# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Challenges and Opportunities Ahead</td>
<td>4</td>
</tr>
<tr>
<td>A Message from the Vice President for Student Affairs and Dean of Students</td>
<td></td>
</tr>
<tr>
<td>A Message of Care</td>
<td>6</td>
</tr>
<tr>
<td>About the University</td>
<td>7</td>
</tr>
<tr>
<td>About the Parents Association</td>
<td>9</td>
</tr>
<tr>
<td>University Mailing Address</td>
<td>11</td>
</tr>
<tr>
<td>Emergencies</td>
<td>12</td>
</tr>
<tr>
<td>Staying in Touch</td>
<td>12</td>
</tr>
<tr>
<td>Mail Services</td>
<td>12</td>
</tr>
<tr>
<td>Student Residency Mailing Address</td>
<td>13</td>
</tr>
<tr>
<td>Telephone Services</td>
<td>13</td>
</tr>
<tr>
<td>Television Services</td>
<td>13</td>
</tr>
<tr>
<td>Absences</td>
<td>14</td>
</tr>
<tr>
<td>General Financial Information</td>
<td>14</td>
</tr>
<tr>
<td>Withdrawals and Refunds</td>
<td>14</td>
</tr>
<tr>
<td>Payment Plan</td>
<td>16</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>16</td>
</tr>
<tr>
<td>Residential Fees</td>
<td>17</td>
</tr>
<tr>
<td>Universal Health Care</td>
<td>18</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>19</td>
</tr>
<tr>
<td>Tutoring</td>
<td>19</td>
</tr>
<tr>
<td>Student Disability Services</td>
<td>19</td>
</tr>
<tr>
<td>Registering with Student Disability Services (SDS)</td>
<td>20</td>
</tr>
<tr>
<td>Placement Accommodation</td>
<td>21</td>
</tr>
<tr>
<td>On-campus Housing Accommodations</td>
<td>21</td>
</tr>
<tr>
<td>Grading System</td>
<td>21</td>
</tr>
<tr>
<td>Student Classification</td>
<td>22</td>
</tr>
<tr>
<td>Attendance</td>
<td>22</td>
</tr>
<tr>
<td>Academic Integrity</td>
<td>22</td>
</tr>
<tr>
<td>President’s and Dean’s List</td>
<td>22</td>
</tr>
<tr>
<td>Honors</td>
<td>23</td>
</tr>
<tr>
<td>Withdrawals/Leave of Absence</td>
<td>23</td>
</tr>
<tr>
<td>Writing Proficiency</td>
<td>23</td>
</tr>
<tr>
<td>Academic Advising</td>
<td>24</td>
</tr>
<tr>
<td>Legal Matters</td>
<td>24</td>
</tr>
<tr>
<td>Student Absence Due to Religious Beliefs</td>
<td>24</td>
</tr>
<tr>
<td>Confidentiality of Student Records</td>
<td>24</td>
</tr>
<tr>
<td>Controlled Substances Act</td>
<td>25</td>
</tr>
<tr>
<td>Smoke-free Environment</td>
<td>26</td>
</tr>
<tr>
<td>Selective Service Registration</td>
<td>26</td>
</tr>
<tr>
<td>Nondiscrimination Policy</td>
<td>26</td>
</tr>
<tr>
<td>Section</td>
<td>Page</td>
</tr>
<tr>
<td>----------------------------------------------</td>
<td>------</td>
</tr>
<tr>
<td>Firearms Possession</td>
<td>27</td>
</tr>
<tr>
<td>Hazing</td>
<td>27</td>
</tr>
<tr>
<td>Immunizations and Health Record Requirements</td>
<td>28</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>28</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>29</td>
</tr>
<tr>
<td>Educating the Whole Student</td>
<td>29</td>
</tr>
<tr>
<td>Office for Student Volunteerism</td>
<td>30</td>
</tr>
<tr>
<td>Career Development Center</td>
<td>30</td>
</tr>
<tr>
<td>Peer Advisors</td>
<td>31</td>
</tr>
<tr>
<td>Counseling</td>
<td>32</td>
</tr>
<tr>
<td>Alcohol and Drug Education Services</td>
<td>32</td>
</tr>
<tr>
<td>Living Facilities/Housing Assignments</td>
<td>33</td>
</tr>
<tr>
<td>Residence Life Staff</td>
<td>36</td>
</tr>
<tr>
<td>Residence Life Policies and Procedures</td>
<td>37</td>
</tr>
<tr>
<td>Missing Person Policy</td>
<td>37</td>
</tr>
<tr>
<td>Health Services</td>
<td>37</td>
</tr>
<tr>
<td>Student Medical Insurance</td>
<td>38</td>
</tr>
<tr>
<td>Wellness, Recreation, and Intramurals</td>
<td>38</td>
</tr>
<tr>
<td>Diversity Programs and Services</td>
<td>38</td>
</tr>
<tr>
<td>Student Activities</td>
<td>39</td>
</tr>
<tr>
<td>Campus Center and Rivers Memorial Hall</td>
<td>39</td>
</tr>
<tr>
<td>Student Senate</td>
<td>40</td>
</tr>
<tr>
<td>Campus Activities Board</td>
<td>40</td>
</tr>
<tr>
<td>Clubs and Organizations</td>
<td>41</td>
</tr>
<tr>
<td>Residence Hall Association</td>
<td>42</td>
</tr>
<tr>
<td>Clubs</td>
<td>42</td>
</tr>
<tr>
<td>Student Employment</td>
<td>42</td>
</tr>
<tr>
<td>Federal Work Study</td>
<td>42</td>
</tr>
<tr>
<td>Institutional</td>
<td>43</td>
</tr>
<tr>
<td>Getting a Job</td>
<td>43</td>
</tr>
<tr>
<td>Student Employment Job Fair</td>
<td>43</td>
</tr>
<tr>
<td>Spiritual Life</td>
<td>44</td>
</tr>
<tr>
<td>Dining Services</td>
<td>44</td>
</tr>
<tr>
<td>Meal Plans</td>
<td>45</td>
</tr>
<tr>
<td>Dining Locations</td>
<td>45</td>
</tr>
<tr>
<td>Public Safety</td>
<td>46</td>
</tr>
<tr>
<td>Campus Bookstore</td>
<td>46</td>
</tr>
<tr>
<td>Athletics</td>
<td>46</td>
</tr>
<tr>
<td>Student Conduct Code</td>
<td>47</td>
</tr>
<tr>
<td>ROTC</td>
<td>48</td>
</tr>
<tr>
<td>2019-2020 Dates to Remember</td>
<td>49</td>
</tr>
<tr>
<td>University Administration</td>
<td>50</td>
</tr>
<tr>
<td>Helpful Telephone Numbers</td>
<td>51</td>
</tr>
<tr>
<td>Local Hotels and Motels</td>
<td>52</td>
</tr>
</tbody>
</table>
CHALLENGES AND OPPORTUNITIES AHEAD

A Message from the Vice President for Student Affairs and Dean of Students

“There are two lasting bequests that we can give our children: One is roots, the other is wings.” Hodding Carter

Welcome to (and for some of you welcome back) to the Western New England University family! We are honored that your family and your young scholar will be beginning their lifelong relationship and connection to this special place situated between the Berkshires and Boston. In the midst of all of the change, excitement, and anxiety, I want to share with you a few thoughts during your young adult’s transition period.

For many of you, it is the first time that your student has been away from home for an extended period of time. For others, it will mean adjusting to the new demands of college while your student continues to live at home. Through this time of change, your support and encouragement are critical ingredients for your young adult to succeed as a college student.

It is my hope that we may work together with your student to make positive choices and explore new avenues as a member of this campus community. I ask that, when they come to you for advice regarding their educational and social experiences, you assist them in problem solving and you begin to empower them to advocate for themselves by referring them to the Dean of Students’ office.

I am pleased to share with you some of the many resources and supports that will be available to your student through our office. Should they have academic questions or concerns, please have them connect with their academic advisor, peer mentor, or the resources available in the Office of First Year Students & Students in Transition.
If they are having difficulty with adjustment to their new environment, please invite them to speak with their resident assistant or area director and become involved as an active community member on the floor, or invite them to join a club or student organization of interest (or to learn something new as we have more than 70 organizations from which to choose). Share with them the Athletics website address wnegoldenbears.com to work out at the Alumni Healthful Living Center or be a part of an intramural team or sports team.

For other questions and resources on diversity programs, personal counseling, health services, and volunteer opportunities, please visit the Division of Student Affairs website at wne.edu/student-affairs or feel free to personally contact me at 413-782-1282 or email me at jsteffes@wne.edu. Research suggests that the more students become connected to the University the higher their satisfaction rate and grades, and the higher self-confidence they have for learning and trying new things.

It is important to me that you and your students feel comfortable and confident to seek out places and spaces on campus to help maximize their Western New England University experience. It is our goal that in this process we will work together to be a part of this supportive, sustainable, and exciting journey.

Thank you for the roots that you have given to your young scholar. It is our hope that their diverse experiences in and out of the classroom at Western New England University will connect them to opportunities to build on the roots that have been a part of your loving work as family members. We will be here for you and your young adult as they spread their wings and engage in their next adventure.

Jeanne S. Hart-Steoffes, PhD
Vice President for Student Affairs and Dean of Students
A MESSAGE OF CARE

“We’re all in this together”

You have no doubt heard it said, and you have probably seen it stated in a variety of publications, “Western New England University is a caring institution. It is an unusual kind of place.” Not only should the interests of students be foremost in our hearts, but recognition also needs to be given to the investment of parents and families as well. It has been our experience that Western New England University is indeed responsive to the needs and concerns of both parents and students.

Along with the members of the Planning Committee of the Parents Association, the administration looks forward to the 2019-2020 academic year with a great deal of enthusiasm and pride. The purpose of this handbook is to provide parents and families with a resource guide to Western New England University. Use it regularly to become acquainted with many of the programs and services available and in identifying University staff. In addition, feel free to contact any member of the Parents Association Planning Committee if you need any help or information. Their names and addresses are in this guide.

As a final note, we hope you will take an active interest in the Parents Association. While all parents and guardians of full-time undergraduate students are automatically members of the Association, contributing membership is available through voluntary donations of $35 annually, or $125 for a lifetime membership per family. We look forward to having you as an active member helping us to shape the future of the Parents Association, and sharing ideas and experiences throughout the coming academic year. We look forward to having you join us at the quarterly meetings as an active member helping us to shape the future of the Parents Association.

Sincerely,
Neil Abramson
President
Parents Association
ABOUT THE UNIVERSITY

Western New England University is a private, independent coeducational university, offering undergraduate, graduate, doctoral, law, and adult studies programs for a varied spectrum of students. Central to all programs is a commitment to effective instruction in an atmosphere of personal concern for the developing student. Responding to a growing residential population, the University continues to augment its cocurricular programs to enhance the quality of life and the personal development of all students. At the same time, the University is equally sensitive to the needs of commuting students. The University is committed to promoting understanding and integration along sex, race, color, creed, national origin, age, religion, sexual orientation, gender identity, gender expression, veteran status, genetics, and disability both in its educational programs and in the conduct of all members of the University community.

The undergraduate program provides a significant blend of liberal and professional education. The program encourages students to develop their analytical skills, demonstrate confidence in oral and written expression, be sensitive to moral concerns, and to have a sense of historical perspective. All programs seek to offer theoretical and applied knowledge requisite for competence in job entry and for continued growth and development in a profession. The academic program cultivates the capacity to enjoy a lifetime of learning, to contribute significantly in community affairs, and to adapt with grace and versatility to the changing conditions of society. The graduate and professional programs, as a logical extension of undergraduate offerings, provide an expanding variety of advanced studies to meet the changing educational needs of an increasingly global society and the growing complexity of professional fields. Students are given significant opportunities to embrace learning in nontraditional ways, through experiences and living arrangements on campus, in the community, and abroad that contribute to their overall growth and development.
The Center for Graduate and Advanced Studies serves the local community and the surrounding region by providing the student of any age the opportunities, on a full-time or part-time basis, for the fulfillment of personal and professional interests.

Further educational opportunities are available to students through affiliations with other institutions of higher education. Similarly, the community’s industries and agencies serve as valued, practical laboratories for many students.

The University is organized into a College of Arts and Sciences, a College of Business, a College of Engineering, and a College of Pharmacy and Health Sciences. All offer a variety of undergraduate and graduate programs. Nearly 20 master’s degrees are available from these colleges, including combined bachelor/master’s programs. The School of Law grants the Juris Doctor and LLM in Estate Planning and Elder Law. The College of Pharmacy and Health Sciences grants the Doctor of Pharmacy and the Doctor of Occupational Therapy, the College of Arts and Sciences grants a PhD in Behavior Analysis, and the College of Engineering grants a PhD in Engineering Management.
ABOUT THE PARENTS ASSOCIATION

In 1978, a small group of parents led by Ralph and Barbara Ertel and University staff from the Division of Student Affairs joined together to recognize and formally constitute the educational partnership which exists between student and parent. Since that time, leadership has continued to be provided through those parents listed below.

2019-2020       Neil Abramson
2018-2019       Neil Abramson
2017-2018       Barry Meehan
2016-2017       Barry Meehan
2015-2016       Timothy & Cathy Blanchette
2014-2015       Cheryl Carroll & Martha Tischofer
2013-2014       Debbie O’Connor
2012-2013       Debbie O’Connor
2011-2012       Debbie O’Connor
2010-2011       Peggy Courter
2009-2010       Peggy Courter
2008-2009       Peggy Courter
2007-2008       Lonnie & Annette Kerchief
2006-2007       Lonnie Kerchief
2005-2006       Louise Pastormerlo
2004-2005       Louise Pastormerlo
2003-2004       William Hayhurst
2002-2003       Mary Anne Cutrali & Mary Smith
2001-2002       Kathleen Boyer
2000-2001       Kathleen Boyer & Pamela Benvenuti
1999-2000       Robert & Geraldine Landry
1998-1999       Maureen & Robert Scanlon
1996-1998       Donna & John Klisiewicz
1994-1996       Bob & Lynn Shedd
1993-1994       Jim & Sue Manning
1992-1993       Pat & Ron Lalancette
1990-1991       Pat & Ron Lalancette
1989-1990       Gloria & Joe Baptista
1988-1989       Bruce & Carol Broyles
1987-1988       Irene & Sal Porcello
1986-1987       Barbara & Ron Goulet
1985-1986       Annette & Bill Decker
1983-1984       Grace & Ted Connors
1982-1983       Mary & Robert Mereau
1980-1982       Henry & Marilyn Sullivan
1979-1980       Francis & Virginia Lowe
1978-1979       Barbara & Ralph Ertel

All parents of undergraduate students are members of the Parents Association. The affairs of the Association are directed through the Planning Committee. Advice and assistance is provided through the vice president for student affairs and dean of students.
Activities of the Parents Association include or have included:

- Participating in Orientation for new students, both in fall and summer programs
- Cosponsorship of Family and Friends Weekend with the Student Campus Activities Board (CAB)
- Providing host homes for international students unable to be home for the holidays
- Sponsorship of a “Special Messages” program and “Survival Kits” before final exam week in December and May
- Publication of Parents Guide to College
- Accepting and achieving a fund-raising challenge for D’Amour Library and providing gifts to the University such as audio visual equipment for the Library
- Purchase of equipment in Student Activities
- Purchase of various medical equipment for Health Services and Public Safety
- Donations to baseball field bullpens
- Sponsoring a Parents Fall Social
- Sponsorship of an annual fund-raising phonathon
- Sponsorship of a computer search program containing sources of scholarship and other financial assistance programs
- Providing computer hardware for a student career guidance program
- Acceptance of a fund-raising challenge toward the renovation of Churchill Hall
- Lighting for the Leadership Garden
- Sponsorship of a Student Leadership Award
- Donations entitling the Association to name a room in the Alumni Healthful Living Center
- Donations to the Parents Student Aid Endowment Fund
- Donations to the Rivers Sound Baffles
• Sponsorship of Parents Reception for Graduating Seniors
• Donation to “First Week”— Freshmen move-in
• Providing a grant and donations to Alcohol and Drug Education Services
• Donations to the Campus Center Game Room
• Donations to “Fridays,” a weekend programming event
• Donations to the Mulcahy Emergency Loan Fund for students
• Donations to Choral Risers
• Donations to the Golden Bear Club

Any parent who wishes can become a member of the Planning Committee. Meetings are scheduled to coincide with activities that would normally bring parents to the campus such as Family and Friends Weekend, Fall Orientation, Spring Weekend, etc. Should there be interest in serving on the Planning Committee, please feel free to contact one of the listed members.

Parents Association 2019-2020 Committee Members:

Neil Abramson, President
Somers, CT
Student, Rebecca, Class of 2020

Julie Bundy, Vice President
Lebanon, CT
Student, Abigail, Class of 2021

Sharon Dixon, Treasurer
Plantsville, CT
Student, Brianna, Class of 2022

Jackie Cole, Secretary
Milford, CT
Student, Tyler, Class of 2022

University Mailing Address

Western New England University
1215 Wilbraham Road
Springfield, MA 01119-2684

Telephone: 413-782-1509
Main FAX: 413-796-2124

M-F 8:00 a.m. - 4:00 p.m.
Package pick up time
EMERGENCIES

If, at some time, an emergency occurs and parents must reach their student, please contact the Vice President for Student Affairs and Dean of Students Office and every effort will be made to respond appropriately. After normal University office hours, parents should initiate requests for assistance through Public Safety at 413-782-1207 or 413-782-1411. Parents of resident students may also contact the Area Director of the student's living unit. Please be prepared to state the nature of the emergency so that University staff can determine how to proceed.

Closings and delays of classes due to weather or other emergencies are posted on the University's homepage: wne.edu. The “Resources for Parents” webpage (wne.edu/parents) provides links to a variety of University offices, news, and events calendars of interest to parents.

Finally, please feel free to contact the Vice President for Student Affairs and Dean of Students Office anytime, be it an emergency or not. Very often, concerns addressed early can be resolved before it is too late.

Jeanne S. Hart-Steffes 413-782-1282
Vice President for Student Affairs and Dean of Students

STAYING IN TOUCH

Mail Services

All resident students are automatically assigned a campus mailbox—unless waived—which are located in the St. Germain Campus Center.

Commuting students may request a mailbox. The advantage to having a campus mailbox is to receive club and organization mailings since they have limited resources for off-campus mailings.

First Year Students obtain their mailbox key during the Transitions Program on August 23. Early arrivals can pick up their keys at Mail Services located in the Campus Utility Building M-F 8:00 a.m.–3:30 p.m. during summer hours.

When classes are in session, campus-generated correspondence will be delivered to students with on-campus mailboxes. Inbound packages are processed at Mail Services. An electronic notification will be sent to the student's Western New England email address and a text message to the listed cell phone number when the student's package has arrived. Prompt pickup is encouraged as some packages are perishable.
All assigned campus mailboxes remain the same during the student’s continuous enrollment at the University. If a student fails to return their key within two weeks after Commencement, the student account will be charged $45. A new mailbox will be assigned to the student if they return.

Resource Information

Certified mail and large packages are to be picked up at Mail Services located at the Campus Utility Building (CUB). Available mailing services include—overnight and international shipping, certified mail, and postal services. Stamps and envelopes can be purchased at Mail Services 413-782-1509. Stamps also can be purchased at the Blue & Gold Campus store.

Making Sure Mail Finds Students

Students should make sure that the sending party uses the following address format for all inbound correspondence and packages.

Student Name
Mailstop # __________ (Mailstop # is the box number assigned by Mail Services)
Western New England University
1215 Wilbraham Road
Springfield, MA 01119-2684

Telephone Services

Western New England University recognizes that most students will be coming to campus with personal cell phones. To supplement phone access, the University has installed communal phones in public areas (lounges, hallways, etc.). Students need to provide their own standard landline phones for jacks located in apartment living rooms.

Visit wne.edu/residence-life and choose “Telephone Service” for more information.

Television Services

Starting Fall 2018, Western New England University will be providing Xfinity Stream as our television provider on campus. Xfinity Stream lets students watch live TV and thousands of Xfinity On Demand selections on their laptops, desktops, and mobile devices, as well as on traditional flat screen televisions. In order to use a traditional flat screen television to use this service, you must either have a Roku enabled television, or a Roku device that works with your television.
Absences

If a student will be out of school for an extended period of time, whether for illness or other reasons, contact should be made with the University. This can be initiated through the Vice President for Student Affairs and Dean of Students Office. Please note that the University Health Services does not issue medical excuses.

GENERAL FINANCIAL INFORMATION

Tuition and fees are non-transferable and are refunded only as stated under the section on “Withdrawals and Refunds” on the University website. Payments may be made online in the student’s Self-Service account, and checks or money orders should be made payable to Western New England University. Questions, concerns, and payment should be directed to Enrollment Services wne.edu/enrollment-services or 413-796-2080 or toll free 1-800-325-1122 ext. 2080).

There are no special rates for auditing a class. Students granted permission to audit a course must pay the regular tuition and fees which apply to the course. The Trustees of the University reserve the right to change tuition rates or fees at their discretion whenever it is deemed necessary.

Withdrawals and Refunds

Our refund policy is based on the fact that the University makes commitments in advance to its teaching staff and others who provide vital services to students and the University. A student’s enrollment may have prevented another student from registering for a course or may have kept us from canceling a course with low enrollment. We must cover costs of these services to our students.

Financial aid recipients, please note: The University is required to cancel aid and loans using a prescribed formula. Even if charges are covered by financial aid prior to withdrawal, after withdrawal and cancellation of aid there is a good likelihood that there will be a balance due to the University.
Refunds of tuition are made to students based on the following schedule for 15-week traditional classes:

- 100% less the tuition deposit, prior to the first day of classes
- 75% during the first week of classes
- 66 2/3% during the second week of classes
- 33 1/3% during the third week of classes
- 25% during the fourth week of classes
- No refund after the fourth week of classes

Any refund resulting from a reduction in the number of hours registered will be made on the basis of the above schedule. Students taking between 12 and 18 hours per term will not have any adjustment in tuition if, after the course reduction, they are still enrolled in 12 to 18 credit hours.

Students who withdraw from a class must bring a completed drop slip to Enrollment Services at the time of withdrawal. Approved refunds will be computed on the basis of the date the form was brought to Enrollment Services. In the case of withdrawal from the University, the appropriate form is filed through the Dean of First Year Students & Students in Transition.

Absence from class without completing the above forms does not constitute withdrawal from a course or from the University.

Room and Board refunds are made to students who voluntarily withdraw based on the following 15-week class schedule:

- 100% of the room and board charge, less the housing verification payment, if the official withdrawal date is prior to first day of classes;
- 80% of the room and board charge will be refunded if the official withdrawal date is during the first week of classes;
- 60% will be refunded if the official withdrawal date is during the second week of classes;
- 40% will be refunded if the official withdrawal date is during the third week of classes;
- 20% will be refunded if the official withdrawal date is during the fourth week of classes.

No room and board refunds will be granted after the fourth week of classes.
Fees are nonrefundable and tuition payments are non-transferable.

Students who withdraw with an unpaid balance will be financially liable for any amount remaining unpaid after any credit due has been applied to the balance.

No student may withdraw in good standing from the University unless all financial obligations have been met.

Payment Plan

Western New England University offers a secure and convenient payment plan option for fall and spring semesters. Additional information is available at the Billing and Finances section of the Enrollment Services web page at wne.edu/enrollment-services.

Financial Aid

The University offers an extensive program of financial assistance through merit awards, need-based scholarships, and grants, loans, and part-time employment. Most financial assistance is determined on the basis of financial need.

Financial aid programs, policies, and procedures for applying are subject to change. Consult Enrollment Services for current details at 413-796-2080 or toll free 1-800-325-1122 ext. 2080.

Work opportunities are available both on campus and in the community, and many students subsidize a portion of their University expenses through part-time employment. Due to the academic demand on a student’s time, no student should seek employment for more than 20 hours per week.

Prospective students must be officially accepted for admission to the University before their applications for financial assistance will be considered.

Students applying for aid must submit the Free Application for Federal Student Aid (FAFSA) to the Department of Education for processing as soon as possible after October 1. This form can be completed online at www.fafsa.gov. Applications for prospective students will be processed on a rolling basis beginning December 15. The FAFSA for returning students must be received by Western New England University by March 1, in order to receive priority consideration. We require either that the IRS Data Retrieval Tool is used when completing the FAFSA or that tax return transcripts are submitted to this office. Late applicants will be considered for financial aid if sufficient funds are still available.
Aid is generally disbursed on a September to May basis. All students must reapply for financial aid each year, and aid in any year does not guarantee aid in subsequent years.

Students must make Satisfactory Academic Progress (SAP) toward their degree requirements to qualify for financial aid. The complete “Standards of Satisfactory Academic Progress” policy is available online in the Financial Aid section at wne.edu/enrollment-services.

**Other Financial Information**

Students are not permitted to attend any University exercise or class session until they have complied with all regulations concerning registration and have satisfied all financial obligations or made satisfactory arrangements for payment with Enrollment Services. All financial obligations to the University must be met before a student may qualify for reenrollment, a transcript, or a diploma. Tuition and fees for the first semester are due and payable by August 1. All second semester tuition and fees are due and payable by January 2. The August 1 and January 2 dates do not apply if you are enrolled in one of our payment plans.

**Residential Fees**

University housing is available for full-time undergraduate and graduate students in a variety of living styles.

All first-time, full-time undergraduate students are required to live on campus for their first and second years at the University unless they are commuting from home (within a 50 mile radius) or meet one of the other exceptions. The Housing Agreement is for the full academic year (or remainder thereof).

For incoming (new) undergraduate students, a $300 housing verification deposit is due upon notification of acceptance from the Admissions office. A $100 resident security deposit will appear on the student's first bill. This deposit is refundable if, at the time the student leaves the University, there is no damage to the room. Incoming new graduate students pay a $500 damage deposit which remains on file until the student leaves housing.

Current returning undergraduate students are expected to provide a $500 housing verification deposit by the application deadline (typically mid-March). Receipt of this deposit permits the student to participate in the online housing selection process through The Housing Director (THD). To verify and confirm campus residency, the student is responsible for completing all components of the online process.
The $500 housing verification deposit shall be applied to the fall semester residence fee only. The balance must be paid by the due date as specified by Enrollment Services. Campus housing is normally available for summer coursework, internships, and/or employment with the University, and student accounts will be billed for this housing upon request. Status as a full-time student must be maintained to qualify for University housing except in cases where the student is a graduating senior finishing degree requirements. Unless withdrawing, transferring, or graduating mid-year, students are held to the academic year Housing Agreement.

For more detailed information, please refer to the Resident Student Housing Agreement (General Housing Policy) that is posted on the Residence Life website.

University housing remains open for fall break, however residents (except for graduate students living in Gateway and University houses) are expected to leave for Thanksgiving, winter, and spring breaks unless break housing has been requested and confirmed. Residents may leave their belongings in their rooms/apartments during break periods. At the close of the academic year for which residency has been authorized, the student's personal property must be removed after the last final examination and the appropriate checkout procedure must be completed. The student will be held responsible for the condition of their assigned living space (and the condition of public areas of University housing, if warranted) based on information from Residence Life and Facilities Management personnel who inspect these locations upon student departure. Requests for review of damage charges to the immediate living space (room, suite, townhouse, apartment) must be submitted in writing by the deadline indicated on the correspondence to the student.

Repair costs (parts and labor) and/or fines in the case of common/public area damage and missing University property of undetermined responsibility are not subject to individual review or modification, since the University is holding a living unit collectively accountable.

**Universal Health Care**

The Commonwealth of Massachusetts requires that all full-time and three-quarter time students to be covered by health insurance. The student must either enroll in the policy provided by the University or complete a waiver that the personal coverage already possessed contains all of the required coverage. Both enrollment and waiver are completed online. Failure to complete a waiver will result in the student being automatically enrolled in the insurance program and charged accordingly.
ACADEMIC AFFAIRS

Academic programs are under the supervision of the dean of the college/school in which the student is enrolled. A complete record of academic progress is maintained for each student and is available for student review online in Self-Service. This is particularly useful during registration periods.

Tutoring

Tutors are available in a wide variety of subjects for undergraduate students who feel they need assistance with challenging subject matters. Peer tutors are available to assist in drop-in and one-on-one settings and their services are free of charge. Coordination is through the Academic Success Center and the directors of the Math, Writing, and Science Centers.

Student Disability Services

Western New England University (WNE) and Student Disability Services (SDS) recognize that students with disabilities represent an equally important aspect of diversity as any other student on campus and are an integral part of our community. We are committed to ensuring equal access to all campus related programs and activities. Through reasonable accommodations and support, students who qualify under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act Amendments Act (ADAAA) are empowered to participate fully in the activities of the University.

In collaboration with faculty and staff from across campus, SDS coordinates accommodations for students with documented disabilities related but not limited to learning disabilities, attention deficit disorder, mobility and physical impairments, autism spectrum disorders, and chronic medical or psychiatric conditions. Additionally, SDS provides support to students who are blind, have low vision, or are deaf or hard-of-hearing.

SDS promotes an individualized interactive process to establish eligibility for services. As part of this process, students will need to self-disclose and provide SDS with documentation that substantiates a disability, as defined by the Americans with Disabilities Act. Documentation should describe the functional limitations and impact as a result of the disability and need for accommodations on a university campus.
Registering with Student Disability Services (SDS)

Step One: Complete and return the SDS Registration Form. It serves as a means to self-disclose and describe firsthand how a student’s disability impacts them in the educational environment. The form is available online at wne.edu/student-disability-services.

Step Two: Provide documentation or evidence that substantiates a disability as defined under the Americans with Disabilities Act Amendments Act. Please refer to the Accommodations Eligibility Process/Documentation Guidelines for more information.

In the absence of or in addition to documentation sources (e.g. Psychoeducation Evaluation, Neuropsychological Evaluation, IEP, 504 Plan, etc.), students may have their clinician complete the Disability Certification Form which is also available online.

Step Three: SDS reviews the Registration Form and disability-related documentation submitted and subsequently schedules an intake appointment to discuss eligibility for accommodations.

Step Four: During the intake appointment, SDS and the student will discuss and confirm any reasonable and appropriate accommodations identified to address their documented needs. Accommodations are individually determined based on the functional limitation(s) related to the student’s disability. Students will also learn more about their role and responsibilities in the accommodation implementation process.

Some Examples of Accommodations Provided to Qualified Students Include:

Exam Accommodations, Notetaking, Alternate Formatted Materials, Assistive Technology, and Advocacy

SDS supports students as adult learners. We foster student independence and self-advocacy. Students hold the responsibility to request accommodations on a semester-to-semester basis or as the need arises. Students are strongly encouraged to notify SDS of their accommodation needs with as much advanced notice as possible to ensure timely implementation. Accommodations are not automatic or retroactive and students must always meet all academic standards and requirements set forth by the University with or without reasonable accommodations. Student information on file with SDS is kept confidential and shared only upon request for an accommodation or on an “as needed” basis.
Placement Accommodations

Students with a documented disability who seek accommodations on the placement assessments will need to complete the SDS Registration Process noted above.

On-campus Housing Accommodations

In addition to completing the SDS Registration Process, students seeking on-campus housing accommodations must also complete the SDS Campus Housing Accommodation Request Form and provide it to SDS along with their completed SDS Registration Form and disability-related documentation. Requests should be submitted to SDS by June 3, 2019. Consideration of requests will be reviewed on a space available basis.

Grading System

The work of each student is graded according to the following scale. Figures in parenthesis indicate grade point equivalents and are used to calculate grade point average.

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<th>Grade</th>
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In certain designated courses, a grade of P (pass) is assigned if the course is satisfactorily completed. A passing grade assigned “P” has no grade point equivalent.

Grade reports are issued online to students both at mid-semester and the end of each term. Mid-semester grades, available in Self-Service, should be regarded as a tool for determining where the student stands. Grade reports are not issued to parents.

Students’ Academic standing is determined by their cumulative grade point averages (GPA). Academic standing is normally calculated for fall and spring semesters. Students are in good academic standing when their cumulative GPA is 2.000 or above. Additional degree and academic standing requirements are listed in the academic catalogue.
Student Classification

A student is classified with the appropriate academic class based upon the number of credit hours successfully completed. The following chart summarizes the student status:

- **Freshman**: 29 credit hours or fewer
- **Sophomore**: 30-59 credit hours completed
- **Junior**: 60-89 credit hours completed
- **Senior**: 90 credit hours or more completed

Attendance

Students are expected to attend all class sessions for courses in which they are enrolled. However, it is the responsibility of the individual instructor to evaluate the importance of student class attendance in determination of course grades. Accordingly, at the beginning of each semester, each instructor prepares a written statement (found in the syllabi) setting forth the policy for consideration of absences, makeup examinations, and related matters which will be in force for that entire semester. The syllabi are made available during the first class meeting.

Academic Integrity

There exists an academic integrity policy for the University. Every student is held to the highest standard for individual integrity, which includes conduct and scholarship. All students are required to review and comply with the academic integrity policy.

President’s List and Dean’s List

To be placed on the President’s List, a full-time student must be enrolled in courses carrying a minimum of 12 credit hours and achieve a semester grade point average of 3.80 or above. A part-time student may qualify for the President’s List by carrying 6-11 credit hours and achieving a grade point average of 3.80 or above.

To be placed on the Dean's List, a full-time student must be enrolled in courses carrying a minimum of 12 credit hours and achieve a semester grade point average of 3.30 or higher. A part-time student may qualify for the Dean's List by carrying 6-11 credit hours and achieving a grade point average of 3.30 or higher. For further details consult the Western New England University catalogue.
Honors

Honors are awarded at graduation for superior scholastic attainment. Students will be recommended for honors if, in addition to satisfying all other requirements for the degree, they have completed a minimum of 60 credit hours in residence and have earned the required grade point average (GPA).

- Cum Laude requires a GPA of at least 3.300
- Magna Cum Laude requires a GPA of at least 3.600
- Summa Cum Laude requires a GPA of at least 3.800

Withdrawals/Leave of Absence/Medical Leave

When a program of continuous study must be interrupted for whatever reason, an application for withdrawal or leave of absence must be completed. All students should expect to consult with the dean of first year students & students in transition before any action is taken. Discontinuing continuous enrollment without completing the necessary application jeopardizes the academic record and any future return. In certain circumstances a leave of absence may be approved. Students receiving aid through any federally funded program also need to complete a required loan exit interview.

Usually, the application process is completed by the student in person. When the personal appearance is prevented by unusual circumstances, application may be made from the student’s WNE email account. The email should state the reasons and detailed circumstances leading to the need for withdrawal.

Students who need to discontinue studies during the course of a semester for medical reasons (physical and/or mental health) can request a mid-semester Medical Leave. Students who are having medical difficulty must contact the Dean of Students office to discuss the details of the medical leave request and to explore options to support the student’s long-term success.

More information on Withdrawal from the University and Medical Leave may be found in the academic catalogue.

Writing Proficiency

In keeping with the mission statement of the University to encourage students to think clearly and to discipline their self expression, students are expected to demonstrate, in writing, that they have assimilated the information and ideas presented in each course. A definite portion of the grade in each course will be determined by performance in written work.
**Academic Advising**

It is the student’s responsibility to understand the requirements of the chosen degree program and to plan for their orderly fulfillment. Each full-time student is assigned a faculty advisor who may be called upon for assistance in making those decisions by which the student’s desired academic goals may be attained. Though the advisor can be helpful, in every instance the ultimate responsibility for decision remains with the student.

**LEGAL MATTERS**

**Student Absence Due to Religious Beliefs**

The General Laws of Massachusetts, Chapter 151C, Section 2B states the following: “Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of his religious beliefs, to attend classes or to participate in any examination, study, or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which he may have missed because of such absence on any particular day; provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any students who avail themselves of the provisions of the section.”

**Confidentiality of Student Records**

The Family Educational Rights and Privacy Act of 1974 (revised 1988, 1993) assures students the right to inspect and review all University records, files, and data directly related to them, with the exception of medical and psychiatric records, confidential recommendations submitted before January 1, 1975, records to which a student has waived the right of access, and financial records of the student’s parents. The Privacy Act also prohibits the distribution of grades to parents or guardians without the prior written consent of the student, or a statement of dependency from the parent when the student is a dependent under the criteria of the Internal Revenue Code.

The Privacy Act requires the University to respect the privacy of education records but provides the right to make public at its discretion, without prior authorization from the individual student, the following personally
identifiable information: name of student; local and permanent addresses and telephone numbers (including cellular telephone numbers); email address; class year; school or division of enrollment; major field of study; enrollment status; date and place of birth; dates of attendance at Western New England University; nature and dates of degrees, honors and awards received; weight and height of student athletes; participation in officially recognized sports and activities; and high school and any institution of higher learning previously attended.

A student may limit the release of the above information by submitting a written request to Student Administrative Services (SAS). However, drug and alcohol related incidents, which violate federal, state, or municipal laws, or any University policy related thereto, may be disclosed to parents under the following circumstances: (1) the student is under the age of 21, and (2) the University determines that the student has committed a disciplinary violation with respect to the use or possession of alcohol or drugs. Further details on the issue of privacy are also available at SAS.

**Controlled Substances Act**

Part of the federal omnibus drug legislation is the Drug-free Work Place Act of 1988. Under the provisions of this legislation, direct recipients of federal grants or contracts must certify that they will provide drug-free work places; individuals receiving funding directly from the federal government will also have to certify that their conduct will be drug free. In the case of colleges and universities, the Department of Education has said individual Pell Grant recipients will have to certify that they are drug free to receive their student aid awards.

If colleges and universities do not promote drug-free work places, drug-free awareness programs, or establish procedures for reporting violations, they are subject to sanctions including suspension of payments, suspension or termination of grants, or debarment, thus ineligible to receive grants or awards from a federal agency during the term of debarment.

Students applying for financial aid involving federal funding must certify that they are drug free, and that they will remain drug free, in order to receive such federally funded student aid awards. Appropriate forms for such certification are available in the Office of Student Administrative Services of the University. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any students who avail themselves of the provisions of this section.
Smoke-free Environment

In compliance with Massachusetts Smoke-Free Workplace Law, M.G.L. Ch. 270 §22, the University is instituting a new smoking policy. This policy prohibits the use of any smoking paraphernalia, including electronic cigarettes and/or vapor smoking devices, within 25 feet of any University building, its entrance or windows. Furthermore, no smoking is permitted within any University building.

The University anticipates the full cooperation of its students, faculty, staff, vendors, and visitors as to their compliance with this policy.

Selective Service Registration

All male students who have not served either on active military duty or are not members of the Reserves and/or National Guard, or are not citizens of specific Federated States or Trust Territories, within 30 days of their 18th birthday must register with Selective Service. Furthermore, under Federal Regulations, Subpart C-Statement of Educational Purpose and Selective Service Registration Status, Sections 668.31, .32 and .33, appropriate registration with Selective Service is necessary before receiving any funds under Title IV, Higher Education Act Programs.

The student can register for Selective Service during the FAFSA application process or by going online to www.sss.gov. Until this has been done, he is ineligible to receive Title IV funding, including Perkins Loans, Ford Direct Loans, Supplemental Loans, Pell Grants, Work-Study, and similar federal monies.

Nondiscrimination Policy

Western New England University is committed to the principle of equal opportunity in education and employment. The University does not discriminate on the basis of sex, race, color, creed, national origin, age, religion, sexual orientation, genetics, gender identity, gender expression, veteran status, or disability in admission to, access to, treatment in, or employment in its programs and activities.
The following person has been designated to handle inquiries regarding the University’s nondiscrimination policies and Title IX compliance issues: Cheryl Smith, General Counsel and Title IX Coordinator, Western New England University, 1215 Wilbraham Road, Springfield, MA 01119-2684. Inquiries concerning the application of nondiscrimination and Title IX policies may also be referred to the Regional Director, Office for Civil Rights, U.S. Department of Education, J.W. McCormack P.O.C.H., Room 222, Boston, MA 02109-4557.

**Firearms Possession**

The General Laws of the Commonwealth of Massachusetts (MGLC. 269, Section 10(j)) prohibit the unauthorized possession of any firearm on the campus of any college or university within the Commonwealth. Students should be aware that the Commonwealth of Massachusetts strictly enforces its firearm laws. In Massachusetts, conviction for the illegal possession of a firearm carries a mandatory one-year jail sentence.

**Hazing**

Under Massachusetts General Laws, Chapter 269, Sections 17, 18, and 19, any form of “hazing” is considered to be a criminal offense punishable by a fine and/or imprisonment. Furthermore, persons who witness or have knowledge of hazing incidents and fail to report them are also subject to similar penalties.

Each Western New England University student organization and athletic team, at the beginning of the academic year, and every student, at the time of registration, is provided with a copy of the Massachusetts General Laws concerning hazing. The officers of student clubs and organizations are required to sign a formal statement acknowledging receipt of such regulations and verifying their adherence to refrain from any harassment or activities which may serve to cause embarrassment to prospective members, initiates, or pledges. Any student organization found to be involved in such hazing or harassment of members or prospective members will have its recognition immediately withdrawn and be required to disband. Individual organizers and participants in hazing will be subject to strong disciplinary action, including immediate dismissal from the University.
**Immunizations and Health Record Requirements**

The laws of the Commonwealth of Massachusetts require full-time students to present evidence of immunization against measles, mumps, rubella, diphtheria, tetanus, Hepatitis B, varicella, and meningitis.

It is strongly recommended that all students receive the vaccine to protect them from human papillomavirus, the cause of cervical cancer.

All full-time students are required to provide a history and obtain a physical examination by a licensed healthcare provider within the previous 12 months, 6 months for athletes. Immunizations, history, and physical examination must be submitted to Health Services and will be kept on file. No full-time student may continue beyond 30 days of the first day of class without the required verification.

The Health Services staff will administer required immunizations and will bill your insurance. Physical examinations can be scheduled with Health Services and will be billed to your insurance.

**Sexual Harassment**

It is the policy of the University to maintain a working and educational environment free from all forms of sexual harassment or intimidation. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature are serious violations of University policy and will not be condoned or tolerated. Not only is sexual harassment a violation of University policy, but it may also violate federal and state laws.

Any employee or student who is subjected to sexual harassment or intimidation should immediately contact the General Counsel and Title IX Coordinator, in the case of an employee, or the vice president for student affairs and dean of students, in the case of a student. All complaints of sexual harassment will be investigated promptly and confidentially. Any employee or student who violates this policy will be subject to appropriate disciplinary action up to and including dismissal from the University.
STUDENT AFFAIRS

Educating the whole student

The guiding principles for the various components of the Division of Student Affairs are found in what has come to be known as a philosophy of wholistic student development. This philosophy is reflected in efforts to bring together services, courses, faculty, and Student Affairs administrative staff in a deliberate, planned manner. This philosophy encourages students to become well-rounded individuals, able to make meaningful contributions in their careers, communities, and to our society at large. Programs offered through various areas are student-oriented and focus on academic and personal development needs as:

- achieving academic/intellectual competence
- personal development/life skills
- social development
- exploring career options
- appreciating different cultures
- physical fitness and health
- artistic and cultural appreciation

Specific examples of some programs include:

- leadership training opportunities
- academic support services (e.g., programming in time management, study skills, tutorial assistance)
- educational programs in substance abuse
- fall, spring, and summer orientation for new students
- parent/family programs
- peer advising
- issues in human sexuality
- programs designed to promote multicultural awareness
- programs in the performing arts, and
- residence hall programs

It is our belief and practice that experiential learning deepens students’ understanding of their chosen disciplines, the fields in which they will work, and the society in which they live. During their time at the University, students will engage in several opportunities to gain authentic learning experiences. As students participate in these opportunities, faculty and staff will work with them to assist the students in making the connections between the curriculum, their learning experiences, and their lifetime goals.
Volunteerism

W. B. Yeats said, “Education is not the filling of a pail but the lighting of a fire.” The Office for Student Volunteerism provides students with learning opportunities to support their exploration of active citizenship and their role in the community. The students, faculty, and community partners are offered opportunities to share knowledge, skills, and resources to enhance student learning and meet the needs of the community. Through available resources, students can enroll in workshops and trainings on volunteerism and service and engagement, tutor in public schools, and/or participate in an Alternative Break program. Through intentional direct service with community partners and reflection, students explore, analyze, and discuss social issues, diversity, leadership, and their collective roles in creating change in the community. The Office of Student Volunteerism is located on the second floor of the St. Germain Campus Center and can be reached at 413-782-1638.

Career Development Center

The Career Development Center implements the University’s strong commitment to the development of students’ career decision-making by providing individual and group career advising, as well as assistance in identifying career options, major and occupational exploration, internship and job search strategies, and graduate school decision-making. Specialized career professionals for the Colleges of Arts and Sciences, Business, and Engineering are dedicated to identifying and developing resources to help students cultivate their personal career strategies.

Career education and exploration begins in the students’ first year through interactive workshops in First Year Seminar. Here, students begin to explore and understand their skills and strengths, and participate in University experiential activities. In the students’ sophomore year, they begin to direct their interests through a variety of courses, further develop leadership skills, and participate in career-focused programs. The University’s internship program adds value to students’ education by bringing the theories and concepts learned in the classroom to life and providing opportunities to apply that knowledge in local businesses and organizations. Through internships, students confirm or reaffirm their career path while gaining valuable experience working as a team member in an environment that prepares them for the realities of the world of work.
The Career Development Center collaborates with other departments on campus, including Residential Life, Athletics, Alumni Relations, Student Activities and Leadership Development, the Office of First Year Students & Students in Transition, and academic departments to facilitate workshops and activities. Topics include interviewing, résumé and cover letter building, options for exploring study and internships abroad, and networking to educate and empower students. The on and off campus recruiting program connects students to employers through information sessions, interview days, and on-campus career fairs. Central to these programs and to student success is networking. As such, the career professionals work in partnership with students to identify, strategize, and expand their own network of career resources.

The Career Development Center’s effective combination of education, career programs, and job search coaching is a valuable complement to every student’s academic experience. For questions or more information, please email careercenter@wne.edu or call 413-782-1217.

Peer Advisors

It is well known that traditional age college students more often than not turn to their peers for advice or counsel. In recognition of that reality, Western New England University has developed a unique and comprehensive network of specially trained students willing to serve in the capacity of Peer Advisor. All new students are assigned a Peer Advisor to work with them throughout the first year of college.

Under the supervision of the Assistant Director of First Year Student Success, Peer Advisors serve a variety of roles: coach, resource, guide, and mentor. Peer Advisors work individually and in groups to foster integration into the University community. Specific emphasis is placed on developing appropriate goals and objectives for the first year at Western New England University, providing access to support services and programs, encouraging engagement in programs of study, and fostering full participation in cocurricular life. The commitment and concern of the cadre of volunteer Peer Advisors is extraordinary. Validation of the Peer Advising program has been noted by its selection by the National Academic Advising Association as one of the 13 exemplary practices in the nation.
Counseling

The college years are a time of growth, change, and major transition for all students. During this time it is not uncommon for students to experience personal, social, or educational concerns that they would like to discuss apart from family or friends. Counseling Services offers individual, couple, and family counseling, as well as crisis intervention, consultation, and referral in a supportive, confidential setting.

Counseling Services is located on the second floor of the Campus Center (Room 249). To make an appointment, students may walk in or call 413-782-1221. Parents with concerns about their student are encouraged to call Counseling Services for a consultation.

Disclaimer: Although Counseling Services' professional staff can address many mental health concerns, there are some disorders that are beyond our scope of practice. Examples include, but are not limited to, psychosis, severe addictions, and severe eating disorders. In these instances students will be provided with appropriate off-campus referrals.

Additionally, given the number of students that seek counseling, most appointments will be made on an every-other-week basis. During times of high demand students may be placed on a waiting list with no guarantee they will be able to be seen before the end of the semester. Students who are experiencing a mental health crisis will be seen that day.

Alcohol and Drug Education Services

Consistent with the University commitment to wellness and caring, Alcohol and Drug Education Services provides education to prevent problems associated with alcohol or other drug use. It also offers counseling for those concerned about their own or another's use. Alcohol and Drug Education Services promotes healthy choices among students by targeting both the individual and the social environment, and providing appropriate information about the effects of alcohol and other drugs and an accurate perspective on the social norms of college students. Alcohol and Drug Education Services is located in the Counseling Services on the second floor of the Campus Center (Rm. 249B). Confidential counseling, consultation, and access to a resource library are available by calling 413-782-1360 or by just walking in. Additionally, one can find related resources on the webpage.
Living Facilities and Board (meal plan)

Students are given a unique opportunity with regard to the variety of accommodations in University housing. Each area has its own distinct features and characteristics. All students have the opportunity to participate in the online housing/roommate selection process, through “The Housing Director” (THD), the University’s housing software program. Year attained (freshman, sophomore, etc.) and credits earned are principle factors in determining priority for selecting campus housing. Each student is fully responsible for completing all components of the process. If they do not do so, and are required to live on campus, they will be assigned to an appropriate space.

If a student’s preferred roommate withdraws from residency or attendance from the University, or fails to complete the online housing process, the remaining student’s housing assignment may be changed or a new roommate may be assigned. In doing necessary reassignments after the initial housing selection process, the student’s preferred living arrangement (i.e., room, suite, apartment, townhouse) will be preserved. For example, two separate pairs of students choose two double rooms in Commonwealth Hall and each pair has a roommate who withdraws from the University. The two remaining students will be combined in one double room in Commonwealth or each may be assigned a new roommate for the vacancy in the current room.

Any student whose housing verification payment is received late is not guaranteed their preferred roommate and/or location preferences and may be placed on a “waiting list” for housing, to be assigned on a space available basis.

More information is available on the Residence Life website under Returning Students Housing Selection and New Student Housing Selection.

The Quad Halls Berkshie Hall, Hampden Hall, and Franklin Hall form the group of residence halls known as “the quad.” Rooms in the quad halls are double occupancy with commonly shared bathroom (one per floor) and a laundry facility on the first floor. Each building has a lounge equipped with television, kitchenette, and recreational equipment. These halls are coed by individual floors. University furniture is free-standing and movable and the rooms have tile flooring. First year students are typically assigned to these halls. The buildings are air conditioned.
**Windham Hall** provides for coed housing by individual floors. The residents are assigned to two-person or a limited number of three person (larger size) rooms. The hall has a centrally located lounge with a television. Other common area space includes a kitchenette, laundry facility, a study lounge, and recreational space. Residents have a commonly shared bathroom (one per floor.) Rooms are carpeted and room furniture is free-standing and moveable. The building typically accommodates first year students. The facility is air conditioned.

**Commonwealth Hall** accommodates returning students in double occupancy rooms. There are semiprivate, individual use bathrooms and showers situated throughout each corridor, as well as a kitchenette and laundry equipment on each floor. The core community center on each floor has multipurpose space with recreational equipment. The facility provides for coed living with single sex rooms on any given floor or wing of the building. Rooms are carpeted, furniture is free-standing and moveable, and the building is air conditioned.

**LaRiviere Living and Learning Center** is home to our Honors Housing and Rising Business Professionals communities for first year students and student designed theme communities for sophomores. The LaRiviere program includes student-initiated learning-interest communities that have an academic or cocurricular focus. Students interested in residing in the LaRiviere Center for their sophomore year should look for information regarding the application process when they return for spring semester of their freshman year.

LaRiviere Center consists of student housing on two wings and a central unit or core, which includes a variety of furnished meeting space for classes, activities, and programs. Each wing accommodates students who reside in four suites: three with six occupants, one with eight occupants. The rooms in each suite have freestanding furniture and tile flooring. The living room (shared space) in each suite has tile flooring, upholstered furniture, a table and chairs, built-in cabinets and counter space, and a full-size refrigerator for common use by all suite residents. Care and upkeep of the suite is the responsibility of the students.
The community living space (shared by all wing residents) includes a variety of recreational equipment, upholstered furniture, study space, and laundry facilities. The LaRiviere Center includes a multipurpose lounge with television. The building is an air conditioned facility.

The LaRiviere Center is a unique residential facility which includes classrooms and a computer lab that function independent of the student living space.

Housekeeping is provided by University personnel in the public space (lounges, corridors, stairwells) and bathrooms in the Quad halls, Windham Hall, and Commonwealth Hall. Students are fully responsible for the care and upkeep of their rooms. Responsible use of public/shared space is expected of all residents.

Each room in the Quad halls, Windham Hall, and Commonwealth Hall is provided with a microwave-refrigerator unit. One compact refrigerator (a maximum of 3.5 cubic feet) may supplement this unit.

**Board (Meal Plan)** Participation in the University meal plan is required for all residents of the Quad halls, Commonwealth, LaRiviere, and Windham. First-year students participate in the 7 Day All Access Plan. Sophomores (and above) can select the 7 Day All Access, or the 5 Day All Access plan. Commuter students and students living in meal plan optional areas with full kitchens (Gateway Village, Evergreen, or Southwood) can choose a 55, 85, or 115 Block plan or one of the All Access plans.

**Gateway Village** is a community of apartments offering living space for two to six students for upperclass and graduate students in a variety of living units: an efficiency (for two persons), one bedroom (for two persons), two bedroom (for four persons), and three bedroom (for six persons.) Each unit has a kitchen with a stove, refrigerator, and storage cabinets; a shared apartment bathroom; and furnished living room with tile flooring. Residents are fully responsible for care and upkeep of their living space.

A central laundry facility and outdoor recreational space are located within Gateway Village. The undergraduate population includes sophomores, juniors, and seniors. A segment of apartments in the complex is reserved for graduate housing.
**Evergreen Village** provides students with the opportunity to reside in two-story townhouse units that each accommodate six students in three double occupancy bedrooms. The complex typically houses upperclass students. Each townhouse unit has a living room, kitchen, full bath, and half bath. Furniture is freestanding and the townhouse units are carpeted in the bedrooms with floor tiles in the kitchen and living room. Residents are fully responsible for the care and upkeep of their living space.

Evergreen Village has a multipurpose facility, The Commons, which includes study, recreational, and social space, along with laundry equipment. Each unit in the complex is air conditioned.

**Southwood Hall** is the newest addition to our residence facilities. Located near the athletic fields, the corridor-style residence hall features apartments for four students. Each apartment consists of either two double bedrooms or four single occupancy bedrooms, as well as a bathroom, kitchen, and living room. Furniture is freestanding and the apartments have tile flooring. Building amenities include a conference room, recreational space, and laundry equipment. The hall is primarily for upperclass students.

Since Evergreen Village, Gateway Village, and Southwood Hall have a full kitchen in each living unit, participation in the University meal plan is voluntary. Students select their preferred plan online through THD. Participation in the meal plan is binding for the full academic year unless the student makes a change by the September or January deadlines posted in the Resident Student Housing Agreement.

**Residence Life Staff**

The Residence Life staff is overseen by 9 full-time professionals: an assistant dean of students/director and a senior associate director, an associate director for operations, an assistant director for programming and graduate housing, four full-time professional area directors, and an administrative assistant. The area directors are live-in positions with direct residence hall/area responsibilities. In addition to administrative responsibilities, the area director staff assists with program development, provide personal advising and support to students, respond to misconduct or other concerns, and supervise a staff of resident advisors (RAs).
Resident Advisors are undergraduate and graduate students, selected for their leadership, interpersonal skills, and a commitment to positively influence their peers. We assign the majority of resident advisors to the traditional first year residence halls, with one staff member per floor in first year areas as a resource for new students. Resident advisors are also assigned to suite style housing and the apartment and townhouse complexes.

Residence Life Policies and Procedures

Resident students are informed of expectations through the Resident Student Housing Agreement and information in the Student Handbook, which are available online.

Supplemental information is provided through newsletters and notices (flyers and online) during the academic year. It is the student’s responsibility to be well-informed and to seek assistance or clarification when in need.

Missing Person Policy

Federal law requires colleges and universities to establish a missing student notification policy for students living on campus. Each resident must be given the option to provide confidential contact information in the event they are reported missing. Unless foul play is evident or strongly indicated, a student will be considered missing if they are unable to be located for 24 hours or more. Once a missing student report is filed with the Department of Public Safety, the University will begin an immediate investigation in an attempt to locate the student.

Each resident student is given the opportunity to provide contact information for a particular individual in the housing application they create each year.

Health Services

Health Services is located in the Center for Sciences and Pharmacy. The department is directed by a full-time certified family nurse practitioner and staffed with nurse practitioners, physician assistants, and a part-time physician. Healthcare is available Monday through Friday 8:30 a.m. to 4:00 p.m.
All full-time students are required to have on file with Health Services a medical history and a recent physical examination. A completed immunization record is mandatory including evidence of immunizations against measles, mumps, rubella, tetanus, diphtheria, Hepatitis B, varicella, and meningitis. Pharmacy and other health science students will need a TB test if they are entering a clinical site. It is strongly recommended that students receive the vaccine to protect them from human papillomavirus, the cause of cervical cancer and genital warts. Immunizations may be evidenced by documentation or titer values. Active participation in classes is contingent upon the above requirements. Students are responsible for financial obligations incurred for medical services. Students do not pay a co-pay but insurance will be billed and balances are the responsibility of the student.

**Student Medical Insurance**

Undergraduates taking nine credits or greater and graduate students taking seven credits or greater must either purchase insurance through the University or complete a waiver form with pertinent information about their private insurers. The Commonwealth of Massachusetts mandates this. Coverage runs from August 15 through August 14 of the following year. All waivers are vetted through the University’s insurance agency. For additional information contact Health Services.

**Wellness, Recreation, and Intramurals**

The University maintains a strong commitment to wellness, recreation, and intramural sports. The Department of Athletics facilitates and coordinates seasonal intramural competitions, and organizes a variety of recreational opportunities. The Alumni Healthful Living Center offers a comprehensive fitness facility, strength training facility, as well as numerous group exercise opportunities.

**Diversity Programs and Services**

The Office of Diversity Programs and Services promotes the understanding, appreciation, and celebration of cultural differences in our campus community. A variety of programs are offered both in and out of the classroom where students have the opportunity to experience diversity and inclusion.
Students are encouraged to participate in cultural celebrations such as Worldfest, which is a program that celebrates the many countries and cultures represented on campus. These activities help students to understand the similarities as well as the uniqueness that makes us all one human family. The office serves as an advocate for all students, especially those dealing with acts of incivility and bias, as well as focusing on the unique challenges faced by some international students and students of color.

**STUDENT ACTIVITIES**

Cocurricular activities are an integral part of student life at Western New England University. The avenue of interest is broad, and students who ignore participation in at least one of the many activities available deny themselves a very significant experience in their education. Such activities are considered to be a complement to the more formal academic program.

**Campus Center and Rivers Memorial Hall**

The Campus Center serves as a focal point for social and leisure pursuits of the University community and is the primary programming location on campus. The campus center hosts student offices of Student Senate, the Campus Activities Board, and the Residence Hall Association. “Convenience” is in mind on the first floor where students have Internet access, student mailboxes, and a variety of conference and meeting rooms, including the Student Senate Chambers. There is lounge space and an adjoining Game Room. The Art Gallery is also located on the first floor featuring monthly exhibits of local artists. Many of the Student Affairs administrative offices are likewise located on the second floor allowing students easy and convenient access. These include the Offices of the Dean of Students, Student Activities and Leadership Development, Student Volunteerism, Diversity Programs and Services, Counseling Services, Career Development Center, Alcohol and Drug Education Services, Spiritual Life, and Residence Life. The Campus Events Office, Office of the Dean of First Year Students & Students in Transition, and Academic Support are located on the first floor of the Campus Center along with the Blue & Gold Campus Bookstore.

Rivers Memorial Hall is home to many of the performing arts groups, the Campus Chorus, the Golden Bear Drumline, the Golden Bear Bands, Improv on the Rocks comedy troupe, and Stageless Players (drama club). It is also the home of all student media, which includes
The Westerner, student newspaper; the Cupola, yearbook; and The Review of Art and Literature. WNEK Student Radio streams its show from its studio and Golden Bear Television (GB-TV). Services and programs include the multicultural center, the GLBTQA Resource Room, and our music and theater faculty offices and meetings spaces. The large arena hosts many programs including comedy clubs, awards ceremonies, music concerts, and lectures.

Student Senate

The Student Senate is the voice of full-time undergraduate students and is comprised of representatives from each class; representatives from each of the Colleges: Arts and Sciences, Business, and Engineering; and commuter and resident representatives. Elections for most positions are held in the Spring of each year. Election of freshman representatives takes place by October 1. Functionally the Student Senate serves as a liaison between students, faculty, and administration of the University.

The Student Senate has as one of its major responsibilities the budgeting and allocating of the Student Activities fees in ways that most benefit the University community through the 70-plus clubs and organizations. The Student Senate meets weekly during the academic year and meetings are open to any interested member of the University family.

Over recent years, Student Senate has funded several projects for the benefit of the Campus community such as the hourly chimes in the Cupola of Deliso Hall, the Leadership Garden, the pedestrian crosswalk lights, and the gazebo in the Quad area. Student Senate has an on-going fundraiser for student scholarships through the sale of the University afghan found on the Student Activities website.

Campus Activities Board

The Campus Activities Board is a committee of Student Senate that is responsible for coordinating programs for the University community. Students are able to choose activities for the year including: musicians, comedians, novelty events, speakers, films, and many others. This committee coordinates and sponsors over 60 programs throughout the year and consists of subcommittees including Traditions, Travel, Special Events, Entertainment, Golden Bear Pride, and Arts and Speakers. Membership has risen each year and currently has over 30 students. Students value the experience gained through coordinating and producing events for the student body and University community.
Clubs and organizations:

Student Senate
Campus Activities
Board Class Officers/Class Councils
Freshman Council

Honor Societies
Alpha Kappa Delta—Sociology
Alpha Lambda Delta—Freshmen
Alpha Mu Alpha—Business
Alpha Phi Sigma—Criminal Justice
Beta Alpha Psi—Accounting
Beta Gamma Sigma—Business
Delta Delta Epsilon—Forensic Science
Lambda Pi Eta—Communication
Mortar Board—Senior
Omicron Delta Kappa—Leadership
Phi Alpha Theta—History
Pi Mu Epsilon—Mathematics
Pi Sigma Alpha—Political Science
Psi Chi—Psychology
Sigma Tau Delta—International English
Sigma Beta Tau—Engineering
Tau Beta Pi—Engineering

Special Interest Groups
American Red Cross Association
Art Club
Ballroom Dancing
Campus Chorus
Cheerleading Club
Chess Club
College Republicans
Community Action Rewards Everyone (CARE)
Dance Club
Drumline
Entrepreneurship Club
Feminists Unite
Gender/Sexuality Alliance (GSA)
Golden Bear Bands (Concert, Pep)
Golden Bear Commuters
Golden Bear Rugby Team
Improv on the Rocks (Improvisational Comedy)
International Club
Japanese Animation Society (WJAS)
NAMI on Campus
National Society for Leadership and Success (NSLS)
One in Four
Outing Club
Photography Club
SAAC (Student Athlete Advisory Committee)
Stageless Players
United and Mutually Equal (U&ME)
Ultimate Frisbee
WARP (Role-Playing)
Writer’s Workshop

Student Media
Cupola (yearbook)
The Review of Art & Literature (literary magazine)
The Westerner (newspaper)
WNEK The Voice (Radio Station)
Golden Bear Television
(On-campus television station)

Residence Hall Association (RHA)
Berkshire Hall Council
Commonwealth Hall Council
Evergreen/Southwood Hall Council
Franklin Hall Council
Gateway Hall Council
Hampden Hall Council
LaRiviere Hall Council
Plymouth Hall Council
Windham Hall Council
National Residence Hall Honorary (NRHH)

Spiritual Life
Cornerstone Christian Fellowship
Hillel
Muslim Student Association (MSA)
Newman Club

Professional and Departmental
Actuarial Science Club
American Society of Civil Engineers
American Society of Mechanical Engineers (ASME)
Association for Computing Machinery (ACM)
Biomedical Engineering Society (BMES)
Chemistry Club
Criminal Justice Association
Engineering World Health
Finance Club
FIRST Robotics
Forensic Sciences Club
Historical Society
Institute of Electrical/Electronic Engineers (IEEE)
Management Association
Marketing Association
Math Club
National Society of Black Engineers (NSBE)
Neuroscience Club
Political Science Club/Model United Nations
Pre-Med Club
Pre-pharmacy Club
Psychology Club
Sign Language Club
Social Workers Advocating Together (SWAT)
Society for Automotive Engineers (BAJA)
Society of Women Engineers (SWE)
Sport Management Association
Residence Hall Association

Residence Hall Association (RHA) provides a forum for self-governance and program development in the residence halls/areas. As a member of the Northeast Affiliate of College and University Residence Halls, RHA also fosters community within the residence areas through Hall Councils. Hall Council members are elected by their peers in the residence halls/areas and act as representatives who coordinate social, recreational, and educational programs; implement community service events; and suggest improvements for the residence living environment. Residents are encouraged to become actively involved in their Hall Council.

Clubs

Cocurricular participation helps students learn valuable life skills and create learning beyond the classroom experiences. There are over 70 active clubs and organizations that students can join. Some groups are affiliated with academics while others reflect the interests of current students. The wide range of clubs offers students the opportunity to continue old hobbies as well as to explore new interests. Student chapters affiliated with professional organizations also contribute to the cocurricular program.

STUDENT EMPLOYMENT

The Office of Human Resources, located in Rivers Memorial Building, administers the On-campus Student Employment program and is available to assist students in their job search if needed. Positions are available for all students.

Federal Work Study

The Federal Work Study Program provides funds for jobs for undergraduate students with financial need, allowing them to earn money to help pay educational expenses. The program encourages community service work and work related to each student’s course of study. Federal Work Study Program is need-based and requires a completed financial aid application on file with the University. The money earned by participating in the Federal Work Study program does not need to be repaid.
Institutional

For students not receiving a Federal Work Study award, some University offices have institutional student positions available. Wages for these positions are funded by the University.

Private vendors on campus such as ARAMARK Food Services and Follett Bookstore hire independently and not through this program.

Getting a Job

Jobs are posted on the Western New England University Human Resources web page and students are encouraged to search for and apply for jobs electronically. To view and apply for jobs, students must register online at myinterfase.com/wne/student/. Once the student's information has been reviewed by Human Resources staff, the students account will be activated and they can then log in to update their profile, upload a résumé, view and apply for jobs by following the application instructions, and save their searches as well as view their activity. Students should actively follow up with their potential employers once they have applied. For further assistance, please contact Myra Quick, student employment coordinator at myra.quick@wne.edu or at 413-782-1529. Some positions involving direct contact with children will require a criminal background (CORI) check.

Student Employment Job Fair

A Student Employment Job Fair is held annually during the first two weeks of the fall semester. Representatives from a variety of University offices and departments attend to recruit student employees. Students will have an opportunity to speak with potential supervisors about the nature of the job responsibilities.

2019 On-campus Student Employment Job Fair
Tuesday, September 3, 2019
11:00 a.m.–2:00 p.m.
Rivers Memorial Auditorium

IMPORTANT!
All employees are required to complete a Federal I-9 form PRIOR to starting work. Staff will be available at SOAR and during the job fair to assist in completing this document as well as tax forms and direct deposit forms.
Students will need to present acceptable documents to complete the I-9 form:

A list of acceptable documents may be obtained at: 

Note: To replace a lost social security card individuals must complete Form SS-5 which can be found at www.ssa.gov/online/ss-5.html or call 1-800-772-1213.

SPIRITUAL LIFE

Spiritual Life values the spiritual growth of its students as a vital part of their development, welcoming them to an atmosphere of dialogue and discussion that allows each to embrace a personal truth and to respect the truths of others.

Gatherings include an Interfaith Spiritual Life Luncheon, Jumu'ah, Shabbat Dinners, and Roman Catholic Mass. Student groups include Hillel, Muslim Student Association, Upper Room Christian Fellowship, and Newman Club.

Holy Day and Holiday traditions are central in our planning process as we honor our own beliefs while learning from one another. We seek to create an environment of welcome that defines our University's mission of respect through education of the whole person. Interfaith and faith specific opportunities on and off campus ensure that all voices are heard.

Spiritual Life also serves as a connection to the Springfield Council of Churches, the Rabbinic Fellowship of Greater Springfield, the Islamic Society of Western Massachusetts, and the Roman Catholic Diocese of Springfield, and serves as a link to area Churches, Synagogues, Temples, and Mosques.

DINING SERVICES

Dining on-campus isn't one size fits all. Our meal plans are designed with students in mind. If you're looking to enjoy a meal with friends or just grab a snack on the go, we've got the plan and program to fit every appetite. Purchasing a meal plan is part of the campus experience. It is a great way to interact with friends and meet other members of the campus community.
Meal Plans

**Mandatory Residents:** All first year students living on-campus are required to be on the 7-Day All Access plan. All sophomore residents living in Franklin Hall, Hampden Hall, Berkshire Hall, Windham Hall, Commonwealth Hall, or LaRiviere Center are required to be on a meal plan and may choose from the 7-Day or 5-Day All Access plans.

**Voluntary Residents, Commuters, & Graduates:** All residents living in apartment-style housing; Gateway Village, Evergreen Village, or Southwood Hall, may choose from any of our available meal plan options, but a meal plan is not required.

Dining Locations

The **University Commons** houses our all-you-care-to-eat dining hall, retail food court, Starbucks Bakery Café, and the Bear's Den Faculty Staff Lounge.

- **The Fresh Food Company:** This all-you-care-to-eat location, located on the 2nd and 3rd floor of the University Commons, offers a unique dining experience starting with fresh ingredients. We craft every dish to-order, in front of our guests, bringing a new experience to on-campus dining.

- **University Commons Food Court:** The food court offers increased variety and an emphasis on quality. The Market store features a complete retail experience including a salad bar, hot buffet, and soup station. We also offer Firehouse Subs and Grille Works.

- **Starbucks Bakery Café:** We feature all of your traditional Starbucks favorite beverages and offer a complete in-house bakery featuring fresh products, made daily from scratch.

- **Late Night at the Campus Center:** Thursday-Sunday nights. Stop by for pub-style food in the Campus Center.

The **AHLC Smoothie Bar** provides a healthy snack to compliment your exercise regimen. We serve all-natural, fresh fruit smoothies, protein bars, and good for you snacks to keep you going strong.

For more information about our meal plans, dining locations, and more, please visit [www.wne.campusdish.com](http://www.wne.campusdish.com).
PUBLIC SAFETY

The Department of Public Safety at Western New England University provides a full range of safety and crime prevention services. The services include 24-hour police patrols; walking, bike, and cruiser patrols; investigation; public safety awareness programs; fire safety; and residential lock and key services. The department also maintains a close working relationship with local and state police agencies. Located between Plymouth and the Alumni Healthful Living Center, the department is in operation 24 hours a day, seven days a week.

Public Safety personnel include a chief, captain, two lieutenants, four sergeants, a staff assistant, 12 police officers, and five civilian dispatchers. All public safety officers are trained and qualified police officers sworn under Massachusetts state law and have full police powers. Three full-time and five part-time security assistants and student staff augment security at the Alumni Healthful Living Center. The Public Safety Department can be reached 24 hours a day at 413-782-1207, or for emergencies at 413-782-1411. Visit our award-winning website at wne.edu/public-safety.

CAMPUS BOOKSTORE

Located in the St. Germain Campus Center is the Blue & Gold Campus Bookstore. Managed by the Follett Higher Education Group, the Campus Bookstore carries textbooks for sale and rent, school supplies, and other materials needed for coursework as well as Western New England University logo apparel, greeting cards, soda, snacks, and other sundries. During the fall and spring semesters, the Blue & Gold Campus Bookstore is open Monday through Thursday 9:00 a.m. to 5:00 p.m., Friday 9:00 a.m. to 4:00 p.m., Saturday 11:00 a.m. to 3:00 p.m., and Sundays on special occasions. Summer hours are Monday through Thursday 9:00 a.m. to 4:00 p.m., Friday 9:00 a.m. to 3:00 p.m., and weekends on special occasions. You may access the Bookstore’s website at wneshop.com to purchase textbooks, clothing, and gift items and learn about other upcoming events in the store.

ATHLETICS

The Western New England University Athletics Department offers a varsity intercollegiate program for both men and women in a wide variety of sports. Currently, varsity teams are fielded in baseball, basketball, cross country, football, golf, ice hockey, lacrosse, soccer, tennis, and wrestling.
for men; basketball, cross country, field hockey, lacrosse, soccer, softball, swimming, tennis, volleyball and ice hockey for women. As active members of NCAA Division III, the Commonwealth Coast Conference (CCC), the “Golden Bears” teams strive for comprehensive excellence in the following areas: academics, athletics, and leadership. This is what is referred to as “The Western New England Way.”

The department sponsors an active recreation/intramural/wellness program that includes club sports. Intramural activities include flag football, basketball, softball, volleyball, floor hockey, and others. In addition, the department also sponsors a physical education program that supports the University’s coaching minor by offering courses in coaching theory and the prevention and care of athletic injuries. The department also maintains a variety of fitness/wellness equipment available for student use.

The Director of Athletics supervises and directs the varsity intercollegiate program as well as the recreation/intramural/wellness and physical education programs. The department encourages maximum student participation.

Parents of students who participate in varsity athletics should be aware that participation in any sport involves some degree of risk. While reasonable effort is made to reduce personal injury, the student ultimately assumes the responsibility. All students participating in varsity sports are required to have an annual endorsement physical prior to engaging in practice or play. Furthermore, the student should make University personnel aware of any existing or previous injury.

Many of the varsity athletic teams have active parent support groups. Parents and family members of Golden Bear student-athletes are encouraged to contact individual team sport program coaches for more information. Please visit the athletics website at wnegoldenbears.com.

**STUDENT CONDUCT CODE**

The code of conduct was formulated to help students shape, enhance, and accept responsibility for their actions as young adults and campus citizens. This document was endorsed by the Student Affairs Committee of the University and the student governing boards and approved by the Board of Trustees. The Student Conduct Code is to be referenced in the adjudication of the student disciplinary process and
contains specific information on such things as non-discrimination, sensitivity within a multicultural community, sexual harassment, cocurricular activities and organizations, visitation policies, the student judicial code, alcohol policy, drugs, firearms/incendiary devices/explosive agents, peaceful assembly, and use of on-campus facilities by outside organizations. The Student Conduct Code is published in the University's Student Handbook which is available through the Office of Student Activities and Leadership Development and is available at wne.edu/student-affairs.

Student accountability at the University is a highly personalized process that typically involves a timely dialogue with the student, and when appropriate, their involvement in determining outcomes to promote ownership and learning. Educational sanctions are emphasized, be it either tailor-made for the circumstances or referrals to an in-house interactive educational program, or a professional staff member/resource at the University. Documentation is thorough, from initial outreach to the student to a final decision based on an appeal, with records maintained in the Office of the Vice President for Student Affairs and Dean of Students. Parental notification for more serious offenses (when the student is a financial dependent) reinforces the University's partnership with parents and legal guardians. Student hearing boards, which serve as recommending bodies, are instrumental in the discipline process at the University as well.

**ROTC**

The University offers both Army and Air Force Reserve Officer Training Corps (ROTC) programs. The Army ROTC program is located on campus with a full-time staff. The Air Force ROTC is located through the University of Massachusetts at Amherst, has a part-time staff on campus, and teaches both freshman and sophomore courses on campus. Freshman and sophomore ROTC classes are open, with no obligation, to students interested in the development of leadership, teamwork, interpersonal, and outdoor skills. Further ROTC training can lead to a commission as an officer in the Army or Air Force with service in the Army National Guard, Army Reserves, or Army and Air Force Active Duty. Scholarships, which are merit-based and provide funds for two or three years, are available. For further information, see the Financial Aid section of this year's catalogue.
2019-2020 DATES TO REMEMBER

2019 Fall Semester
August 23  Housing opens for new students
August 24 & 25 Housing opens for returning students
August 26  Classes begin 8 a.m.
September 2  Labor Day—No classes
September 28 Parents Association meeting 10:30 a.m.
October 4-6  Homecoming
October 14-15  Fall recess—No classes (campus housing open)
October 31  Last day for withdrawing from course “W” issued
November 2  Family and Friends (RHA bed race)
November 2  Parents Association reception 4:30 p.m.
November 26  Thanksgiving Recess begins after classes end on Tuesday, Housing closes 9 p.m.
December 1  Housing reopens 8 a.m.
December 6  Last day of classes
December 7  Parents Association meeting 10:30 a.m.
December 9  Final exams begin
December 13  Final exams end, housing closes at 9 p.m.
December 14  Final exam snow day, housing closes at 9 p.m.

Winter Session
January 2-10  Winter Session classes

2020 Spring Semester
January 12  Housing reopens 8 a.m.
January 13  Classes begin 8 a.m.
January 20  Martin Luther King, Jr. Day—No classes
March 7  Parents Association meeting 10:30 a.m.
March 13  Housing closes 9 p.m. for Spring Break
March 16-20  Spring Break
March 22  Housing reopens 8 a.m.
March 23  Last day for withdrawing from course “W” issued
April 13  No day classes; classes resume at 5 p.m.
April 25  Parents Association meeting 10:30 a.m.
May 1  Last day of classes
May 4  Final exams begin
May 8  Final exams end, housing closes 9 p.m.
May 16  Commencement
UNIVERSITY ADMINISTRATION

President
Anthony S. Caprio

President’s Staff
Beverly Dwight
Vice President for Advancement and Alumni Relations

Bryan Gross
Vice President for Enrollment Management

Jeanne S. Hart-Steffes
Vice President for Student Affairs and Dean of Students

Linda E. Jones
Provost/Vice President for Academic Affairs

Cheryl Smith
General Counsel

Richard A. Wagner
Vice President for Finance and Administration

Academic Affairs

College of Arts and Sciences
Dean Saeed Ghahramani
Associate Dean Ann Kizanis
Assistant Dean Josie Brown
Assistant Dean for Graduate and Part-time Programs Karl Martini

College of Business
Interim Dean Sharianne Walker
Assistant Dean for Graduate Studies Janelle Goodnight
Assistant Dean for Undergraduate Studies Kara Kapinos

College of Engineering
Dean S. Hossein Cheraghi
Assistant Dean Richard Grabiec Jr.

College of Pharmacy and Health Sciences
Dean Evan Robinson
Assistant Dean for Pharmacy Experiential Affairs Kim Tanzer
Assistant Dean for Pharmacy Student Affairs Joshua Spooner
Associate Dean for Pharmacy Academic Affairs Beth Welch
Assistant Dean for Assessment and Accreditation Matthew Dintzner

School of Law
Dean Sudha Setty
Associate Dean for Academic Affairs and Director of Legal Research Beth Cohen
Associate Dean for Clinics Lauren Carasik
Associate Dean for Law Student Affairs and Enrollment Planning Michael Johnson
HELPFUL PHONE NUMBERS

Athletics/Intramural Sports
Matthew LaBranche
Director
413-782-1377

Billing and Payments
Assistant Bursar
413-796-2080

Spiritual Life
Sheila Hanifin
Coordinator
413-782-1628

Career Development Center
Andrea St. James
Director
413-782-1217

Office of Student Volunteerism
Kristen McClintock
413-782-1638

Counseling Services
Wayne D. Carpenter
Director
413-782-1565

Vice President for Student Affairs and Dean of Students
Jeanne S. Hart-Steffes
413-782-1282

Diversity Programs and Services
Yvonne S. Bogle
Assistant Dean and Director
413-782-1594

First Year Students & Students in Transition
Kerri P. Jarzabski
Assistant Vice President and Dean of First Year Students
413-782-1312

Health Services and Student Health Insurance
Kathleen A. Reid
Director
413-782-1211

Public Safety
Adam S. Woodrow
Director
413-782-1583

Residence Life
Gerard Roeder
Assistant Dean of Students and Director of Residence Life
413-782-1317

Student Activities and Leadership Development
Maureen Keizer
Associate Dean of Students/Student Activities & Leadership Development
413-782-1203

Enrollment Services
Julie Richardson
Executive Director and University Registrar
413-796-2080

Student Disabilities Services
Michael Sidoti
Director
413-782-1258
LOCAL HOTELS AND MOTELS

All hotels/motels listed have easy on/off access to either the Massachusetts Turnpike (T) or Interstate 91 (I). All are within a 20 minute drive from the University. Western New England University does neither endorse nor guarantee facilities listed.

**Tower Square Hotel**
(downtown) (I)
2 Boland Way
Springfield, MA
413-781-7111

**Sheraton Hotel**
(downtown) (I)
1414 Main Street
Springfield, MA
413-747-8065

**Howard Johnson** (I/T)
1356 Boston Road
Springfield, MA
413-783-2111

**Country Inn** (I)
339 Boston Road
Springfield, MA

**Comfort Inn & Suites** (T)
321 Center Street
Ludlow, MA
413-589-9300

**Comfort Inn & Suites** (I)
106 Capital Drive
West Springfield, MA
413-736-5000

**Days Inn** (T)
450 Memorial Drive
Chicopee, MA
413-739-7311

**Econo Lodge** (I/T)
357 Burnett Road
Chicopee, MA
413-594-8333

**Super 8 Hotel** (I/T)
1500 Riverdale Street
West Springfield, MA
413-736-8080

**Red Roof Inn** (I/T)
1254 Riverdale Street
West Springfield, MA
413-731-1010

**Clarion Hotel** (I/T)
1080 Riverdale Street
West Springfield, MA
413-781-8750

**Hampton Inn** (I/T)
1011 Riverdale Street
West Springfield, MA
413-732-1300

**Crowne Plaza** (I)
One Bright Meadow Blvd.
Enfield, CT
860-741-2211

This guide is made possible through the continuous and generous support of Western New England University parents. While every effort has been made to assure the accuracy of the information contained herein, it should be noted that the principal document relating to University policy is the catalogue.