

Parent and Family Handbook

2011
2012



HOFSTRA
UNIVERSITY®

Hofstra University Calendar

Fall 2011 Semester

Monday, September 5
Tuesday, September 6
Friday-Sunday, September 23-25
Thursday and Friday, September 29 and 30
Friday, October 7
Thursday and Friday, November 24 and 25
Monday, December 12
Tuesday-Monday, December 13-19
Monday, December 19
Tuesday, December 20

Labor Day – NO classes
All classes begin
Hofstra Fall Festival
Classes not in session
No evening classes
Thanksgiving Recess – NO classes
Snow/study/reading day
Final exams for ALL classes
Semester ends
Commencement (subject to change)

January 2012 Intersession

Monday, January 2
Tuesday, January 3
Monday, January 16
Tuesday, January 17
Tuesday, January 24
Wednesday, January 25

New Year's Day – Holiday
Classes begin
Martin Luther King, Jr. Day – University closed
Classes end for two-week courses
Classes end for three-week courses
Snow/study/reading day (if needed)

Spring 2012 Semester

Thursday, January 26
Monday, February 20
Tuesday, February 21
Friday-Saturday, April 6-14
Thursday and Friday, May 10 and 11
Saturday-Friday, May 12-18
Friday, May 18
Sunday, May 20

ALL classes begin
President's Day – NO classes
President's Day Holiday – NO classes
Spring Recess – Class not in session
Snow/study/reading day
Final exams for ALL classes
Semester ends
Commencement (subject to change)

Summer 2012 Sessions

Summer Session I

Wednesday, May 23
Monday, May 28
Tuesday, June 26

Classes begin
Memorial Day Holiday – NO classes
Classes end

Summer Session II

Thursday, June 28
Wednesday, July 4
Wednesday, August 1

Classes begin
Fourth of July – NO classes
Classes end

Summer Session III

Monday, August 6
Friday, August 24

Classes begin
Classes end



Dear Hofstra Parents and Families:

It is my pleasure and privilege to welcome you to our Hofstra community. You have entrusted us with your greatest treasure, your children. I promise that all of us – administrators, faculty and staff – seek to provide an environment where your children can learn and develop as whole persons.

I oversee a team of professionals who are dedicated to ensuring student success by creating an active and engaging campus life and a safe living and learning environment. We are also very serious about including parents and families in our campus life. The Office of Parent and Family Programs is here for you to answer questions, give suggestions, involve you in campus events, and provide information about campus resources.

In all of my experience working as a student affairs professional, I have not seen such energy and excitement among administrators, faculty and students as I am witnessing now at Hofstra. We want to create a true community of learners. Students are eager to master their academic programs, and are also actively involved in our efforts to address all needs and aspirations as they grow and mature. I learn from students every day.

Parents and families are welcome to join our engaging campus community. Your support is invaluable to us.

Sandra S. Johnson
Vice President for Student Affairs



Hofstra Parents, Hofstra Pride

You, parents and families, are a vital part of our college community. By “parents and families,” we mean moms, dads, guardians, stepparents, grandpas, grandmas, sisters, brothers, aunts, uncles ... anyone who loves and cares for your Hofstra student. Throughout the years, we have learned that informed and involved families are crucial to student success.

This *Parent and Family Handbook* strives to inform you about Hofstra’s offices and services, as well as describe the transition issues you and your child may be facing in the months before college and in the first weeks of the semester. Those issues, common to most first-year college students and their parents, are laid out in the “Transitions” section of the handbook. I drew on my own experiences as a university administrator and a parent of college-bound children, as well as from published books on the topic. My aim is to help you, parent-to-parent, anticipate major conflicts and issues and thus alleviate some of the anxiety around your and your child’s new and exciting period in life.

The Office of Parent and Family Programs is dedicated to serving Hofstra parents and families. My staff and I will help you with your inquiries, concerns and needs; whatever your question, please feel free to contact me at parents@hofstra.edu or 516-463-4698. I would also be very happy to share with you the reasons why I so enjoy working for this great university and how you can also be part of Hofstra Pride.

Branka Kristic
Director
Office of Parent and Family Programs

Table of Contents

5	Office of Parent and Family Programs Mission • Family Events • Publications and Website • Volunteer Opportunities
7	Transitions The Summer Before College • Parent Orientation • The First Year • Advice You Might Give to Your First-Year College Student
15	Learning Transition to the College Academic Experience • Academic Requirements • Academic Deadlines • Academic Opportunities • Student Academic Expectations • Academic Advising and Planning • Planning for Study Abroad • Academic Resources
21	Living Residential Programs • How to Send Letters and Packages to Your Student • Dining Plans • Community Standards • Off-Campus Living and Commuting Student Services • Public Safety
25	Paying for It Student Financial Services • Billing and Registration
27	Staying Healthy Health and Wellness Center • Recreation and Intramural Sports • Student Counseling Services
31	Finding a Career The Career Center • A Four-Year Career Plan
33	Support for Students Academic Records and Registrar • FERPA • Dining Services • HofstraCard Services (Dining Plans and Dutch Debits) • Interfaith Center • Multicultural & International Student Programs • New Student Orientation (see Student Leadership and Activities) • Services for Students With Disabilities • Student Computing Services • Student Employment • Student Leadership and Activities
41	FAQs
43	Glossary: HofstraSpeak
47	Campus Resource List
49	Visiting
51	Hofstra Campus Map

Office of Parent and Family Programs

200 Phillips Hall, 128 Hofstra University
516-463-4698 • fax: 516-463-7017
parents@hofstra.edu • hofstra.edu/parents

Mission

Hofstra's Office of Parent and Family Programs, in collaboration with offices across the University, serves as a resource for parents and families while they support their students to take increasing responsibility for their journey in learning and personal growth. Our programs, publications and events strive to make parents and families part of our college community.

Family Events

Parent Orientation

Parent Orientation is a daylong program on the first day of each New Student Orientation, both in the summer and winter. Parents and guardians of incoming first-year or transfer students learn about first-year issues and campus life through information sessions and a luncheon with administrators. Students register their parents online for one of the eight summer sessions: June 14, 21, and 28; July 12, 19, and 26; and August 2 and 9. Winter Parent Welcome takes place in January 2012, and is intended for parents of students admitted for the spring semester. (Please visit hofstra.edu/po for more information.)

Hofstra Fall Festival

Hofstra Fall Festival: Alumni, Student, and Family Weekend takes place each fall and brings together students and their families in fun events that include faculty presentations, athletic events, campus tours, resource fairs, live music, and student variety shows. This year, Hofstra Fall Festival: Alumni, Student, and Family Weekend takes place on Friday-Sunday, September 23-25, 2011.

Hofstra Siblings Day

Hofstra Siblings Day takes place in February and provides an opportunity for siblings of current students to explore Hofstra University (and have fun!). Siblings may sleep over in their Hofstra student's residence hall room. For more information, please visit hofstra.edu/sibs.

Spring Family Day

Spring Family Day provides an opportunity to visit your son or daughter and renew your connection to the Hofstra campus. Information sessions focus on career preparation and academic progress. All events are free-of-charge and have included Academic and Career Planning, Hofstra Arboretum Tour, student performances in the Shakespeare Festival, and sports events. Please visit hofstra.edu/sfd for more information.

Regional Send-Offs

Regional Send-Offs take place in August and gather the families of incoming first-year students for an informal get-together in the home of a current student. If you'd like to volunteer to host a send-off, please e-mail parents@hofstra.edu or call 516-463-4698.

Publications and Website

Family Connection Newsletter

Published each semester, the newsletter informs you about student and campus issues and reminds you of great family events. Parents are also invited to submit articles for the newsletter's "Parent Voice" section, describing their experiences and sharing anecdotes.

Hofstra Family Link E-Letter

This is an informal monthly e-newsletter to parents and family members that includes imminent deadlines and campus resources, and discusses current topics of interest to parents and families. Please subscribe by e-mailing parents@hofstra.edu.

News@Hofstra

Hofstra University provides a weekly e-newsletter about every aspect of University life, from important events, programs and services to breaking news. You may subscribe to News@Hofstra at hofstra.edu/news.

Hofstra Parent and Family Website

Please regularly check hofstra.edu/parents for useful updates as well as publication archives. All parent and family events are listed there. Once a year, you will also have access to our parent survey in which you can voice opinions and suggestions about your Hofstra experiences.

Volunteer Opportunities

Please e-mail or call the Office of Parent and Family Programs if you would like to volunteer for any of the following events or programs. We will contact you when your services are needed.

Event Greeter: Greet visiting students and their families during Admitted Student Day, Parent Orientation, Hofstra Fall Festival (Family Weekend), and other campus events.

Internship Provider: Offer internships, part-time or full-time jobs to our motivated Hofstra students through your company.

“Parent Voice” Writer: Submit “Parent Voice” articles for our *Family Connection* newsletter, published once a semester, featuring parent advice/experiences and memorable anecdotes.

Regional Parent Ambassador: Host (in your home) a “send-off reception” for 40-50 parents and students in one of the following regions this summer: greater Boston, MA area, greater Hartford, CT area, northern New Jersey, southern New Jersey, Baltimore/D.C. metro area, and greater Philadelphia, PA area. Please e-mail parents@hofstra.edu if you would like to apply to become one of Hofstra’s regional parent ambassadors.



“We send our children off with a mixture of anticipation and anxiety, a sense of loneliness and freedom, fantasy and reality. Our child-rearing days are ending. Our children are almost launched. We anticipate dealing with our own reactions to their leaving – loss of companionship, financial belt-tightening, a quiet house – but we are caught off guard by the continuing demands and concerns that we discover as each week and month goes by after the launching We shift gears constantly as we meet our offspring in an elusive dance of change. We find ourselves relentlessly retracing old patterns one week and discovering new ways of getting along the next. And so as they struggle with turmoil of conflicting emotions about leaving, we often are flooded with conflicting feelings about being left.”

– From *Letting Go: A Parents' Guide to Understanding the College Years*,

Karen Levin Coburn and Madge Lawrence Treeger, 2003

Your child is starting college. This is a momentous occasion for your family, a new period in your relationship with your son or daughter. It is exciting, fulfilling and amazing to see your child embarking on a journey of his or her own. It is also sometimes daunting to contemplate that he or she will need to make decisions without your input. But mostly, you are very proud and a little bit puzzled at how quickly your baby is becoming an adult.

All of us at Hofstra know that even though new students are expected to be more independent when they start college, they still need their parents and other members of their family. They need you to listen, support and love them more than ever. The ways of doing that may be different than before, though. We want to encourage you to support your students as they learn to resolve, on their own, any issues that arise. But the Office of Parent and Family Programs is always here for you: for any question, any concern.

In the following pages, we will try to describe and demystify what happens during the summer before the

first year and during the first few weeks of college. Let's turn a new page in your life as parents and caretakers. It is a great new chapter, shared by all parents and families of college-bound children.

The Summer Before College

The days of nervous waiting for admission decisions from colleges, hoping for the thick and dreading the thin envelopes, are over. The emotional high school graduation has come and gone. Your son or daughter is enjoying responsibility-free days of summer before starting the first year. Sometimes, it seems that your child is too irresponsible, even regressing to childlike behavior, constantly wavering between acting like a sensible young adult and an impulsive teenager.

While every student is different, we have heard some common stories from parents over the years. Your child has sent his reply postcard to Hofstra accepting the admission offer, but other Hofstra mailings remain unanswered. All Hofstra mailings are addressed to the student, since under the law, your child is responsible for his college education (see section on FERPA). So, what do you do when you see important-looking Hofstra envelopes piling up on his desk unopened? What should you say to your child when you see the summer coming slowly but surely to its end and he or she is not showing any intention of packing for college? Young people consider this last carefree summer as unending and want to enjoy every day of it. They stay out late with friends, testing curfews and family rules, showing you that they are “independent” and “grown-up.” But, you may rest assured that they are thinking about their first year – sometimes with excitement, sometimes with anxiety; their procrastination may be a symptom of this fear. What should parents do?

Be a guide but empower your children to make their own independent choices. Ask probing questions, rather than directing. There are several important issues you should discuss; do not fret about details and bear stoically the mood changes. The following pages list a few suggested topics you should consider discussing with your child:

*The following section is inspired by, and, in a few instances, quotes ideas from the books *Letting Go: A Parents' Guide to Understanding the College Years*, by Karen Levin Coburn and Madge Lawrence Treeger, 2003; and *You're on Your Own (But I Am Here if You Need Me)*, by Marjorie Savage, 2003. It does not intend to cover all issues or imply that the problems listed must concern all families of incoming Hofstra students. It is a parent-to-parent narrative that describes common issues faced by many students and their families in all colleges throughout the country.

Academic Expectations

Most students want the same academic success for themselves that their parents wish for them. They want to be excited about learning and they want to do well.

The way you talk with your children about academic expectations depends on what kind of learners they are. You know your children best. If they are hard workers and always on top of their work, a simple “I know you will do great” will suffice. If they are more laid-back students, perhaps it would be a good idea that you both agree on an acceptable level of academic effort for the first year. Please be aware that the college learning environment is completely different from high school; the adjustment may result in lower grades than in high school, especially in the first semester. If that is the case for your children, it is important for you to assess their performance together. Did they work hard for that C, attending every class, submitting work on time, joining study groups, using tutoring services, and visiting the professor’s office hours? If so, you should both be proud of their hard work, and your conversation should focus on finding classes in which the content is a better match for their strengths. But, if your students can’t tell you that they worked as hard as possible, your conversation should focus on resources, motivation and time management.

In order to become separate individuals and mature into independent adults, your children will eventually need to take responsibility for their own academic choices, including choosing a major and bearing the consequences of those choices. Only if they own those decisions may you count on academic success and personal growth. Students’ grades are not always an indicator of true learning and rich academic experience. Passion for learning and engagement in the intellectual community is important. You may ask your child these questions: What do you hope to accomplish your first semester? What are you most excited about learning? How do you think the academic challenges in college are different from those in high school?

Money Matters

Paying for college usually represents a commitment from the family, and most students take some financial responsibility for their education. It is very important that your child is aware of all the costs, family finances and your expectations of what part of the cost he or she will need to bear. Sitting down with your child and putting all the numbers on paper is a good start. Don’t forget the considerable cost of books, fees and transportation.

Be ready to renegotiate the budget as the year progresses. Some students track their monthly expenses so they are aware of what they spend; that way, they can plan and manage their resources better. Hofstra offers many on-campus jobs for students, which can help alleviate family financial burden.

Opening a checking account is a good way for your child to learn how to manage his/her finances. This summer, talk to your child about the mechanics of balancing a checkbook and reconciling a bank statement. Credit cards are convenient and necessary in emergencies. But credit card companies are very aggressive in courting college students, and some students go into unmanageable debt. Please talk with your children about high credit card interest rates and late fees. Also, explain how late payments will negatively impact their credit ratings.

A new development that can impact finances is online poker and other gambling sites where credit cards may be easily maxed out and students find themselves in huge debt. Most parents don’t think about this form of entertainment, but participation among college students is on the rise across the country.

Finally, if your students are bringing cars to Hofstra, talk with them about the insurance and maintenance costs and what part is their responsibility. A good alternative is to enroll in Hofstra’s Zipcar car-sharing program (zipcar.com/hofstra).

Social Choices

Talk openly and in detail with your children about your values and expectations for their behavior at college. Even though teenagers will not happily sit (again) through a conversation about such difficult topics as alcohol use, personal safety and other social choices, your guidelines will stay with them. The sudden freedom of college can lead students to forget corresponding responsibilities for themselves and, especially, their college community. Ask your students to read and remember Hofstra’s *Code of Community Standards* and P.R.I.D.E. Principles (hofstra.edu/pride), both published in the *Guide to Pride*, and stress that living and learning in a community carries privileges and responsibilities.

You have probably been talking to your child about the hazards of alcohol for quite awhile. You may not realize it, but children consider parental disapproval of underage drinking as the key reason they have chosen not to drink.* A reminder of your expectations for a new setting is important. Hofstra strictly enforces the law that forbids consuming alcohol by anyone under 21 years of age.

*SAMHSA, U.S. Department of Health and Human Services

In our residence halls, no alcohol is permitted in rooms where a minor is present.

For students living on campus, there are other adjustments that you should discuss as a family. Living with a roommate may sometimes be a source of frustration, but it is also an opportunity to learn how to negotiate and adapt. Hofstra tries to match roommates with similar habits and interests, but it is unavoidable that some roommates will have a hard time getting along. In addition, many new students form an opinion about a future roommate based on a first impression, just by looking at their profile on Facebook or MySpace, or based on one e-mail. The key to getting to know a roommate is communication. Please remind your children that they cannot discover who their roommate is unless they openly and extensively talk with each other. Listening well and trying to see each other's point of view will help. Having a roommate who is different than your child will teach new perspectives and enrich your child's social growth and skills.



Communication

Especially for residential students, talking with your child about how and how often you will communicate may relieve your and your child's anxieties about separation. Every child and family is different. Some students prefer getting "snail mail" and packages in their mailboxes. Many others communicate on their cell phones, and text and e-mail their parents daily.

Also discuss your expectations about the content of your communication. In addition to updates about life on campus, do you expect them to show you a copy of their grades each term? Will they share their credit card statements during the first year so you'll know they are learning how to manage their finances? Parents often call us to find out how their sons or daughters are doing in their courses, and our first question is always whether the parent has talked to the student about those concerns.

New academic and social responsibilities may distract your child from keeping in touch as often as you would like; knowing your expectations in advance may help.

Parent Orientation

The summer Parent Orientation, which coincides with the first day (Tuesday) of each three-day New Student Orientation, is a great way to learn about Hofstra and its academic and personal support services.

Please don't plan to spend a lot of time with your student during this program; our events foster the separation process. You will be expected to say goodbye when you drop off your student on the morning of the first day and before you head to Parent Orientation. If you are picking up your child on the last day, please do so about one to two hours after the last scheduled event/appointment she or he needs to attend. Please be aware that not all students finish at the same time.

The Summer-Before Tips for Parents

- ▶ Let your children know it is natural to have doubts, to be unsure what their major will be, or how they will adapt to college life. Express trust in your child's ability to make the right choices when the time comes.
- ▶ Don't overreact to mood changes or seemingly irresponsible behavior. Your child's anxiety about the first year of college might be the cause.
- ▶ You know your child best: If mood changes are excessive and if depression is the prevailing mood, seek the help of professionals. Counseling might put this big transition in your child's life into perspective.
- ▶ Focus on important matters. Talk with your child about four major topics: academic expectations, money matters, social choices, and communication.
- ▶ Guide, don't direct. Rather than expressing your opinion about the best careers or academic choices, ask your child probing questions. When your children own their decisions, they will grow and mature.



The First Year

Parents and family members are often not sure what is an appropriate way to support their first-year college student and how to be involved in campus life. Until now, through elementary, middle and high school, parents were expected to make many academic decisions, remind, work with and advocate for their children. Now, parents want to encourage their college student to solve academic and social issues independently, but there are occasions when parents feel their child is not doing enough, is not informed about campus resources, or that there is a true emergency. In the following section, we will try to anticipate what to expect from your first-year student, explain major milestones of the first academic year, and outline how you may best help in the first weeks of college.

Above all, always encourage your students to find answers on their own. If the issue is not resolved, please encourage them to go to the Center for University Advisement, 101 Memorial Hall, or the Office of Student Leadership and Activities, 260 Sondra and David S. Mack Student Center. The staff in both offices is a wonderful resource for new students. Finally, if you have questions or concerns, or if you want to volunteer to participate in our events, please call the Office of Parent and Family Programs at **516-463-4698**, or visit us at 200 Phillips Hall.

Move-In Day

The day you bring your child to move in to his or her residence hall may be an emotional day, both for you and your child. Many students and families are trying to move in to the residence halls, making last-minute purchases, and finding their way around campus. But all these little frustrations are magnified by a true milestone in your life: your child is leaving home and starting a new and important stage of life.

To make the move-in day a little easier, schedule a "crying moment" during the last days of summer: Look through your old photo albums with your children, sit with them on the porch and reminisce about their childhood. Tell them how proud you are of their accomplishments.

Remember there are two common student reactions on Move-in Day, and both are about the stress of the day, and not about you. It is common to see students acting rude or picking fights with their parents. This is their way of asserting new independence, starting the separation process, and acting out their anxieties. Or, students might cry, tell parents that they hate it here, and act clingy. In both cases, try to be patient, know that it will pass (usually by the end of that first evening), and stay strong for your student.



Avoid prolonged, sentimental farewells in front of the roommates. Say: “I love you. I am proud of you. You are going to be fine.” Save the tears for when you are out of the parking lot.

Let your child make the first phone call or e-mail you. If you and your child have already agreed on the frequency of communication, the wait is going to be easier.

This day is also the beginning of Welcome Week, a great program that helps students acclimate to our campus.

First Weeks

“When the going gets tough, the tough call home.”* Once the initial excitement is over and the academic workload is apparent, parents usually hear from their children, and then, only if students have complaints about food, roommates, homework, instructors or advisers. Parents worry because they are usually not aware of the many happy moments their children enjoy. In most cases, your children are calling you because they need sympathy; life is harder than before and they need reassurance. The first question you must ask yourself is: Is this just a bad day or is it something more serious? First, listen. And then listen some more. Just by allowing them to talk and vent their frustrations, you are helping. Don’t try to solve their problems. Ask questions and express trust: “I see that this is a big problem for you. What do you think you can do now?” “Is there any place you can find information about this?” “Have you gone to see your advisement dean and asked for help?” “I trust you can sort this out.” By finding answers themselves, students will gain confidence that they can make it on their own.

Students may sometimes misuse their newfound freedom. Some professors do not take attendance, so students stop attending classes. This is a big mistake. Remind your child that attendance is the first and necessary step in academic success. Professors usually do not cover only what is in the

textbook; they elaborate, analyze, probe, and ask for students’ input. Listening and participating in a lecture or lab is an essential first step in studying. Professors are always available to students for advice and mentoring. Students should schedule an office visit with each of their professors at least once a semester. That way, the professor will get to know students and the students will have a better idea if they are on the right track to successfully completing the course. Also, remind your students to regularly visit their advisement dean in the Center for University Advisement. Forestalling problems early, before they become crises, is the best route to success.

Socially, this is an exciting and sometimes disappointing time in your child’s life. Students are faced with so many opportunities and so little time. On the other hand, some students freeze when they have to decide which group, club or activity to join, and become recluses. Listen to hear if your child is overwhelmed to the point that it interferes with his or her normal functioning. Our Student Counseling Services Office is a wonderful resource that can help with organizing time and making the best personal choices. Say to your child: “I see that you are still trying to figure things out. That is fine. You can always rethink your choices.”

Resident students love getting mail and packages from their parents. The Student Leadership and Activities Office provides a care package program for special occasions and finals. Also, students love visits from parents, but when they are announced and not too frequent. The ideal time to visit is Hofstra Fall Festival (Family Weekend), when parents can participate in campus events with their child.

Commuting students sometimes have an even tougher time finding their place on the campus. For resident students, the physical move to campus represents a tangible rite of passage, an important milestone. Commuting students may somehow feel that going to college does not feel that important or different from high school. Parents can help by granting their child greater flexibility in household responsibilities, reflecting their child’s new almost-adult status. In addition, please make a big deal out of the summer New Student Orientation. During orientation, commuting students will find friends and get to know what activities they can join once the semester starts. It is proven that commuting students who are involved in campus life have a higher rate of academic success. Also, parents of commuting students are strongly encouraged to participate in Parent Orientation, Welcome Day, Hofstra Fall Festival (Family Weekend), and all other family events on campus. You show by example that college is very important to you and your child. Also encourage your commuting student to contact the Office of Off-Campus Living and Commuting Student Services. It is a great resource center that organizes many fun events specifically for commuting students.

*Savage, 2003

Home for Holidays

Parents are often surprised by the change in their children when they come home for Thanksgiving or other holidays. The first year is a time of change and growth for students, a time when they experiment, a time when they try to find their identity and place in this world. Often, they come home in clothes of a completely different style than before, with previously unknown habits. They may declare, for example, that they have stopped eating meat and will not, under any circumstances, eat the turkey and even the stuffing if it is made with animal products. Keep in mind that even these changes may not be permanent. Your child is trying on different identities to eventually settle on the best fit.

Also, this may be the time when you hear about “strange” courses your student is taking. You ask yourself: “Why are they teaching her about hip-hop?” “What relevance could this anthropology course have for his career?” A liberal arts education exposes students to a wide range of subjects and fields. The aim in all the courses, though, is to teach students the most important life lesson: how to think and write critically. This skill is invaluable in any career, since today’s workforce must be flexible and able to adapt.

You may also hear that, for example, your daughter, who had been planning to pursue a medical career since childhood, suddenly discovered the joys and intellectual challenges of art history. She may announce that she is not sure if she is going to be premed. Even though you have told all your relatives about your budding doctor, you must let her make that important decision about her major. You may again ask questions: “What is it that attracts you to this field?” “Do you know what career opportunities exist in this field?” “Have you consulted The Career Center for a career assessment session to help you decide your major?”

Never forget, students may still change their decision by the time they declare a major. Additionally, a major does not automatically determine a future career. Always support your children in finding out more information about a field, but please allow them to freely express their doubts in front of you and to be free to make their own decisions.

When to Worry

By the sixth week of school, your child should be talking about course work, academic challenges and new friends. Both commuting and residential students should be making connections on campus. If your child continues to



talk exclusively about friends from home, or if the conversation is only about the social part of life on campus, it is time for a talk about educational goals again. Ask your students about their academic plans: Have they seen their academic adviser? Are they attending classes? Also, repeat those questions at the beginning of the spring semester. Please urge them to visit the Center for University Advisement in 101 Memorial Hall or call **516-463-6770**. The earlier problems are noticed, the easier it is to correct them.

If you see a dramatic change in your children’s mood for a prolonged period of time, please encourage them to visit Student Counseling Services. The Student Counseling Services telephone number is **516-463-6791**, and is located at the Joan and Arnold Saltzman Community Services Center. The experienced and very friendly staff is there to help students who are having difficulty managing emotional, behavioral, and/or academic goals. They will maintain strict confidentiality.

If you suspect any kind of true emergency related to a medical, psychological or safety situation, please call (or ask your student to call) Public Safety at **516-463-6789**. In addition, let us know if there is a situation at home that might impact your son or daughter. If we know of an illness, death, divorce, or other crisis, we can offer additional support to your student. However, be sure to tell your child that you called us. It will make it easier for us to reach out and start that conversation. You may call the Office of Parent and Family Programs at **516-463-4698** or your student's advisement dean in the Center for University Advisement at **516-463-6770**.

If you are not sure whether to worry, please call the Office of Parent and Family Programs at **516-463-4698** or e-mail parents@hofstra.edu, and we will help you sort it out.

Adjustment for Parents

This may be the first time you and your student have lived apart. It is all right to feel anxious and disoriented. Allow yourself time to adjust.

Adjusting to the “empty nest” may be difficult, especially in the first week or two, even if you still have other children at home. Feeling a sense of loss is natural. Don't let needless worry take over. You may not believe it in the beginning, but it will get better. This is a great opportunity for you to grow and change along with your child. You may find yourself with extra time to spend with your partner, travel, or participate in activities long-planned but put aside. Celebrate your new freedom and your child's independence.

In time, you will learn how to relate to your children in a different way, still be involved positively in their lives, and know when their calls warrant your action. If you would like to read more about transition from the parent perspective, look for these books:

Letting Go: A Parents' Guide to Understanding the College Years, fifth edition. Karen Levin Coburn and Madge Lawrence Treeger, HarperCollins, 2009.

You're on Your Own (But I'm Here if You Need Me): Mentoring Your Child During the College Years, revised and updated edition. Marjorie Savage. Fireside, Simon & Schuster, 2003, 2010.

Don't Tell Me What to Do, Just Send Money: The Essential Parenting Guide to the College Years. Helen E. Johnson and Christine Schelhas-Miller, Doonesbury, 2000.

Please plan to attend Hofstra Fall Festival: Alumni, Student, and Family Weekend in September! This is a great way to learn how your child is adjusting and to share the fun campus events together. During your child's stay at Hofstra, get involved in campus life by visiting, attending various seminars or lectures, volunteering at events, and/or writing articles for our parent newsletter. Subscribe to our monthly e-newsletter to learn about events, services and deadlines by e-mailing parents@hofstra.edu. You, parents and families, are members of Hofstra Pride!

First-Year Tips for Parents

Be an anchor.

- ▶ Listen to your child carefully and with an open mind.
- ▶ Try to curb your anxieties. Don't give advice when your worries take over.
- ▶ Ask probing questions. Guide, don't lecture.
- ▶ Keep conversations positive and avoid small arguments.
- ▶ Encourage your child to find resources on campus.
- ▶ Leave academic advisement to deans and professors.
- ▶ Keep in touch; e-mail, call, write and send care packages.
- ▶ Visit, but not too often. Announce your visits.
- ▶ Don't make major changes at home without informing your child.
- ▶ You know your child best: Make a move when you feel something is truly amiss.

Advice You Might Give to Your First-Year College Student

1. Go to class and establish a study schedule

Attending classes is the first essential step in learning. It is also a good idea to set aside several hours a day to do homework, reading and/or projects. Good time management is one of the essential skills for a successful student.

2. Learn major and University requirements.

Whether a student has declared a major or not, there are requirements that he or she will need to fulfill. Inevitably there will be prerequisites. Learn graduation requirements; these are called distribution courses and University requirements. The online *Hofstra University Undergraduate Bulletin* lists all major and degree requirements.

3. Meet with an adviser.

Advisement is about more than course selection. Your student's advisement dean and/or faculty adviser can also assist with goal-setting, exploring your student's strengths and interests, discussing major selection and career exploration, connecting your student with campus resources, assessing time management and organizational skills, and more.

4. Meet with instructors.

Students should meet with each of their professors at least once a semester and visit them during office hours. They can discuss their progress in the course, review paper drafts, and learn how to better prepare for exams.

5. Take time to socialize.

Making friends is one of the best experiences in college. Students should take time to socialize and meet new people. If a student is shy, he or she can join a club or ask a classmate to study one evening. Look for opportunities at the Office of Student Leadership and Activities and the Department of Recreation and Intramural Sports. Explore beyond campus; Hofstra offers Explore Next Door trips to New York City. Encourage your student to balance work and play.

6. Be familiar with Hofstra's emergency procedures.

Student safety is a priority at Hofstra, and students play a part in keeping our campus safe. They should have Public Safety's emergency phone number (516-463-6789) and services phone number (516-463-6066) in their cell phones. Read the Hofstra University emergency information, especially about fire safety, in the *Guide to Pride* (hofstra.edu/guidetopride).

With regard to safety in residential facilities, all residents and guests must present ID before entering the residence halls. Students should never sign in a guest they don't know.

7. Learn about financial aid.

Financial aid is an ongoing process, so students will need to know what forms to complete, what scholarships they are eligible for, and when financial aid is disbursed. Stay apprised of the filing deadlines.

8. Set up a monthly budget.

A simple monthly budget will prevent your student from overspending and make paying bills much easier. Allocating a weekly allowance, after bills, is important.

9. Open a checking account and apply for a credit card.

Students should open a checking account if they don't already have one. Also encourage your student to apply for a credit card. Even if they have no intention of ever using it, it is useful to have in an emergency and, if used prudently, establishes a good credit history.

10. Early in the spring semester, look into housing options for sophomore year.

Room selection takes place each March or April. Before that, students should talk to possible roommates and suite mates. Students should also plan to pay the housing deposit before the March deadline to ensure a space.

11. Explore internship and volunteer opportunities.

If a student's academic schedule can handle it, he or she should think about volunteering or interning in a field of interest. Internships exist for most positions; please have your student contact The Career Center (hofstra.edu/career). The experience can help a student choose a major and a prospective career.

12. Start planning for life after college.

Students should ask themselves: What do I want to get out of college? What do I want to do after college? How will I achieve my goals? It is never too early to start thinking about a career. Since The Career Center offers many services beyond job placement, encourage your student to visit during the first year to learn about its resources.

Transition to the College Academic Experience

Students entering college face a new world of intellectual and social opportunities. To make the most of academic opportunities, they will have to respond to a new set of expectations and responsibilities. At Hofstra we are aware of the significant transitions that students make in order to adjust to their new academic environment. We begin introducing students to their new environment at New Student Orientation during the summer. Therefore, New Student Orientation is crucial for your student's transition to college. Throughout their undergraduate tenure, we provide them with access to a comprehensive support system composed of advisement deans, faculty advisers and various University resources to help them navigate the myriad choices they will face. The undergraduate years are an exciting time in an individual's life; we strongly believe that, as parents and caretakers, you can provide significant support to your students as they embark on this exciting journey of self-exploration and growth that a college education can provide. This section of the *Parent and Family Handbook* offers you an overview of academic life at Hofstra so you can be informed while supporting your student in his or her academic journey at Hofstra.

Academic Requirements

In order to graduate, every student must complete a minimum of 124 to 136 semester hours (credits), depending on the type of degree and major a student chooses. For example, most Bachelor of Arts (B.A.) programs require 124 credits for graduation. In that case, students should aim to complete at least 31 credits per year, to graduate in four years. They must also achieve a minimum grade point average (GPA) of 2.0, both overall and within their major, in order to maintain satisfactory academic standing. Certain majors require a minimum grade point average above a 2.0, such as a 2.5 or a 2.75. Students should refer to the *Hofstra University Undergraduate Bulletin* or their major department to verify. In addition, Hofstra expects students to make satisfactory progress toward their degree through the completion of a minimum number of credits appropriate for each class year.

Students who fail to maintain the minimum cumulative GPA will be placed on academic probation. Students placed on probation are encouraged to meet with their advisement dean to devise an academic plan to regain satisfactory standing. Remember, grades are posted electronically to your student's Hofstra portal; grades are not mailed home. Grades are submitted and recorded approximately 2-3 weeks following the end of the semester.

Each Hofstra student is required to complete certain requirements for his or her degree. There are several types of requirements, including:

- ▶ **University requirements** (e.g., Writing Studies and Composition 001 and 002 or the equivalent, plus the Writing Proficiency Exam)
- ▶ **Distribution requirements** (Determined by each school or college, these requirements aim to provide students with a strong liberal arts background.)
- ▶ **Foreign language requirement** (for all B.A. candidates and select others)
- ▶ **Major requirements** (outlined in the *Hofstra University Undergraduate Bulletin*)
- ▶ **Minor requirements** (if applicable; outlined in the *Hofstra University Undergraduate Bulletin*)

The ideal course load for a first-year college student is about 15 credits. Most courses at Hofstra carry three (3) credits each. One-, two- or four-credit courses are noted as such in the *Online Semester Planning Guide* and the *Hofstra University Undergraduate Bulletin*. First-year students are advised to register for a variety of courses, rather than concentrating on any one discipline. Typically during their first year, students will take a mixture of courses to satisfy University and distribution requirements, to explore a potential major, and to explore other areas of interest.

The various undergraduate degrees at Hofstra are designed to give students room to explore areas of academic interest beyond their major through electives. We understand that some students come to college with a specific idea of what they would like to major in, while others may explore different academic options and discover new interests along the way.



Academic Deadlines

Students may add and drop courses without penalty during the first three weeks of the semester. However, if they haven't been attending a class, it is not advisable to add a class after the first week. After that three-week deadline, students can still withdraw from a class until the end of the 10th week of classes, but the class will remain on the transcript with a grade of W. If a student drops or withdraws from course(s), resulting in a course load that is less than 12 credits, he or she is considered a part-time student. This is an extremely important concern because part-time status could impact financial aid, housing, health insurance eligibility, NCAA status for student-athletes, and visa status for international students. Therefore, students should talk to their advisement deans and/or major advisers before deciding to drop below 12 credits in any term.

For a complete list of important deadlines, please visit hofstra.edu/deadlines.

While your student can count on several resources to help him or her create an academic plan, the *Hofstra University Undergraduate Bulletin* (bulletin.hofstra.edu) is the guide to the degree. It includes information about the requirements of every school and college, and lists the requirements for every major and minor offered. It also outlines all Hofstra University academic policies. This resource should be the first reference they turn to when exploring requirements for a degree. Please encourage your student to refer to the *Undergraduate Bulletin* for more details regarding degree requirements.

Academic Opportunities

First-Year Connections

Among the programs Hofstra offers first-year students is FYC, or First-Year Connections. FYC offers an exciting world of study with small classes, dedicated instructors, an innovative interdisciplinary curriculum and a supportive community of first-year students who are also experiencing the challenging transition from high school to college. In FYC, students select from approximately 15 clusters and 50 seminars. Clusters bridge several disciplines and are usually composed of three classes; more than half contain a section of Writing Studies and Composition. For example, a student may be studying slavery in America in a history course, while reading *Huckleberry Finn* in an English course. Most of these courses satisfy distribution, major and University requirements for the B.A., B.F.A., and B.B.A. degrees. Instructors in all these courses closely coordinate their assignments and lectures so the subject matter that is read and written about touches directly on the chosen theme. Seminars are limited to 15 first-year students.

Why Enroll in FYC?

University courses can often seem like a collection of disconnected subjects or disciplines. In FYC, clusters are taken in different disciplines, but they are interrelated and designed to complement one another. By fulfilling assignments that at times satisfy more than one course requirement, the student is able to see how different areas of knowledge overlap and fit together. By sharing experiences with others in the unit, students learn in a mutually supportive community. In FYC seminars, students work individually with a distinguished member of the faculty on a research project in an area of interest to the student.

How Do Students Enroll in FYC?

When students register online for New Student Orientation, they can indicate an interest in up to three specific clusters and/or seminars. We will do our best to

place the student in one of those three choices, and he or she will receive their class assignment from an adviser during orientation. If the student has any questions about FYC choices after orientation, or desires to change their schedule and add FYC, he or she should call the Center for University Advisement at **516-463-6770** or **516-463-7222**.

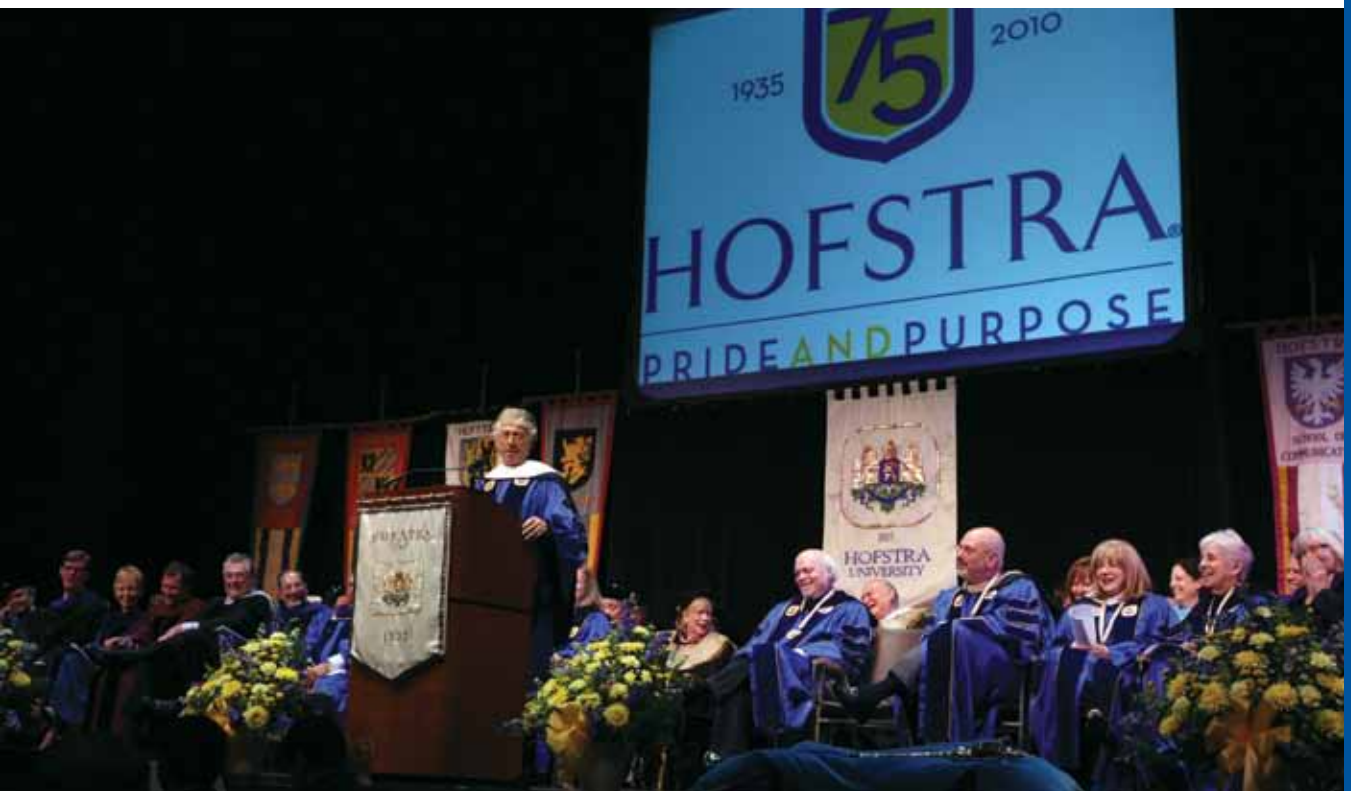
Living/Learning Communities

In order to provide students with a stronger connection between their academic goals and cocurricular interests, Hofstra offers first-year residential students the opportunity to share a living space with peers that have similar academic interests. Hofstra hopes that such an opportunity will introduce students to peers who share their passion for a subject and will challenge them in new and exciting ways. Borrowing from the thematic learning and close-knit classroom settings of the FYC program, Hofstra places an emphasis on first-year living space. Several FYC clusters and seminars are designated as living/learning communities. Residential students who register for these clusters can apply to be housed together at the Netherlands Complex. There are also spaces available for people outside the clusters who demonstrate a strong interest in the house theme. Students who choose this living/learning environment enjoy class-based activities as well as events within their residential community.

Opportunities to select living/learning communities, which house new first-year students who share an academic or social interest around a common theme, are available at the Netherlands Complex. There are also ample opportunities for upper-class students to form their own theme housing options or living/learning communities based on a shared academic or social interest around a common theme. For additional information about these programs or our residence halls, please visit hofstra.edu/reslife or e-mail reslife@hofstra.edu.

Hofstra University Honors College

Honors College is an invitation-only program that offers talented, high-achieving students an enriched educational experience. While in Honors College, students discover the range and depth of their academic potential, form lasting friendships with others who share their aspirations, and develop relationships with faculty who continually challenge and inspire them. Honors College's first-year curriculum is called "Culture and Expression," a multidisciplinary yearlong series of four courses that explore classic works in social sciences and humanities from the ancient and modern periods. These courses are team-taught by the University's most distinguished faculty. Students spend the majority of their time in small discussion groups with faculty, while twice-weekly common meetings presented by a teacher-scholar focus on the issues that join the courses.



Student Academic Expectations

Many students ask whether college classes will be more difficult than the classes they took in high school. Often that answer is yes; the material will be more advanced than what students have seen before. But always, the answer is that our expectation of the way students will engage with material in college is very different than the way they did in high school. In other words, even if a student is reading the same book they read in high school, we expect that students will study it differently. They will need to engage in deeper analysis of subject matter and style, bring knowledge from other subjects to that analysis, support their opinions by drawing on that knowledge, and write more complex papers than they did in high school.

College requires students to take responsibility for their own education in ways they haven't before. They have to motivate themselves to study during days that often have little structure. Many professors won't require attendance, so students need to get themselves out of bed and to class. Going to class is essential. Their level of preparation for class will determine how much they get out of it, so they have to do their homework and reading, even if the professor doesn't collect the homework or quiz their knowledge in class.

Learning to self-motivate and manage one's time is a new skill that can often be challenging for students to master. To be successful, students should expect to devote two hours of "out-of-class time" for every hour of "in-class time." For a 15-credit semester, this equates to 30 hours of preparation and studying per week. For this reason we tell students they need to commit to college as they would to a full-time job.

Academic Advising and Planning

To help students adjust to new expectations and help them stay on track, Hofstra has developed a comprehensive advisement system that supports students from orientation through graduation. When a student arrives for orientation, he or she will be assigned to an advisement dean from the Center for University Advisement. This dean will serve as the student's non-major adviser throughout the student's time at Hofstra, and provide advice about goal-setting, academic planning, course selection, and major and career exploration. In addition, a student's advisement dean can suggest out-of-classroom activities that will complement a student's academic interests. Advisement deans can also help students having difficulty in a class find the resources they need. In addition, when students declare a major, they will also work closely with a faculty adviser in their academic department for all concerns related to their major.

Faculty advisers are able to help students plan their major, and can also act as mentors as students explore a discipline, consider opportunities for research or graduate studies, or explore career options.

The Center for University Advisement also assists students who are considering graduate studies in either law or health-related professions, such as medicine, dentistry, nursing, optometry, podiatry or veterinary medicine. Such students should express their interests in these professions to their assigned advisement dean as soon as they can, in order to begin planning for the various requirements necessary for entering these kinds of graduate programs. If you need more information, please call the Center for University Advisement at **516-463-6770** or **516-463-7222**.

Planning for Study Abroad

Studying abroad offers students many opportunities to learn more about an academic discipline, a different culture, and themselves. It is also an opportunity that requires planning very early in one's college career. If your student is considering studying abroad during college, here are some issues they should consider from the start:

- ▶ If they plan to study in a non-English speaking country, starting or continuing study of the language in their region of interest in the first year will greatly expand their choice of study abroad programs. In order to study in the native language while abroad, students should expect to complete four to six terms of language studies before going abroad. There are many programs that do not require prior language study and that offer language study while abroad, but in those programs, students are more likely to be in a classroom with other American students rather than native students.
- ▶ Hofstra offers many different options for study abroad, so no matter what major a student chooses, he or she can fit study abroad into a four-year academic plan. We sponsor several three-week programs during the January intercession, and many summer programs. We also support semester- and year-long programs offered by established programs.
- ▶ Depending on the length and type of program, students might be able to fulfill some University and/or major requirements abroad, but each situation is different. Students should talk to their dean in the Center for University Advisement as well as their faculty adviser in their declared department to do careful planning, beginning in the first year.

Academic Resources

One of the keys to academic success is learning to ask for help and using the resources that are available on campus. This section outlines some of those academic resources.

University Tutorial Program

Hofstra University offers individual and group tutoring for undergraduate students in nearly every subject, free-of-charge. Students who are interested in securing a tutor for a course may complete an Application to Receive Tutoring, which can be obtained from the Center for University Advisement in 101 Memorial Hall or 107 Sondra and David S. Mack Student Center, or by visiting hofstra.edu/utp. Tutoring is most beneficial when started early in the semester, and new tutorial applications must be submitted no later than two weeks before finals begin. Once a completed application has been received, an appropriate tutor is assigned. The entire process takes approximately one week. Students receive tutoring for up to three classes per semester and 1.5 hours of tutoring per class, per week.

For more information about the University Tutorial Program, please call **516-463-3500**.

The Writing Center

102/103 Mason Hall • 516-463-4908

writingcenter@hofstra.edu • hofstra.edu/writingcenter

The Writing Center offers support for all members of the Hofstra community who wish to develop their skills in writing. The center's writing faculty and fellows explore any and all aspects of the writing process, including discovering ideas, developing paragraphs, organizing discussions, improving grammar and word usage, editing papers, and revising drafts. Rather than proofreading papers, the center's staff helps individuals identify errors, revise and edit their own work. The goal is to produce better writers as well as better writing.

There is no charge for these services. To make an appointment, visit hofstra.edu/writingcenter and select "Schedule an Appointment." Online appointments are available as well.

Below: Hofstra students, 1940s, courtesy of Hofstra University Archives



Hofstra University Library

Joan and Donald E. Axinn Library • 516-463-5962
hofstra.edu/libraries

With 1.2 million print volumes, more than 49,000 full-text journals, a robust electronic library accessible 24/7, and 10,000 DVDs and videotapes, the Joan and Donald E. Axinn Library offers students a wealth of resources for research, factual information and inspiration.

There are many research tasks that students can begin before they even enter the Axinn Library. Students can search for journal articles or Web resources using approximately 155 electronic research databases, and the Axinn Library website offers a tutorial page to teach students how to use these resources most effectively. The book catalog is available online and provides links to more than 47,000 electronic books. For the print volumes shelved in open stacks at the Axinn Library, the catalog provides call number information and location maps. Students may begin their search at the University Library home page, hofstra.edu/libraries. Click on “Library Catalog” for books, “Research Databases” for electronic databases, and “Tutorials” for a basic introduction to the Axinn Library.

When students visit the Axinn Library, they should stop at the Reference Desk on the main floor to get oriented and ask questions. The Axinn Library provides space for individual quiet study, group study with friends and classmates, and a cup of coffee and a croissant at the Axinn Library Café. Please call **516-463-5962** if you have any questions.

Mathematics Tutoring Center

106A Adams Hall

Administered by the Mathematics Department as a free service to students, the Mathematics Tutoring Center is staffed by advanced undergraduate and graduate students, and occasionally by a professor. Students are welcome to visit the center to study and ask questions as they arise. No appointment is necessary. Ordinarily, only one tutor is available at the center at one time. The tutor works with individual students or with a small group of students. Students taking MATH 4, 6, 13C, 40, 45, 50, 61, 61A, 71, and 72 benefit the most from the services provided at the center.



Residential Programs

244 Mack Student Center • 516-463-6930
reslife@hofstra.edu • hofstra.edu/reslife

About 4,000 students from all over the world call Hofstra residence halls their home. Our residential programs provide a variety of housing options to meet the academic, developmental, cultural and social needs of our students. While there are a number of different living areas available on the Hofstra campus, each residence hall has similar common amenities. Every residence hall has laundry, study and kitchen facilities in a common area within the building.

Opportunities to select living/learning communities, which house new first-year students who share an academic or social interest around a common theme, are available at the Netherlands Complex. There are also ample opportunities for upper-class students to form their own living/learning communities based on a shared academic or social interest around a common theme. For additional information about these programs or our residence halls, please visit hofstra.edu/reslife or e-mail reslife@hofstra.edu.

We have a fully trained staff available to assist your student. Students should get to know their Resident Assistant (RA), who will be able to answer questions and help make living on campus a positive experience.

Your student should talk to his/her roommate(s) and keep the lines of honest communication open. This is especially important when a student expresses concerns about a roommate's behavior or words. Ask your student to carefully listen and try seeing the other person's point of view. Controlling emotions and remaining respectful is the key. If students need a mediator, they should contact their RA.

When the Residential Programs Office is closed, there is always a Resident Director (RD) on duty. To contact the director on duty, your student should call Public Safety at **516-463-6606**. In addition, each building or complex has an RA on duty. From 6 to 9 p.m., your student may find the RA on duty in the RA office. Between 9 p.m. and 8 a.m., the RA on duty is located in his or her room. The name and telephone number of the RA on duty is posted on the RA office door in each residential facility.

Room changes may be granted after other options have been exhausted. Room changes generally begin after the semester's occupancy has been confirmed, generally around the second week of the semester. Residents should see their RD for more information. The RD's office hours are posted on the RA office door. Students may not change rooms without written approval from the Office of Residential Programs.

All residents must read, sign and abide by the Residential Living Agreement. In addition, all students must abide by University policies published in the *Code of Community Standards*, in the *Guide to Pride*.

Hofstra is not responsible for lost, damaged, or stolen property. Students are strongly encouraged to obtain their own insurance coverage, such as renter's insurance. Please see if your existing home insurance policy covers your student's property. Usually, adding renter's insurance to your policy is inexpensive.

How to Send Letters and Packages to Your Student

IF NO SIGNATURE IS REQUIRED:

United States Postal Service (USPS) mail pieces that do not require a student's signature (such as bills, cards, letters, packages and magazines) are delivered to the residence halls by the USPS. Upon delivery to the residence halls, the senior resident assistant of each residence hall distributes the mail to student mailboxes.

IF SIGNATURE IS REQUIRED:

The Student Post Office, located on the lower level of the Mack Student Center, North Campus, adjacent to the Hofstra University Bookstore, receives all FedEx, UPS, and USPS letters or packages that require student signature. The day the mail is received, the Student Post Office (hofstrapostoffice@hofstra.edu) e-mails the student's Hofstra Pride account (e.g., username1@pride.hofstra.edu) to inform the student that there is a letter or package waiting for pickup.

Please encourage your student to keep checking his or her Hofstra Pride e-mail account. On occasion, e-mails can end up in a student's spam folder, so encourage your student to add **hofstrapostoffice@hofstra.edu** to his or her e-mail address book to ensure proper delivery.

Upon receiving notice, students must present their valid HofstraCard to pick up their mail. It is important to note that due to this necessary routing of signature-required mail, a delay in letter/package delivery to students is possible. Weekend deliveries of letters and packages are held for delivery to the Student Post Office until Monday morning.

FOR IMPORTANT MAIL:

You may use FedEx, UPS and other courier services that always provide the date of delivery and require a recipient's signature. Student Post Office employees sign for mail delivered by couriers.

When sending important letters or packages via the USPS, use a mailing service that provides a return receipt: Certified Mail, Express Mail, Insured Mail, or Registered Mail. Additionally, Signature Confirmation Mail, for packages only, provides the date of delivery and a recipient signature.

Delivery Confirmation Service from the USPS is not recommended. This service is limited in that it can track a letter or package only from the post office of origin to the U.S. Post Office in Hempstead, New York. Should you choose this delivery service, please note that the letter or package is delivered directly to the student's residence hall by the USPS as non-signature required mail.

Student Post Office

Sondra and David S. Mack Student Center
Lower Level, North Campus
516-463-6313

*Window Hours: Monday, Wednesday, and Friday,
9 a.m.-3 p.m.; Tuesday and Thursday, 11 a.m.-5 p.m.*

When the Student Post Office is closed, students can pick up their packages at the Hofstra University Bookstore during normal operating hours.

USPS Facilities

- ▶ 600 Franklin Avenue
Garden City, NY 11530
516-747-6262
- ▶ 200 Fulton Avenue
Hempstead, NY 11550
516-560-1700
- ▶ 1000 Front Street
Uniondale, NY 11553
516-481-6556

Courier Facilities

- ▶ Federal Express
510 Stewart Avenue
Garden City, NY 11530
800-463-3339
- ▶ United Parcel Service (UPS)
300 Oak Street
Uniondale, NY 11553
800-742-5877

Residence Hall Addresses

Student mail should be addressed as follows:

Student name Alliance Hall, Room # 300 Hofstra University Hempstead, NY 11549-3000	Student Name Liberty Hall, Room # 375 Hofstra University Hempstead, NY 11549-3750
Student name Bill of Rights Hall, Room # 310 Hofstra University Hempstead, NY 11549-3100	Student Name Nassau Hall, Room # 390 Hofstra University Hempstead, NY 11549-3750
Student name Colonial Square East, House Name, Room # 380 Hofstra University Hempstead, NY 11549-3800 <i>(House Name: Cambridge, Hampton, Hempstead, New York, Norwich, Providence, Quincy)</i>	Student Name Netherlands North, House Name, Room # 360 Hofstra University Hempstead, NY 11549-3600 <i>(House Name: Delft, Groningen, Hague, Leiden, Rotterdam, Tilburg)</i>
Student name Colonial Square West, House Name, Room # 385 Hofstra University Hempstead, NY 11549-3850 <i>(House Name: Dover, Jamestown, Newport, Portsmouth, Plymouth, Salem, Williamsburg)</i>	Student Name Netherlands South, House Name, Room # 365 Hofstra University Hempstead, NY 11549-3650 <i>(House Name: Amsterdam, Breukelen, Orange, Rensselaer, Utrecht)</i>
Student Name Constitution Hall, Room # 320 Hofstra University Hempstead, NY 11549-3200	Student Name Stuyvesant Hall, Room # 370 Hofstra University Hempstead, NY 11549-3700
Student Name Enterprise Hall, Room # 340 Hofstra University Hempstead, NY 11549-3400	Student Name Republic Hall, Room # 375 Hofstra University Hempstead, NY 11549-3750
Student Name Estabrook Hall, Room # 330 Hofstra University Hempstead, NY 11549-3300	Student Name Suffolk Hall, Room # 395 Hofstra University Hempstead, NY 11549-3950
Student Name Graduate Residence Hall, Room # 400 Hofstra University Hempstead, NY 11549-4000	Student Name Vander Poel Hall, Room # 350 Hofstra University Hempstead, NY 11549-3500

Dining Plans

All residential first-year students are required to purchase the dining plan A, B, or C each semester. The dining plans can be used, through their HofstraCards, in any of the 20 dining facilities on campus. Please refer to the section on HofstraCard Services in this handbook, where you will learn in detail how to purchase and add to the dining plan. There, the Dutch Debits, a general account also used through the HofstraCard, is also explained.

Community Standards

243 Mack Student Center • 516-463-6913
communitystandards@hofstra.edu
hofstra.edu/communitystandards

Students coming to college often struggle to balance new freedoms with responsibilities that come with being part of a community. The Office of Community Standards helps to educate students about Hofstra's core values, as expressed in our **P.R.I.D.E. Principles**: *Personal and Social Responsibility, Respect for Self and Others, Integrity, Ethics and Leadership, Diversity and Community, and Expression and Free Exchange*. In addition, students are expected to take an active role in encouraging all members of the community to maintain these behavioral standards. As for residential students, it is expected that they take a shared responsibility in developing behavioral expectations and in monitoring and enforcing these expectations within their floor/house/residence hall.

The office upholds community standards on a daily basis. If a student violates these standards, Hofstra University may take appropriate disciplinary action. The *Code of Community Standards* not only outlines proper conduct, but it also illustrates all the policies and procedures in our student conduct process. Students charged with violating University policy may face sanctions as a result of their actions. A complete version of the Hofstra University *Code of Community Standards* is available in the *Guide to Pride*, and on the Hofstra website.

Off-Campus Living and Commuting Student Services

221 Mack Student Center • 516-463-3469
commuters@hofstra.edu • hofstra.edu/commuting

The Office of Off-Campus Living and Commuting Student Services works to integrate commuting students to the campus community; program events specific to off-campus and commuting needs; and serve as a resource and liaison to other areas on campus. This office is also available to assist with off-campus living.



Public Safety

David S. Mack Public Safety and Information Center
 516-463-6606 • Emergency: 516-463-6789
 Information Line: 516-463-7887
hofstra.edu/publicsafety

Student safety is Hofstra's priority. The Public Safety Department and local law enforcement authorities work with Hofstra students, faculty and staff to create a safe atmosphere conducive to learning. The Public Safety Department and the Department of Emergency Management have developed emergency procedures for different types of catastrophic incidents, to ensure the safety of the Hofstra community during an emergency.

Communications

The University has an emergency communications structure, called the Campus Alert Notification Network (CANN). When activated, CANN utilizes the following communication channels to notify the campus community of an emergency: campus-wide public address system, a closed-circuit campus television network that is displayed on LCD monitors around campus, Hofstra television stations, a high-speed emergency text, cell and phone message alert notification system, the Hofstra Campus Alerts Web page, the Hofstra radio station 88.7 FM WRHU, and e-mail alerts. The public address system is controlled at the Department of Public Safety's 24-hour central command. Loudspeakers are installed at 13 locations across campus, and are equipped to broadcast an emergency tone, other sounds or verbal instructions. The broadcast of the emergency tone will alert the campus community to check at least one of the emergency communication information channels to obtain further information and instructions.

The HOFcast network broadcasts campus events and information on large LCD screens in more than 120 well-trafficked locations across campus, including academic buildings and all residence halls. An emergency alert system enables the University to overtake all television channels through the campus television service, enabling the broadcast of emergency messages on the 100+ television channels available in residence halls and academic facilities.

The students will also receive emergency notification via e-mail, voice and text messages. They also can obtain information by checking the Hofstra Campus Alerts Web page at hofstra.edu/alert, or calling the Hofstra emergency number at **516-463-6789**.

Our Experienced Public Safety Staff

Hofstra University's Department of Public Safety is a highly trained unit of 65 full- and part-time professional staff, recognized by Kroll Risk Consulting Management as a model campus security operation in a recent security audit. The Nassau County Police Department and the United States Secret Service have both recognized the department for its excellent operation. The efforts of these professionals are supplemented by excellent security technology, including card swipe access in our residence halls, a central fire alarm system, security cameras, and approximately 40 emergency telephones around campus. In addition, the department has excellent relationships with all local law enforcement and other government agencies. We have reviewed emergency procedures with them and have established protocols for their prompt response to our campus.

Hofstra's Emergency Response Plan

Hofstra University's Emergency Response Plan is a comprehensive plan describing how available resources will be organized, coordinated and directed during an emergency. The plan includes a chain of command establishing the authority and responsibility of various individuals, and establishes emergency protocol for a variety of situations.

The assistant director of Public Safety and Emergency Management officer manages Hofstra University's establish Emergency Plan, prepared in consultation with members of the Nassau County Police Department and the Nassau County Office of Emergency Management, as well as members of the Hofstra administration. The plan is continually reviewed and updated, both through internal review and through the use of external consultants, such as Arc Partners and Kroll Risk Consulting Management.

Hofstra's Crisis Management Team

Hofstra University's seasoned Crisis Management Team meets regularly to develop, review and update plans for various crisis scenarios. If necessary, Hofstra University's campus can be quickly secured under the direction of Public Safety and local law enforcement, by the closing of gates and posting of emergency personnel.

Services

In addition to protecting our campus 24/7, Public Safety provides the following daily services to students: student escorts, transportation (shuttle buses), motorist assistance program, lost and found, victim assistance program, residential security, campus patrols, and campus emergency telephones. For more information, please visit the Public Safety website at hofstra.edu/publicsafety.



Student Financial Services

Office of Student Financial Services • 206 Memorial Hall
516-463-8000 • studentfinancialservices@hofstra.edu
hofstra.edu/sfs

Hours: Monday-Friday, 9 a.m.-5 p.m.
(During the summer, the office closes at 4 p.m. on Fridays.)
Walk-in evening hours vary; visit hofstra.edu/sfscalendar
for a schedule.

U.S. Department of Education's Federal Student Aid
studentaid.ed.gov • 800-4-FEDAID

New York State Aid
(New York State Higher Education Services Corporation)
hesc.com • 888-NYS-HESC

The staff in Student Financial Services at Hofstra University is dedicated to assisting students and their families attain a quality private education. While the primary responsibility of meeting college costs rests with the student and family, our financial aid professionals seek to maximize financial aid opportunities by providing guidance and information about scholarships, grants, loan programs, student employment and payment options. The information contained in this *Parent and Family Handbook* is limited; therefore, you may wish to consult the Hofstra website and/or the *Hofstra University Undergraduate Bulletin* for more details (bulletin.hofstra.edu). More than 89 percent of Hofstra students will receive financial aid, take advantage of different payment options, or participate in the parent loan program (including PLUS loans). To learn about loan programs, please visit hofstra.edu/learnaboutloans. Hofstra University is selective and ranks among the finest institutions of higher learning in the country. While college costs may appear formidable, the value and benefits of a Hofstra education coupled with the success of our graduates render those costs a worthwhile investment in your student's future.

To maximize financial aid opportunities, you and your student must:

- ▶ Learn about eligibility for various funding programs that are available.
- ▶ Follow instructions provided on various application forms and other materials.
- ▶ Pay close attention to deadline dates.

Application Process

All applicants are automatically reviewed for academic scholarships via the admission application; no separate application is needed. Students may also contact their major department or dean's office to inquire about other available funding.

The Free Application for Federal Student Aid (FAFSA) is the only required application for federal financial aid (i.e., grants, loans, college work-study) at Hofstra University. The federal formula is used to determine eligibility for financial aid, but please remember that the student must reapply each year for which he or she is seeking assistance. The application can be filed online at **FAFSA.gov**. You and your student will need to request a PIN from the U.S. Department of Education at **PIN.ed.gov** to sign the Web version electronically. If you do not have a PIN, you **MUST** print the signature page and submit it as quickly as possible. When you complete the FAFSA, please use Hofstra's school code (002732). A FAFSA must be filed annually and can be completed after January 1 for the upcoming summer and/or fall semester. Continuing students should file no later than February 15 to permit sufficient time for processing.

A FAFSA must be received at Hofstra by your student's last date of attendance of the current academic year. In order to receive Stafford or Parent PLUS Loan funds, the loan must be certified by the University prior to the student's last date of attendance.

Although first-year and transfer students will receive an official Financial Aid Notification in the mail, students can view their awards on the Hofstra portal (my.hofstra.edu). Continuing students will also have their awards posted on their Hofstra portal. Continuing students should check their e-mail for a notice from Student Financial Services that will tell them when their financial aid package has been created and is ready for viewing on the Web. Timely submission of application forms and other required documentation will enable our staff to process your requests accurately and in a timely fashion for the start of classes each semester.

Federal Financial Aid

Federal grants, including PELL, SEOG and TEACH can be applied for by filing the FAFSA.

Federal Perkins Loans are offered to students with exceptional financial need as determined by the FAFSA. A separate promissory note will be sent to the student if offered.

The offer of Federal Stafford and Unsubsidized Loans will be sent to the student on his or her award notification. New students need to accept or decline their awards on the Official Award Notification, and return it to the Office of Student Financial Services. If the student is offered a Stafford Loan and it is the student's first loan with Hofstra, an entrance interview explaining the aspects of the loan program is required before the funds can be released. The entrance interview can be completed at studentloans.gov. In addition, the student must complete a master promissory note (MPN). Processing of the loan will take at least four to six weeks to complete, so please do not delay.

FEDERAL PARENT PLUS LOANS: Parent PLUS Loans are available to parents of dependent undergraduate students to assist with educational expenses. These loans do carry a credit criteria and Direct Loans has the final discretion on approval. Students must be enrolled at least part-time (minimum of 6 credits per semester) and meet all other federal eligibility criteria. The interest rate on PLUS Loans is fixed at 7.9%. The annual limit is the student's cost of attendance less any other type of financial aid, and no aggregate limit exists. The parent and student must complete a master promissory note and application request form at studentloans.gov, in addition to accepting the loan with Hofstra.

Federal Work-Study

Various on-campus jobs are available for students who demonstrate financial need. The dollar amount indicated on the award notification is the maximum amount eligible to be earned during the school year, but is not a guarantee. Total earnings will depend on the number of hours worked, and students are paid semimonthly.

Alternative Loans

Alternative loans are offered by various lenders to help meet college costs. For information, please visit finaid.org/loans/privatestudentloans.phtml. For help choosing a lender and evaluating loan benefits, please visit hofstra.edu/learnaboutloans or finaid.org/loans/educationlenders.phtml.

New York State Financial Aid

In addition to federal financial aid, New York state residents may be eligible for the Tuition Assistance Program (TAP) or Part-Time TAP. Upon completion of the online FAFSA, a link will be provided to apply for TAP. The TAP application can also be completed online at tapweb.org. If you complete a paper FAFSA, a paper TAP application will be sent to the parent/student that needs to be returned to New York State Higher Education Services Corporation for award consideration. Part-Time TAP is not the same as Aid for Part-Time Study.

New York State APTS (Aid for Part-Time Study)

Student applications must be submitted to the Office of Student Financial Services no later than October 1 for the fall semester, and March 5 for the spring semester.

Billing and Registration

Office of Student Financial Services
206 Memorial Hall • 516-463-8000
hofstra.edu/sfs

*Hours: Monday-Friday, 9 a.m.-5 p.m.
(During the summer, the office closes at 4 p.m. on Fridays.)
Walk-in evening hours vary; visit hofstra.edu/sfs/calendar
for a schedule.*

*Phone Service: Monday-Friday, 9 a.m.-5 p.m.
(4 p.m. during the summer)*

The Office of Student Financial Services assists with class registration and student accounts. Students register in person with our staff or online through the Hofstra portal at my.hofstra.edu. The office works very closely with many other departments to ensure that any awarded financial aid is accurately reflected on a student's account. Much of the student account information is available online through the Hofstra portal, including schedules, student status, and copies of recent statements and updated account information.

Optional tuition insurance is now available to Hofstra students through A.W.G. Dewar, Inc. This insurance entitles students to a return of their funds without having to justify their condition or reason to withdraw from school. We urge all students to take advantage of this insurance because it covers unforeseen illnesses and emergencies students may be faced with during a semester. If the insurance is not purchased, students are not eligible for medical escrow, and will be charged accordingly based on the date of their withdrawal as stated in the *Hofstra University Undergraduate Bulletin* and on the Hofstra website. For more information, please call A.W.G. Dewar directly at **617-774-1555** or visit collegerefund.com.

Health and Wellness Center

Republic Hall • 516-463-6745

wellnesscenter@hofstra.edu • hofstra.edu/wellness

Hours (during academic year): Monday-Thursday, 9 a.m.-6:45 p.m., and Friday-Sunday, 10 a.m.-5:45 p.m.

The Hofstra University Health and Wellness Center is located on the north side of campus at Republic Hall. Physicians, nurse practitioners and registered professional nurses staff the Health and Wellness Center. Some specialty care is also available. Appointments may be scheduled by calling the Health and Wellness Center at **516-463-6745**. A current HofstraCard must be presented at each visit. All health care is confidential, and information is released only at the written request of the student.

Services

The Hofstra University Health and Wellness Center focuses on providing holistically oriented urgent/emergent health care. This includes initial diagnosis and treatment of injuries and/or illnesses and appropriate follow-up for most short-term illnesses. Our providers are experienced in treating common medical problems seen on college campuses. The Health and Wellness Center empowers patients to become partners in managing their health needs through education and knowledge.

Specialty Care: On-site, fee-for-service specialty care includes immunization services, an allergy clinic and women's health services.

Women's Health Services are available by appointment. Services include assessment and treatment of infectious illnesses and annual examinations. These services carry a small fee, as do laboratory fees, prescription contraceptives, and pregnancy testing. Most laboratory tests are referred to an outside laboratory. The cost of such testing is the responsibility of the student. That is the reason your student must bring his insurance card to campus, so he or she is not billed.

Allergy Clinic: The Health and Wellness Center provides a weekly allergy clinic. Those students who need to avail themselves of this service should call the Health and Wellness Center at **516-463-6745** and make a consultation appointment with the registered nurse in charge of that clinic prior to the beginning of the academic school year.

Immunization Services are available, including vaccinations for measles, mumps and rubella (MMR), Hepatitis B, Meningococcal Meningitis disease, tetanus and tuberculosis screening on a reasonably priced fee-for-service basis.

Immunization Requirements

To attend a university in New York state, every student born after January 1, 1957 (who is taking six or more credits) must show proof of immunity to measles, mumps and rubella (German measles). ONE of the following vaccination verification forms must be on file with the Health and Wellness Center:

- ▶ An official school, state, county or national immunization record verifying two MMRs.
- ▶ A blood test showing immunity to those diseases, with a titer clearly stated.
- ▶ A written history, health care provider-signed, with documentation of two MMRs.
- ▶ A written history, health care provider-signed, documenting having had measles and/or mumps. Rubella history of disease must be laboratory confirmed. In the event that a student is not immune or has not been immunized, the University is required by New York state law to exclude any student who does not comply with these laws. Noncompliant students are not permitted to attend Hofstra University. This includes exclusion from classes, residence halls, and other curricular and cocurricular activities. New York state also requires that each student receive information concerning Meningococcal Meningitis disease and the available vaccine. The student is mandated ONLY to document he/she has received information and has either chosen to be vaccinated or has chosen to decline the vaccination.



Appointments

The Hofstra University Health and Wellness Center operates an open appointment system. A student can call the Health and Wellness Center in the morning, and most likely will get an appointment to be seen that day. If the student is unable to get an appointment that day, an appointment will be made for the next day. This does not include appointments for the allergy clinic or women's health services. Evening and weekend appointments are also available.

Dispensary Services

Pharmaceutical services are available and include over-the-counter medications as well as an appropriate range of prescription drugs. Most of the medications that are dispensed at the Health and Wellness Center are provided at cost.

Health Insurance

Health insurance is a very complex issue. Unfortunately, as many as 25 percent of college students are uninsured for one reason or another. While most care given at the Health and Wellness Center is covered through student fees, some procedures and most medications as well as immunizations may not be. For example, if a laboratory test (such as a throat culture) needs to be performed, that test will be referred out to a private lab, and the cost is the responsibility of the student. Currently, the Health and Wellness Center utilizes the services of Quest Diagnostics as well as North Shore-LIJ Laboratories.

We strongly urge all students who are covered by insurance to have a copy of their insurance card and bring it with them when they have an appointment to be seen at the Health and Wellness Center. It is also important for students to know specific information in relation to their insurance, such as which lab needs to be used and what the deductible, if any, may be. They should also be aware of how to contact their insurance company. It is very important to know if your insurance covers your student in this area. (Are there providers in this area that are in your family's network?) If a student is referred to a local hospital and/or community health care provider, the cost of that care is the responsibility of the student.

Your student should bring the following to school:

- ▶ A copy of his/her insurance card
- ▶ Name, address and telephone number of his/her primary care provider
- ▶ Knowledge of medications that he/she has been prescribed
- ▶ Emergency contact name and telephone number(s)
- ▶ Thermometer
- ▶ Tylenol/Advil
- ▶ Hot/cold pack
- ▶ Ace bandage
- ▶ Adhesive bandages
- ▶ Gauze pads and tape
- ▶ Over-the-counter cold/allergy relief medicines
- ▶ For contact lens wearers, have eye glasses available (in case of injury, infection or loss)

Every student should consider receiving the influenza vaccine. When available, the Health and Wellness Center provides the vaccine at a nominal cost to the student.

Consider setting up an account at a local pharmacy with your student's information prior to needing it. (Please see a list of local pharmacies at the end of this handbook.)

Recreation and Intramural Sports

Fitness Center

516-463-6958 • recreation@hofstra.edu

Hours: Monday-Thursday, 6 a.m.-10:50 p.m.

Friday, 6 a.m.-8:50 p.m.

Saturday and Sunday, 10 a.m.-7:50 p.m.

Swim Center

Physical Education Building

Hours: Monday-Friday, 6:15 a.m.-8 p.m.

Saturday, Noon-5:45 p.m.

Sunday, Noon-8 p.m.

Staying Fit

The Department of Recreation and Intramural Sports offers a variety of exciting fitness opportunities and facilities for students throughout the year. Our programs are open to males and females of all skill levels and abilities.

Intramural sports include flag football, soccer, volleyball, softball and basketball. We also host special events, our most popular being basketball shootouts, dodgeball tournaments and the Hofstra Strongest Bench Press Competition. Finally, there are group exercise classes daily at our newly renovated Fitness Center, held throughout the academic year. These classes — Abs, Toning, Yoga, Pilates, Cycle, Boot Camp, Turbo Kick and Zumba — are taught by caring certified instructors who are dedicated to help you reach your fitness goals.

Students are encouraged to utilize the fitness facilities on campus, participate in the many programs offered, and live a healthy lifestyle. The beautifully designed, state-of-the-art Fitness Center is open every day.



Hofstra students, c. 1940, courtesy of Hofstra University Archives

Our state-of-the-art Fitness Center includes:

- ▶ 61 new cardio machines
- ▶ 50+ Cybex strength training pieces
- ▶ ADA-certified circuit
- ▶ Cycle Studio
- ▶ Yoga/Pilates Studio
- ▶ Aerobics Studio
- ▶ Indoor track
- ▶ Lounge and computer area
- ▶ Six basketball hoops

Our campus also features a beautiful Swim Center, with an Olympic-sized pool and outdoor tennis courts open year-round. With multiple opportunities available, the Department of Recreation and Intramural Sports makes every effort to promote and educate the campus community, particularly our students, on the importance of health and fitness. We want students to invest in their personal health care and well-being. Through health-related seminars, we address many of the concerns students share. Issues relating to weight management, stress, weight training and proper nutrition are the most common topics of discussion. Seminars teach healthy eating habits, recommend food choices, assess campus food services, and stress the importance of exercise. Weight Watchers for students is also available on campus for a minimal fee.

Ultimately, our goal is to assist our students to achieve their desired fitness level. Our resources are plentiful, our commitment is strong and our passion to work with each and every student is genuine.

**Eating Healthy**

Many times, college students, under the pressure of academic demands, develop poor eating habits. Have you heard of the “Freshman 10” (or 15, 20, ...)? It refers to the number of pounds an average first-year student often gains or loses. At Hofstra, our continuing promise is to offer quality dining, paying special attention to nutritional content. Hofstra University students have access to a registered dietitian/nutritionist. If students have any questions or concerns regarding their nutritional needs, they can e-mail the nutritionist at the Dining Services website, hofstra.edu/dining.

We understand the growing concerns students have with regard to healthy eating and body image; therefore, one of our goals is to provide current informative nutritional information to students. Nutritional analyses are provided on many of the items served on campus. Organized health and wellness workshops are offered to students regularly and are conducted by the nutritionist. Hofstra has been on the forefront of the nutrition movement, providing organic, healthy alternatives to our students. For more information about dining options at Hofstra, see the Support for Students section of this handbook.

Student Counseling Services

Saltzman Community Services Center
516-463-6791 • saltzmancenter@hofstra.edu
hofstra.edu/studentcounseling

Hours: Monday-Friday, 9 a.m.-9 p.m.

In the event of an emergency, on-call counselors can be reached at 516-463-6789.

Hofstra University Student Counseling Services provides psychological counseling to students in an effort to facilitate meaningful personal growth and the fullest educational development of each individual. Individual and group counseling is available to students who are having difficulty with emotions, behavior, academic or adjustment goals. The collaborative counseling process is used to clarify problems, establish realistic goals and develop active, short-term treatment solutions.

Student Counseling Services welcomes all students. Our staff is diverse and guided by a spirit of respect, honesty, acceptance and trust toward each other and toward the students we serve. It is truly a place where students can come and talk to a professional openly and confidentially, and receive support in their academic and personal life at Hofstra University.

Counseling is available to all students free-of-charge for the first three sessions. A fee of \$30 is charged for each counseling visit beyond the third session. In the event of an emergency after business hours, on-call counselors may be reached by calling Public Safety at 516-463-6789.

Finding a Career

The Career Center

M. Robert Lowe Hall • 516-463-6060
plapride@hofstra.edu • hofstra.edu/career

Hours: Monday-Friday, 9 a.m.-5 p.m.
Drop-in/Quick Question Hours are also available.

The Career Center provides numerous resources and programs related to career/life planning to all students and alumni. Our services include individual career advisement, (career decision-making and assessments), career-related workshops (resume, cover letters, interviewing, etc.), employment interview programs (on- and off-campus recruiting events), and career fairs.

Career Counseling Appointments

Does your student need help with his/her resume or cover letter? Does your student know how to find an internship or a job? Beginning in his/her first year, encourage your student to call The Career Center and schedule a career counseling appointment.

Full-time/Part-time Job and Internship Services

Thousands of job notices from regional, national and international employers are made available through the online Pride-Career Management System, accessed through the Hofstra portal. These specific announcements of current opportunities are supplemented by extensive job posting Internet links on The Career Center home page, ultimately making thousands of current opportunities available on a daily basis. All students are welcome to access these postings.

If parents or family members can offer internships or jobs for Hofstra students through their organizations, please contact The Career Center. We appreciate parent involvement and value your experience.

On-Campus Recruitment

Each year The Career Center hosts hundreds of employer visits for the purpose of interviewing students for full-time jobs or internships, either through the Pride Recruiting campus interview program, Education Recruitment program, or various career fairs.

Workshops and Webshops

The Career Center staff facilitates a variety of informative workshops and special events throughout the academic year. Workshops are related to discovering majors,

resumes, cover letters, interviewing, and more. Students can also join The Career Center class on Blackboard and view many of these sessions online.

A Four-Year Career Plan

Students should do the following each year:

First Year

- ▶ Do a thorough self-assessment or take a career interest assessment to discover where their interests lie. It is a good idea for students to schedule an appointment with a counselor at The Career Center to familiarize themselves with resources available.
- ▶ Develop organizational and study skills and learn effective reading, writing and note-taking techniques.
- ▶ Attend resume writing and career-planning workshops at The Career Center.
- ▶ Determine what marketable skills they have, and draft their first resume to highlight those skills.
- ▶ Obtain a part-time or summer position or internship.
- ▶ Join campus organizations to develop teamwork and leadership skills, and become active members of the campus community.

Sophomore Year

- ▶ Declare a major. Explore at least three career opportunities available through their major.
- ▶ Schedule an appointment with a career counselor to discuss possible career development activities for the year as well as assist them with updating their resume and writing a cover letter.
- ▶ Attend an Introduction to Internships Workshop and on-campus employer information sessions.
- ▶ Identify organizations for an internship, informational interview or shadowing opportunity. Consider applying for an internship.
- ▶ Join a professional student or social/cultural organization. Work toward a leadership position in an organization.
- ▶ Begin to develop references (faculty, club advisers, work supervisors, etc.).

Junior Year

- ▶ Schedule an appointment with a career counselor to have their resume updated.
- ▶ Continue to explore career fields by identifying and interacting with people who have experience in these chosen fields.
- ▶ Arrange a mock interview at The Career Center.
- ▶ Attend job fairs and employer information sessions that relate to their career interests.
- ▶ Consider graduate schools and graduate entrance exams. Determine the benefits of an advanced degree in their field.
- ▶ Build a professional wardrobe.

Senior Year

- ▶ Pick up a copy of the *Career Series*.
- ▶ Begin conducting their job search/graduate school admission campaign.
- ▶ Attend a Recruiting Orientation. The Career Center hosts an on-campus interview program.
- ▶ Attend an Interview to Impress workshop and schedule a mock interview with a career counselor.
- ▶ Make an appointment with a career counselor to plan their strategy and update their resume and cover letter.
- ▶ Follow up on the status of all applications and keep accurate records.
- ▶ Evaluate job offers/graduate school acceptances and make decisions.
- ▶ Attend events that Hofstra alumni attend or speak at.



Support for Students

Academic Records and Registrar

Office of Student Financial Services
206 Memorial Hall • academicrecords@hofstra.edu
hofstra.edu/academicrecords

Hours: Monday-Friday, 9 a.m.-5 p.m.
(9 a.m.-4 p.m. on Friday during the summer)

The Office of Academic Records and Registrar is responsible for maintaining all academic records pertaining to every undergraduate and graduate student at the University. It is located in the same suite as the Student Financial Services, on the second floor of Memorial Hall. This office oversees the following areas: registration, transcripts, undergraduate and graduate records, undergraduate and graduate candidates for graduation, enrollment verifications, classroom scheduling, and rosters. Your student can access most of the forms online, by logging in to his/her portal (my.hofstra.edu).

FERPA

The Family Educational Rights and Privacy Act (FERPA) of 1974 is a federal law that requires colleges and universities to protect the confidentiality of student education records. The law states that no one outside the institution shall have access to a student's education records, nor will the institution disclose any information from those records without the written consent of the student.

What Are Education Records?

“Education records” are records that:

- ▶ Contain information that is directly related to a student.
- ▶ Are maintained by an education agency or institution or by a party acting for an agency or institution.

What Does Not Qualify as an Education Record?

- ▶ Records that are kept in the sole possession of the maker for use as a memory aid and not shared with others.
- ▶ Public Safety records maintained and used only for law enforcement purposes.
- ▶ Employment records that relate exclusively to an individual's employment capacity.

- ▶ Medical and psychological records made, maintained or used only in connection with the treatment of the student.
- ▶ Post-attendance records (alumni records).

What Are a Student's Rights Under FERPA?

- ▶ Right to inspect and review education records.
- ▶ Right to request amendment of education records.
- ▶ Right to have some control over the disclosure of information from education records.
- ▶ Right to file a complaint with the U.S. Department of Education concerning alleged failures by the education agency or institution to comply with the requirements of the act.

Note: In most circumstances, students do not have the right to review their parents' financial records or confidential recommendations to which they have waived access.

What About Parental Access to a Student's Education Records?

At the postsecondary level, parents have no inherent rights to inspect a student's education record. The right to inspect is limited solely to the student. Parents may gain access to nondirectory information (grades, GPA, etc.) only if they obtain consent from the student. Student may grant access to parents by logging in to the Hofstra portal, my.hofstra.edu; select “Hofstra Online” and follow the links to FERPA authorization.

What Is Considered “Directory Information”?

In compliance with FERPA, the following statement reflects Hofstra University's policy with regard to the release of “directory information”: Hofstra University may release directory information that includes, but is not limited to, the student's name, address, telephone listing, electronic mail address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status (e.g., undergraduate or graduate; full-time or part-time), participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees, honors and awards received, and the most recent education agency or institution attended.

However, each student has the right to inform Hofstra University that any or all of the directory information may not be released. Hofstra University will honor the student's request to restrict the release of directory information. Students must notify the Office of Academic Records, in writing of such requests. A form requesting nondisclosure may be obtained at the Student Financial Services and Registrar Suite, 206 Memorial Hall. Status of nondisclosure is binding until such time that Hofstra is notified in writing by the student to permit release of "directory information." Hofstra University reserves the right to withhold directory information at its discretion.

Can Hofstra University Disclose Information Without a Student's Consent?

Pursuant to FERPA, the University may disclose a student's education records without a student's written consent under certain conditions. These include, but are not limited to:

- ▶ Disclosure to a school official who has a legitimate educational interest.
- ▶ Disclosure to an education auditing or enforcing agency of a federal or state-supported program.
- ▶ Disclosure associated with eligibility for financial aid.
- ▶ Disclosure pursuant to a court order or subpoena.
- ▶ Disclosure that is necessary to protect the safety of the student or other persons.

What Is Annual Notification?

In compliance with FERPA, Hofstra University annually notifies students of the rights afforded to them under FERPA by publishing the University's FERPA policy on the University's website, in the *Undergraduate* and *Graduate Studies Bulletins*, and in the *Guide to Pride*.

Where Can I Find Additional FERPA Information?

- ▶ U.S. Department of Education, Family Policy Compliance Office, at ed.gov/policy/gen/guid/fpco.
- ▶ Hofstra University Office of Academic Records at **516-463-8000**.

Dining Services

124 Mack Student Center • 516-463-6662
diningservices@hofstra.edu • hofstra.edu/dining

At Hofstra University, we believe Dining Services plays an important role in fostering a sense of community, and are honored to provide food services while students acquire a top-notch education. Dining Services strives to

create a "home away from home" experience by providing the highest level of quality and customer satisfaction.

We strive to exceed expectations by tailoring programs, services and dining venues to meet the needs of the students and the entire Hofstra community. Through customer satisfaction surveys, focus groups, comment boards and an open door policy, we encourage communication and feedback, to help us better understand how to match our programs and services with the needs of the Hofstra University community. Our programs and services reflect the diversity and spirit of Hofstra University. Each dining location has its own identity with numerous food platforms and a large variety of items that can be enjoyed whenever your student's schedule allows. There is a dining plan to fit any lifestyle on campus, with 24-hour dining services, 20 eateries, and a selection of dining plan options varying in points, tailored for any part-time or full-time student.

Hofstra University students have access to a registered dietitian/nutritionist. If students have any questions or concerns regarding their nutritional needs, they can e-mail the nutritionist on the Dining Services website. There, students can also access a complete listing of dining locations on campus.

HofstraCard Services

104 Mack Student Center • 516-463-6942
hofstracard@hofstra.edu • hofstra.edu/hofstracard

Hours: Monday-Thursday, 9 a.m.-9 p.m.

Friday, 9 a.m.-5 p.m.; Saturday, 11 a.m.-3 p.m.

Dining Plans

All declining balance dining plans come with a predetermined number of points (dollars), and can be used in any of the 20 dining facilities on campus. Points are deducted from the student's account each time a purchase is made. It is a condition of residency that all first-year students living on campus must select dining plan A, B, or C. Please visit hofstra.edu/dining (click on Dining Plans) for details on dining plan options, including cost. If the student purchases a commuter plan and later becomes a Hofstra resident, the dining assignment will automatically be upgraded to a resident dining plan and the student is responsible for the corresponding price increase. Points are nonrefundable. Insufficient funds or inactivity in using the dining plan shall not exempt the student from the financial obligation.

Fall semester unused points may be carried over to the spring semester, provided your student purchase the same plan as he/she did during the fall semester, or one of higher value. All unused points are forfeited the day after spring commencement.

All students (resident and commuters) can sign up for a dining plan through the Hofstra portal at my.hofstra.edu (select Hofstra Online). Select “Dining Services Contract” under the Dining Services section, and follow the instructions to sign up for a dining plan. The student tuition bill will reflect the addition of the dining plan. Dining plan payments should be made to the Office of Student Financial Services directly, since the dining plan is part of a student’s bill. Once the payment is made, the dining plan will be activated within 24 hours. If students need to add additional dining points to their account, they may do so by visiting hofstra.edu/hofstracard.

Dutch Debits

Hofstra University offers a general declining balance account called Dutch Debits. The amount of each purchase is automatically deducted from the total balance; please note that the Dutch Debit points cannot be used at the dining locations on campus. Furthermore, be sure to plan accordingly when adding points to your Dutch Debit account. Dutch Debits can be used in the Bookstore, vending machines, and at certain events held on campus. Existing points from the fall will carry over to the spring, but all unused points are forfeited each year the day after spring commencement. In addition, once placed on your HofstraCard, Dutch Debits are nonrefundable and the balance may not be transferred to any other account, so please calculate your anticipated costs carefully.

The easiest way to add a Dutch Debits account by credit card is by visiting hofstra.edu/StudentAffairs/StudentServices/HOFCRD/hofcrd_deposit.html. If you wish to pay by cash, check or money order, you can visit HofstraCard Services, located in 104 Mack Student Center. If you are in need of further assistance, please call HofstraCard Services at **516-463-6942**.

Interfaith Center

213 Mack Student Center
hofstra.edu/StudentAffairs/StudentServices/stsv_chaplains.html

The Catholic, Jewish, Muslim and Protestant chaplains at Hofstra University work closely with one another and with students to offer a wide variety of exciting programs. Activities include social events, dinners, religious services, celebration of holidays, guest speakers, community service projects, informal discussions, study groups, regional and national conferences, retreats, and much more. The chaplains are also available for religious guidance and informal personal and academic counseling.

Catholic Community

Catholic Chaplain: Father Joseph Fitzgerald
 Campus Minister: Rosie Scavuzzo
 516-463-7210 • catholic@hofstra.edu
drvc.org/campusministry

The Catholic Campus Ministry at Hofstra serves to support a community of faith on campus based on the traditions and values of the Roman Catholic Church. Catholic Campus Ministry is dedicated to the holistic enrichment of its students through spirituality, service and fellowship. Students have the opportunity to learn about and live out their faith in an open environment among their peers. All students are welcome to participate in our regular programs consisting of retreats, international and local mission trips, volunteer opportunities, bible study, prayer groups, and social activities. Weekly masses are offered on Sundays at 6 p.m. and Wednesdays at 9 p.m. in the Greenhouse of the Mack Student Center, and all members of the Hofstra community are welcome to worship.

Jewish Community

Jewish Chaplain: Rabbi Meir Mitelman • 516-463-6922
jewishlife@hofstra.edu • hofstrahillel.org

Hofstra Hillel, the center for Jewish life on campus, enriches the lives of Jewish students so that they may enrich Jewish people and the world. Hillel creates a pluralistic, welcoming, inclusive environment for Jewish university students, and sponsors a wide variety of programs and opportunities, including free weekly Shabbat dinners, social activities, celebration of Jewish holidays, social justice projects, informal Jewish learning, free trips to Israel, leadership experiences, internships, and much more. Programs are open to all members of the Hofstra community.

Muslim Community

Muslim Chaplain: Dr. Mamdouh Farid
 516-463-6012 • muslim@hofstra.edu

The Muslim Chaplain’s Office works closely with the Hofstra Islamic Organization, Muslim Students Association (MSA), and faculty and staff to organize weekly Jum’ah (Friday) prayers, Quranic studies, celebrations of Islamic holy days such as Eid-ul-Fitr (the festival marking the end of Ramadhan) and Eid-ul-Adha (the Feast of Sacrifice). The Muslim community also commemorates other Islamic events, such as the fasting month of Ramadhan, Al-Isra and Al Miraj (the anniversary of the prophet’s night journey and his ascension to the heavens), and the Islamic New Year of Hijra. The Muslim Chaplain’s Office also provides counseling to students and staff. Following Islamic traditions, the Muslim Chaplain’s Office encourages interfaith dialogue and interaction in social and cultural events for better understanding among students and staff members.

Protestant Community

Protestant Chaplain: Reverend Richard Hayes
516-463-5227 • protestant@hofstra.edu

The Protestant community at Hofstra is a fellowship of students, faculty and staff who come together to develop relationships and grow in our journey as Christian disciples. We have weekly services on Thursday and Sunday evenings, and Bible study on Monday evenings. In addition, throughout the semester, we hold “Fellowship Friday” events, where we meet for fun relaxation and socialization as a community. Past Fellowship Fridays have included pizza parties and bowling nights. We are open to the entire Hofstra community and are a member of the Long Island United Campus Ministries.

Multicultural & International Student Programs

242 Mack Student Center • 516-463-6796
Michelle.M.Hall@hofstra.edu • hofstra.edu/omisip
Hours: Monday-Friday, 9 a.m.-5 p.m.

Diversity at Hofstra: Our Mission

The Office of Multicultural & International Student Programs works closely with several other campus departments to ensure that diversity remains a top priority in all of our student life programs at Hofstra. If your students are looking to explore multicultural and international issues during their time at Hofstra, we hope they will consider making our office one of their “homes away from home.”

Multicultural Student Life

The Office of Multicultural & International Student Programs advises 16 student cultural clubs and organizations. They are responsible for planning and implementing cultural awareness and diversity education programming for the student community at Hofstra. They also work closely with a variety of campus constituencies to ensure that Hofstra University remains a diverse campus that embraces its multicultural identity. This includes providing support to historically underrepresented students and groups on campus, including students of color, the LGBTQ community, women, religious minority groups, and other students that may be targets of oppression in our educational community. The office also coordinates the heritage months for the University.

Heritage Months

October: Hispanic Heritage Month and LGBTQ History Month

November: Diversity Awareness Month

February: Black History Month

March: Women’s “Herstory” Month

April: Asian/Pacific Islander Heritage Month

International Student Life

The Office of Multicultural & International Student Programs offers various academic, social and cultural programs for the international student community. From trips to the New York metropolitan area to helping students acclimate to Hofstra and the New York City area, the office is a central resource for international students. There are more than 400 international students from nearly 70 countries in attendance at Hofstra University, and the office provides leadership with all immigration and international student-related issues. International students must meet with office staff several times a year to ensure compliance with all immigration laws and regulations. The first meeting takes place during International Student Orientation, where students have the opportunity to have their non-immigrant statuses reviewed during an “entrance interview.” The office also assists with immigration counseling and applications for optional practical and curricular training, economic work necessity, program extensions, international student insurance, visa renewals, as well as travel assistance. The office also coordinates International Education Week at Hofstra.

Student Clubs and Organizations Advised by the Office:

- African Caribbean Society
- Black Student Union (BSU)
- Chinese Student Association
- Collegiate Women of Color
- Cultural Italian-American Organization (CIAO)
- Hawaii Club
- Hellenic Society
- Hofstra Afrikan Students Association (HASA)
- Hofstra Haitian Organization
- Hofstra Organization of Latin Americans
- HINT (Hofstra International): Organization of International Students
- Integrating Multicultural People and Coming Together (IMPACT)
- National Association for the Advancement of Colored People (NAACP) chapter
- South Asian Student Association (SASA)
- The Pride Network: Hofstra University chapter
- Women of Action

Services for Students With Disabilities

212 Memorial Hall • 516-463-7075
ssd@hofstra.edu • hofstra.edu/ssd

Services for Students With Disabilities (SSD) works to ensure that Hofstra University is an accessible environment where individuals with disabilities have equal access to programs, activities and all other opportunities. Students with disabilities who register with SSD may be eligible for reasonable accommodations. Reasonable accommodations are adjustments to University programs, policy, and practice that “level the playing field” for students with disabilities. Examples of reasonable accommodations include extended time on in-class exams, testing in a separate proctored environment, and supplemental note-taking services. Accommodations are based on the student’s individual disability-related needs and careful review of comprehensive disability documentation. The student’s program requirements are also taken into consideration because not all accommodations are appropriate for all programs or courses. Reasonable accommodations are free-of-charge to all eligible students who complete the SSD registration process. For more information about applying for reasonable accommodations through SSD, call **516-463-7075** or e-mail ssd@hofstra.edu.

Academic Coaching

Students with disabilities who are registered with SSD can enroll in an optional, fee-based program called Academic Coaching, to further develop academic and study skills. This program is designed for students who may need additional support inside and outside the classroom, and consists of regular one-on-one meetings with a qualified learning specialist from SSD. The student’s Academic Coaching plan may address any or all of the following:

- ▶ Social adjustment to the college environment and its demands.
- ▶ Time management skills.
- ▶ Problem-solving skills.
- ▶ Coping and stress management.
- ▶ Text reading and analysis strategies.
- ▶ Test preparation and test-taking strategies.
- ▶ Note-taking and other effective classroom strategies.
- ▶ Executive function/planning strategies.
- ▶ Learning style awareness and appropriate study methods.



PALS

In 1979, Hofstra University established the Program for Academic Learning Skills (PALS). The program was built on the belief that Hofstra students with diagnosed learning disabilities would benefit from the combination of skills instruction and academic accommodations. Today, under the umbrella of Services for Students With Disabilities (SSD), PALS continues its commitment to serving this student population.

PALS employs learning specialists who meet weekly with students in one-on-one sessions to assist them in developing supplemental learning strategies. These strategies are based on each student’s specific learning disability diagnosis and disability documentation. Because consistency is important in skill development, each student is assigned a learning specialist to work with for the full academic year. Meeting with a learning specialist is a first-year mandatory component of PALS. This element of the program is designed to provide the PALS student with long-term skills they can apply directly to their course work as well as use in the future. It is a gradual process aimed at helping them become independent lifelong learners. Although there is no extra fee for reasonable accommodations, there is an additional fee for PALS for first-year students only. This fee is in addition to the other University tuition fees. For additional information about PALS documentation requirements, please call **516-463-7075** or e-mail ssd@hofstra.edu.

Student Computing Services

106C Calkins Hall • 516-463-6500

hofstra.edu/it4parents

Hours: Monday-Thursday, 9 a.m.-10 p.m.

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

ResNet: 516-463-3000 • 110 Mack Student Center

resnet@hofstra.edu • Hours: Monday-Friday, 9 a.m.-5 p.m.

Help Desk: 516-463-7777 • help@hofstra.edu

At Hofstra, students have access to advanced technology that complements their academic lives. Hofstra is among the most technologically advanced campuses in the nation. Students are encouraged to bring computers to campus to take advantage of our extensive technology resources. The campus is almost all wireless. Many classrooms have laptops at each seat, and there are 46 computer labs interspersed throughout the campus.

Student Computing Services (SCS) manages a network of campus computing facilities to support all student-computing needs. The services SCS provides, free-of-charge unless noted, include:

- ▶ Microsoft Office Professional Suite and McAfee Virus Protection Software (downloads available through the Hofstra portal at my.hofstra.edu; click on “my apps” on the top right).
- ▶ Open access lab support (hofstra.edu/scs/labs).
- ▶ Computer repair service (very reasonable charges), located outside of the Hammer Computer Lab.
- ▶ ResNet: Network support for the resident students (hofstra.edu/scs/resnet).
- ▶ Employment opportunities.
- ▶ Network and e-mail account support for students.
- ▶ Computer lab printing support services (hofstra.edu/scs/ecoprint).
- ▶ Wireless Internet access (hofstra.edu/wireless).

Your student does not need to buy the following computer software, since he/she can download it on the Hofstra portal (my.hofstra.edu) for free: Microsoft Office Professional Suite (both PC and Mac) and McAfee Virus Protection Software (both PC and Mac). Your student may also purchase a laptop or a desktop computer through the Hofstra website, at an educational discount (Lenovo, Mac); please visit hofstra.edu/it for more information about computing resources.

Student Employment

Human Resources Center

516-463-6782 • studentemployment@hofstra.edu

hofstra.edu/studentemployment

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

The Office of Student Employment provides a variety of on-campus employment options for students throughout their years at the University. Through part-time student employment on campus, students have the opportunity to enrich and enhance their academic experiences by applying learned skills and theories in a practical setting, while earning income to assist with college expenses. On-campus student employment opportunities for eligible Federal Work-Study students and non-Federal Work-Study students include positions in a diverse array of departments throughout campus, such as: Residential Programs, Public Safety, Music Department, The Career Center, Saltzman Community Services Center, Student Computing Services, Admission, Student Leadership and Activities, Human Resources, University Relations, WRHU Radio Hofstra University, sports facilities, and various academic departments.

How to Apply for a Job on Campus

Jobs are available in many departments on campus, whether on a University-funded budget or through the Federal Work-Study program. Matriculated students in good academic standing who are enrolled at least part-time are eligible for student employment at Hofstra. To apply for a Federal Work-Study (FWS) position, students must include a request for student employment on their financial aid application. This application – the Free Application for Federal Student Aid (FAFSA) – is submitted to and reviewed by Hofstra Student Financial Services (SFS). If approved by SFS for an FWS grant, students may visit the Office of Student Employment for a referral to an FWS job. FWS students are permitted to work a maximum of 20 hours per week. Hours and wage rates vary depending on department needs, job description and student skills. For non-FWS positions, students may apply directly to the department hiring. Open positions may be advertised by departments directly and/or online at hofstra.edu/jobs.

Frequently Asked Questions About Student Employment

Where can my student find an on-campus job?

Student employment opportunities are listed on the Hofstra website. Your student may also go directly to any on-campus department to inquire about student employment opportunities. Visit hofstra.edu/studentemployment/ for more information.

How many hours may a student employee work?

An undergraduate or graduate student employee may work a maximum of 25 hours per week. International and Federal Work-Study students may work a maximum of 20 hours per week. During the summer and January sessions, students may work a maximum of 35 hours per week. Most student-employees work about 10-15 hours per week.

What documents does my student need for student employment?

Before beginning work as a Hofstra student-employee, among other forms, a student must complete the United States Citizenship and Immigration Services Form I-9. Your student will need either a valid, unexpired passport OR an original Social Security card or birth certificate AND either a valid driver's license or Hofstra ID in order to complete an I-9 form. In addition, if your student has not been paid by Hofstra previously, she or he will need to complete payroll tax forms, a W-4 Employee Withholding Allowance Certificate, and a New York State Withholding form.

Student Leadership and Activities

260 Mack Student Center • 516-463-6914
studentactivities@hofstra.edu • osla@hofstra.edu
hofstra.edu/OSLA

The Office of Student Leadership and Activities (OSLA) is designed to enhance the cocurricular life of the Hofstra community and help students become more involved. We encourage students to get involved in the many clubs, organizations, fraternities, sororities, leadership development programs and campus wide events that Hofstra has to offer. The best way to become a well-rounded student is to get involved! Since Student Leadership and Activities is based on student involvement, we have done our best to make sure there is something for everyone. There are hundreds of conferences, lectures, workshops, cultural programs, seminars, concerts, dance parties and socials that take place at Hofstra each semester. In addition, there are more than 170 clubs and organizations on campus.

With all that Hofstra offers, all you need is the motivation and desire to get involved. Your student will not only better enjoy his/her college experience, but will also develop invaluable leadership, organizational and communication skills.

In addition, the Office of Student Leadership and Activities provides services designed to ease the transition of new undergraduate students to the academic, social and cocurricular communities at Hofstra University. Beginning with New Student Orientation during the summer and Winter Welcome in January, the office aims to help students acclimate to the Hofstra campus and develop the tools needed to succeed in their first year.

New Student Orientation is a three-day/two-night program in which new students are invited to live on campus and begin preparation for the fall semester. Students entering Hofstra in the spring semester are invited to attend a two-day Winter Welcome before the beginning of the semester.

Clubs and Organizations

OSLA advises the Student Government Association and more than 170 student clubs and organizations at Hofstra. We are always here to provide guidance on how to run a successful program. For a complete list of clubs and organizations, policies and procedures, and all forms, please visit hofstra.edu/OSLA.

Community Service

OSLA provides opportunities for students, faculty and staff to connect with each other while contributing to, participating in, and learning more about the community in which we live. Community service initiatives are coordinated each semester by OSLA to support and challenge our students to become agents of change and develop leadership skills. Some of our initiatives are Alternative Spring Break and Hunger and Homelessness Awareness Week. Encourage your student to sign up for our e-newsletter by e-mailing osla@hofstra.edu.

Educational and Social Programming

OSLA coordinates educational programs throughout the year to help students learn about the world around them and also complement their classroom studies. These programs include Alcohol Awareness Week, Domestic Violence Awareness Month, and Safe Spring Break. We also give students the opportunity to bond with their fellow classmates outside the classroom with various social programs. Some of the social programs we offer are Friday Night Karaoke, Winterfest, and *Hofstra's Got Talent*. In addition, our office oversees the Game Room, a place where students can socialize, play pool, ping-pong, air hockey, and watch TV. For more information about the educational and social programs offered, visit hofstra.edu/OSLA.

Greek Life

Fraternity and sorority life at Hofstra provides an inclusive environment that challenges members to develop into leaders who uphold the values, oaths and commitments of their collegiate Greek organizations at Hofstra. Fraternity and sorority life values ongoing relationships with alumni, volunteers, campus administrators and the surrounding community to create meaningful and purposeful experiences that foster a commitment to service and lifetime membership. In addition, we oversee four Greek Life Councils: Panhellenic Council, Inter-Fraternity Council, African-Latino Fraternal Sororal Alliance, and Inter-Fraternity Sorority Council. For more information on this program, please visit hofstra.edu/OSLA.

Leadership

OSLA offers leadership retreats and workshops for students who want to develop their skills and engage in cocurricular experiences. One of the main programs offered is the Blue and Gold Leadership Program. For more information on this program, please visit hofstra.edu/OSLA.

Spirit Support

OSLA enhances and contributes to the athletic and altruistic needs of the University by offering students the opportunity to participate in a variety of spirit support organizations. Spirit support groups consist of the Coed Cheerleading Team, Dance Team, Pep Band, and the University Mascots. The Cheerleading and Dance Teams compete annually in various competitions. For more information, please visit hofstra.edu/OSLA.

New Student Orientation

A Hofstra student's journey begins with New Student Orientation. It is designed with student success and enjoyment in mind, and is a student's first official induction into the Hofstra family. Students stay on campus in a residential facility for the three-day program. The dates of the program are sent within your student's Welcome Packet. Parents attend Parent Orientation on Tuesday, the first day of each New Student Orientation. The program introduces new students to all areas of Hofstra, including student services, faculty, academic advisers and the campus culture. We cannot stress enough how beneficial this program is for incoming first-year students. During the program, your student will learn about Hofstra's curriculum and campus resources, register for classes, tour the campus, meet faculty and advisers, and begin to develop lifelong friendships with fellow students. The first semester is an exciting time for a new student; the opportunities are endless, from campus clubs and organizations to special programs and events. Please call **516-463-4874** for more information.

Explore Next Door Program

The Office of Student Leadership and Activities hosts Explore Next Door (END), a series of events that takes place in the fall and spring semesters, and is open to undergraduate students. These trips seek to introduce students to the cultural wealth of New York City and provide them with an opportunity to connect with their fellow students, faculty and administrators outside the classroom. END trips in the past have included trips to Mets and Yankees games, Broadway shows, and most recently, ballet and opera performances! The trips consist of 10-20 students, a student-leader and a faculty or administrator, and are free-of-charge. The office pays for tickets, transportation and light refreshments. The fall END trips are open only to new first-year and transfer undergraduate students. During the spring semester, trips

are open to all undergraduate students. Your student should stop by 260 Mack Student Center to register for an Explore Next Door event! Registration dates for each event will be posted.

Hofstra Discovery Program

OSLA also coordinates the Hofstra Discovery Program. This optional program is a dynamic interactive program designed for incoming first-year students who wish to be actively engaged through service learning, adventure and discovery. Participants choose a path of discovery — Compassion or Sustainability — and are led by upper-class discovery student-leaders. This is an opportunity to build connections, hone leadership skills, and begin the transition to college life and learning. For more information please call **516-463-6914** or e-mail OSLA@hofstra.edu.

Survival Kits for Students

The Office of Student Leadership and Activities is proud of all of our students, and we want to assist families in supporting and acknowledging student accomplishments. That is why we offer families an opportunity to purchase survival kits for students during final exams. Families receive a mailing mid-semester describing each of the package options. Students will be notified to pick up the special package and the personalized note that accompanies it. Show your student you care. All packages must be picked up by the last day of finals. All unclaimed care packages will be donated to charity. If you have any questions about your order, please call **516-463-6914**.

Encourage Your Student to Get Involved!

Making friends is one of the best experiences in college. Students should take time to socialize and meet new people. If your student is shy, he or she should join a club or ask a classmate to study one evening. Students should look for opportunities at the Office of Student Leadership and Activities, Multicultural & International Student Programs Office, and the Department of Recreation and Intramural Sports. Encourage your student to explore beyond campus; Hofstra offers Explore Next Door trips to New York City.



Frequently Asked Questions (FAQs)

1. Are students allowed to have cars on campus?

Yes. Every vehicle must have a parking permit, which can be obtained at the David S. Mack Public Safety and Information Center, located on the corner of California Avenue and Hempstead Turnpike. A student will need to bring his or her license, vehicle registration and HofstraCard when registering a vehicle. The Public Safety Department is open 24 hours a day, seven days a week. Additionally, ZipCar is available; please visit zipcar.com/hofstra for information.

2. What is the Blue Beetle?

The Blue Beetle is the Hofstra shuttle bus. Students can obtain a bus schedule at the Event Management Office, located in the Mack Student Center near the Hofstra University Bookstore. The schedule is also available in the *Guide to Pride* and on the University website. The Blue Beetle operates 24 hours a day, transporting students, faculty, administrators and staff around campus and to the Hempstead and Mineola Long Island Rail Road stations.

3. Where can my student rent a refrigerator or microwave?

Hofstra has a contract with an outside vendor to provide refrigerators and approved microwave units to students. Refrigerator/microwave units are available for reasonable rental rates to all resident students. A separate mailing regarding these rental units is sent to students during the summer along with their housing assignment packet. For more information, contact the Office of Residential Programs at **516-463-6930** or reslife@hofstra.edu.

Please note: No other microwave units other than those approved by the university are permitted in the residence halls. Residents may bring smaller-sized refrigerators for their residence hall room or suite. The size and number of these refrigerators are limited (one per room or two per suite) due to the electrical current they draw and the limited electrical outlets in the residence hall rooms and suites. The refrigerator must be an energy-efficient model and may not exceed five (5) cubic feet in size.

4. How does the campus telephone system work?

The University provides a telephone in each room. On-campus service is free, and calls are placed by dialing the last five digits of the number. To place off-campus calls, a personal billing number (PBN) is needed. A PBN is assigned to each resident student and is distributed upon check-in to the residence halls. If a PBN is not received, a representative will be available in the Mack Student Center to provide assistance. A PBN may also be obtained by calling **800-962-4772**. For additional information, please call the Hofstra Telecommunications Department at **516-463-6602**.

5. Are students required to sign up for a dining plan?

All first-year resident students are required to purchase one of the three largest dining plans (A, B or C). All dining plans can be used in any of the 20 dining facilities on campus. Please visit hofstra.edu/dining for more information.

6. How do students add money to the dining plan?

Please see pages 34-35.

7. May commuting students purchase a dining plan?

Yes. Commuting students may obtain a Dining Plan Contract from the Office of HofstraCard Services, or visit hofstra.edu/dining for more information.

8. Is kosher food available on campus?

Yes. Eli's Kosher Kitchen, located in the Mack Student Center, provides hot and fresh kosher food. The hours are Monday-Thursday, 11 a.m.-8 p.m., and Friday, 11 a.m.-3 p.m.

9. What should my student do if she/he needs a new HofstraCard?

They can deactivate their lost cards anytime by logging in to the Hofstra portal (my.hofstra.edu). Students can obtain a new HofstraCard at 104 Mack Student Center. Please note there is a replacement fee for lost cards.

10. How do students borrow books from the Hofstra Axinn Library?

Using a valid HofstraCard, students may borrow books from the Hofstra Axinn Library.

11. When do students buy books? Which books should students purchase?

Students should wait to purchase books until they receive the syllabuses from their instructors. Our office recommends e-mailing professors before classes begin to see what books a course will require. Double-check the syllabus with the offerings in the Hofstra University Bookstore, and always ask for clarification if needed.

12. Do students have to take WSC 001 and 002 (Writing Studies and Composition)?

Yes. All students must take Writing Studies and Composition 001 and 002 and must receive a minimum grade of C-, as part of the University's general requirements. All students are also required to pass the Writing Proficiency Exam before they graduate. The Writing Proficiency Exam is offered at the end of Writing Studies and Composition 002. Students can contact the Writing Studies and Composition Department to inquire about other dates and times that this exam may be offered. Transfer students who have received credit for Writing Studies and Composition 002 at their previous institution must still pass the Writing Proficiency Exam at Hofstra.

13. How do students change course schedules?

Students should meet with their advisement dean in the Center for University Advisement and major adviser, if applicable, to discuss course options. Once an advisement dean or major adviser has approved a schedule change, two options exist: Students may make the change during the first week of classes (1) by using the Hofstra Online Information System with their alternate registration PIN (if needed); or (2) by having their dean sign an add/drop slip. This slip must be brought to the Office of Student Financial Services, located on the second floor of Memorial Hall. Most students are able to use the Internet to make changes. However, students on academic probation or in certain specific academic programs are

unable to register or change their schedule online; they will need approval from their advisement dean in the Center for University Advisement. Beginning the second week of the semester, students need departmental approval to add courses, and must process any changes in person at the Office of Student Financial Services in Memorial Hall.

14. What is a Degree Audit Report (DAR) and how do students obtain a DAR?

The DAR, Degree Audit Report, is a student's road map to graduation. It enables a student to plan each semester accordingly, in order to ensure that all program requirements are met. The DAR is available through the Hofstra Online Information System. Students may log in via the Hofstra portal at my.hofstra.edu.

15. How do students register for a course after the first day of classes?

All courses are considered closed as of the second week of classes. A student needs departmental approval or the professor's permission for entrance to a course. The procedure for this includes completing a Registration Override form, which must be signed and stamped by the academic department and/or professor. The Registration Override form must be accompanied by an add/drop slip, both of which may be obtained at the Center for University Advisement, in 101 Memorial Hall or 107 Mack Student Center. These forms are also available online at hofstra.edu/registrar; select "Printable Forms." Bring the Course Entrance form and the add/drop slip to the Office of Student Financial Services, located on the second floor of Memorial Hall. A Student Financial Services representative will process the change(s).

16. How do students change majors?

The first step is to make an appointment with the department of the prospective major to discuss the major requirements and curriculum requirements. The next step is to complete a Change of Study form and have it signed by the chair or faculty representative of the prospective major. The department may process the paperwork or ask the student to submit it to the Office of Student Financial Services in Memorial Hall. The change will appear online within a few days. Change of Study forms are available online through the Hofstra website, or at the Center for University Advisement, in 101 Memorial Hall or 107 Mack Student Center.

17. What grades are required to make the Dean's List?

To qualify for Dean's List, a student must meet the following requirements:

- ▶ A first-year student must complete the semester with at least a 3.3 GPA.
- ▶ After the first year, a student must have at least a 3.4 GPA.

Full-time students must complete at least 12 credits per semester in letter grades other than P (Pass) and with no Incomplete (INC) grades. Part-time students must complete at least 12 credits over the two most recent semesters in attendance, earn letter grades other than P with no grade of INC, have a GPA of 3.3 (up to 24 credits total) and a 3.4 GPA thereafter, and must not have been a full-time student

during the period under consideration. Only courses taken in-residence at Hofstra may be used to satisfy the requirements for Dean's List. Students who achieve a 4.0 GPA and complete at least 12 semester hours of A grades in any given semester are designated Provost's Scholars and are invited to attend special lectures and discussions. Only courses taken in-residence at Hofstra may be used to satisfy the requirements for the designation of Provost's Scholars.

18. What grade point average is necessary to graduate with honors?

Degrees of distinction are conferred upon students who have completed at least 82 semester hours in-residence at Hofstra. GPAs for the levels of distinction are:

Summa cum laude:	3.85
Magna cum laude:	3.75
Cum laude:	3.60

19. What happens if a student's GPA falls below 2.0?

A student in this situation is put on academic probation and is required to meet with their advisement dean in the Center for University Advisement. When a student's GPA falls below 2.0, the Office of Academic Records and Registrar will send a letter of notification to the student's Hofstra e-mail account and their permanent addresses (as listed on the Hofstra Online Information System). Students on academic probation are unable to register online, and need a signature from their advisement dean in order to register for the next semester. All students placed on probation will be required to take a one-credit course on strategies for academic success. The course will assist students in developing study skills, test-taking skills, and time management skills. The course will also offer support services related to financial aid, relationships, and mental health issues. For more information regarding academic probation, please refer to the *Hofstra University Undergraduate Bulletin*. Students on academic probation are unable to apply to take a course at another university, or pledge a fraternity or sorority. Furthermore, student-athletes on academic probation may be ineligible for season play according to NCAA guidelines.

20. How can students get a tutor?

How much does it cost?

Students who wish to obtain a tutor should visit the University Tutorial Program Office, 101 Memorial Hall. Students may receive tutoring in up to three courses per semester, for up to an hour and a half per course per week. Tutorial service is provided free-of-charge to all eligible students.

21. What happens if a student simply stops going to classes?

If a student stops going to class, a grade of F (Failure) or UW (Unofficial Withdrawal) may be assigned. A student is not automatically withdrawn from the course if he or she stops attending. The Hofstra academic calendar stipulates specific deadlines for dropping courses. The academic calendar can be accessed online at hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_calendars.html.

Glossary: HofstraSpeak

22. What happens if a student receives the option of an Incomplete in a course?

A student unable to complete a course may receive an Incomplete only if this option is discussed with the professor in advance and the student is granted permission. Incompletes are reserved for extenuating circumstances, such as medical emergencies. Students should speak to their professors about making up any missed work; a time frame for completion of work will be decided by the faculty member. However, the time frame should not exceed the last day of the next full semester following the granting of the INC grade. If a student does not submit the incomplete work by the contracted deadline, the INC grade will convert to the contingency grade provided by the professor. Not attending classes and missing exams does not constitute exemption or withdrawal from the course.

23. How many credits are needed to be a sophomore?

A student must earn 30 credits to be a sophomore.

24. Are there any non-varsity sports clubs on campus?

Currently there are 11 sports clubs on campus. The clubs include: Men's and Women's Lacrosse and Rugby, and Crew, Ice Hockey, Equestrian, Roller Hockey, Baseball, Soccer and Ultimate Frisbee. In addition, extensive recreation programs and intramural sports are offered throughout the year. For additional information, please visit hofstra.edu/recreation.

25. Where can a student find an on-campus job?

Visit the Office of Student Employment or hofstra.edu/jobs for more information.

26. Where can students find out about off-campus jobs and internships?

Visit The Career Center in M. Robert Lowe Hall (on the South Campus near James M. Shuart Stadium and C.V. Starr Hall).

27. Do students need to buy a computer?

No. The University has several computer labs that are accessible to students, including one with 24-hour access. In addition, Hofstra is among the most technologically advanced campuses in the nation, including wireless "hot spots" in most public spaces. Students are encouraged to bring computers/laptops to campus to take advantage of these extensive technology resources. Your students may buy a laptop online with a special Hofstra discount. Visit hofstra.edu/buypc. (They will need their Hofstra Network ID to log in.) As a part of the technology fee, students are entitled to Microsoft Office Professional Suite, McAfee Virus Protection Software, a personal e-mail and network account, access to 140 software applications, and 1,200 free pages of laser printing per year. Wondering what type of computer to bring to campus? Visit hofstra.edu/SCS for more information.

The **add/drop process** is a brief period of time at the beginning of the semester when students may drop or add classes. Students may add/drop courses online until the last day of the first week of classes. After this time, a student must request permission to be signed in to a class by the professor or the department.

An **advisement dean** works with students in planning their academic endeavors throughout their time at Hofstra. A dean can assist students with course planning, major exploration, questions and concerns about academic policies and procedures, academic opportunities available at Hofstra, and other general academic issues. Upon major declaration, academic departments will assign students to a faculty adviser for major-related questions or concerns. Throughout their time at Hofstra, students can rely both on deans in the Center for University Advisement and advisers in major departments to support their academic endeavors.

The Chronicle is the student-run newspaper. It is published weekly by undergraduate Hofstra students and provides in-depth coverage of campus news, sports and cultural events for its more than 13,000 students and faculty.

Common hour occurs between 11:15 a.m. and 12:40 p.m., every Wednesday. No classes are scheduled during this time, in order to allow students and faculty the opportunity to participate in cocurricular activities.

A **corequisite** is a course that must be taken before or at the same time as another course.

DAR refers to the Degree Audit Report. The DAR provides the student with a list of the requirements that must be completed in order to earn a Hofstra undergraduate degree. General University requirements, distribution requirements and major requirements are shown on this report. Completed courses are shown in each area indicating progress toward completion of the degree requirements. The Degree Audit Report indicates the remaining courses and number of semester hours required to complete the program. A student should use the DAR to review requirements prior to meeting with an adviser to plan a schedule for the upcoming semester.

David S. Mack Public Safety and Information Center refers to the home of Department of Public Safety, and is the location for parking permit distribution. The center is located at the corner of Hempstead Turnpike and California Avenue. The Department of Public Safety provides around-the-clock security to the Hofstra community. The telephone number is **516-463-6606**.

Distribution courses are courses offered by particular academic departments in Hofstra College of Liberal Arts and Sciences (HCLAS) that meet special standards set by the faculty. These standards require that each course be highly suitable for teaching liberal arts knowledge and skills that are fundamental to understanding diverse cultural traditions. For B.A. and B.B.A. degrees, there are a total of 33 distribution credits broken down into eight categories, three courses for each of the three broad regions of learning that are identified within the following academic disciplines: (1) humanities; (2) natural sciences and mathematics/computer science; and (3) social sciences. In addition, students are required to take one course in the study of non-Western cultures (cross-cultural), and one in interdisciplinary studies.

Dutch Treats is the deli at Hofstra USA. This deli/grocery store is open 24 hours a day, seven days a week.

An **elective** is a course a student chooses to take because of interest in it, to satisfy intellectual curiosity or to complement degree requirements. An elective course may be outside of a student's field or discipline, or may have a direct relationship to the student's degree program. Limits are placed on the number of elective credits students can earn that count toward a degree. Students must consult with a faculty adviser when planning a program of study.

Explore Next Door is a series of events for new students during the fall semester. These coordinated outings allow new students to meet, learn about the surrounding area, and have fun. Past outings have included Broadway shows, tours of Manhattan, tours of NYC landmarks such as the Statue of Liberty and Ellis Island, a Central Park tour, outlet shopping, museum tours, and National Basketball Association and Major League Baseball outings. The program has also coordinated service learning projects such as a day of service with Habitat for Humanity in Nassau County.

FAFSA is the Free Application for Federal Student Aid form. The completed FAFSA is necessary if a student is requesting financial grants, loans or any aid other than from family. Not completing this form in its entirety prevents the processing of the request for aid, resulting in aid not being granted. The form can be filed, very easily, online at **fafsa.gov**. Please note that you and your student will need to request a PIN in order to sign the electronic form.

The **Federal Work-Study** program offers on-campus jobs to students who qualify for the program. Students must apply for financial aid in order to be eligible.

The **Office of Student Financial Services** is located at 206 Memorial Hall. Financial Aid representatives are available to assist with any questions regarding the financial aid process or forms that must be filed.

The **First-Year/Sophomore Student Recognition Awards** recognize the outstanding achievement and service of students. The awards are presented to students who maintain academic excellence, while being active members of the Hofstra University community through cocurricular involvement. Members of the University community nominate eligible candidates. Nominees must be full-time undergraduate students with a minimum cumulative GPA of 3.0. Nominees are highly motivated and actively involved with on-campus organizations as well as within the campus community, helping to contribute in a positive way.

Full-time students are students that are enrolled in at least 12 semester hours (credits) for the academic semester. This is an important factor for many reasons, including financial aid qualifications, health insurance benefits, campus housing eligibility and athletic eligibility.

GPA stands for grade point average. The grade point average is the index of academic performance used to determine whether a student will be permitted to continue at the University and/or graduate. The grade point average is cumulative, meaning that it includes new semester grades. Students can calculate their grade point average by multiplying the number of credits for a course by the grade received to obtain the quality points. Totaling the quality points for all courses and dividing by the number of credits attempted will result in the grade point average. A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0.

HCLAS stands for Hofstra College of Liberal Arts and Sciences. Liberal arts and sciences is a program of study in the natural sciences, social sciences and humanities.

The **Hofstra Cultural Center (HCC)** is an internationally renowned organization that includes a conference and symposium component, a music program, and the publication of the proceedings of its conferences and symposia. It plans and coordinates conferences and symposia in the fields of humanities, business, law and the sciences to promote the University as an international arena of scholarly thought and to foster Long Island as a cultural entity. The activities of the Hofstra Cultural Center augment the offerings of the academic departments of the University. For information, please visit **hofstra.edu/culture**.

Hofstra Online Information System, or the Hofstra portal, offers students a quick and simple way to register for courses. Looking up classes, registering for open classes and adding/dropping classes are all just a click away via the Internet. Pre-advised, matriculated, and continuing graduate and undergraduate students in the School of Communication, School of Education, Health and Human Services, Frank G. Zarb School of Business, and Hofstra College of Liberal Arts and Sciences may register online using the Hofstra portal. [Note: NOAH Program (The Arthur O. Eve Higher Education Opportunity Program) students are not able to register online.] To register online, visit the Hofstra portal at my.hofstra.edu.

HUHC (Hofstra University Honors College) is dedicated to serving students who perform at the highest academic level. Through an innovative curriculum centered in the liberal arts and compatible with all majors, students are given an opportunity to earn special designations as graduates of HUHC. HUHC brings together all honors students in their first year by requiring a common sequence of courses that satisfy some undergraduate requirements for graduation.

Humanities refers to the disciplines of art, dance, drama, English, foreign languages, literature and music.

A **liberal arts course** is designed to help students grasp the range of possibilities for shaping their lives, with particular reference to the formulation of thoughts, sensibilities and notions of meaning. Such courses concern themselves with the questions of basic human values and the ways of understanding the character and organization of reality. Liberal arts courses focus on various approaches to self-examination and inquiry of nature and science. Every degree has a certain percentage of credits that must be completed in liberal arts.

The **Lion's Den** is the dining area in Kate and Willy's, located in Hofstra USA. The dining room is open Sunday through Thursday, 5-11 p.m. (After 11 p.m., a late-night limited menu is available for takeout until 2 a.m.) and Friday and Saturday, 5-9 p.m. Brunch is available on Saturday and Sunday, from noon to 4 p.m.

A **matriculated student** is a student who has successfully satisfied all admission requirements, has been officially accepted into a degree program at Hofstra University, and has registered for courses.

Natural sciences generally refer to the study of natural objects, including biology, geology, mineralogy, physics and chemistry. All natural science distribution courses must be taken with a corresponding lab requirement.

Nexus is the student-run yearbook that strives to recapitulate all facets of the academic year at Hofstra.

Nexus staff is responsible for production, including photography, layout, concept and design. *Nexus* is scheduled for delivery each November for the preceding academic year. Members of the senior class who pose for portraits receive a free copy of the yearbook. The *Nexus* Office is located in 217A Mack Student Center. For more information, please call **516-463-6961**.

NOAH Program (The Arthur O. Eve Higher Education Opportunity Program) is an admission and developmental program designed to identify and admit nontraditional students whose educational experience and economic status do not allow them the opportunity to demonstrate or develop scholastic abilities to the level required for undergraduate admission and study at Hofstra. The program was initiated in 1964.

Orientation@hofstra.edu is the e-mail address for first-year questions and information.

A **prerequisite** is a course that must be taken and passed prior to enrollment in another course.

P.R.I.D.E. Principles serve as the foundation for the University's *Code of Community Standards*, and outline the standard of conduct that all Hofstra students are expected to uphold. Hofstra's P.R.I.D.E. Principles include: Personal and Social Responsibility, Respect for Self and Others, Integrity, Ethics and Leadership, Diversity and Community, and Expression and Free Exchange.

Probation (academic) occurs when a student's cumulative grade point average falls below 2.0 (a C average) or if a student fails to satisfactorily complete a minimum percentage of his/her attempted credits. If this occurs, the student must meet with a dean in the Center for University Advisement.

Quality points are determined by multiplying the grade earned by the number of credits for a course. Totaling the quality points in a particular semester and dividing it by the number of credits attempted results in the grade point average for that semester.

An **RA** is the resident assistant of a residence hall. The RA's responsibilities include providing general assistance to resident students; managing and helping groups; facilitating social, recreational, educational and cultural programs in the residence halls; informing residents about campus life or referring a student to the appropriate campus resource; explaining and enforcing University policies; and maintaining a safe, orderly and relatively quiet environment. RAs are full-time students.

The **Rathskellar** (aka "the Ratt") is a common hangout for fraternity and sorority members, located in the lower level of the Mack Student Center. Each student organization has its own table, with its Greek letters prominently displayed.

An **RD** is a resident director. The resident assistant staff reports to the RD in their respective area. RDs are full-time professional staff members in the Office of Residential Programs. RDs respond to emergencies, coordinate the resident assistant staff, develop programming, and handle maintenance concerns for the building.

The **Repeat Course Option** is an option available to students to repeat a completed course, regardless of the grade, for a better understanding of the subject. Such courses are listed on a student's transcript as a repeated course, for which a final grade is given. Both grades appear on the student's transcript, but credit is given only once. However, if the student completes the necessary paperwork before the deadline and is approved, only the second grade is counted toward the grade point average. This option may be exercised twice during a student's educational career at Hofstra.

A **semester** is typically 15 weeks long.

The term **semester hour** is used to describe the number of credits received by the student for successfully completing a course. The definition of semester hour is a one-hour period of participation in class per week, or a minimum of two hours of laboratory or studio work per week for one semester, or the equivalent.

Social sciences refer to the study of anthropology, economics, history, political science, psychology, sociology and geography.

Student Financial Services is located on the second floor of Memorial Hall. Students can come to pay their bill, register for classes, and meet with a Student Financial Services counselor to discuss any financial matters. The Office of Academic Records and Registrar and the Loan Repayment Office are also located in Memorial Hall.

SUS (School for University Studies) offers candidates who show potential but do not meet all of Hofstra's admission requirements a chance to join the Hofstra undergraduate community through participation in a structured one-year program. For more information, please visit hofstra.edu/sus.

A **syllabus** is a collection of information about a course. It usually contains the following: course description; goals and objectives of the course; reading assignments and due dates; a general outline of the course, including course requirements; and means and methods of evaluation. The syllabus is the key to understanding course content and course policies, and is distributed by the professor at the beginning of a course.

Unispan is the name of the original pedestrian bridge that connects the Sondra and David S. Mack Student Center (North Campus) to the Joan and Donald E. Axinn Library (South Campus). In addition, there are two other pedestrian bridges on the campus.

USA refers to Hofstra USA. It is a casual meeting place for the Hofstra community, providing recreation, dining and dancing, a concert facility and a theater. The Lion's Den is the dining area in USA. Dutch Treats is the deli/grocery store at USA. The Hofstra USA facility and outdoor gazebo are available for on- and off-campus catering events.

UTP refers to the University Tutorial Program. The UTP is a unit of the Center for University Advancement that is designed to provide academic assistance to Hofstra undergraduate students. Individual and group tutoring is the focus of the program. Students enrolled in the UTP program may request tutorial assistance for as many as three (3) courses. Students are entitled to a 1 1/2 hour tutoring session per course per week. For more information, please call the UTP Office at **516-463-3500**.

WRHU-FM is Radio Hofstra University, broadcasting 30 miles in all directions, to much of Long Island and New York City, as well as parts of Connecticut and New Jersey. WRHU's federally licensed frequency is 88.7 FM, with a power of 470 watts. The station's community radio programming has 31 distinct formats, is on the air 22 hours a day, 365 days a year, and reaches a potential audience of 3-4 million people. For more information, please call WRHU at **516-463-5667**.



Campus Resource List

Hofstra University, Hempstead, NY 11549 • 516-463-6600

Academic Records and Registrar 516-463-8000
206 Memorial Hall, South Campus
academicrecords@hofstra.edu • hofstra.edu/academicrecords
registrar@hofstra.edu • hofstra.edu/registrar
Hours: Monday-Friday, 9 a.m.-5 p.m.
Summer Hours: 9 a.m.-5 p.m., except Friday, 9 a.m.-4 p.m.
Responsible for registration, transcripts, undergraduate and graduate records, undergraduate and graduate candidates for graduation, enrollment verifications, classroom scheduling, and rosters. Explains FERPA. Students may access most of the forms online by logging in to their portal at my.hofstra.edu.

Admission, Office of Undergraduate 516-463-6700
Bernon Hall, South Campus
admission@hofstra.edu • hofstra.edu/admission
Answers questions regarding admission, transfer credit evaluations, campus tours and open houses.

Advisement, Center for University
101 Memorial Hall 516-463-6770
107 Mack Student Center 516-463-7222
advisement@hofstra.edu • hofstra.edu/advisement
Hours: Monday and Thursday, 8 a.m.-7 p.m.;
Tuesday, Wednesday and Friday, 8 a.m.-5 p.m.
Supports Hofstra students in the pursuit of their educational goals by assisting them in making informed academic decisions. All undergraduate students are assigned a dean in the Center for University Advisement to serve as their general academic adviser from admission to graduation.

Alumni Relations, Office of
Please see Parent Fund.

Athletics 516-463-6764
Tickets: 516-HOF-TIXX
Physical Education Building, North Campus
gohofstra.com
Provides information about the Hofstra athletic events and schedules.

Bookstore, Hofstra University 516-463-6654
Mack Student Center, North Campus
hofstra.edu/bookstore
This Barnes & Noble bookstore sells books, textbooks and campus essentials, and buys back used books.

Career Center, The 516-463-6060
M. Robert Lowe Hall, South Campus
plapride@hofstra.edu • hofstra.edu/career
The Career Center assists students and recent graduates in assessing their skills, formulating career goals and identifying opportunities as well as facilitating connections between employers and students.

Community Standards, Office of 516-463-6913
243 Mack Student Center, North Campus
communitystandards@hofstra.edu
hofstra.edu/communitystandards

Dean of Students, Office of 516-463-6913
243 Mack Student Center, North Campus
deanofstudents@hofstra.edu
The central office for developing student and community life on campus, including enforcing the *Code of Community Standards*.

Fitness Center 516-463-6958
North Campus
fitnesscenter@hofstra.edu • hofstra.edu/recreation
Offers a wide variety of recreational activities, including a multipurpose gymnasium, intramural sports, and more.

Health and Wellness Center 516-463-6745
Republic Hall, North Campus
WellnessCenter@hofstra.edu • hofstra.edu/wellness
Hours: Monday-Friday, 9 a.m.-7:45 p.m.;
Saturday, 10 a.m.-5:45 p.m.
Handles student ailments, immunizations and health files.

HofstraCard Services, Office of 516-463-6942
104 Mack Student Center, North Campus
hofstracard@hofstra.edu • hofstra.edu/hofstracard
Hours: Monday-Thursday, 9 a.m.-9 p.m.;
Friday, 9 a.m.-5 p.m.; *Saturday, 11 a.m.-3 p.m.*
Students may get their ID cards, purchase additional dining points or Dutch Debits, or get replacement ID cards for an additional fee. Parents can add money to dining plans or to Dutch Debits at hofstra.edu/hofstracard (select "Make a Deposit").

Hofstra Cultural Center 516-463-5669
hofculctr@hofstra.edu • hofstra.edu/culture

Interfaith Center (Chaplains' Office) 516-463-6920
Catholic Chaplain 516-463-7210
Jewish Chaplain 516-463-6922
Muslim Chaplain 516-463-6012
Protestant Chaplain 516-463-5227
213 Mack Student Center, North Campus
hofstra.edu/StudentAffairs/StudentServices/stsv_chaplains.html
The chaplains are available for religious guidance and informal personal and academic counseling. They organize various social events, study groups, service projects and religious services.

Library, Joan and Donald E. Axinn 516-463-5962
Contains 1.2 million print volumes, and houses the Harold E. Yaker Reference Library and Wydler Government Documents Depository.

Multicultural & International Student Programs, Office of 516-463-6796

242 Mack Student Center, North Campus
international@hofstra.edu • hofstra.edu/omisip
The Office of Multicultural & International Student Programs is dedicated to enriching both international and multicultural student life at Hofstra University by providing comprehensive social, cultural and educational programs at Hofstra.

Hofstra University Museum (HUM) 516-463-5672

info@hofstra.edu • hofstra.edu/museum
The Hofstra University Museum is a nationally AAM-accredited fine arts museum with close to 5,000 objects that span from the pre-Columbian era to the present. The Hofstra University coordinates eight exhibitions annually, which augment offerings in academic departments.

Off-Campus Living and Commuting Student Services 516-463-3469

221 Mack Student Center, North Campus
commuters@hofstra.edu • hofstra.edu/commuting
The Office of Off-Campus Living and Commuting Student Services works to integrate commuting students to the campus community; program events specific to off-campus and commuting needs; serve as a resource and liaison to other areas on campus; and is available to assist with off-campus living.

Parent and Family Programs, Office of 516-463-4698

200 Phillips Hall, South Campus
parents@hofstra.edu • hofstra.edu/parents
Informs and engages Hofstra parents.

Parent Fund 516-463-5027

101 Hofstra Hall, South Campus
thefund@hofstra.edu • hofstra.edu/alumni
Become part of the growing number of Hofstra University supporters by donating to The Fund for Hofstra University. The Office for Development and Alumni Affairs proudly supports academic excellence at Hofstra University.

Public Safety, Department of (services) 516-463-6606
(emergencies) 516-463-6789

David S. Mack Public Safety and Information Center,
(corner of Hempstead Tpke. and California Ave.)
In addition to protecting our campus 24/7, Public Safety offers many services, including student escorts, shuttle service, motorist assistance, and lost and found.

Residential Programs, Office of 516-463-6930

244 Mack Student Center, North Campus
reslife@hofstra.edu
Responsible for all housing contracts, issues and concerns, refrigerator and microwave rentals, and facilitation of a vibrant residential experience.

Services for Students With Disabilities (SSD) 516-463-7074

212 Memorial Hall, South Campus
ssd@hofstra.edu • hofstra.edu/StudentAffairs/stdidis
SSD arranges academic accommodations and support for students with disabilities.

Student Computing Services (SCS) 516-463-6500

▶ **Computing Services Help Desk** 516-463-7777
Provides computing services and technical support for all students at Hofstra University.

▶ **ResNet** 516-463-3000

110 Mack Student Center, North Campus
resnet@hofstra.edu
Hours: Monday-Friday, 9 a.m.-5 p.m.
Offers computer services and technical support for computer users in the residence halls.

Student Counseling Services 516-463-6791

Saltzman Community Services Center, South Campus
saltzmancenter@hofstra.edu • hofstra.edu/studentcounseling
Offers psychological counseling for registered Hofstra students.

Student Employment, Office of 516-463-6782

Human Resources Center, North Campus
studentemployment@hofstra.edu
hofstra.edu/studentemployment
Lists on-campus employment opportunities for registered Hofstra students.

Student Financial Services 516-463-8000

206 Memorial Hall, South Campus
studentfinancialservices@hofstra.edu • hofstra.edu/sfs
Hours: Monday-Friday, 9 a.m.-5 p.m.
(During the summer, the office closes at 4 p.m. on Fridays.)
Walk-in evening hours vary; visit hofstra.edu/sfs/calendar for a schedule.
Answers questions about financial aid, FAFSA, loans and scholarships. Handles payment of tuition, fees and deposits.

Student Leadership and Activities 516-463-6914

260 Mack Student Center, North Campus
studentactivities@hofstra.edu • osla@hofstra.edu
hofstra.edu/OSLA
Responsible for supervising and coordinating student organizations and clubs, and organizing orientation and new student programs, leadership opportunities and class programs and traditions.

University Tutorial Program 516-463-6770

101 Memorial Hall, South Campus
Provides free tutorial services to students for almost any undergraduate course.

Weather Hotline 516-463-7669

Provides updated information regarding the University's operational status.

Writing Center 516-463-4908

102/103 Mason Hall, South Campus
writingcenter@hofstra.edu • hofstra.edu/writingcenter
Supports all members of the Hofstra community who wish to further develop their skills in writing.

Driving Directions

From New York City: From the Queens Midtown Tunnel, continue on the Long Island Expressway (I-495) East to exit 38, Northern State Parkway East, to the Meadowbrook Parkway South (exit 31A). Stay on the Meadowbrook Parkway until exit M4 (sign reads “Hempstead/Coliseum”).

From exit M4 of the Meadowbrook Parkway you will be on Route 24 West (Hempstead Turnpike). Stay on 24W for about one mile. Pass Nassau Coliseum. Hofstra University is on both sides of Hempstead Turnpike. You will see three overhead walkways. For the North Campus main entrance, make the first right after the first overhead walkway. Welcome to Hofstra!

For all directions, please visit hofstra.edu/directions.

Airports

JFK International Airport is an international airport located 15.3 miles from Hofstra. If you have a choice, the trip from JFK to Hofstra campus is easier than from LaGuardia. Website: panynj.gov/airports/jfk.html

LaGuardia Airport is a domestic airport located 20 miles from Hofstra. Website: panynj.gov/airports/laguardia.html

Long Island Sound Ferries

Bridgeport to Port Jefferson Ferry

A year-round ferry from Bridgeport, Connecticut to Port Jefferson, New York, and back. The ferry runs every hour and passengers have the option of either walking on or taking a car across. Website: bpjerry.com

Orient Point to New London Ferry

A year-round ferry from Orient Point, New York to New London, Connecticut, and back. Passengers have the option of either walking on or taking a car across. Website: longislandferry.com

Taxi Services

Super Shuttle Services – Hempstead

Phone: 800-BLUE-VAN

Winston Transportation Group

Phone: 800-424-7767

Website: winstontrans.com

Long Island Yellow Cab

Phone: 516-221-1111

Car Sharing

Zipcar

zipcar.com/hofstra/

Hofstra students may join Zipcar for only \$35 per year.

Accommodations

Allegria Hotel

80 West Broadway • Long Beach, NY 11561

Phone: 516-992-3775 • Fax: 516-992-3779

E-mail: idodd@allegriahotel.com

Website: allegriahotel.com

Garden City Hotel

45 Seventh Street • Garden City, NY 11530

Phone: 516-747-3000

Hampton Inn

1 North Avenue • Garden City, NY 11530

Phone: 516-227-2720

Hyatt Place

5 North Avenue • Garden City, NY 11530

Phone: 516-222-6277

La Quinta Inn and Suites

821 Stewart Avenue • Garden City, NY 11530

Phone: 516-705-9000

Long Island Marriott Hotel and Conference Center

101 James Doolittle Blvd. • Uniondale, NY 11553

Phone: 516-794-3800 or 800-832-6255

Red Roof Inn

699 Dibblee Drive • Westbury, NY 11590

Phone: 516-794-2555 or 800-RED-ROOF

For a full list of hotels with negotiated Hofstra rates, please visit hofstra.edu/hotels.

Neighborhood

With everything from museums, historical sites and lighthouses, to wineries and farm stands, to family fun parks, aquariums, zoos, concerts and live sports action, Long Island has a wide variety of attractions. You may explore them at discoverlongisland.com.

Local Banks

Hofstra University does not have a preferred bank. A full-service TD Bank branch is conveniently located in the Sondra and David S. Mack Student Center (North Campus). Automatic teller machines provided by JPMorgan Chase and Nassau Educators Federal Credit Union (NEFCU) are also available in the Mack Student Center. Additionally, Citibank and Nassau Educators Federal Credit Union (NEFCU) ATMs are located across from the Axinn Library entrance. Bank of America has a branch located west of the Hofstra campus on Hempstead Turnpike. Capital Bank has a branch located south of the Hofstra campus on Front Street. Both branches are a five-minute walk from campus.

Bank of America

730 Fulton Avenue • Hempstead, NY 11550
1-800-841-4000 • bankofamerica.com

Capital One

929 Front Street • Uniondale, NY 11553
516-483-0300 • capitalone.com

Chase

450 Stewart Avenue • Garden City, NY 11530
516-294-2030 • chase.com

Citibank

1 RXR Plaza • Uniondale, NY 11556
800-627-3999 • citibank.com

Nassau Educators Federal Credit Union (NEFCU)

1000 Corporate Drive • Westbury, NY 11590
516-561-0030 • 800-99-NEFCU • nassaued.org

Sovereign Bank

998 Franklin Avenue • Garden City 11530
516-873-0003 • sovereignbank.com

TD Bank

Mack Student Center, North Campus, Hofstra University
516-489-1540 • tdbank.com

Local Hospitals

Long Island Jewish Medical Center

270-05 76th Avenue • New Hyde Park, NY 11040
718- or 516-470-7000 (General)
718- or 516-470-7500 (Emergency)

Mercy Hospital

1000 North Village Avenue • Rockville Centre, NY 11570
516-705-2525

Nassau University Medical Center (NUMC)

Hempstead Turnpike • East Meadow, NY 11554
516-572-0123

North Shore University Hospital

100 Community Drive
Great Neck, NY 11021-5501
516-562-0100

Winthrop University Hospital

259 First Street • Mineola, NY 11501
516-663-0333

Local Pharmacies

Rite Aid

Tel: 516-794-0616 • Fax: 516-794-2562
1910 Hempstead Turnpike • East Meadow, NY 11554

Uniondale Chemists

Tel: 516-486-4333 • Fax: 516-486-0464
546 Uniondale Avenue • Uniondale, NY 11553

Walgreens

Tel: 516-489-2200 • Fax: 516-489-3021
93 Front Street • Hempstead, NY 11550 (24-hour drive-thru)

WalMart, Target, Pathmark, etc. are within short driving distance of the University.

Storage

Island Storage

Phone: 631-777-7480 or 877-672-2548
Website: islandstorage4u.com

Shopping

The Roosevelt Field Shopping Mall is located at the intersection of Old Country Road and Meadowbrook Parkway in Garden City (exit M2 on Meadowbrook Parkway), about a five-minute drive from Hofstra. Roosevelt Field Mall offers Bloomingdale's, JCPenney, Macy's, Nordstrom, Dick's Sporting Goods, and more than 270 specialty stores, including Ann Taylor, Banana Republic, The Disney Store, and the Gap. Many more stores are located nearby on Old Country Road, including Target and BestBuy.

For food shopping, Hofstra students use the following supermarkets:

Waldbaum's

516-486-8858
1530 Front Street • East Meadow, NY 11554
Take Hempstead Turnpike east for one mile to Merrick Avenue (just past the Meadowbrook Parkway). Make right on Merrick Avenue. Proceed several lights to Front Street; Waldbaum's is on the right.

Stop & Shop

516-796-5547
2525 Hempstead Turnpike • East Meadow, NY 11554
Take Hempstead Turnpike east for about two miles and several lights. You will pass Nassau University Medical Center on the left. Stop & Shop is on the left, at the corner of Newbridge Road.

This list is provided for informational purposes only. Hofstra University does not endorse or recommend particular vendors or banks.

Hofstra Campus Map



Hofstra University continues its commitment to extending equal opportunity to all qualified individuals without regard to race, color, religion, sex, sexual orientation, age, national or ethnic origin, physical or mental disability, marital or veteran status in employment and in the conduct and operation of Hofstra University's educational programs and activities, including admissions, scholarship and loan programs and athletic and other school administered programs. This statement of nondiscrimination is in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act Amendments Act, the Age Discrimination Act and other applicable federal, state and local laws and regulations relating to nondiscrimination ("Equal Opportunity Laws"). The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Equal Opportunity Laws. Questions or concerns regarding any of these laws or other aspects of Hofstra's Equal Opportunity Statement should be directed to Jennifer Mone, the Equal Rights and Opportunity Officer, at 516-463-7310, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549. For more information on general student matters (not work-related), you may contact the Dean of Students or Services for Students with Disabilities Offices, as appropriate.

In compliance with the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act and other federal law, detailed information on campus security and fire safety is available by accessing the Hofstra website at hofstra.edu/campusafetyreport or by contacting the Advisory Committee on Campus Safety. Crime statistics are also available at the U.S. Department of Education website at <http://ope.ed.gov/security>. The Advisory Committee on Campus Safety will provide upon request all campus crime and fire safety statistics as reported to the U.S. Department of Education. For additional information, please call the Department of Public Safety at 516-463-6606.



HOFSTRA UNIVERSITY®

OFFICE OF PARENT AND FAMILY PROGRAMS
DIVISION OF STUDENT AFFAIRS
200 PHILLIPS HALL
128 HOFSTRA UNIVERSITY
HEMPSTEAD, NEW YORK 11549-1280



Parent and Family Handbook

2011
2012



FIND US ON FACEBOOK
facebook.com/HofstraParents

FOLLOW US ON

 [@HofstraParents](https://twitter.com/HofstraParents)