets regularly throughout the school year.

For further details, see below.

Parking Appeals

Sycamore Cottage, x3986

If you think you have received a parking ticket unjustly, you may appeal the violation. *Your appeal must be made in writing within seven days of receiving the ticket and should be submitted to the Office of the Associate Dean of Campus Life and Student Affairs* in Sycamore Cottage, first floor, rear office. Public Safety will provide you with the information and forms necessary to appeal your ticket. Appeals are heard by the Parking Appeals Committee of the Student Conduct Board, which is made up of fellow students, members of the Department of Public Safety, and the Associate Dean of Campus Life and Student Affairs. The committee meets regularly throughout the school year and *all decisions are final* and binding.

Please make yourself familiar with all University parking regulations. For a complete list and full description of regulations governing vehicles on campus, refer to the Public Safety Web site or obtain a copy of the Motor Vehicle Regulations Handbook available at the Department of Public Safety.

Transportation from Morristown Memorial Hospital to Drew

For details on taxi service, see Health Services.

PARKING/VEHICLE REGULATIONS:

depts.drew.edu/safety/mv

For a complete list and full description of regulations governing vehicles on campus, refer to the Public Safety Web site or the Motor Vehicle Regulations Handbook, available at the Department of Public Safety in the Pepin building. All students are expected to understand these rules and regulations. They are not intended to hassle! They are designed to promote the safe flow of traffic and to provide as much on-campus parking as possible. The following are a few guidelines:

1. Acceptance of a parking permit constitutes agreement on the part of the person to whom the permit is issued to obey all regulations or incur the penalties imposed.
2. Only grad/theo students, resident seniors and juniors, and commuters are allowed to purchase annual parking permits. Resident freshmen and sophomores are not eligible for annual parking privileges.
3. You may not register a vehicle for someone other than yourself. Students allowed to obtain a permit may do so only for their own vehicles, and the car must belong to that student or to the person paying the student's University bill.
4. All students, including freshmen and sophomores, may obtain weekend temporary permits (Friday night at 5 p.m. until Sunday at 5 p.m.) for themselves or for their guests. They must register and pay at the gatehouse or at Public Safety. This temporary pass will allow parking privileges only in the designated area. University hosts are responsible for the motor vehicle violations of their guests.

5. Permission to drive or park a vehicle on campus is a privilege and not a right to which one is entitled by reason of enrollment in the University. The granting of a parking permit does not insure any permit holder a parking place. Insufficient parking places in any one lot are no excuse for illegal parking!
6. Violations may be appealed within seven days of issuance through the Parking Appeals Board. Obtain forms and information at Public Safety.
7. The University assumes no responsibility for a motor vehicle or its contents in regards to fire, theft, or other damage.
8. Any unregistered or illegally parked vehicle is subject to being towed at the violator's expense.
9. Students who receive more than three (3) summonses in less than one academic year may lose their parking privileges for the entire calendar year—and additional fines may be issued. (Summonses that are appealed and granted will not be included in this count). Students may also be referred to the Associate Dean of Campus Life and Student Affairs for additional disciplinary action.

✓ **REGISTRATION PROCEDURES AND FEES**

When registering your vehicle, the registration fee must be paid in the Business Office (Tilghman House) prior to obtaining your decal. After paying, bring the following items to Public Safety: vehicle, driver's license, vehicle registration, insurance card, Drew ID and receipt for payment from the Business Office.

- The cost for an annual decal, valid from September to August, is \$150.
- Only Grad and Theo students, who reside on campus, are allowed to purchase a second decal. The cost is \$150.
- Guest and weekend temporary permits cost \$2 per night or day (this can be paid at Public Safety). These temp passes expire at 8am, the day following the expiration date on the pass.
- All vehicles must be registered, at all times.

Gate Hours

Main gate and church gate: 5 a.m. to 8 p.m.

Glenwild gate: 5 a.m. to 8 p.m. (Closed from 8 to 9 a.m. and 3 to 4 p.m. for the safety of nearby elementary school students).

TELEPHONES

depts.drew.edu/telecom

Telecommunications Office, LC 69 (Library/lower level, rear ramp)

Hours: Monday-Friday 8:30 a.m.-4:30 p.m.

Balance info, x7820

Bills, x7821

Problems (with voice mail, authcode, email, or cable TV) x3333

Harassing calls x3379 (Public Safety) or x3390 (Associate Dean of Campus Life and Student Affairs)

You provide the telephone (no cordless phones, please) and Telecom. will provide phone service, establish your personal voice mailbox, provide an authorization code so you can make off-campus calls, and create an account on Drew's network (which includes email).

Only cell phones and wired (non-cordless) phones are permitted in the residence halls. Cordless phones are prohibited.

Bills: Phone billing is provided by Strategic Telecommunications Consulting (STC). Itemized bills are sent via email. Failure to pay will result in cancellation of the authcode.

For service questions, account balances, or phone-billing problems, you can call campus extension 7821 between the hours of 9 a.m. and 6 p.m. (EST). There is also a 24-hour hotline for balance information only: x7820.

If you are unable to resolve a problem with STC, please contact Telecommunications, x3333.

Campus-Wide Messages: Students are welcome to send voice messages to the entire campus (or large segments of campus) using University-maintained distribution lists (such as “all students,” “faculty,” “staff”) to publicize an upcoming event. Instructions are on the Telecom. Web page.

- Fill out a voice message form available on the Telecom. Web page. A copy will be sent automatically for approval to the Office of the Associate Dean of Campus Life and Student Affairs. Be sure to specify when and to whom the message should be sent.
- After sending the electronic form, record your message and send it to voicemail box 9999.
- *Give Telecom. advance notice* since a maximum of four messages is sent out each day. Plan ahead to get your preferred time slot. Seven-day notice is preferable, but two to three days is often workable.
- Events to which the entire campus (or virtually the entire campus) is invited must be held in handicap-accessible locations. Contact HCH (x3103) if you are uncertain about which spaces conform to ADA accessibility standards.

Commuting Students: Commuters may request an off-campus extension from the Telecom. Office, x3333, which will permit them all the services described above. Once your extension is assigned and your voice-mail box established, messages must be checked frequently, otherwise the voice mail box will fill up and refuse additional messages.

Harassing Phone Calls: If you receive a harassing or threatening call, you should report it immediately to Public Safety (x3379) or to the Associate Dean of Campus Life and Student Affairs (x3390). At your request, Public Safety will investigate the call(s). When reporting a threatening call, please provide the following information, if possible:

- The time and date the call was received. **Note:** If the call came to your voice mailbox, do

not archive or delete it! Instead, skip the message.

- Note if the call came from on campus (indicated by a single ring) or off campus (indicated by a double ring).
- Make note of anything distinct about the voice (i.e. male/female, accent, phrases, etc.).

Off-Campus Calls: Each student is provided with a personal **authorization code** (authcode). Guard it carefully! It is not necessary or advisable to tell anyone (even your roommate) what it is. Do not write it down where it can be easily seen. *You will be billed for all calls outside the local calling area* (for specifics, see the Telecom. Web page). Do not use anyone else's authcode. Disciplinary action and/or fines will apply. (See Academic Technology Policy in the Appendix.)

Special Features: For example, in a single call, you can pick up messages sent to you, send messages to others, or send a copy of a message to someone else. If you want to send the same message to several people, you can record your message once and send it to any number of extensions. If you send messages to the same group of people regularly (for example, to club members or floor residents) you can create a "distribution list" which will send a recorded message to a list of people in one stroke. If you have an important message, you can mark it "urgent." If you want to be certain the person receives your message, you can request a "delivery report." And this is just the beginning! Please refer to the Telecom. Web page for up-to-the-minute information.

Voice Mail: All students, faculty, and staff have personal voice mailboxes for sending and receiving messages. The voicemail system acts as an answering machine, protected by a password, which automatically records messages to be picked up at the student's convenience, whether on or off campus.

TELEVISION

Telecommunications and the MRC provide cable TV service. At this time, Drew offers more than 25 stations, including many area and satellite channels, as well as a Drew local-origination channel and two Drew-controlled educational channels. Each residence hall room is wired for cable-TV access. Students must provide their own cables and TVs.

ACADEMIC CALENDAR 2008-2009

Fall Semester 2008

Thurs. Aug 28	New students arrive and Orientation begins, Academic Convocation, Cue student orientation and registration.
Fri. Aug 29	Registration for returning students who did not pre-register and for CLA Special Students. (Note: \$125 late registration fee)
Sat. Aug 30	Registration for new students
Sun. Aug 31	Residence halls open for returning students 12pm
Mon. Sept 1	Labor Day, no classes
Tues. Sept 2	Classes Begin
Mon. Sept 8	Last day to add a semester long class without instructor's signature. Last day to add first half semester classes, to change to P/U option (first half semester classes), enroll from wait list (first half semester classes) or drop first half semester classes without a "W."
Mon. Sept 15	Last day to <i>add</i> a semester long class <i>with</i> instructor's signature, to change P/U option, Enroll from Wait List or <i>drop</i> a semester long class <i>without</i> a "W" (Note: No reduction in charges for any reduced load after this date). Outstanding "I" and "NR" grades from the Spring 2008 term convert to "U" grades.
Fri. Oct 3	Last day to drop <u>first</u> half-semester classes with a "W."
Fri-Sun Oct 3-5	Family Weekend
Thur. Oct 9	Yom Kippur-no classes

Thur-Fri Oct 9-10	Reading days, no classes
Tues. Oct 14	Thursday classes meet
Wed. Oct 15	Friday classes meet
Fri. Oct 24	Last day to add second half semester classes, to drop second half semester classes without a "W," to enroll from wait list (second half semester courses), or change P/U option (second half semester classes).
Fri. Nov 7	Last day to drop semester long course with a "W." (Courses discontinued after this date earn a grade of "U").
Mon-Thur Nov 3-13	Registration for Spring 2009 Semester. Note: No registration on Nov.11 (Material available one week before; clear financial account required to register)
Tues. Nov 25	Last day to drop second half semester classes with a "W"
Wed. Nov 26	Thanksgiving recess begins, no classes, residence halls close 12:00 noon; halls re-open Sunday, Nov 30 at 12:00 noon.
Mon. Dec 1	Classes resume
Mon. Dec 8	Wednesday classes meet, Last day of classes
Tues-Wed Dec 9-10	Reading days, no classes
Thurs. Dec 11	Final Examinations Begin
Wed. Dec 17	All examinations and semester end, residence halls close at 12:00 noon on Thursday, December 18

Spring Semester 2009

Fri. Jan 23	Registration/Orientation for new students, returning students not pre-registered, non-Drew students and special students.
Sat. Jan 24	Residence halls open at 12:00 p.m. for returning students; dining hall opens with dinner.
Mon. Jan 26	Classes Begin. Application due for May Commencement.
Fri. Jan 30	Last day to add a semester long class without instructor's signature. Last day to add first half semester classes, to change to P/U option (first half semester classes), enroll from wait list (first half semester classes) or drop first half semester classes without a "W."
Fri. Feb 6	Last day to <i>add</i> a semester long class <i>with</i> instructor's signature, to change P/U option, Enroll from Wait List or <i>drop</i> a semester long class <i>without</i> a "W" (Note: No reduction in charges for any reduced load after this date). Outstanding "I" and "NR" grades from the Fall 2008 term convert to "U" grades.
Wed. Feb 25	Last day to drop <u>first</u> half-semester classes with a "W."
Fri. March 6	Spring recess begins at 5:00 p.m.; residences close at 7:00 p.m.; residences re-open at 12:00 noon on Sunday, March 15.
Mon. March 16	Classes resume

Fri. March 20	Last day to add second half semester classes, to drop second half semester classes without a “W,” to enroll from wait list (second half semester classes), or change P/U option (second half semester classes).
Fri. April 3	Last day to withdraw from a semester long class with a grade of “W”, (classes discontinued after this date earn the grade of “U”)
Fri. April 10	Good Friday, no classes
Mon-Tues April 6-14	Registration for Fall 2009 term (Materials ready one week before; clear financial accounts required to register; if returning students do not register during this period, they are ineligible for fall housing selection)
Fri. April 17	Last day to drop second half semester classes with a grade of “W”
Mon. May 4	Last day of classes, Friday classes meet
Tues-Wed May 5-6	Reading days, no classes
Th. May 7	Final Examinations begin
Wed. May 13	Last day of final examination, semester ends. Residence halls close at 12:00 noon on Thursday, May 14 <i>except for graduates.</i>
Fri. May 15	Baccalaureate Service
Sat. May 16	Commencement 10:30 a.m.