



Parent and Family  
Handbook 08  
09



# Hofstra University Academic Calendar

## Fall 2008

Thursday-Monday, August 28-September 1  
Monday, September 1  
Tuesday, September 2  
Monday, September 29  
Tuesday and Wednesday, September 30 and October 1  
Wednesday, October 8  
Thursday, October 9  
Friday and Saturday, October 24 and 25  
Thursday-Saturday, November 27-29  
Thursday and Friday, December 11 and 12  
Saturday-Friday, December 13-19  
Thursday, December 18  
Friday, December 19

Welcome Week  
Labor Day Holiday – NO classes  
All classes begin  
No evening classes  
Classes not in session  
No evening classes  
Classes not in session  
Family Weekend  
Thanksgiving Recess – NO classes  
Snow/study/reading days  
Final exams for ALL classes  
Commencement (subject to change)  
Semester ends

## January 2009

Thursday, January 1  
Monday, January 5  
Friday, January 16

New Year's Day – Holiday  
Classes begin  
Classes end

## Spring 2009

Wednesday, January 28  
Monday, February 16  
Monday-Sunday, April 6-12  
Thursday and Friday, May 7 and 8  
Saturday-Friday, May 9-15  
Friday, May 15  
Sunday, May 17

All classes begin  
President's Day – NO classes  
Spring Recess – NO classes  
Study/reading days  
Final exams for ALL classes  
Semester ends  
Commencement (subject to change)

## Summer 2009

### Summer Session I

Wednesday, May 20  
Monday, May 25  
Wednesday, June 24

Classes begin  
Memorial Day Holiday – NO classes  
Classes end

### Summer Session II

Monday, June 29  
Friday, July 3  
Friday, July 31

Classes begin  
July 4th Holiday – NO classes  
Classes end

### Summer Session III

Monday, August 3  
Friday, August 21

Classes begin  
Classes end

## Dear Hofstra Parents and Families,

It is my great 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 ask questions, give suggestions, involve you with campus events, and provide information about campus resources.

In all 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, but are also actively involved in our effort to address all their needs and aspirations as they grow and mature. I learn from students everyday.

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

Sandra 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 crucially important 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, to anticipate major conflicts and issues and thus alleviate some of the anxiety around you 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](mailto: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 Krstic  
*Director*  
*Office of Parent and Family Programs*

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## Office of Parent and Family Programs

200 Phillips Hall, 128 Hofstra University • (516) 463-4698 • [parents@hofstra.edu](mailto:parents@hofstra.edu) • [hofstra.edu/parfam](http://hofstra.edu/parfam)

### 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 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 10, 17, 24; July 8, 15, 22, 29 or August 5, 2008. Winter Parent Orientation takes place in January 2009, for the parents of students admitted for the spring semester (please see our Web site for more information).

#### Family Weekend

Family Weekend takes place each fall and brings together students and their families in fun events that include faculty presentations, athletic events, campus tours, a resource fair, and a variety show featuring students. There are also opportunities for families to enjoy New York City and other nearby attractions.

This year, Family Weekend takes place on Friday and Saturday, October 24 and 25, 2008. You will receive a 15 percent discount if you register for Family Weekend by August 7, 2008.

### Hofstra Siblings Day

Hofstra Siblings Day takes place in the spring and gives an opportunity to high school-age siblings of current students to explore Hofstra University (and have fun!). Please check our Web site in the late fall for more information.

### Regional Send-Offs

Regional Send-Offs, still in its planning stages, will take place in the summer and gather the families of incoming first-year students for an informal get-together in a home of a parent of a current student. If you'd like to volunteer to host a send-off, please e-mail us at [parents@hofstra.edu](mailto:parents@hofstra.edu) or call (516) 463-4698.

### Publications and Web Site

#### Family Connection Newsletter

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

#### Hofstra Family Link E-Letter

The e-letter is an informal monthly e-mail to parents and family members who subscribe by e-mailing [parents@hofstra.edu](mailto:parents@hofstra.edu). It reminds you of imminent deadlines and resources and discusses current topics of interest to parents and families.

#### News@Hofstra

Hofstra University provides a weekly e-mail newsletter about every aspect of University life, from important events, programs and services to breaking news. You may subscribe to [news@hofstra.edu](mailto:news@hofstra.edu) at [hofstra.edu/news](http://hofstra.edu/news).

#### Hofstra Parent and Family Web Site

Please regularly check [hofstra.edu/parfam](http://hofstra.edu/parfam) where you will find useful updates as well as publication archives. Once a year, you will also have access to our parent survey where you can voice your opinions and suggestions about your Hofstra experience.

## 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, 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 50-75 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](mailto:parents@hofstra.edu) if you would like to apply to become Hofstra’s Regional Parent Ambassador.



## Transitions\*

“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 children embarking on a journey of their own. It is also sometimes daunting to contemplate that your children 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 our 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 came and is 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 she is not showing any intention of packing for college? Your children 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. Here are 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 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 might be about 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 might need to be about resources, motivation and time management.

In order to become separate individuals and to 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 for 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, that can help alleviate family financial burden.

Opening a checking account is a good way for your child to learn how to manage 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.

## 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 Community Standards and Pride Principles, both published in the *Guide to Pride*, and stress that living and learning in a community carries privileges and responsibilities.

Tell your children to trust their instincts and talk with them about dating. Before going on a date, they should know their date’s full name, address and friends. Alcohol can impair good decision making. Teach your children to speak up and communicate their wishes clearly and not let the other person assume their intentions. Both women and men should insist on being treated with respect and dignity.

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. 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

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 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 class, 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 of the New Student Summer Orientation Program, 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 the Parent Orientation. The summer program runs for three days. If you are picking up your child on the last day, please do so about 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.

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

## 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 in perspective.
- ▶ Focus on important matters. Make sure to 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, they 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.

The rule of thumb is: first, ask 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 Orientation and New Student Programs, 242 Mack Student Center. The staff in both offices are a wonderful resource for new students and will be able to help your child find answers. 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 in 200 Phillips Hall.

### Move-In Day

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

If you are driving from afar, take the most direct route to campus. Many parents want to make the most of this last day with their child, and they plan for a nice, leisurely family trip. They want to stop for a hike, go visit relatives who live nearby, or go to a ball game. Students, however, are nervous and intent upon getting to school and meeting their future friends. Encourage your child to pack lightly and use the guidelines in the orientation packet. The room

is always too small for all the appliances and possessions students would like to bring. The Hofstra University Bookstore has essentials and our Blue Beetle bus can easily bring your student to the local shopping mall.

Remember that there are two common student reactions on move-in day, and both are about the stress of the day, not about you. It is common to see students being short, 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." And 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 agreed on the frequency of communication, the wait is going to be easier.

### 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. Make sure to 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 completing the course. Also, remind your students to regularly visit their 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 Orientation and New Student Services 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 Family Weekend in October, when parents can participate in campus events with their child.

Commuters 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. Commuters 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, commuter 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 commuters are strongly encouraged to participate in the Parent Orientation on the Tuesday of the New Student Orientation program. You show by example that college is very important to you and your child. Also encourage your commuting student to contact the Commuting Student Affairs Office. It is a great resource center that organizes many fun events specifically for commuters.

\*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 must declare the 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 decision.

## When to Worry

By the sixth week of school, your child should be talking about course work, academic challenges and new friends. Both commuter 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? 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 telephone number is **(516) 463-6791** and is located at the Saltzman Community Services Center. The experienced and very friendly staff is there to help students who are having difficulty managing emotional, behavioral, academic, career or adjustment goals.

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**.

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 could offer extra support to your student. However, be sure to tell your child that you called us. It will make it much 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 child’s advisement dean in the Center for University Advisement at **(516) 463-6770**.

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

Adjusting to the empty nest may be difficult, especially in the first week or two, even if you still have other children at home. Allow yourself time to adjust. 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 do 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 parents’ perspective, look for these books:

*Letting Go: A Parents’ Guide to Understanding the College Years*, Fourth Edition. Karen Levin Coburn and Madge Lawrence Treeger, HarperCollins, 2003.

*You’re On Your Own (But I’m Here if You Need Me): Mentoring Your Child During the College Years*. Marjorie Savage, Fireside, Simon & Schuster, 2003.

*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.

*Almost Grown: Launching Your Child from High School to College*. Patricia Pasick, W.W. Norton & Co., 2nd Ed., 1998.

*Been There, Should’ve Done That: 505 Tips for Making the Most of College*. Suzette Tyler, Front Porch Press, 1997.

*When Your Kids Go to College: A Parent’s Guide to Changing Relationships*. Barbara and Phillip Newman, 2002.

Please plan to attend Family Weekend in October. 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, continue being involved in campus life by visiting, attending various seminars or lectures, volunteering at events or writing articles for our parent newsletter. Subscribe to our monthly e-letter to learn about events, services and deadlines by e-mailing [parents@hofstra.edu](mailto:parents@hofstra.edu). You, parents and families, are a part of Hofstra Pride!

## The 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 that something is truly amiss.

## Advice You Might Give to Your First-Year College Student:

### 1. Establish a study schedule.

The first year of college will be a busy one, so students must make sure 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 *Hofstra University Undergraduate Bulletin* lists all major and degree requirements.

### 3. Meet with an adviser.

Advising 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 each of their professors at least once a semester and visit them during office hours. They will be able to 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 things about 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. A student can also apply for a mentor through the Orientation and New Student Programs Office. Look for opportunities at the Office of Student Leadership and Activities and the Department of Recreation and Intramurals. Explore beyond campus; New York City is just a train ride away. Balance work and play.

### 6. Be familiar with Hofstra's emergency procedures.

Student safety is a priority for Hofstra, but students play a part in keeping our campus safe. They should make a list of emergency numbers and read the Hofstra University emergency information. All residents and guests must present ID before entering the residence halls. Students should never sign in a guest that they don't know.

### 7. Learn all 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 checks are disbursed. Keep apprised of the filing deadlines.

### 8. Set up a monthly budget.

A simple monthly budget will keep your student from overspending and make paying bills much easier as well. Allocating a weekly allowance, after bills, is important. Little things add up quickly.

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

A checking account is a must for just about anyone. Students should set up an account if they don't already have one. Applying for a credit card can be good idea, even if they have no intention of ever using it; it is useful in an emergency and, if used prudently, establishes a good credit history.

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

Room selection takes place each March. 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. 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 placement, encourage your student to visit during the first year to learn about its resources.

## Learning

Center for University Advisement, 101 Memorial Hall • (516) 463-6770  
and 107 Mack Student Center • (516) 463-7222 • [advisement@hofstra.edu](mailto:advisement@hofstra.edu) • [hofstra.edu/advisement](http://hofstra.edu/advisement)

Hours: Monday through Thursday, 8 a.m.-7 p.m.; Friday, 8 a.m.-5 p.m. (during academic year); Monday through Friday, 9 a.m.-5 p.m. (during the summer and winter breaks)

## Transition to the College Academic Experience

Students entering college face a new world of intellectual and social opportunities. To make the most of the 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 will 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, Orientation is strongly recommended for your student. Throughout their undergraduate tenure, we provide them with access to a comprehensive support system composed of deans, faculty advisers and various University resources, among others, to help them navigate the myriad of 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 the 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 student 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. In addition, Hofstra expects that students make satisfactory progress toward their degree through the completion of a minimum number of credits appropriate for each class year. Students that fail to maintain the minimum GPA and fall below the expected completion ratio will be placed on academic probation. Students placed on probation will meet with their advisement dean to devise an academic plan to regain satisfactory standing.

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

1. **University requirements** (e.g., English 001 and 002 or equivalent, plus the English Proficiency Exam)
2. **Distribution requirements** (determined by each school or college; these aim to provide students with a strong liberal arts background)
3. **Foreign language requirement** (for all B.A. candidates and select others)
4. **Major requirements** (outlined in the *Hofstra University Undergraduate Bulletin*)
5. **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 on 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 the 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, it is very important that students talk to their advisement deans and/or major advisers before deciding to drop below 12 credits in any term.

For a full listing of important academic deadlines, please visit: [hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec\\_deadlines.html](http://hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_deadlines.html).

While your student can count on several resources to help him or her create an academic plan, the *Hofstra University Undergraduate Bulletin* is the written guidebook to the degree. It includes information about the requirements of every school and college, and lists the requirements for every major we offer. It also outlines all of Hofstra's academic policies. Many students set this book aside, but it should be the first reference book they turn to when exploring the 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 opens up an exciting world of study with small classes, dedicated instructors, an innovative interdisciplinary curriculum and a supportive community of first-year students, all experiencing the challenging transition from high school to college. In FYC the student selects from a range of approximately 20 clusters and 40 seminars. Clusters bridge several disciplines and are usually composed of three classes; more than half contain a section of English composition. For example, a student may be studying slavery in America in a history course, while reading *Huckleberry Finn* in an English class. 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 of 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 to be a collection of disconnected subjects or disciplines. In FYC, clusters are taken in different disciplines, but they are interrelated and designed to complement each other. 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 summer 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 extracurricular activities, 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.

### Honors College

Honors College, an invitation-only program, offers talented, high-achieving students a unique educational experience. 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. Culture & Expression is a multidisciplinary first-year curriculum whose courses are designed to explore the connections between disciplines and are taught by a team of the University's most distinguished faculty. Students spend the majority of their time in small discussion

groups with faculty, while weekly common meetings with a working teacher-scholar in the field focus on the issues that join the courses.

### New College

At New College, students are part of a close-knit community in which they play a primary role in designing their Bachelor of Arts degrees. New College students follow an innovative block schedule throughout the first year. In contrast to a conventional college schedule in which students take four or five courses at a time, New College students take one course at a time, for 3 1/2 weeks, for a total of four courses per semester. This allows students the opportunity to explore one topic in depth from a number of different perspectives. In addition, most block courses feature site visits to the New York City area. You may find more information at [hofstra.edu/newcollege](http://hofstra.edu/newcollege).

## Student Academic Expectations

Many students ask whether college classes will be "harder" 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



Photo by Johann Elbers

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 the 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. 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 term, 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 Academic Planning

To help students adjust to these new expectations and to help them stay on track, Hofstra has developed a comprehensive advising system that supports students from orientation through graduation. When a student arrives for orientation, he or she will be assigned to an assistant 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, providing advice about goal setting, academic planning, course selection, and major and career exploration. In addition, a student's dean can suggest out-of-classroom activities that will complement a student's academic interests, or can help with resources if a student is having difficulty in a class. In addition to the dean in the Center for University Advisement, 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 offers advising for 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 deans as soon as they can, in order to start planning for the various requirements necessary for entering these kinds of graduate programs. If you need more information, please contact 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 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 intersession, and many summer programs. We also support semester- and yearlong 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 to use 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 given course may complete an Application to Receive Tutoring, which can be obtained from the program office at 101 Memorial Hall. Tutoring is most beneficial when started early in the term, 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.

We would be happy to answer any questions you may have about the University Tutorial Program. You may contact us at (516) 463-3500.

### The Writing Center

102 Mason Hall • (516) 463-4908 • [writingcenter@hofstra.edu](mailto:writingcenter@hofstra.edu)

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 parts of the writing process, including discovering ideas, developing paragraphs, organizing discussions, improving grammar and 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.

Hours at the center vary, but the center is open five days a week during the fall and spring semesters, generally between the hours of 10 a.m. and 6 p.m., with extra evening hours once or twice a week. Tutoring, generally by appointment, is also available during the January intersession and throughout the three summer sessions. Individuals are free to drop in at the Writing Center during scheduled hours or to schedule an appointment for a specific time. Appointments can be made by phone, e-mail, or by visiting the center.



## Hofstra University Library

Joan and Donald E. Axinn Library • (516) 463-5962  
[hofstra.edu/libraries](http://hofstra.edu/libraries)

With 1.2 million print volumes, 1,500 current journals, a robust electronic library accessible 24/7 through the library Web page, and 7,000 DVDs and videotapes, the Hofstra University Library offers students a wealth of resources for research, factual information and inspiration.

There are many research tasks that students can begin before they ever walk into the Axinn Library. Students can search from home or their office for journal articles or Web resources using 150 electronic research databases, and the Library Web site offers a tutorial page to teach students how to use these resources most effectively. The Library's book catalog is available online and provides links to approximately 28,000 electronic books. For the print volumes shelved in open stacks at Axinn Library, the catalog provides call number information and location maps. Start your search at the University Library home page, [hofstra.edu/libraries](http://hofstra.edu/libraries). Click on "Library Catalog" for books, "Research Databases" for electronic databases, and "Tutorials" for further information on database searching.

When students actually come to Axinn Library, they should stop at the reference desk on the newly renovated main floor to get oriented and ask questions. We want students to feel comfortable and confident using library resources, and the library provides space for individual quiet study, group study with friends and classmates, and a great cup of coffee and croissant at the Axinn Library Café.

## Mathematics Tutoring Center

The Mathematics Tutoring Center is located at 106A Adams Hall. Administered by the Mathematics Department as a free service to students, it 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.

# Living

## Residential Programs

244 Mack Student Center • (516) 463-6930  
[reslife@hofstra.edu](mailto:reslife@hofstra.edu) • [hofstra.edu/reslife](http://hofstra.edu/reslife)

More than 4,200 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. For additional information on these exciting programs and residence halls, please visit our Web site at [hofstra.edu/reslife](http://hofstra.edu/reslife) or e-mail us at [reslife@hofstra.edu](mailto: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 make sure to talk to his/her roommate(s) and to 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 for the campus. 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 complex.

Room changes can be granted after other options have been exhausted. The 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 posted office hours are 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*.

## Meal Plans

All residential first-year students are required to purchase a meal plan for \$1,575, \$1,700 or \$1,800 for each semester. The meal plans can be used, through their HofstraCards, in any of the 18 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 meal plan. There, the Dutch Debits, a general account also used through the HofstraCard, is explained.

## Community Standards

243 Mack Student Center • (516) 463-6913  
[reslife@hofstra.edu](mailto:reslife@hofstra.edu) • [hofstra.edu/reslife](http://hofstra.edu/reslife)

In the Hofstra community, student conduct codes set standards of behavior to ensure the rights and privileges of the student population. It is the goal of the Office of Community Standards that all students uphold a standard of behavior that is reflective of Hofstra's Pride Principles: **Personal and Social Responsibility; Respect for All Individuals; Integrity and Ethics; Development of 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 will take a shared responsibility in developing behavioral expectations and in monitoring and enforcing these expectations within their floor/house/residence hall.



If a student violates these standards, Hofstra University may take appropriate disciplinary action. *The Code of Community Standards* not only outlines proper conduct, but also illustrates all the policies and procedures in our student judicial 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* handbook, and on the Hofstra Web site.

## Commuting Student Affairs

221 Mack Student Center • (516) 463-3469  
[commuters@hofstra.edu](mailto:commuters@hofstra.edu) • [hofstra.edu/commuting](http://hofstra.edu/commuting)

The Office of Commuting Student Affairs works to integrate commuters into the campus community, program events specific to commuter needs, serve as a resource and liaison to other areas on campus, and is available to assist with off-campus living. Look for exciting events from Commuting Student Affairs throughout the academic year, and please feel free to call or e-mail the office.

## Public Safety

David S. Mack Public Safety and Information Center  
 (516) 463-6606 • Emergency: (516) 463-6789  
[hofstra.edu/studentaffairs/publicsafety](http://hofstra.edu/studentaffairs/publicsafety)

Student safety is Hofstra's priority, and everybody contributes to it. Hofstra students, faculty and staff partner with the Public Safety Department and the local law enforcement authorities to create a safe atmosphere conducive to learning. Emergency procedures for different kinds of catastrophic incidents are in place.

## Communications

The University has a new emergency communications structure, called the Campus Alert Notification Network (CANN). The plan includes a campuswide public address system, a campus closed-circuit television network, the use of university monitors to alert students, and the addition of a high-speed emergency notification system which includes voice and text messages to students enrolled in the program. In addition, e-mails are sent to all students.

The public address system is controlled at the Department of Public Safety's 24-hour central command. Loudspeakers are installed at 32 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 look



## 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 senior management team of public safety, led by Director Edward Bracht, has significant law enforcement and emergency management experience and training. Director Bracht is a member of New York State Governor's Security Advisory Council. 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 for organizing, coordinating and directing available resources toward the control of 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 director of public safety manages Hofstra University's established Emergency Response 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.

at any number of emergency communication information channels to obtain further information and instructions.

Currently, Hofstra utilizes a number of communication channels in case of an emergency, including an alert on Hofstra's home page, an e-mail, a telephone hotline and the campus closed-circuit network, HofCast. The HofCast network broadcasts campus events and information on a large LCD screen in 20 well-trafficked locations across campus. The plan adds almost 73 locations to the current HofCast network, for a total of 92. The new LCDs were installed in every academic building during the fall 2007 semester and will be installed in all residence halls in the spring 2008 semester, giving all students immediate access to emergency information on screens throughout campus.

In addition, a new emergency broadcast system will enable the University to take over all television channels on the campus television service, allowing the broadcast of emergency messages on the 94 television channels available in residence halls and academic facilities.



## Hofstra's Crisis Management Team

Hofstra University has a seasoned Crisis Management Team whose members meet 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

**Public Safety provides many 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 Web site at [hofstra.edu/studentaffairs/publicsafety](http://hofstra.edu/studentaffairs/publicsafety).



# Paying for It

## Financial Aid

202 Memorial Hall • (516) 463-8000

[financialaid@hofstra.edu](mailto:financialaid@hofstra.edu) • [hofstra.edu/financialaid](http://hofstra.edu/financialaid)

Hours: Monday-Thursday, 9 a.m.-7 p.m.; Friday, 9 a.m.-5 p.m. (4 p.m. during the summer)

The staff of the Office of Financial Aid at Hofstra University is dedicated to assisting students and their families in opening the doors to 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.

More than 89 percent of Hofstra's students receive financial aid, take advantage of different payment options, or participate in the parent loan program. To learn about loan programs, please visit [hofstra.edu/learnaboutloans](http://hofstra.edu/learnaboutloans).

Hofstra University is selective and ranks among the very finest institutions of higher learning in the country, so 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, the student and family must:

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

## Application Process

The Free Application for Federal Student Aid (FAFSA) is the only required application for financial aid consideration at Hofstra University. The federal formula is used to determine eligibility for financial aid, but please remember that the student must reapply for financial aid each year. The application can be filed online at [fafsa.ed.gov](http://fafsa.ed.gov). You and your student will need to request a

PIN from the U.S. Department of Education at [PIN.ed.gov](http://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 and your students are completing the FAFSA, please use Hofstra's school code 002732. A FAFSA application must be filed annually and can be completed after January 1 for the upcoming fall semester. Filing by March 15 is encouraged to permit sufficient time for processing.

In addition to federal financial aid, New York residents may be eligible for the Tuition Assistance Program (TAP). After the state higher education agency receives the student's FAFSA data, additional instructions will be provided via e-mail on how to apply. The application can be completed online at [tapweb.org](http://tapweb.org). An additional paper application will also be sent that needs to be returned to New York State Higher Education Services Corporation for award consideration.

The offer of a Federal Stafford Loan will be sent to the student on his or her award notification. New students need to accept or decline their award on the Official Award Notification and return it to the Office of Financial Aid. If the student is offered a Federal Stafford Loan and it is the student's first loan with Hofstra, an entrance interview explaining the aspects of the loan program must be completed before the funds can be released. The entrance interview can be completed at [hofstra.edu/faentrance](http://hofstra.edu/faentrance). In addition, the student must complete a master promissory note (MPN) with the lender or guaranty agency of his or her choice. The student is free to choose any lender or guaranty agency that participates in the Federal Family Education Loan Program. Processing of the loan will take at least four to six weeks to complete, so please do not delay.

## Financial Aid Deadlines

### State Financial Aid

#### TAP (Tuition Assistance Program)

New York state resident students may apply online via the FAFSA application. The Express TAP application deadline to NYSHESC must be postmarked by May 1 of the current academic year for the upcoming fall.

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

Institutions will submit a recipient list to NYS Higher Education Services Corporation within 45 days of add/drop period (the add/drop dates are listed at [hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec\\_deadlines.html](http://hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_deadlines.html)), and student applications should be submitted to the Financial Aid Office prior to recipient list date. The roster is certified by the Financial Aid Office 28 days after the end of the term.

## Part-Time TAP

Part-time students at approved schools in New York state who were new, full-time first-year students in 2007-08 may be eligible for Part-Time TAP to help them pay for college beginning in 2008-09. Part-Time TAP is a grant and does not have to be paid back. Part-Time TAP is not the same as Aid for Part-Time Study.

To be eligible for Part-Time TAP, a student must have been a new first-year student in the 2007-08 academic year or thereafter and have earned 12 credits or more in each of the two consecutive semesters, for a minimum total of 24 credits earned. He or she must also maintain a minimum of a "C" average.

## Federal Financial Aid

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

Although new first-year students and transfers will receive an official Financial Aid Notification in the mail, students can view their awards at [my.hofstra.edu](http://my.hofstra.edu). Continuing students will have their awards posted on [my.hofstra.edu](http://my.hofstra.edu). Continuing students should check their e-mail for a notice from the Financial Aid Office that will tell them when their financial aid package has been created and is ready for viewing online.

Timely submission of application forms and other required documentation will enable our staff to process requests accurately and in a timely fashion for the start of classes each semester.

## Registration and Billing

Office of Student Accounts • 205 Memorial Hall  
(516) 463-6680 (option #3)  
[hofstra.edu/studentaffairs/studentervices/regbil](http://hofstra.edu/studentaffairs/studentervices/regbil)  
*Walk-In Service: Monday through Thursday, 9 a.m.-7 p.m.; Friday, 9 a.m.-5 p.m. (4 p.m. during the summer)*  
*Phone Service: Monday through Friday, 9 a.m.-5 p.m. (4 p.m. during the summer)*

The Office of Student Accounts services the needs of students with regard to their class registrations and student accounts. Students register in person with our staff or online through the Hofstra portal [my.hofstra.edu](http://my.hofstra.edu). They work very closely with many other departments, including the Office of Financial Aid, to ensure that any financial aid that is awarded is accurately reflected on a student's account. Much of the student account information is available online through the portal, including schedules, student status, and copies of recent statements and updated account information.



# Staying Healthy

## Health and Wellness Center

Republic Hall • (516) 463-6745 • [wellnesscenter@hofstra.edu](mailto:wellnesscenter@hofstra.edu)  
*Hours (during academic year): Monday through Friday, 9 a.m. to 8 p.m.; Saturday, 10 a.m. to 4 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 services that are provided include urgent/emergent care as well as the following specialties:

**Primary Care:** 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 and are advocates of a proactive approach to health care, which empowers patients to become partners in managing their health needs through education and knowledge.

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

**Women's Health Care** is available by appointment. Services include assessment and treatment of infectious illnesses and annual examinations. These services are available at no additional cost to eligible students, with the exception of 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.

**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 extracurricular 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 be able to 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. In addition to nurse practitioners, physicians are available on an appointment basis. Evening 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 free of charge. For the convenience of our students, there are some medications that are stocked at the Health and Wellness Center that are reasonably priced.

### 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 by the University medical fee, some procedures and 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 LabCorp.

We strongly urge all students who are covered by insurance to have a copy of their insurance card and to bring it with them when they have an appointment to be seen at the Health and Wellness Center. It is also important for the student 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.

### Items to Bring to School:

- ▶ A copy of your student's insurance card
- ▶ Name, address and telephone number of your student's primary care provider
- ▶ Knowledge of medications that your student is/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 an influenza vaccine. The Health and Wellness Center does provide 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).

### Hofstra Recreation

Recreation Center • (516) 463-6958 • recreation@hofstra.edu  
 Hours: Monday through Friday, 6:30 a.m. to 10:50 p.m.;  
 Saturday/Sunday, 11 a.m. to 10:50 p.m.

Swim Center • Hofstra University Physical Fitness Center  
 Hours: Monday through Friday, 6:15 a.m. to 10:50 p.m.; Saturday, Noon to 6 p.m.;  
 Sunday, Noon to 8 p.m.

### Staying Fit

Hofstra Recreation offers a variety of exciting fitness opportunities and facilities for students throughout the year. All programs, free-of-charge, are designed with

everyone in mind and are open to males and females of all skill levels and abilities. **Intramural sports include:** flag football, dodgeball, soccer, volleyball and basketball. **Some of the popular recreation events offered are:** tennis, softball and badminton tournaments, a Hofstra Strongest Competition and basketball shootouts. Finally, there are daily activity programs held at the Recreation (Rec) Center throughout the academic year, which include: aerobics, toning, cardio dance, personal training and martial arts classes.

Students are encouraged to utilize the fitness facilities on campus. The Rec Center is open seven days a week, from early morning to late night. This exciting multipurpose facility accommodates personal fitness endeavors as well as group instruction. Our campus also features a beautiful Swim Center, with an Olympic-sized pool and outdoor tennis courts open year-round.

With multiple opportunities available, Hofstra Recreation 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 offered, 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 good 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 commitment 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 directly e-mail the nutritionist at the Dining Services Web site.

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, South Campus  
(516) 463-6791 • saltzmancenter@hofstra.edu  
[hofstra.edu/studentcounseling](http://hofstra.edu/studentcounseling)

Hours: Monday through Friday, 9 a.m.-9 p.m.  
In the case of an emergency, on-call counselors can be reached at (516) 463-6789.

Many students avail themselves of our Student Counseling Services, providing psychological, vocational and educational counseling in an effort to facilitate the fullest personal growth and educational development. Individual

and group counseling are available to students who are having difficulty managing emotional, behavioral, academic, career or adjustment goals. The collaborative counseling process is used to clarify problems, establish realistic goals and develop treatment solutions.

The focus of educational counseling is to help individuals establish productive goals and overcome personal challenges to academic success. Career counseling is offered to assist students with vocational plans and decisions. As part of the career counseling process, various tests are administered that explore occupational interests, values and abilities.

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.

Personal, career and educational counseling are 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.



# Finding a Career

## The Career Center

M. Robert Lowe Hall • (516) 463-6060  
plapride@hofstra.edu • [hofstra.edu/career](http://hofstra.edu/career)  
Hours: Monday through Friday, 9 a.m.-5 p.m.  
Drop-in/Quick Question Hours available during the academic year

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

Do your students need help with their resume or cover letter? Do they know which career is best for them? They may sign up for a career counseling appointment by contacting our office.

### Full-time/Part-time Job and Internship Services

Thousands of job notices from both regional and national employers are made available via 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.

### On-Campus Recruitment

Each year The Career Center hosts approximately 400 employer visits for the purpose of interviewing graduating students and/or candidates for internships, either through the PrideRecruiting campus interview program, Education Recruitment program, or the annual Career Fair.

### Workshops

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.

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.

## A Four-Year Career Plan

Your children 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 the 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 adviser to have their resume updated.
- ▶ Continue to explore their fit for career fields by identifying and interacting with people who have experience in these 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 their professional wardrobe.



## Senior Year

- ▶ Pick up a copy of The Career Center calendar of events.
- ▶ Begin conducting their job search/graduate school admission campaign.
- ▶ Attend a PrideRecruiting Orientation. Think about registering for PrideRecruiting/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 status of all applications and keep accurate records.
- ▶ Evaluate job offers/graduate school acceptances and make decisions.
- ▶ Attend events that Hofstra alumni will be attending or speaking at.



# Support for Students

## Academic Records

Second Floor, Memorial Hall • [academicrecords@hofstra.edu](mailto:academicrecords@hofstra.edu)  
[hofstra.edu/studentaffairs/studentservices/academicrecords](http://hofstra.edu/studentaffairs/studentservices/academicrecords)  
 Hours: 9 a.m.-5 p.m.; Summer Hours: 9 a.m.-5 p.m., except Friday, 9 a.m.-4 p.m.

The Office of Academic Records is responsible for maintaining all academic records pertaining to every undergraduate and graduate student at the University. This office oversees the following areas: transcripts, undergraduate and graduate records, undergraduate and graduate candidates for graduation, enrollment verifications, classroom scheduling, and rosters.

## 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:**

1. Contain information that is directly related to a student.
2. 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).

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 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.

### 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. The preferred method to allow access to parents is through [my.hofstra.edu](http://my.hofstra.edu). A consent form, FERPA Student Release, is also available at the Student Administrative Complex, Memorial Hall (second floor) or can be downloaded from Hofstra's Web site at [hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec\\_forms.html](http://hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_forms.html).

### 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. A form requesting nondisclosure may be obtained at the Student Administrative Complex, located in 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 Web site, in the *Undergraduate* and *Graduate Studies Bulletins* and in the *Guide to Pride*.

## Where Can I Find Additional FERPA Information?

- ▶ U.S. Dept. of Education, Family Policy Compliance Office, at [ed.gov/policy/gen/guid/fpco](http://ed.gov/policy/gen/guid/fpco). Questions can be directed to the Office of Academic Records at (516) 463-6680.

## Dining Services

124 Mack Student Center • (516) 463-6662  
Eisa.N.Shukran@hofstra.edu  
[hofstra.edu/StudentAffairs/StudentServices/Dining](http://hofstra.edu/StudentAffairs/StudentServices/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 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 meal plan to fit any lifestyle on campus, with 24-hour dining services, 18 retail restaurant locations and a selection of meal 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 our Web site. Online, students can also access a complete listing of dining locations on campus.

## HofstraCard Services

104 Mack Student Center • (516) 463-6942  
[hofstracard@hofstra.edu](mailto:hofstracard@hofstra.edu) • [hofstra.edu/hofstracard](http://hofstra.edu/hofstracard)  
Hours: Monday through Thursday, 9 a.m.-9 p.m.; Friday, 9 a.m.-5 p.m.; Saturday, 11 a.m.-3 p.m.

## Meal Plans

There are seven meal plans available. Each meal plan consists of an allotment of points which are deducted from your student's account as they are used. First-year residential students are required to purchase either meal plan 4, 5 or 6. The meal plans can be used, through your HofstraCard, in any of the 18 dining facilities on campus. Meal plan contracts can be obtained from the HofstraCard Services Office, or can be found online ([hofstra.edu/pdf/hofcrd\\_form\\_mealplan.pdf](http://hofstra.edu/pdf/hofcrd_form_mealplan.pdf)). The meal plans are as follows:

Plan 1	\$695
Plan 2	\$1,275
Plan 3	\$1,395
Plan 4	\$1,575
Plan 5	\$1,700
Plan 6	\$1,800
Commuter Students	Only \$360

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

Meal plans payments should be made to the Office of Student Accounts directly, since the meal plan is part of the student's bill. Once the payment is made, the meal plan will be activated within 24 hours. HofstraCard Services will only accept checks or receipts from Student Accounts to activate meal plans. Students can add additional meal points to their cards once they purchased a meal plan. The easiest way to add money to a meal plan (or Dutch Debits) is by visiting the HofstraCard Services Web site (click on "Make a Deposit"). HofstraCard Services accepts the following payment types: receipts from Student Accounts, personal checks (made payable to Hofstra University), money orders, Visa, MasterCard, or cash. Please note that the meal plan points and Dutch Debits are two separate declining balance accounts, used through HofstraCard.

## Dutch Debits

Hofstra University has created a general declining balance account called Dutch Debits. This account is accessed with the HofstraCard in the same way as the meal plan. To activate the account, simply make a deposit using cash, check, money order, Visa or MasterCard. The amount of each purchase is automatically deducted from the total balance; please note that the meal plan is on a different declining balance account. With the Dutch Debit account, your students don't have to worry about searching for quarters to do laundry on campus or whether they have enough money to purchase items in the Hofstra University Bookstore. Your students will enjoy convenient purchasing at these campus locations:

- ▶ All Residence Hall Laundry Rooms
- ▶ The Hofstra University Bookstore
- ▶ HofstraCard Services (replace a lost HofstraCard with Dutch Debits)
- ▶ Hofstra Concerts
- ▶ Entertainment Unlimited, Movies, Concessions and Events
- ▶ University Copy Machines
- ▶ Snack Vending Machines
- ▶ Health and Wellness Center
- ▶ Hofstra Hillel
- ▶ Computer Repair Center

## Interfaith Center

213 Mack Student Center  
[hofstra.edu/StudentAffairs/StudentServices/stsv\\_chaplains.html](http://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. Some of these 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 Brian Barr  
Campus Ministers: James Crawford and Laura Giannuzzi  
(516) 463-7210 • [catholic@hofstra.edu](mailto:catholic@hofstra.edu)  
[drvc.org/campus\\_min.html](http://drvc.org/campus_min.html)

Catholic Campus Ministry (CCM) is a community of faith based on the tradition and values of the Roman Catholic Church. CCM is dedicated to the holistic enrichment of its students through social, spiritual and service events. Students have the opportunity to learn about and live out their faith in an open environment among their peers. All students are welcome to come participate in our regular programs consisting of retreats, service trips, local volunteer opportunities, prayer groups and social activities. Weekly masses are offered on Sundays at 8:30 p.m. and Wednesdays at 9 p.m., and all members of the Hofstra community are welcome to worship.

**Jewish Community**  
Jewish Chaplain: Rabbi Meir Mitelman • (516) 463-6922  
[jewishlife@hofstra.edu](mailto:jewishlife@hofstra.edu) • [hofstrahillel.org](http://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](mailto:muslim@hofstra.edu)

The Muslim Chaplain's Office works closely with the Islamic Organization and Muslim students (MSA), 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; and 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 all students and staff members.

**Protestant Community**  
Protestant Chaplain: Reverend Richard Hayes  
(516) 463-5227 • [protestant@hofstra.edu](mailto: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 and International Student Programs

242 Mack Student Center • (516) 463-6796  
ryan.greene@hofstra.edu • [hofstra.edu/omisip](http://hofstra.edu/omisip)  
Hours: Monday through Friday, 9 a.m.-5 p.m.

### Diversity at Hofstra: Our Mission

The Office of Multicultural and International Student Programs works closely with several other campus departments to ensure that diversity remains a top priority in all 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 and International Student Programs advises 20 student cultural clubs and organizations. We are responsible for planning and implementing cultural awareness and diversity education programming for the student community at Hofstra. We 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 under-represented 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. We are also responsible for coordinating many heritage months for the University.

#### Heritage Months Coordinated by the Office

**October:** Hispanic Heritage Month

**November:** Diversity of Lifestyles Month

**February:** Black History Month

**March:** Women’s History Month

**April:** Asian-Pacific Islander Heritage Month

### International Student Life

The Office of Multicultural and International Student Programs offers various academic, social and cultural programs for the international student community. From trips in the greater New York area, to helping students acclimate to Hofstra and the New York City area, our office is a central resource for international students. There are more than 330 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. Our 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.

#### Student Clubs and Organizations Advised by the Office:

African Caribbean Society  
African Peoples’ Organization  
Collegiate Women of Color  
Cultural Italian-American Organization (CIAO)  
Gay-Straight Alliance  
German Club  
Hellenic Society  
HINT (Hofstra International): Organization of International Students  
Hofstra Haitian Organization  
Hofstra Organization of Latin Americans  
Integrating Multicultural People and Coming Together (IMPACT)  
Karma: South Asian Student Association  
National Association for the Advancement of Colored People (NAACP)  
National Coalition Building Institute (NCBI)  
Portuguese Club  
Slavic Student Association  
Turkish Student Association  
Womyn of Action

## Orientation and New Student Programs

240 Mack Student Center • (516) 463-6320  
[orientation@hofstra.edu](mailto:orientation@hofstra.edu) • [hofstra.edu/orientation](http://hofstra.edu/orientation)

The mission of the Office of Orientation and New Student Programs at Hofstra University is to ease the transition of new undergraduate students into the academic, social and extracurricular communities of the University.

The journey begins with Summer Orientation. The Summer Orientation program 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 living center for the three-day program. 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 can be for incoming first-year students. Knowing what to expect and being prepared once the fall semester starts may make all the difference.

Your student’s orientation to campus continues with Welcome Week, which begins on Thursday, August 28, 2008. Welcome Week is for all new students, complete with numerous activities planned to assist students in acclimating to campus and the community. Activities include outings to New York City and Jones Beach, special guest appearances, opportunities to learn about clubs and organizations, and a celebration of the rich diversity of our campus. Experience has shown that students who actively participate in orientation excel academically and socially more often than those who do not take advantage of such programs. Our orientation program prepares students to get a good start at Hofstra by answering their questions about academic, social and logistical matters before they begin their classes in September.

The first semester is an exciting time for a new student. The opportunities are endless, and range from campus clubs and organizations, to special programs and events.

The Orientation and New Student Programs Office coordinates the Explore Next Door program, a series of outings and events for new students. These fun and free events allow new students to become acquainted and learn about the surrounding area. Past outings have included tours of Manhattan; trips to the Statue of Liberty, Ellis Island and Central Park; museum excursions; Broadway performances; outlet shopping; professional sporting events; and even apple and pumpkin picking!

Your student might benefit from the Peer Mentor program. This is an optional program for first-year students who wish to be paired with upper-class students. Students are matched by a variety of similar interests. The mentors meet new students and introduce them to the wonderful world that is Hofstra University. Students have the opportunity to participate in mentor socials such as a luncheon and a movie matinee.

The Orientation and New Student Programs Office keeps students informed. Students may join the electronic mailing list by e-mailing [orientation@hofstra.edu](mailto:orientation@hofstra.edu). The office e-mails students on a weekly basis to keep them informed about campus events and important updates. Those students on Facebook can contact the office by adding “Hofstra Orientation” to their list of friends. Students and family members may e-mail the office or send an instant message anytime to ask questions or share information. Its AOL IM screen name is HUOrientation.

### First-Year FOCUS Program

“Focusing on College and Understanding Social Issues” The First-Year FOCUS Program is a programming series coordinated by the Orientation and New Student Programs Office, Dean of Students Office, and Office of Residential Programs. The programs focus on topic areas outside of the academic arena that new students may encounter

during their transition into college. All programs are free to Hofstra students and offer the opportunity to learn valuable information while interacting with other new students. Food and beverages are provided, and each week participants have the opportunity to win a \$50 raffle prize to the Hofstra University Bookstore.

### Care Packages and Special Occasions

The Orientation and New Student Programs Office is proud to offer two exciting programs that allow parents and families to send cheer and good wishes to their student during final exams and on special occasions.

Our Care Package program offers families the opportunity to order gift packs for their student to be distributed during finals week. These packages, filled with assorted snacks and treats, can be ordered in the fall and spring semesters. A mailing will go home to families each semester. Just place your order, and we will take care of the rest!

Acknowledge special occasions and recognize your student’s accomplishments even when you cannot be together. The Orientation and New Student Programs Office has paired up with Hofstra Dining Services to help you brighten your student’s day by sending a special occasion package. Packages include freshly baked cakes, flowers, balloons and gift baskets. Details on these special occasion packages will be sent to you as well.

## Services for Students With Disabilities

212 Memorial Hall • (516) 463-7075  
[ssd@hofstra.edu](mailto:ssd@hofstra.edu) • [hofstra.edu/studentaffairs/stdidis](http://hofstra.edu/studentaffairs/stdidis)

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 who have 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 students 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](mailto:ssd@hofstra.edu).

## 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. Tuition and fees are subject to change each year. For additional information about PALS documentation requirements, please call (516) 463-7075 or e-mail [ssd@hofstra.edu](mailto:ssd@hofstra.edu).

## Student Computing Services

106C Calkins Hall • (516) 463-6500 • [hofstra.edu/it4parents](http://hofstra.edu/it4parents)  
Hours: Monday through Thursday, 9 a.m. to 10 p.m.; Friday, 9 a.m. to 5 p.m.  
ResNet: (516) 463-3000 • 110 Mack Student Center  
[resnet@hofstra.edu](mailto:resnet@hofstra.edu)  
Hours: Monday-Friday, 9 a.m.-5 p.m.  
Help Desk: (516) 463-7777 • [help@hofstra.edu](mailto:help@hofstra.edu)

At Hofstra, students have access to advanced technology that will greatly assist their academic life. Hofstra is among the most technologically advanced campuses in the nation. Students are encouraged to bring computers to campus to take advantage of these extensive technology resources. The residence halls all have high-speed Internet connections, while the majority of public spaces are also wireless hot spots. Some 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 and McAfee Antivirus (downloads available through [my.hofstra.edu](http://my.hofstra.edu); click on "Support")
- ▶ Open access lab support ([hofstra.edu/scs/labs](http://hofstra.edu/scs/labs))

- ▶ Computer repair service (very reasonable charges), located outside of the Hammer Computer Lab
- ▶ ResNet: network support for the residence halls ([hofstra.edu/scs/resnet](http://hofstra.edu/scs/resnet))
- ▶ Employment opportunities ([hofstra.edu/scs/jobs](http://hofstra.edu/scs/jobs))
- ▶ Computer skills training and certification ([hofstra.edu/scs/training](http://hofstra.edu/scs/training))
- ▶ Network and e-mail accounts for students ([hofstra.edu/scs/email](http://hofstra.edu/scs/email))
- ▶ Computer lab printing support services ([hofstra.edu/scs/ecoprint](http://hofstra.edu/scs/ecoprint))
- ▶ Wireless Internet access ([hofstra.edu/wireless](http://hofstra.edu/wireless))

Your students may buy a laptop online with a special Hofstra discount. Visit [hofstra.edu/buypc](http://hofstra.edu/buypc). Students will need their Hofstra Network ID to log in. Wondering what type of computer to bring to campus? Visit [hofstra.edu/it4parents](http://hofstra.edu/it4parents).

## Student Employment

Human Resources Center, North Campus  
(516) 463-6782 • [studentemployment@hofstra.edu](mailto:studentemployment@hofstra.edu)  
[hofstra.edu/studentemployment](http://hofstra.edu/studentemployment)  
Hours: Monday through 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. In a part-time job on campus, students may enhance their academic experiences by applying learned skills and theories in a practical setting while earning income to assist with college expenses.

On-campus job opportunities include: Federal Work-Study Program; Undergraduate Assistant; Resident Assistant; Resident Safety Representative (RSR); Student Patrol Officer; Lifeguard; Summer Employment; and Temporary Employment.

## 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. Eligibility for student employment is available to matriculated students who are in good academic standing, and for a number of jobs on campus, have demonstrated financial need. Financial need is determined by the Office of Financial Aid, and is based on information provided on the FAFSA (Free Application for Federal Student Aid).

To apply for a financial aid-based job, the student must obtain approval from the Office of Financial Aid before visiting the Office of Student Employment for referral to a job. Students are permitted to work a maximum of 20 hours per week. Hours and salary rates vary depending on department needs and student skills.

A number of offices on campus employ undergraduate assistants. These positions are not financial aid-based.

Applications can be made directly to the department. These jobs may also be advertised by the Office of Student Employment.

## Types of Jobs Available on Campus

On-campus jobs are as varied as the different offices and departments that service the University community. Opportunities to work in the Axinn Library, the Residential Programs Office or the Recreation Center are available each year, as well as the Academic Records Office, the Political Science Department, or the Student Leadership and Activities Office.

Many of the jobs available on campus involve general clerical duties. Typically, students answer telephones, sit at reception desks, prepare mailings, file and serve as messengers between offices. Some positions require minimum keyboard skills; others require familiarity with computers/word processing or data entry. Some students work as front desk security for the residence halls or as safety patrols around campus. Other positions include science and computer lab assistants, lifeguards, sports referees, child care assistants, tutors, and library workers. Wherever possible, efforts are made to match a student's interest with a job placement.

## Student Leadership and Activities

260 Mack Student Center • (516) 463-6914  
[studentactivities@hofstra.edu](mailto:studentactivities@hofstra.edu)  
[hofstra.edu/studentaffairs/studentactivities](http://hofstra.edu/studentaffairs/studentactivities)

### Fun and a whole lot more!

The Office of Student Leadership and Activities encourages students to participate in the many clubs, organizations and campus events at Hofstra. Through their involvement, students will not only enjoy the university experience more, but they will also develop invaluable leadership, organizational and communication skills.

Each semester, Student Leadership and Activities sponsors workshops, lectures, seminars, concerts, social events, dance parties, open houses, activities fairs, movies, and much more. Fraternities and sororities are yet another way to make new connections with peers. Greek life has 38 organizations and participates in many philanthropic events each year. Note that first-year students can attend rushes in fall but may only participate in new membership education during their second semester. All clubs must be approved by our office. Policies, procedures and constitutions for clubs are also available.

Student Leadership and Activities sponsors Summerfest and Winterfest, which offer fun activities for students staying on campus over the summer and during the January intersession. Almost every night during these months, Student Leadership and Activities plans events such as baseball games, Broadway shows, dance parties and movie nights.

Involvement in student organizations serves to enhance student academic success by providing learning

experiences through discovery, experimentation and application of knowledge gained in the classroom.

## Student Ombudsperson

200A Phillips Hall • (516) 463-6614  
[ombuds@hofstra.edu](mailto:ombuds@hofstra.edu) • [hofstra.edu/ombuds](http://hofstra.edu/ombuds)  
Monday through Friday, 9 a.m.-5 p.m.; appointments preferred

The Office of the Student Ombudsperson strives to provide students with an independent, impartial and confidential resource to help achieve a just and equitable solution to problems. The student ombudsperson troubleshoots concerns, offers outreach and assistance, and provides students with information about existing procedures and support services.

Conversations are held in strict confidence unless they involve the threat of serious harm to a person or to Hofstra University. The student ombudsperson will listen carefully to students to fully understand their concerns and goals. Students should consider contacting the student ombudsperson if they:

- ▶ Want to discuss a situation in confidence with someone knowledgeable about University policies.
- ▶ Want to learn more about specific resources available to them.
- ▶ Want to know what alternatives might be available to them.
- ▶ Are unsure of an existing policy or believe that a procedure or regulation has been applied unfairly.
- ▶ Are simply unsure of whom to contact to discuss a problem.



## 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.
- 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, in the Mack Student Center near the Hofstra University Bookstore. The schedule is also available in the *Guide to Pride* and on the University Web site. 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 Residential Programs at (516) 463-6930 or [reslife@hofstra.edu](mailto:reslife@hofstra.edu).

*Please note: Microwave units other than the Absocold units described above are prohibited 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 contact the Telecommunications Department at (516) 463-6602.

- 5. Are students required to sign up for a meal plan?**  
 All entering first-year resident students are required to purchase one of the three highest meal plans. All meal plans can be used in any of the 18 dining facilities on campus.
- 6. How do students add money to the meal plan?**  
 Please see pages 34-35 for the payment options.
- 7. May commuter students purchase a meal plan?**  
 Students may obtain a meal plan contract from the Office of Commuting Student Affairs, 221 Mack Student Center.
- 8. Is kosher food available on campus?**  
**Yes.** Mediterranean Market, located in the Mack Student Center, provides hot, fresh kosher food. The hours are Monday-Thursday, 11 a.m.-8 p.m., and Friday, 11 a.m.-2 p.m.



- 9. What does a student do if a new ID card is needed?**  
 Students can obtain a new HofstraCard at 104 Mack Student Center. There is a replacement fee of \$10 for lost cards.
- 10. How do students take books out of the Hofstra libraries?**  
 Using a validated HofstraCard, students may borrow books from the Hofstra libraries.
- 11. When do students buy books? Which books should students purchase?**  
 Students should wait to purchase books until they receive the syllabi from their instructors. 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 English 001 and 002?**  
**Yes.** All students must take English 001 and 002 and receive a grade of C- or better, as part of the University's general requirements. All students are also required to take and pass the English Proficiency Exam before they can graduate. The English Proficiency Exam is offered at the end of English 002. Contact the English Department to inquire about other dates and times that this exam may be offered. Transfer students who have received credit for English 2 at their previous institution must still pass the English Proficiency Exam at Hofstra.
- 13. How do students change course schedules?**  
 Students should meet with their dean in University Advisement and major adviser, if applicable, to discuss course options. Once a 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; or (2) by having their dean sign an Add/Drop slip. This slip must be brought to the Office of Student Accounts, Second Floor, 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 dean in University Advisement to do so. Beginning with the second week of the semester, students need departmental approval to add courses and must process any changes in person at Students Accounts in Memorial Hall.
- 14. How do students obtain a DAR?**  
 The DAR, Degree Audit Report, is available through the Hofstra Online Information System. Log in to the system via the Hofstra portal at [my.hofstra.edu](http://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 into a course. The procedure for this includes completing a Course Entrance form, which must be signed and stamped by the academic department and/or professor. The Course Entrance form must be accompanied by an Add/Drop slip, both of which may be obtained at the Center for University Advisement, 101 Memorial Hall. Bring the Course Entrance form and the Add/Drop slip to the Office of Student Accounts, Second Floor, Memorial Hall. A student account representative will process the changes.
- 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 chairperson or faculty representative of the prospective major. The department may process the paperwork or ask the student to submit it to the Office of Academic Records at Memorial Hall. The change will appear online within a few days after received by the Office of Academic Records. Change of Major forms are available online through the Hofstra Web site, or in the Center for University Advisement in 101 Memorial Hall, or 107 Mack Student Center.
- 17. What type of grades are required to make the Dean's List?**  
 To qualify for Dean's List, a student must meet the following requirements:

  - 1. A first-year student must complete the semester with a 3.3 GPA.**
  - 2. After the first year, a student must have a 3.4 GPA for the semester.**

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:	3.9
Magna cum laude:	3.8
Cum laude:	3.6

### 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 dean in University Advisement. When students' GPAs fall below 2.0, the Office of Academic Records will send a letter to students' permanent addresses as listed in the Hofstra Information System notifying students of their academic standing. 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. 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 wishing to obtain a tutor should visit the University Tutorial Program Office, 101 Memorial Hall. Students are allowed up to three tutors per semester and can meet with each tutor for up to an hour and a half 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](http://hofstra.edu/StudentAffairs/StudentServices/AcademicRecords/acdrec_calendars.html).

### 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; 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 24 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, 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/reccenter/](http://hofstra.edu/reccenter/).

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

Visit the Office of Student Employment and [hofstra.edu/jobs](http://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. Stuart 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. However, Hofstra is among the most technologically advanced campuses in the nation, including being wireless 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](http://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/StudentServ/CC/SCS/SCS\\_Resnet\\_connect\\_Welcome.cfm#step1](http://hofstra.edu/StudentServ/CC/SCS/SCS_Resnet_connect_Welcome.cfm#step1). For more information, please visit [hofstra.edu/SCS](http://hofstra.edu/SCS).

## Glossary: HofstraSpeak

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 into a class by the professor or the department.

An **Advisement Dean** is an individual who 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 University Advisement and advisers in major departments to support their academic endeavors.

**The Chronicle** is the school 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 extra- and co-curricular activities.

A **co-requisite** 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 Public Safety and Resident 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. 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.ed.gov](http://fafsa.ed.gov). Please note that you and your student will need to request a PIN in order to sign the form.

**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 **Financial Aid Information Center** is located at 202 Memorial Hall. Financial Aid representatives are available to assist with any questions regarding the financial aid process or forms that must be filed.

**FONT** is a campus media club and literary publication that prides itself in existing without definitions. Definitions by nature impose limitations and restrictions. FONT strives after the Greek ideals of truth and beauty, which are perfect and therefore beyond definitions and exist nowhere other than in the minds of wise men.

The **Freshman/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. Eligible candidates are nominated by members of the University community. Nominees must be full-time undergraduate students with a minimum cumulative GPA of 3.0 or higher. 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 for the term. 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.

**HCC** refers to Hofstra Cultural Center. HCC is an umbrella organization that includes conferences, symposia and performing arts programs, theater programs, music

programs, Hofstra University Museum, and the publication of scholarly journals and proceedings of Hofstra Cultural Center conferences. A complete list of events is available at [hofstra.edu/Community/culctr/culctr\\_events.html](http://hofstra.edu/Community/culctr/culctr_events.html).

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

**Hofstra Online Information System** offers Hofstra 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 and Allied Human Services, Frank G. Zarb School of Business, and Hofstra College of Liberal Arts and Sciences may register online using the Hofstra Online Information System via the My Hofstra portal feature. [Note: New College and NOAH Program (The Arthur O. Eve Higher Education Opportunity Program) students are not able to register online.] To register online, visit [my.hofstra.edu](http://my.hofstra.edu).

**Honor Societies/Organizations** sponsor events and various programs. Students should consult the *Hofstra University Undergraduate Bulletin* for more information.

**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 language, 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 'n' Willy's/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 and has been officially accepted into a degree program at the University.

**Natural sciences** generally refers 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.

**Nexus** is the student-run yearbook that strives to recapitulate all facets of the academic year at Hofstra. The *Nexus* staff is responsible for the books 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 sit 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 did 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](mailto:orientation@hofstra.edu) is the first-year hotline for questions and information.

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

**Pride 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 Pride Principles include: personal and social responsibility, respect for all individuals, integrity and ethics, development of community, and expression and free exchange.

**Probation** (academic) occurs when a student's cumulative grade point average falls below 2.0 (a C average). If this occurs, the student must meet with their 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 in the 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 one of the many dining facilities on campus, and is a common "hangout" for fraternity and sorority members. 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 the maintenance concerns for the building.

**"The Rec"** refers to the Recreation Center, located on the North Campus, east of Colonial Square. Opened in 1989, the facility includes a multipurpose gymnasium, a complete Universal® and free weight exercise room, locker rooms, an aerobics area, an upper-level running track, and a lounge area with table games, televisions, stair climbers, rowing machines, Lifecycle® bikes, treadmills and elliptical trainers. The Rec is free to all students. For more information, call the Rec at **(516) 463-6958**.

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, only with the approval of the major adviser and completion of the necessary paperwork. 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, with the exception of New College and School for University Studies, which are generally eight weeks.

The term **semester hour** is used to describe the number of credits received by the student for successfully completing a specific 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 Account Representatives** (SARs) are located on the second floor of Memorial Hall. Students visit a SAR to pay a bill, sign a loan check or register for classes. Students may also save a trip by paying bills and registering for classes online.

The **Student Administrative Complex** is located on the second floor of Memorial Hall and is the home of Student Accounts, the Loan Repayment Office, Financial Aid, Academic Records, Enrollment and Degree Certification, Graduate Records and the Transcript Office.

**SUS** refers to the School for University Studies. Students with above-average ability who have not achieved their potential in high school are considered for admission to the Freshman Division. Similarly, students with above-average ability who have not achieved their potential in a collegiate setting are considered for admission to the Transfer Division.

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.



**Unispan** is the name of the original pedestrian bridge that connects the Mack Student Center (North Campus) to the Axinn Library (South Campus). Now we have two additional unispans.

**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 Advisement 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 contact 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 three to four million people. For more information, please contact WRHU at **(516) 463-5667**.

## Campus Resource List

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

- Academic Records** **(516) 463-6680**  
Second Floor, Memorial Hall, South Campus  
academicrecords@hofstra.edu  
[hofstra.edu/StudentAffairs/StudentServices/AcademicRecords](http://hofstra.edu/StudentAffairs/StudentServices/AcademicRecords)  
*Hours: 9 a.m.-5 p.m.; Summer Hours: 9 a.m.-5 p.m. except Friday, 9 a.m.-4 p.m.*  
Responsible for transcripts, undergraduate and graduate records, undergraduate and graduate candidates for graduation, enrollment verifications, classroom scheduling, and rosters. Explains FERPA.
- Admission, Office of** **(516) 463-6700**  
Bernon Hall, South Campus  
admitme@hofstra.edu • [hofstra.edu/Admission](http://hofstra.edu/Admission)  
Answers questions regarding admission, transfer credit evaluations, campus tours and open houses.
- Alumni Relations**  
Please see Parent Fund.
- Athletics, Division of** **(516) 463-6764**  
Tickets: (516) HOF-TIXX (516-463-8499)  
233 Hofstra University Physical Fitness Center  
[hofstra.edu/Athletics](http://hofstra.edu/Athletics)  
Provides information about the Hofstra athletic events and schedules. For information concerning non-Hofstra athletics events, contact the Hofstra Athletic Facilities department at (516) 463-6671.
- The Career Center** **(516) 463-6060**  
M. Robert Lowe Hall  
plapride@hofstra.edu • [hofstra.edu/career](http://hofstra.edu/career)  
The Career Center assists students and recent graduates in assessing their skills, formulating career goals and identifying opportunities as well as facilitates connections between employers and students. Parents are invited to offer part-time jobs, internships and full-time opportunities to Hofstra students through their companies.
- Center for University Advisement**  
**101 Memorial Hall** **(516) 463-6770**  
**107 Mack Student Center** **(516) 463-7222**  
advisement@hofstra.edu • [hofstra.edu/advisement/](http://hofstra.edu/advisement/)  
*Hours: Monday through Thursday, 8 a.m.-7 p.m.; Friday, 8 a.m.-5 p.m. (during academic year); Monday through Friday, 9 a.m.-5 p.m. (during the summer and winter breaks)*  
Offers general academic advisement to undergraduate students.
- Commuting Student Affairs** **(516) 463-3469**  
221 Mack Student Center  
commuters@hofstra.edu • [hofstra.edu/commuting](http://hofstra.edu/commuting)  
Provides educational and social programming for commuter students and advocates for commuter students' issues.
- Community Standards** **(516) 463-6913**  
243 Mack Student Center  
communitystandards@hofstra.edu  
[hofstra.edu/pdf/dos\\_gtp\\_commstandards.pdf](http://hofstra.edu/pdf/dos_gtp_commstandards.pdf)  
Pride Principles represent our Hofstra standards. The Office of Residential Programs and Community Standards educates students about those principles and enforces them.

- Dean of Students** **(516) 463-6913**  
243 Mack Student Center  
deanofstudents@hofstra.edu  
The central office for developing student and community life on campus. Supervises the Office of Student and Community Development, Residential Programs and Community Standards, Intramurals and Recreation Center, and Interfaith Center.
- Financial Aid** **(516) 463-6680**  
202 Memorial Hall  
financialaid@hofstra.edu • [hofstra.edu/FinancialAid](http://hofstra.edu/FinancialAid)  
*Hours: Monday through Thursday, 9 a.m.-7 p.m.; Friday, 9 a.m.-5 p.m. (summer, 9 a.m.-4 p.m.)*  
Answers questions regarding financial aid, applications, FAFSA, loans and scholarships.
- Health and Wellness Center** **(516) 463-6745**  
Republic Hall  
WellnessCenter@hofstra.edu  
[hofstra.edu/StudentAffairs/wellness/](http://hofstra.edu/StudentAffairs/wellness/)  
*Hours: Monday through Friday, 9 a.m.-8 p.m.; Saturday, 10 a.m.-4 p.m.*  
Handles student ailments, immunizations and health files such as New York state records for student vaccinations.
- HofstraCard Services** **(516) 463-6942**  
104 Mack Student Center  
hofstracard@hofstra.edu • [hofstra.edu/hofstracard](http://hofstra.edu/hofstracard)  
*Hours: Monday through Thursday, 9 a.m.-9 p.m.; Friday, 9 a.m.-5 p.m.; Saturday, 11 a.m.-3 p.m.*  
Issues Hofstra student identification cards, allows students to purchase additional points or Dutch Debits, and reissues lost or stolen cards for a \$10 replacement fee. Parents can add money to meal plans or to Dutch Debits.
- Hofstra Cultural Center** **(516) 463-5669**  
hofculctr@hofstra.edu • [hofstra.edu/community/culctr/](http://hofstra.edu/community/culctr/)  
Organizes conferences, symposia and performing arts program, a theater program, a music program, the Hofstra University Museum, and publishes scholarly journals as well as proceedings of the Cultural Center conferences and symposia.
- Hofstra University Bookstore** **(516) 463-6654**  
Mack Student Center  
[hofstra.edu/bookstore/](http://hofstra.edu/bookstore/)  
This Barnes & Noble bookstore sells books, textbooks and campus essentials, and buys back used books.
- Hospitality Center Desk** **(516) 463-6925**  
Mack Student Center  
Directs students to any building on campus, checks locations of events, and answers questions regarding campus services.
- Interfaith Center (Chaplains' Office)**  
**Catholic Chaplain:** **(516) 463-7210**  
**Jewish Chaplain:** **(516) 463-6922**  
**Muslim Chaplain:** **(516) 463-6012**  
**Protestant Chaplain:** **(516) 463-5227**  
213 Mack Student Center  
[hofstra.edu/StudentAffairs/StudentServices/stsv\\_chaplains.html](http://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.

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# Campus Resource List

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**Library, Joan and Donald E. Axinn** (516) 463-5962  
Contains more than one million volumes, and houses the Harold E. Yaker Reference Library and Wydler Government Depository.

**Multicultural and International Student Programs Office** (516) 463-6796  
240 Mack Student Center  
international@hofstra.edu  
hofstra.edu/StudentAffairs/omisip  
The Office of Multicultural and International Student Programs is dedicated to enriching both international and multicultural student life at Hofstra University by providing comprehensive social, cultural and educational programs for students at Hofstra.

**Orientation and New Student Programs** (516) 463-6320  
240 Mack Student Center  
orientation@hofstra.edu • hofstra.edu/orientation  
The mission of the Office of Orientation and New Student Programs at Hofstra University is to ease the transition of new undergraduate students into the academic, social and extracurricular communities of the University.

**Public Safety** (services) (516) 463-6606  
(emergencies) (516) 463-6789  
David S. Mack Public Safety and Information Center, Hempstead Tpke. and California Ave.  
In addition to protecting our campus 24/7, Public Safety offers many services, including student escorts, bus transportation, motorist assistance, and a location for the lost and found.

**Parent and Family Programs** (516) 463-4698  
200 Phillips Hall  
parents@hofstra.edu • hofstra.edu/parfam  
Parents and families can contact us with any and all questions.

**Parent Fund, Office for Development** (516) 463-5027  
101 Hofstra Hall  
thefund@hofstra.edu • hofstra.edu/alumni  
Become a 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 the academic excellence, best interests and traditions of Hofstra's students and its alumni worldwide.

**Recreation Center** (516) 463-6958  
North Campus  
recreation@hofstra.edu  
Offers a wide variety of recreational activities, including a multipurpose gymnasium, intramural sports, and more.

**Residential Programs** (516) 463-6930  
244 Mack Student Center  
reslife@hofstra.edu  
Responsible for all housing contracts, issues and concerns, refrigerator and microwave rentals, meal plans, and development of community standards.

**Services for Students with Disabilities** (516) 463-7074  
212 Memorial Hall  
ssd@hofstra.edu • hofstra.edu/StudentAffairs/stdidis  
SSD arranges academic accommodations and support for students with disabilities.

**Student Accounts** (516) 463-6680 (option #3)  
Second Floor, Memorial Hall  
studentaccounts@hofstra.edu  
Responsible for the collection of tuition and other fees and in-person registration/program changes.

**Student Computing Services (SCS)** (516) 463-7777  
► **Computing Services Help Desk**  
Provides computing services and technical support for all students at Hofstra University.

► **ResNet** (516) 463-3000  
110 Mack Student Center  
Office Hours: Monday-Friday, 9 a.m.-5 p.m.  
resnet@hofstra.edu  
Offers computer services and technical support for computer users in the residence halls.

**Student Counseling Services** (516) 463-6791  
Saltzman Community Services Center  
saltzmancenter@hofstra.edu • hofstra.edu/studentcounseling  
Offers psychological, career and educational counseling for registered Hofstra students.

**Student Employment** (516) 463-6782  
Human Resources Center  
studentemployment@hofstra.edu  
Lists on-campus employment opportunities for registered Hofstra students.

**Student Leadership and Activities** (516) 463-6914  
260 Mack Student Center  
studentactivities@hofstra.edu  
hofstra.edu/StudentAffairs/StudentActivities/  
Responsible for supervising and coordinating the cocurricular efforts of the student body.

**Student Ombudsperson** (516) 463-6614  
200A Phillips Hall  
ombuds@hofstra.edu • hofstra.edu/ombuds  
The student ombudsperson troubleshoots concerns, offers outreach and assistance, and provides students with information about existing procedures and support services.

**University Tutorial Program** (516) 463-3500  
101 Memorial Hall  
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 Mason Hall  
enghofwrit@hofstra.edu • hofstra.edu/writingcenter  
Offers free, one-on-one instruction for challenges such as writer's block and essay organization and revision.

## Visiting

### 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 other directions, please visit [hofstra.edu/directions](http://hofstra.edu/directions).

### Accommodations

**Garden City Hotel**  
45 Seventh Street  
Garden City, NY 11530  
(516) 747-3000  
Approximately 3.2 miles from campus

**Hilton Garden Inn**  
1575 Privado Road  
Westbury, NY 11590  
(516) 683-8200  
Approximately 3.5 miles from campus

**Holiday Inn**  
369 Old Country Road  
Carle Place, NY 11514  
(516) 997-5000  
Approximately 4 miles from campus

**La Quinta**  
821 Stewart Avenue  
Garden City, NY 11530  
(516) 705-9000  
Approximately 1.5 miles from campus

**Long Island Marriott**  
101 James Doolittle Blvd.  
Uniondale, NY 11553  
(516) 794-3800  
Approximately 1 mile from campus

**Red Roof Inn**  
699 Dibblee Drive  
Westbury, NY 11590  
(516) 794-2555  
Approximately 3 miles from campus

### 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](http://discoverlongisland.com).

### Local Banks

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

**Bank of America**  
730 Fulton Avenue  
Hempstead, NY 11550  
(800) 841-4000  
[bankofamerica.com](http://bankofamerica.com)

**Chase**  
450 Stewart Avenue  
Garden City, NY 11530  
(516) 294-2030  
[chase.com](http://chase.com)

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

**Citibank**

1 RexCorp Plaza  
 Uniondale, NY 11556  
 (800) 627-3999  
[citibank.com](http://citibank.com)

**Commerce Bank**

Mack Student Center, Hofstra University  
 (516) 489-1540  
[commerceonline.com](http://commerceonline.com)

**Nassau Educators Federal Credit Union**

1000 Corporate Drive  
 Westbury, NY 11590  
 (516) 561-0030  
 (800) 99-NEFCU  
[nassaued.org](http://nassaued.org)

**Local Hospitals**

**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

**Winthrop University Hospital**

259 First Street  
 Mineola, NY 11501  
 (516) 663-0333

**Local Pharmacies**

**Eckerd**

Tel: (516) 794-0616  
 Fax: (516) 794-2562  
 1910 Hempstead Turnpike  
 East Meadow, NY 11554  
 (Will deliver Mon-Sat, 1-4 p.m.)

**Uniondale Pharmacy**

Tel: (516) 486-4333  
 Fax: (516) 486-0464  
 546 Uniondale Avenue  
 Uniondale, NY 11553  
 (Will deliver Mon-Sat, 9 a.m.-8 p.m.)



**Walgreens**

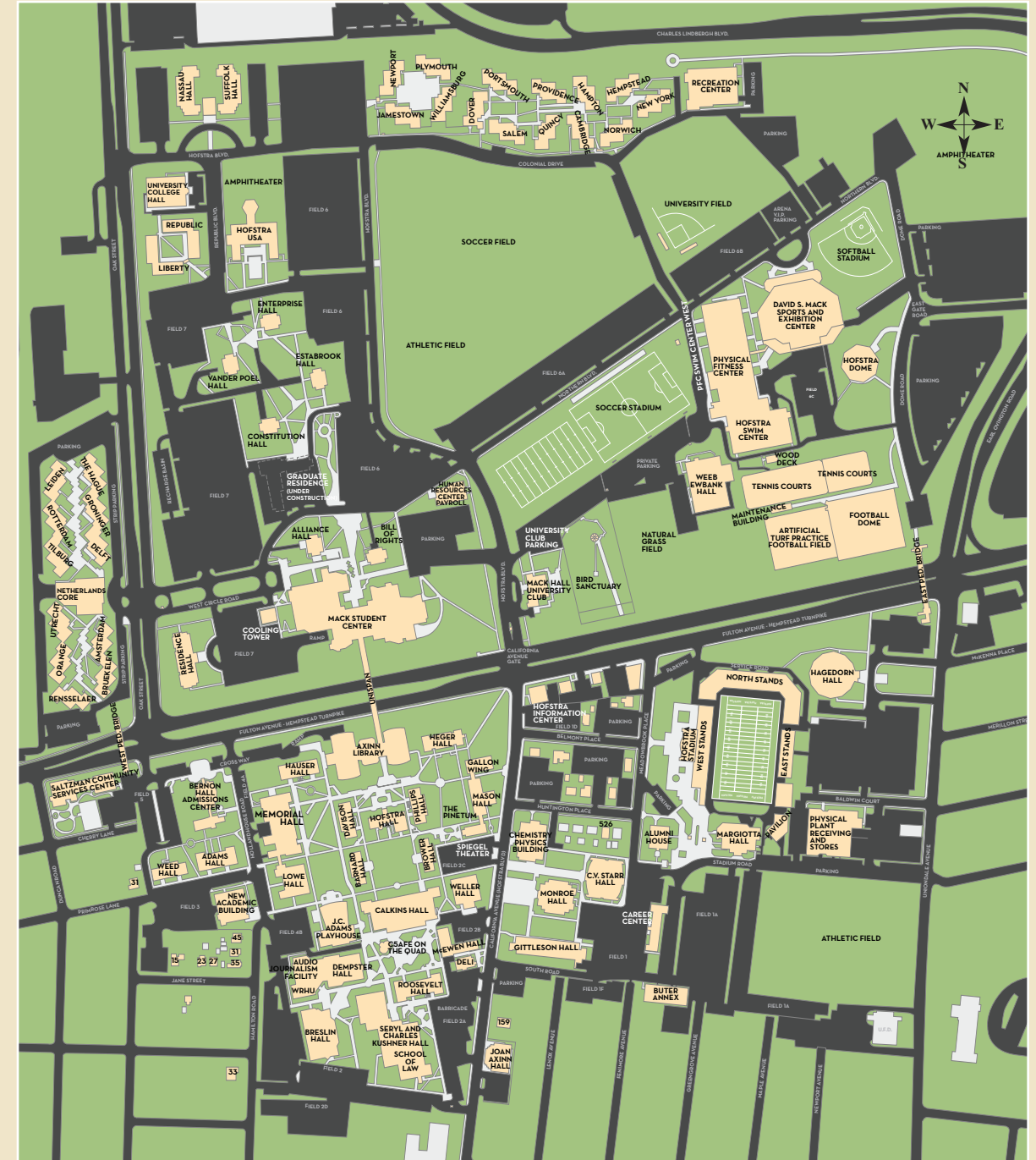
Tel: (516) 489-2200  
 Fax: (516) 489-3021  
 93 Front Street  
 Hempstead, NY 11550 (24 hour drive-thru)

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

**Shopping**

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

Visit [hofstra.edu/CampusL/OffCampus](http://hofstra.edu/CampusL/OffCampus) for a full list of off-campus resources such as restaurants, places of worship, parks and beaches.



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 the conduct and operation of its educational programs and activities, including admission and employment. This statement of nondiscrimination is in compliance with Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 and other federal, state and local laws. The Americans with Disabilities Act compliance officer in the Plant Department (516) 463-6641 is designated by the University to coordinate its efforts to comply with Section 504. The Equal Rights and Opportunity Officer is the University's official responsible for coordinating its adherence to Title IX and other equal opportunity regulations and laws. Questions or concerns regarding Title IX or other aspects of this policy (other than Section 504) should be directed to the Equal Rights and Opportunity Officer at (516) 463-6775, C/O Office of Legal Affairs and General Counsel, 101 Hofstra University, Hempstead, NY 11549.



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