## TABLE OF CONTENTS

### Contents

- TABLE OF CONTENTS ................................................................. 2
- WELCOME TO UCONN-STAMFORD! .............................................. 5
- GENERAL UNIVERSITY AND CAMPUS INFORMATION ....................... 7
  - UCONN GENERAL FACTS .......................................................... 7
  - FACILITIES ............................................................................. 7
  - PARKING .................................................................................. 7
  - POLICE DEPARTMENT .............................................................. 7
  - WELCOME CENTER .................................................................... 8
- CAMPUS SERVICES ........................................................................ 9
  - BOOKSTORE/CO-OP ................................................................. 9
  - CAFÉ ....................................................................................... 9
  - CAREER CENTER ...................................................................... 9
  - CENTER FOR ACADEMIC PROGRAMS (CAP) / STUDENT SUPPORT SERVICES ..... 10
  - CENTER FOR JUDAIC & MIDDLE EASTERN STUDIES .......................... 11
  - CONNECTICUT INFORMATION TECHNOLOGY INSTITUTE (CITI) ............ 11
  - COMPUTER LABS / ASSISTANCE ............................................... 11
  - FITNESS CENTER ..................................................................... 12
  - SHUTTLE BUS AND ALTERNATE TRANSPORTATION .......................... 12
  - TECHNOLOGY SERVICES .......................................................... 13
  - VETERAN SERVICES .................................................................. 13
- CAMPUS ACADEMIC SERVICES AND PROGRAMS ................................ 14
  - BACHELOR OF GENERAL STUDIES PROGRAM ............................... 14
  - COUNSELING CENTER ................................................................ 14
  - ENROLLMENT/REGISTRATION SERVICES ....................................... 14
  - HONORS SCHOLARS PROGRAM .................................................. 16
  - JEREMY RICHARD LIBRARY, UCONN-STAMFORD ............................. 16
  - MBA PROGRAMS ....................................................................... 16
  - NON-DEGREE STUDIES ............................................................. 17
  - SERVICES FOR STUDENTS WITH DISABILITIES ............................ 18
  - STUDENT ACTIVITIES ............................................................... 18
  - STUDENT SERVICES .................................................................. 18
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>SYLLABUS</td>
<td>25</td>
</tr>
<tr>
<td>TEXTBOOKS</td>
<td>25</td>
</tr>
<tr>
<td>TRAVEL</td>
<td>26</td>
</tr>
<tr>
<td>VETERANS</td>
<td>26</td>
</tr>
<tr>
<td>QUICK TELEPHONE CONTACT LIST</td>
<td>27</td>
</tr>
</tbody>
</table>
WELCOME TO UCONN-STAMFORD!
Sharon Johnson White, Ed. D., Campus Director

Welcome to the UConn Stamford campus. You are one among our many outstanding faculty members! Your time spent in the classroom at Stamford certainly will be one of the highlights of your teaching career.

Located in the downtown, UConn Stamford is steps away from major corporate headquarters such as Pitney Bowes, Purdue Pharma, RBS, GE, Thomson Reuters and UBS. Performing arts centers such as the Palace Theatre, over 100 restaurants, shopping, highlighted by the Stamford Town Mall with numerous fine shops and department stores, all are easily accessible by train, car and bus. Stamford’s motto is “The City That Works,” and we believe it works even better with the presence of UConn Stamford.

UConn Stamford is the top choice of students in Fairfield County and has attracted valedictorians and salutatorians to start their studies at the Stamford Campus. The campus offers four-year undergraduate programs in 13 academic majors that one can begin and finish at the Stamford Campus. An excellent Honors Program engages students in seminar discussions. Additionally, graduate degrees (MBA and MSFRM, EDLR), a certificate program in Nursing (CEIN), and professional development programs through the Connecticut Information Technology Institute (CITI) are available, as well. The campus offers traditional-aged students, returning adults, professionals in the workforce, transfer students and lifelong learners a foundation in the liberal arts and sciences that complements our professional preparation curriculum. Recently, with the passing of the NextGenCt legislation, the campus announced plans to offer a residential option to students for the first time ever. Along with housing are new majors in both Digital Media and in Business.

UConn Stamford strives to sustain the quality and excellence of the academic programs that define UConn. We provide classrooms and laboratories with contemporary equipment and computers. Our students are provided with scholarships based upon merit and financial need to pay for tuition, fees and books, offered opportunities to engage in undergraduate and graduate research that benefits local communities; and given opportunities for student engagement through the Honors Program, Student Government Association, and Service-Learning. The Jeremy Richard Library’s Learning Commons holds the Computer Lab, Writing Center and the Source for Active Learning. Here students can access support services in writing and math/science tutoring. They also can utilize one of many computers, work on a presentation in one of several special rooms, or simply relax on the comfortable furniture.

Students, faculty, staff and visitors who take the Metro North Train System as their primary mode of transportation will be picked up at the Stamford Train Station and provided free rides in the UConn Stamford shuttle bus on Monday through Thursday, starting at 7:00 a.m. The shuttle bus runs continuously throughout the day to and from the Stamford Train Station, with the last shuttle ride to the station departing at 10:30 p.m.

It is for all of these reasons that the UConn Stamford Campus attracts students from throughout Southwestern Connecticut and bordering New York locations, and international students from
around the world. I encourage you to enjoy the opportunities for your personal and professional enhancements that UConn Stamford can offer.

Best Wishes,

Dr. Sharon J. White
Campus Director
GENERAL UNIVERSITY AND CAMPUS INFORMATION

UCONN GENERAL FACTS
U.S. News & World Report named the University of Connecticut one of the top 25 public universities in the country. UConn-Stamford is proud to be an integral part of that success! The University's Mission Statement can be read here, the 2015 UConn fact sheet is at this link, and the history of the University goes back to 1881! The Code of Conduct applies to all faculty, administrators, and staff.

FACILITIES
203-251-0180
Room 1.42
The Facilities Operations Department at Stamford is responsible for equipment maintenance, housekeeping and grounds keeping of the Stamford Campus. This department is also responsible for operating and maintaining the Cooling Tower, Chillers, Boilers, Emergency Generator, Fire Alarm System, Sprinkler System, Heating and Air Conditioning Systems. In addition, they monitor the (Andover) Building Management System (BMS) for climate control. The Facilities Operations also serves as liaison to the Storrs Campus, local and State Building Officials to ensure full building operating safety and environmental standards are met. They coordinate setups in the Conference Center, and assist Students, Faculty, Staff and other University customers with their daily request/demand. Facilities Operations staff includes General trade workers, Electrician, HVAC Technician and Landscape/Groundskeeper. If you see anything in the building that needs repairs related to any of the services Facilities offers, please submit a Work Order (Internet Explorer Only). The Facilities Manager, can be reached at 203-251-0180, 203-251-8514 or email at Stephen.Casapulla@uconn.edu. In his absence, please contact the Associate Campus Director at 203-251-8405. If there is an emergency and you're unable to reach Facilities, please contact campus Police at 203-251-9508.

PARKING
Parking is available in the parking garage on Washington Boulevard. Adjuncts will have to pay $25 for parking. Contact Parking Services at (860) 486-4930 or parkingservices@uconn.edu for more information. The parking garage opens at 6:30 a.m. Monday - Saturday, closes at 11:00 p.m. Monday through Thursday, closes at 6:00 p.m. Friday and Saturday, and is closed on Sunday. More information can be found here.

POLICE DEPARTMENT
203-251-9508
Substation -- 3rd floor of parking garage
http://stamford.uconn.edu/police/

The University of Connecticut Police Department is established pursuant to "CGS 10a-142 as an organized police department" with the same authority and responsibilities as any municipal police department in the State of Connecticut. Sworn officers are state employees who have successfully graduated from the Connecticut Police Academy in Meriden, Connecticut. The police substation is located on the third level of the parking garage. University Police Officers are on duty 24 hours a day, 365 days a year. They conduct highly visible vehicle and foot patrols and are responsible for enforcing the laws of the State of Connecticut. If you witness
a crime in progress, fire or need emergency medical services, dial "911" from any telephone in the academic building. In addition, there are Blue Emergency Telephones located throughout Whitey Heist Park on Franklin Street and the parking garage. The City of Stamford Emergency Dispatch Center will immediately dispatch emergency assistance (police, fire, or medical). If you are the victim of a crime, or you have witnessed a crime, and there is no immediate danger or emergency, call the University Police immediately and report the incident. A University Police officer will follow up on your complaint.

WELCOME CENTER
203-251-8400
Room 1.01
http://conferences.stamford.uconn.edu/

The Welcome Center is located in Room 1.01. Hours for Fall and Spring Semesters are Monday through Thursday, 8:00 a.m. to 7:00 p.m., Friday 8:00 a.m. to 5:00 p.m., and Saturday 9:00 a.m. to 1:00 p.m. To contact the Welcome Center, please dial 203-251-8514. They also serve as a standby Faculty Services area for testing materials and supplies when needed.
The UConn Co-op Bookstore is open to the public year-round to serve the needs of all members of the university community. The Co-op is a not for profit 501(c)(3) cooperative corporation that is owned and governed by the members of the Co-op: the students, staff, faculty and alumni of the University of Connecticut. The Co-op stocks all course materials for classes as well as some general books, reference books and study aids along with a large selection of drinks and snacks as well as UConn imprinted items from clothing to gifts, school supplies, and technology items such as laptops, iPads, etc. As the official bookstore of UConn, the Co-op relies on the faculty to communicate, in a timely manner, their course material needs for the upcoming semesters. During the major semesters (spring and fall), the bookstore is open **Monday through Thursday 9:00 a.m. - 7:00 p.m. and Friday 9:00 a.m. - 4:00 p.m.** Hours may be shortened during breaks, winter session and summer session.

**CAFÉ**

**203-251-8403**  
**Room 1.61**  
Our cafeteria, The **Campus Café**, is located on the first floor adjacent to the elevators. They offer breakfast, lunch, and dinner along with a variety of snacks. Their operating hours are Monday through Thursday from 8:00 a.m. to 8:00 p.m., Fridays 8:00 a.m. to 2:00 p.m.

**CAREER CENTER**

**203-251-9549**  
**Room 2.19**  
[http://careercenter.stamford.uconn.edu](http://careercenter.stamford.uconn.edu)

Hours of Operation: M-F 9:00 a.m. to 4:30 p.m.  
Halina Hollyway, Director, e-mail: halina.hollyway@uconn.edu  
Celeste Baran, Administrative Specialist, e-mail: celeste.baran@uconn.edu

The Career Center provides individual career counseling services to undergraduate degree students, as well as general services to all students and alumni. We have developed strong relationships with 2,000 area companies and organizations that post thousands of positions in the Career Center annually. Moreover, approximately 750 companies list internships with the Career Center. These postings can be found in our Job Posting and Internship Posting books, located in the Career Center, Rm. 219. Students and alums may stop by at any time during regular business hours to browse available positions.

**SERVICES:**

**Undergraduate Degree Students:**
- Career counseling (individual and group)
- Resume preparation and critique
- Internet training for job searches
- Individual Assessment and test interpretation
- Major Exploration
- Interview Preparation
- Mock Interviews
- Graduate school advisement
- Internship counseling
- Career workshops
- Career Planning Course – UNIV 3995

Students and Alumni:
- Jobs and internships
- Career Fairs in March and November
- Online jobs & internships by using HuskyCareer Link
- Career Center Library

CAREER CENTER-INTERNSHIP PROGRAM (UNIV 3985)
Internships are extremely popular and rewarding. Participating in an internship during your undergraduate career is an excellent way to get experience, build a network of contacts and figure out if your career interest or chosen field is really what you want to pursue after graduation. Stamford is home to a myriad of large, well-established companies, as well as smaller businesses. Our students are able to take advantage of all the opportunities this fast paced, urban center has to offer. The internship program provides direct experience in the student’s field of choice. Internships are available on both a credit and non-credit basis and many of the internships are also paid. Credit internships are only available to juniors or seniors. Students have recently interned with Indeed, Northwestern Mutual, NBC Universal, NBC Sports, Stamford Public Education Foundation, Vision Financial, Child Guidance Center, Conn. Judicial Branch, Merrill Lynch, UBS, GenRe, Domestic Violence Crisis Center, Chanel, Kids in Crisis, “O” Magazine and World Affairs Forum.

CENTER FOR ACADEMIC PROGRAMS (CAP) / STUDENT SUPPORT SERVICES
203-251-8488
Room 2.67
http://www.cap.uconn.edu/

The Center for Academic Programs (CAP) houses the Student Support Services program. SSS is designed to assist selected students through their four years of study at the University of Connecticut. Students are admitted based upon the program’s guidelines. The CAP Office acts as a liaison with the University departments, schools, and colleges to help students fulfill their academic goals at the University. The office also provides academic advising and tutoring, student development workshops, mentoring and personal counseling. Students admitted to C.A.P. are required to attend and successfully complete a six-week Pre-Collegiate Summer Program prior to enrolling at the University for the regularly scheduled academic year. For additional information, please contact the Program Coordinator, Kwasi Gyambibi, at 203-251-8488.
The Center for Judaic & Middle Eastern Studies at UConn-Stamford offers credit-bearing courses within the academic curriculum in the Humanities as well as non-credit outreach programs for the community at large in all areas of Judaic culture, literature, and history, from antiquity to modern times, Israel, and Middle Eastern literature and politics, as well as in interfaith studies. Now celebrating its thirty-fourth year, the Center has created a learning community around itself, which gathers for intellectual pursuits and discussions of scholarly and contemporary issues. The Center has been recognized for its innovative programs in the areas of traditional academic education and particularly outreach projects. Since its inception, the Center has enjoyed broad community recognition and has been financially supported by individuals, foundations, corporate gifts, and matching grants. Director of the Center: Dr. Nehama Aschkenasy, 203-251-8435, nehama.aschkenasy@uconn.edu. Program Manager: Rebecca Isenstein, 203-251-9525, stamfordjudaicstudies@uconn.edu.

CONNECTICUT INFORMATION TECHNOLOGY INSTITUTE (CITI)
203-251-9516
Room 3.97
http://www.citi.uconn.edu/

The Connecticut Information Technology Institute’s community of experienced IT professionals and distinguished faculty is committed to providing short and long term training solutions, as well as support the academic mission of the School of Business. An entity of the University of Connecticut’s School of Business, CITI enables the achievement of personal, academic, and corporate professional development objectives.

COMPUTER LABS / ASSISTANCE
203-251-9522

The Learning Commons Computer Lab within the Jeremy Richard Library is for the use of all registered UConn students, faculty and staff in support of class work. All printing is done with the University One Card, i.e., the student ID. Students may put money on account at the Co-op or online at http://onecard.uconn.edu. Printing charges are then automatically deducted at 10 cents per sheet for black and white, 35 cents per sheet for color. Faculty members should see a lab assistant to arrange for free printing when using the machines in the Learning Commons. Printing is included with class use of the teaching labs. The operating hours are Monday – Thursday 8:00 a.m. to 9:00 p.m., Friday 8:30 a.m. - 4:00 p.m. and Saturdays 10:00 a.m. – 4:00 p.m.

The teaching labs in Room 3.05 can seat 18, 20 and 35 students in the A, F and G labs respectively. Each student has a computer with internet access and common software available. The instructor’s PC can be projected for demonstrating the use of software, internet sites or other instructional purposes.
Instructors can reserve labs for occasional use and request software installation by contacting Matt Proulx in Technology Services at 203-251-8409 or matt.proulx@uconn.edu. Use of these rooms for the full semester is arranged through the Registrar’s office.

FITNESS CENTER
3-251-9563
Room 1.26
http://stamford.uconn.edu/fitness-center/

The fitness center at the University of Connecticut at Stamford is located on the first floor of our campus in room 1.26. As faculty, you are encouraged to participate in our programs and utilize the facility. Your $55.00 membership fee (per semester) includes two (three if needed) sessions with the facility director. Various classes are offered depending on the instructor’s schedule. You will be notified through e-mails and postings located throughout the campus.

We offer free weight equipment, Cybex equipment, Life-Fitness and Cybex cardiovascular equipment, body bars, exercise/medicine/physio balls and a large stretching area with mats. Although hours vary each semester, we are usually open between 8:00 a.m. to 9:00 p.m. Monday-Thursday, Friday between 10:00 a.m. to 3:00 p.m. Please check schedule posted outside of fitness center for current hours. You can view our webpage for more information. We look forward to meeting you and helping you achieve your fitness goals!

SHUTTLE BUS AND ALTERNATE TRANSPORTATION
http://stamford.uconn.edu/shuttle-information/

The campus shuttle bus is free and runs on a continuous loop from Broad Street near the center doors of the front of the campus building to the Stamford Transportation Center. The shuttle runs Monday, Tuesday, Wednesday & Thursday – 7:00 a.m. - 10:30 p.m. The last run from Franklin St. will be 10:15 p.m. The Shuttle does not run on Fridays or in the summer.

UConn issued ID is needed to ride the bus and must be shown to the driver. If you have visitors or guest lecturers coming to the campus and need to use the shuttle, you can get a Shuttle Bus Pass from the Welcome Center for the duration of your visitor's stay. That pass must be turned in to the driver on departure.

Alternative Transportation:

- **CTRides**: the Connecticut Department of Transportation wants to help you find the best way to work. They offer CTRides, Connecticut’s centralized commuting resource [http://ctrides.com/](http://ctrides.com/)
- **CT Transit**: The #13 West Broad Street bus travels from the Stamford Train Station to the Stamford Campus. Currently. Bus fare is $1.50. For more info, please click [HERE](http://stamford.uconn.edu/shuttle-information/).
- **Harbor Point Trolley**: Ride the Trolley for FREE! The Harbor Point Trolley links the South End to Downtown. The route runs every day in a 14-stop, 30-minute clockwise loop. UConn Stamford campus is Stop # 4 on its route. It is a valuable amenity to commuters, and provides a quick, safe, and efficient way to get to downtown dining, shopping, and entertainment. Click [HERE](http://stamford.uconn.edu/shuttle-information/) for more information.
- **Taxi**: Taxis are always available at the Stamford Train Station.
- **Walking to Campus**: The campus is a 10-minute walk from the Stamford Train Station. Take Washington Blvd. to walk directly to the campus.

**TECHNOLOGY SERVICES**

**203-251-9599**  
**Room 3.02**  
Technology Services is located in Office 302. Technology Services hours are Monday-Thursday 8:30 am – 8:30 pm and Friday 8:30 am – 5 pm. Technology Services hotline is 203-251-9599 which you can call during their hours of operation for immediate support for urgent issues in classrooms, copiers, labs and offices or to setup an appointment.

**VETERAN SERVICES**

**203-251-8484**  
**Room 2.02**  
Gen Arce in the Bursar's office coordinates all Veteran's Services. Free counseling is available to veterans through Student Services. Ask to speak to Jay Perrone.
BACHELOR OF GENERAL STUDIES PROGRAM
203-251-8550
Room 2.13
http://stamford.uconn.edu/bgs

This is a transfer degree program for returning adult students. All students must have completed 60 credits or have an Associate’s degree from an accredited university to apply for admissions. The General Studies major allows students to take courses in a variety of departments offered at the Stamford campus and online.

All admissions and advising is done directly through the BGS office. Faculty is encouraged to participate in sharing course information and availability with students.

Fall 2008- Spring 2014: (former Interdisciplinary major)
THEMES
Human Services
International Studies
Public & Community Engagement
Society & Justice Arts & Humanities Social Sciences
Diversity & Multiculturalism

Fall 2014 and beyond: General Studies major
The General Studies major is developed through advising with the student based on student educational/career goals and in conjunction with course offerings.

COUNSELING CENTER
Room 2.13
203-251-9597
http://counselingcenter.stamford.uconn.edu

College can be an exciting and fulfilling time in a student’s life, but it can also present many challenges that can overwhelm a student's current ability to cope. Counseling can help students address areas of concern that could interfere with academic success or social development in college. Please refer any student who you think can benefit from counseling to our office. We can also consult with faculty related to other classroom student issues.

Issues we can assist with:
Decision making
Feelings of loneliness, anxiety, depression
Family/Friends/Relationships
Self-Esteem
Stress Management
Time Management
Transitions/Adjustments
We also have extensive community resources that serve specific populations or needs. We can be reached at 203.251-9597 between 9 am and 4:30 pm and are located in room 213.

ENROLLMENT/REGISTRATION SERVICES
Admissions (Room 1.01): 203-251-8541
Bursar (Room 2.02): 203-251-8506
Registrar (Room 2.02): 203-251-8504

This department includes the following functions:

- Admissions
- Registration and Enrollment Services/Registrar
- Bursar's Office
- Off Campus Housing
- Veterans Services

The Admissions office provides a local contact point for those in need of information regarding admission procedures, programs and degrees offered at the Stamford Campus and Storrs. The office provides information, applications and direction to prospective students, parents and others re: undergraduate admission to the University, both new student and transfer. The staff visits high schools, attends college fairs, and conducts information sessions, open houses and more. Personal sessions are available every day and parents and students are encouraged to "walk in" during posted hours to visit privately with the Assistant Director of Enrollment Services. The Admissions Office at the main campus at Storrs makes all admissions decisions for the entire University.

Registration/Enrollment Services is responsible for all aspects of the academic schedule and course selection for undergraduate students on the Stamford Campus. Although most students do the actual registration via PeopleSoft at student.studentadmin.uconn.edu, the Registrar's Office assists with registration issues, consents, over-rides, etc. The Registration/Enrollment Services Office is the contact point for issues and problems regarding registration of students, all classroom assignments, transcript requests, grades, and class lists. Registration / Enrollment Services collects and maintains files, which include student immunization information, major changes, re-admission and separation information, and more. This information is confidential and maintained in accordance with the Family Education Rights Privacy Act guidelines.

The Bursar Office is responsible for the collection of all student tuition and fees on a per semester basis. The Bursar also collects all fees for non-degree study, summer and winter session. The Bursar meets with all students who are requesting deferments to their fee bills based on financial aid, third party payments and special needs. The Bursar office initiates refunds as deemed appropriate. Refunds are processed either through Direct Deposit or a refund check is mailed to the student’s home address. Although there is no financial aid office at the Stamford campus, the Bursar can provide general information on how to apply for financial aid. The Bursar is also responsible for serving as the School Certifying Official for Veterans Benefits and certifies all veteran-related forms related to admission and tuition. The Bursar office also complies with the Family Educational Rights and Privacy Act.
Student ID cards are coordinated by the Registration/Enrollment Office. Pictures are taken in Room 202 during the peak times of each semester. Faculty are welcome to have a faculty ID taken during posted hours.

HONORS SCHOLARS PROGRAM
http://honors.uconn.edu

The Stamford Campus participates in the University’s Honors Program. Offerings are limited for freshmen and sophomores. We participate fully in the programs for juniors and seniors in the ECON, ENGL, HIST, HDFS, the interdisciplinary programs in business and in general studies, POLS, and PSYC. Opportunities include honors courses and seminars, supervised research, and internships that combine theory and practice. Encourage your best students to apply. Consider offering an Honors course or individual enrichment opportunities to select students. For more information contact Richard Watnick at watnick@uconn.edu.

JEREMY RICHARD LIBRARY, UCONN-STAMFORD
203-251-8500
Room 1.60
http://lib.uconn.edu/

The Jeremy Richard Library Learning Commons is dedicated to serving the curricular needs of the students and faculty of the University of Connecticut at Stamford. The University's library homepage: lib.uconn.edu is a “gateway” to the resources and services offered by the University Libraries. In Stamford, the library presently houses approximately 60,000 books and videos/DVDs and provides access to an extensive collection of electronic books and journals (eJournals). The Library computers are networked to the main campus, connected to the Internet, some 200 databases, and a growing collection of e-books. The library’s catalog, UConn Libraries Search, our search tool, currently identifies approximately two million records held at Storrs and the five regional campus libraries. The library also has a federated single-search box called Primo a simple and fast search engine that helps you discover relevant information on any topic from the UConn Libraries collection.

Students and Faculty are able to borrow books and videos with an UConn ID card, and may request materials electronically with a NetID from all campuses and libraries nationwide by using our Interlibrary Loan/ Document Delivery services (ILLiad). Our library resources can be easily accessed remotely or “off-campus” either by NetID or simply by logging in to the UConn Virtual Private Network (VPN).

The Library’s Academic Liaison Program is a personal library contact that can offer library instruction to students, create online research guides, assist with specialized bibliographic searches, and introduce our print collection/electronic resources in your subject area. Paper and audio-visual materials can be placed on reserve at the circulation desk. The desk can also assist with Electronic Course Reserves (ECR), so students can access materials directly from HuskyCT. To learn more about our resources and services, go to our UConn Stamford Library home page at http://lib.uconn.edu/libraries/jeremy-richard-library/. Please stop by to tour the library and meet our library staff.
**Library Hours:** M-Th: 8:00 a.m.- 9:00 p.m. | Friday 8:30 a.m. - 4:00 p.m. | Saturday 10:00 a.m – 4:00 p.m. *(hours vary for holidays, Intersession & Summer)*

**Subject & Classguides:** [http://classguides.lib.uconn.edu/](http://classguides.lib.uconn.edu/)

**Ask A Librarian Chat Service:** [http://lib.uconn.edu/services/research/ask/](http://lib.uconn.edu/services/research/ask/)

### MBA PROGRAMS

**203-251-8440**  
Room 1.30  
[http://www.business.uconn.edu](http://www.business.uconn.edu)

The evening MBA Program for the working professional is an AACSB- accredited program, which can be completed entirely on the Stamford Campus. An undergraduate degree (does not have to be in business administration) with a minimum of two years’ work experience is required for admission to the 57-credit program. This part-time program offers great flexibility and convenience; classes are scheduled during evenings, weekends, summers and in one-week formats; international study is also available in a short-term format.

**Graduate Business Certificates** provide an ideal opportunity for those professionals who have already earned a Master’s, Doctoral, MD or JD degree to gain the leading-edge skills and knowledge necessary to effectively manage and succeed in their fields. An individual can custom-design a program of study in a concentrated field of business, such as Marketing, Finance, International Business, Management, Accounting, etc.

For information about the above programs, contact the MBA Office at **203-251-8440**, by e-mail at **stamgen1@business.uconn.edu** or check the web site at [http://www.business.uconn.edu](http://www.business.uconn.edu).

### NON-DEGREE STUDIES

**203-251-8550**  
Room 2.13  
[http://stamford.uconn.edu/bgs](http://stamford.uconn.edu/bgs)

Students who are not currently matriculated at UConn may take courses on a non degree/non matriculated basis. They may be students from high school (with special permissions) or other universities and colleges, students exploring UConn courses and curricula or possibly UCONN dismissed students. Non-Degree students receive services from non-degree advisors. This may include: Advising, Admissions information, Counseling, Late drops/adds, Rescheduling final exams, and other academic administrative issues. The staff also facilitates resolving faculty/student issues where appropriate.

For more information regarding these programs: Please contact:

Rita Koenig, Assistant Director BGS/Non-Degree programs, 203-251-8509  
Lisa Siebert, BGS/Non-Degree programs Counselor, 203-251-9517  
Krista Dobson, Assistant, 203-251-8550
SERVICES FOR STUDENTS WITH DISABILITIES  
203-251-8484  
Room 2.01  
http://csd.uconn.edu and http://stamfordstudentlife.uconn.edu/disability-services/  

The University of Connecticut is committed to achieving equal educational opportunity and full participation for students with disabilities. It is the University’s policy that no qualified person be excluded from participating in any University program or activity, be denied the benefits of any University program or activity, or otherwise be subjected to discrimination with regard to any University program or activity. This policy derives from the University’s commitment to non-discrimination of all persons in employment, access to facilities, student programs, activities and services.

Printed documentation guidelines are available from the Disability Services Office in the Department of Student Services. Documentation guidelines are also available on the web at www.csd.uconn.edu and at http://stamfordstudentlife.uconn.edu/disability-services/.

Any student requesting accommodations must be registered with the Disability Services Office before accommodations can be made. If you need further assistance, please contact Student Services at 203-251-8484.

STUDENT ACTIVITIES  
203-251-8489  
Room 2.17  

The mission of the Student Activities Office is to support the academic mission of the institution by enhancing the undergraduate student experience through campus involvement outside of the classroom. The office serves as a resource and support for students wishing to develop a new student organization or sponsor a program, in addition to facilitating program coordination for all registered student organizations. The office continues to increase campus communication through the publishing of the Stamford Campus Undergraduate Student Handbook and a weekly E-bulletin of campus events and announcements. In addition, the office is involved in advising the SGA (Student Government Association); providing leadership development opportunities for students and limited social, educational and cultural programming for the campus; posting student organization events and serving coordinator for Freshman orientation. For further information, e-mail the Student Activities Coordinator at gayle.riquier@uconn.edu.

STUDENT SERVICES  
203-251-8484  
Room 2.01  
http://stamfordstudentlife.uconn.edu/  

The Student Services Department focuses on student retention and the quality of student life. Student Services supports the academic growth and development of the UConn-Stamford student. Members of the staff work closely with faculty on matters that affect students’ classroom experiences. The office is closely aligned with the university's Division of
Undergraduate Education and of Student Affairs and Services. Its function, however, is broader in nature and encompasses services from a variety of University departments and divisions. Services reflect the day-to-day needs of our students and include advising, academic accommodations for students with disabilities, student activities, academic support services, student conduct, psychological counseling services, withdrawals/leaves, orientation, dismissals/probation, school/college changes, scholarships, campus changes, late drops and readmissions. The Director of Student Services/Campus Dean can be reached at 203-251-8484.

THE SOURCE FOR ACTIVE LEARNING
203-251-8484
Room 2.01
http://stamfordstudentlife.uconn.edu/source/

With a variety of resources, The Source helps all UCONN Stamford students become more successful and self-reliant learners. The First Year Experience Program, coordinated by The Source, offers one-credit courses designed to assist students as they master the challenges of a university education.

Through individual assessment (by appointment) and group workshops, The Source can help students enhance their study skills in several disciplines, such as Math, Chemistry and English.

COPYING & MAIL SERVICES
203-251-8405
Room 3.19/3.31A

Two Faculty copiers located in Room 3.31A are available for faculty use from 8:00 a.m. to 10:00 p.m. Monday through Thursday and 8:30 a.m. to 5:00 p.m. on Fridays. In addition, copiers are available 8:00 a.m. to 5:00 p.m. in the Welcome Center in room 1.01 and in room 1.11. The mail is posted Monday through Friday only.

Outgoing mail service is available only for University business. Mail to be sent by the United States Postal Service must be posted by 10:00 a.m. in order to be posted that day or it will go out the next business day.

All faculty members are assigned mailboxes located in mail distribution area near the faculty offices. These boxes are used to receive incoming mail and intra-University mail. Anyone who does not have a mailbox should contact the Associate Campus Director at 203-251-8405.
FACULTY INFORMATION

ABSENCES
Faculty are expected to hold classes as scheduled. State law requires a minimum number of contact hours for each course. Limited classroom availability makes arranging make-up classes difficult. Make-up classes also inconvenience students who may have other obligations. While absences are discouraged, if one is necessary, please announce it to your class beforehand, giving them an appropriate assignment to compensate for the lost time. If an emergency or illness requires you to be absent, please notify the Registrar’s Office, 203-251-8504 and the Welcome Center at 203-251-8514, as soon as possible.

NOTE: use your telephone emergency list for your class to notify students or set up an e-mail group to send out an e-mail blast. Occasionally, faculty members arrange to have another person proctor their tests. Please note that non-classroom UConn personnel may not proctor exams.

ACADEMIC CALENDAR
The most up-to-date and complete academic calendar is in the Undergraduate Catalog here.

ACADEMIC LIAISON / FACULTY MENTOR
All adjunct faculty members will be assigned a full-time faculty member who will serve as an academic liaison. This full-time faculty member will serve as a contact person to provide assistance by reviewing the course syllabus and helping to resolve academic issues, including waiving of course prerequisites, student complaints, and processing unusual grades. If requested, the liaison will be available to discuss teaching techniques, assignments, and classroom issues. Finally, the liaison is expected, where appropriate, to participate in developing the rankings used to staff adjunct faculty appointments. Each academic liaison has been requested to discuss these issues with all assigned adjunct faculty at or before the beginning of the semester.

ADD/DROP PROCEDURES
All degree students here at UConn-Stamford will be asked to make schedule changes via the https://student.studentadmin.uconn.edu/ site. These changes can be made through the tenth day of classes without penalty to the student. If a course is full or the student does not have the prerequisite, he or she may ask the instructor for a permission number in order to enroll. These permission numbers are accessed through the web site at the Instructor Menu. Please record the number assigned to a student so that you are aware of the students to whom you have granted this permission. Permission numbers will override the class capacity, the prerequisites, consent, etc. They should not be assigned unless you are sure that the student is appropriate for the course.

Adding a course after the two-week add/drop period requires the written permission of the instructor. Dropping a course after this time results in a “W” being recorded on the transcript. No student is permitted to withdraw from a class after the ninth week of classes unless given approval by the Director for Student Services or the Assistant Director, Center for Continuing Studies if a non-degree student. Please do not encourage a student to drop a course after the ninth week as those drops can be done only with extenuating conditions to be determined by the Director or Associate Director. You should check your class roster on the
web site to update your records. Other information regarding the academic regulations of the University of Connecticut can be obtained through the University General Catalog by logging in to the UCONN web site at www.uconn.edu. Information regarding pass/fail, grading requirements, audit regulations and much more is explained in detail and should be reviewed by instructors prior to the start of the term. All grades are reported by the instructor through the https://student.studentadmin.uconn.edu/ site at the end of each term. The final exam schedule will be distributed by the Registrar’s Office at Stamford and no changes in the schedule can be made. If a student is requesting to be excused from a final exam, he/she must have approval from the Director of Student Services or the Assistant Director, Center for Continuing Studies. The General Catalog and the University by-laws require a written final examination in every course unless permission is obtained from the Campus Director before the semester begins. The final must be administered at the time assigned and this time may be different than the actual time of the course. Finals are scheduled differently from class times to allow students to avoid conflicts and meet other University regulations. The instructor must post grades within seventy-two hours of the final exam. Reporting grades is done on the https://student.studentadmin.uconn.edu/ site and grade rosters are available online by the start of finals. Please do not post grades in your office or classroom. Students can log in to their records immediately after grades are posted in order to view their unofficial transcript. All grades are due by the specified date each session. The Registrar will send a notice of dates and other grading instructions to your UConn email account prior to the end of the term.

ADJUNCT RESPONSIBILITIES
Adjunct faculty responsibilities, beyond those of teaching, include:
- Following the guidelines set forth by the campus, the University, and academic departments.
- Providing the Registrar's Office with course syllabi before the beginning of the semester.
- Meeting with assigned academic liaison.
- Establishing meeting times with students as appropriate.
- Encouraging both student and faculty evaluation procedures.

ADJUNCT FACULTY APPOINTMENTS
All adjunct faculty appointments are made for a specific semester. As such, all appointments have an end date. After this end date, the official relationship between the adjunct and the University ends (with the exception of concluding students’ incomplete work). A letter of appointment is sent to the adjunct specifying beginning and end dates, courses and times scheduled, a stipend, and a request for other information necessary to complete the hiring process. Such an appointment is contingent upon sufficient enrollments, funding, and all required approvals, such as academic approval and immigration documentation. All adjunct faculty will be considered actively seeking future positions for the year following the last semester of employment. They will be placed on the list supplied to full-time faculty during the scheduling process. If, at the end of that year, they have not received another appointment, it will be necessary to re-apply in writing for future employment. Otherwise, their application will be classified as inactive.
ATTENDANCE
Instructors are expected to indicate how they will determine student grades. Grades should reflect the extent to which a student has mastered the content of the course. In some courses, demonstration of mastery may depend, in part, on classroom activity (e.g., oral recitation or discussion of laboratory work). Absences may affect the student’s accomplishments and be reflected in a student’s grade, but grades are not to be reduced solely because of absence. Instructors do have final authority (except in the case of final examinations) to permit students to make up work.

AUDIO VISUAL (AV) EQUIPMENT
Any faculty member in need of AV equipment should submit an AV request to Technology Services at minimum of a week before the target date. For care and operation of our AV equipment you may contact Ian Hollis. He can be reached at 203-251-9570 or by e-mail at ian.hollis@uconn.edu

AUDITORS
Undergraduate students may choose to audit a course but they are required to pay full fees and must have the instructor’s consent. Consent is given by signing an Audit form which is obtained from the Registration office, or www.registrar.uconn.edu click “online forms”. Students who want to audit a course must follow the same Add/Drop procedure as they would for any course.

Senior citizens (CT residents only) may also audit courses for a nominal fee provided there is space available in the class. Senior auditors must obtain a permission form from the Registrar’s office and have it approved by the Instructor of the course they wish to audit. Senior auditors do not appear on the official class list or on final grade sheets and are not graded. However, instructors should keep a list of senior auditors to determine whether or not there is room for over-enrollments in the class. Registration for the Senior Audit program may not be completed until the 10th day of classes or the end of the add/drop period. Laboratory, language, studio, online courses are not available for audit by seniors.

CLASS CANCELLATIONS
203-251-8524
Campus closings due to inclement weather or other emergencies are announced on alert.uconn.edu Announcements are also left on our website http://stamford.uconn.edu. You have the leeway to cancel a class if your personal safety is in jeopardy. Quite often inclement weather affects parts of the state differently resulting in your inability to make it to and from Stamford safely. If that’s the case and you need to cancel your class, please call the Welcome Center at 203-251-8514 and the Registrar’s Office directly at 203-251-8504. Refer to your emergency-closing memo. All faculty are urged to create an emergency telephone list and/or e-mail list in each class for the purpose of contacting all students in the event of an emergency or unscheduled class cancellation. Staff will not contact students directly. Phone trees should be activated if the campus is open but you need to cancel class.

CLASS LISTS
Class Rosters are available through the Student Administration System, which is accessed at https://student.studentadmin.uconn.edu. Instructors are able to access the web site, view and print a current class roster through the instructor menu. Input the current Term code, i.e.; click
Search to see the list of classes for the term you selected to view a specific class roster. If a student is not on your roster, **DO NOT** allow that student to remain in the class. Send them to Registration/Enrollment Services as soon as possible.

**CLASSROOM ASSIGNMENTS**
Classroom assignments are listed in the course schedule and posted at the bulletin board in the Rich Concourse. If it is necessary to change room assignments, the instructor must notify the Associate Director, Enrollment / Registration Services in room 2.02, and request the change. Do not use a room that has not been assigned to the class unless the change has been approved. Please understand that it is impossible to accommodate all room changes and that prior requests have been considered but are not always possible. **203-251-8504**

**COMPENSATION**
Adjunct faculty are covered by the collective bargaining agreement (CBA) with the American Association of University Professors (AAUP). Dues or an agency will be deducted from your paycheck according to the CBA. Pay rates are stated in an offer letter. In order to get paid **each semester**, an adjunct must submit: Federal W-4 form; State of Connecticut W-4 form; I-9 form with verification such as passport or if no passport, two other government issued IDs; a signed letter accepting the terms of the appointment letter; an updated biographic data sheet; special payroll employee information sheet; telephone verification sheet; and office space form. If employed by another state agency, a dual employment certificate form will be sent to that agency. Changes of address require new Federal and Connecticut W-4 forms. Paychecks are distributed approximately four weeks after the beginning of each semester and every two weeks thereafter. Direct deposit is encouraged. Adjunct assignments do not include benefits. However, such benefits may be purchased through the University. Call the UConn Human Resource Office at **860-486-0400** for information on benefits.

**CONSULTING**
Consulting is an activity performed by a faculty member for compensation as a result of his/her expertise or prominence in his/her field while **not** acting in his/her official capacity as a State employee but on his/her own time. The University's Laws and Bylaws prohibit faculty from consulting on "time due to the University." More information can be seen [here](#).

**COURSE IDENTIFICATION**
The decision to employ an adjunct faculty member to teach a course begins with the identification of a need to offer a specific course. Once it is determined that there is a need to offer a specific course, an adjunct faculty member may be considered to teach the course under the following conditions:

1. No full-time faculty member is available to teach the course.
2. Tentative funding to support an adjunct faculty instructor is available.
3. An academically qualified individual or group of individuals actively interested in the appointment is available at the times that best match the campus’s scheduling needs.

**EXAM PROCEDURES**
This guide will help with the procedures for examinations in classrooms.
FACULTY OFFICES
Faculty who request an office will be accommodated. Adjunct faculty will share an office with other adjunct faculty. Every effort will be made to schedule the office so there's no overlapping office time by the occupants. Questions concerning office space should be directed to Gary Faulkner at 203-251-8450.

FERPA
As faculty, understanding the Federal Education Rights Privacy Act (FERPA) is important. All faculty should be aware of UConn's policy related to FERPA.

FIELD TRIPS
UConn-Stamford follows university policy on field trips. Please refer to this guide for additional details.

FINAL EXAMINATIONS
The General Catalog and the University by-laws require a written final examination in every course unless permission is obtained from the Director of Student Services before the semester begins. The final examination must be administered at the time and room listed during the entire examination period. If you wish to use “blue books” for your final examinations, they are available at the Welcome Center in room 1.00.

GIFT GIVING/RECEIVING AND TEXTBOOK DONATIONS
An important aspect of employment at UConn is understanding the policy of the university when it comes to gifts and donations. Please take a moment to familiarize yourself with the policy at this link.

GRADE POINT FORMULA
The undergraduate catalog has the most current grade point formula here.

GRADES - CHALLENGES TO A GRADE

GRADES - CHANGES

GRADES - SUBMITTING

GRADES - TEMPORARY GRADES

PEOPLESOF T
Access PeopleSoft via https://student.studentadmin.uconn.edu/. Your login and password will be your Net ID and password. All rosters are updated as students add/drop. Students not appearing on the roster should be asked to see the Registration Office immediately as it is likely there is a problem with their registration status. The only exceptions to this will be senior citizens who have been approved by you to audit the course.

POLICY AGAINST DISCRIMINATION, HARASSMENT AND INAPPROPRIATE ROMANTIC RELATIONSHIPS

SAFETY IN THE WORKPLACE
Make time on the first day of class to speak to your students about the closest evacuation route. Encourage the use of the stairwells in the corners of the building as they are fire-proofed.
Discourage the use of the elevators and any open stairwell such as those that lead from the second floor down to the Rich Concourse. There is an expectation that faculty will assume responsibility for themselves and students in the event of any incident that requires evacuation of the building. If evacuation is necessary, take all belongings with you and ask that students do the same as it may be hours or days before a safe return is possible depending on the type and scope of the incident. The gathering point for your class is the St. Andrews church area between Washington Blvd and Franklin Street. Its good practice to take a class roster with you and take attendance to make sure everyone is accounted for. Wait in the area of the church for further instructions. Please ensure your students stay off of sidewalks and streets as much as possible to provide safe travel lanes for emergency responders.

STUDENT COMPLAINTS
The following are the steps for students who have a complaint regarding an instructor:

1. All students are encouraged to discuss concerns with the instructor first in an effort to resolve the issue.
2. If the student's issue is not resolved, discuss concerns with appropriate designated individual in paragraph 2a or 2b below, in a scheduled meeting. Students should put their concerns in writing prior to that meeting:
   a. For Bachelor of General Studies (BGS) and non-degree students, please contact Rita Koenig, Asst. Director/College of Continuing Studies at 203-251-8550.
   b. For all other degree students, refer to the Director of Student Services at 203-251-8484.
      Note: A student may begin at Step 2. In this case, it's possible after discussion with the student, the student may be referred back to the instructor for resolution.
3. If necessary, the individual consulted will arrange a joint meeting with all parties concerned. If the instructor is an adjunct, the faculty mentor may be included unless scheduling is a problem. If the individual believes that the timing or other circumstances warrant special consideration, then the student may be referred directly to the Campus Director at 203-251-8510.
4. Students wishing to appeal assigned course grade should refer to page 27 of the 2015/2016 Undergraduate Catalog.

STUDENT INTERACTIONS

SYLLABUS
Faculty are expected to distribute a syllabus to students during the first day of class. It should indicate topics to be covered, student assignments, classroom and examination policies, and evaluation and grading methods. A copy of this syllabus MUST be forwarded to the Registrar’s Office for file. Send this electronically to terry.reilly@uconn.edu prior to the start of the semester.

TEXTBOOKS
Faculty members should submit textbook requirements to the UConn Co-op as soon as possible after notification of teaching assignments. The Co-op will determine quantities required in consultation with the Registrar’s office. Faculty members are responsible for obtaining their own “desk copies” or instructor’s manuals directly from the publisher. Co-op
personnel can supply appropriate addresses and telephone numbers. Call 203-251-8544 for assistance.

**TRAVEL**
Authorization to travel is needed prior to scheduling travel. Please see [this guide](#) or contact the Registrar at 203-251-8504 for further details.

**VETERANS**
## **QUICK TELEPHONE CONTACT LIST**

<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>CONTACT PERSON</th>
<th>EXT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Services Center</td>
<td>Serkan Gorkemli</td>
<td>9505</td>
</tr>
<tr>
<td>Administration</td>
<td>Jeff DeWitt</td>
<td>8405</td>
</tr>
<tr>
<td>Admissions</td>
<td>Kerrie Mills</td>
<td>8541</td>
</tr>
<tr>
<td>Bachelor of General Studies</td>
<td>Rita Koenig</td>
<td>8509</td>
</tr>
<tr>
<td>Bursar</td>
<td>Genoveva &quot;Gen&quot; Arce</td>
<td>8506</td>
</tr>
<tr>
<td>Café</td>
<td>Joe Claps</td>
<td>8403</td>
</tr>
<tr>
<td>CAP</td>
<td>Kwasi Gyambibi</td>
<td>8488</td>
</tr>
<tr>
<td>Career Center</td>
<td>Halina Hollyway</td>
<td>9549</td>
</tr>
<tr>
<td>Computer Assistance</td>
<td>Matt Proulx</td>
<td>8409</td>
</tr>
<tr>
<td>Computer Center</td>
<td>Maggie Levy</td>
<td>9522</td>
</tr>
<tr>
<td>Connecticut Information Technology Institute (CITI)</td>
<td>Debbie Gunzelman</td>
<td>9566</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>Rita Koenig</td>
<td>9597</td>
</tr>
<tr>
<td>Co-op</td>
<td>Pam Williams</td>
<td>8544</td>
</tr>
<tr>
<td>Director</td>
<td>Sharon White</td>
<td>8406</td>
</tr>
<tr>
<td>Digital Media &amp; Design</td>
<td>Matt Worwood</td>
<td>0192</td>
</tr>
<tr>
<td>Facilities</td>
<td>Steve Casapulla</td>
<td>8516</td>
</tr>
<tr>
<td>Finance</td>
<td>Sally Keelan</td>
<td>8529</td>
</tr>
<tr>
<td>Library</td>
<td>Phara Bayonne</td>
<td>8523</td>
</tr>
<tr>
<td>MBA</td>
<td>Kristin Amrine</td>
<td>8442</td>
</tr>
<tr>
<td>Police</td>
<td>Tom Smith</td>
<td>9510</td>
</tr>
<tr>
<td>Registrar</td>
<td>Terry Reilly</td>
<td>8507</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Gayle Riquier</td>
<td>8489</td>
</tr>
<tr>
<td>Student Disabilities</td>
<td>Rawan Shilleh</td>
<td>8566</td>
</tr>
<tr>
<td>Student Services</td>
<td>Carolyn Ginsberg</td>
<td>8484</td>
</tr>
<tr>
<td>Welcome Center</td>
<td>Ivette Santiago</td>
<td>8400</td>
</tr>
</tbody>
</table>