

THE ADULT LEARNER HANDBOOK

Welcome to the Salem State College community! We are pleased that you have made the decision to attend Salem State College. You are one of the many adult and continuing education students who attend day or evening classes at the College. From experience, we know that adult learners are typically highly motivated students who are very successful in college, even while balancing other responsibilities, including work and family. In an effort to help make your experience here as successful as possible, we have designed this “timesaver” handbook especially for you. It is a compilation of useful information on college academics and campus resources geared toward the needs and interests of adult learners. We encourage you to make use of this book as much as possible, as we feel it is an excellent resource in which you will find answers to many of your questions. We wish you every success in your academic pursuits.



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CENTER FOR ADULT AND LIFELONG LEARNING (CALL CENTER)

The Center for Adult and Lifelong Learning, also known as the CALL CENTER, is dedicated to providing services for adult and continuing education students at Salem State College. These services include:

- Educational Workshops and Tutorials
- Peer Mentor Program
- Orientation Programs
- Student Advocacy
- Alpha Sigma Lambda Honor Society
- Campus Resource Information
- Open House Week
- Continuing Education Week
- Parenting Resource Materials
- Facilities & Amenities



EDUCATIONAL WORKSHOPS AND TUTORIALS

The CALL Center provides workshops and tutorials for small groups and individuals on a variety of topics, including reading textbooks, taking notes, time management, studying for exams, writing skills, public speaking, stress management, Microsoft Word, Excel, PowerPoint, Groupwise and others. These programs are available by appointment. If you would like to schedule a workshop or tutorial, you may contact us via email (callcenter@salemstate.edu), call us at (978) 542-6330 or stop by our office in the Sullivan Building, Room 117. You may also wish to download workshop materials from our website: www.salemstate.edu/call/CALL-workshops.php.

PEER MENTOR PROGRAM

The CALL Center offers new students the unique opportunity to participate in the Mentor Program. Through this program, new students are matched with returning students (peer mentors) at the beginning of the semester. Peer mentors are responsible for assisting new students with the transition to college through the sharing of valuable campus resource information and personal experiences. The Mentor Program also features a variety of informal social events throughout the semester to provide adult and continuing education students with additional opportunities to network and form friendships with their peers. To obtain a Mentor Program application, or if you would like additional information, please visit our office, or contact us via email: callcenter@salemstate.edu or telephone (978) 542-6330.

ORIENTATION PROGRAMS

Prior to the start of the semester, new students are invited to attend an orientation program. This program, designed to prepare students for their first semester at Salem State College, provides the opportunity to learn about a number of important campus resources and services, including the Center for Adult and Lifelong Learning, academic advising, and registration. Adult Learner Orientation is a one-day program for new, first-year DAY students aged 23 and older. Evening Student Orientation is an evening program for new, first-year and transfer continuing education evening students.

STUDENT ADVOCACY

There are occasions when students need assistance in order to achieve a desired goal or resolve a particular issue. Professional staff members at the CALL Center provide advocacy for students who wish to take advantage of this service. If you would like to make an appointment to speak with one of our staff members, please call (978) 542-6330 or simply complete and submit the advocacy form online at www.salemstate.edu/call/CALL-advocacy.php.

ALPHA SIGMA LAMBDA HONOR SOCIETY

The Alpha Sigma Lambda National Honor Society was established in 1945-46 to honor students in continuing higher education for superior scholarship and leadership. There are nearly 300 institutional chapters throughout the United States. Alpha Sigma Lambda is devoted to the advancement of scholarship and to the recognition of continuing education students who achieve academic excellence while managing competing responsibilities at home, work and in their communities. Sigma Sigma Chi is the local chapter of the Alpha Sigma Lambda National Honor Society at Salem State College. Members of Sigma Sigma Chi must satisfy the following criteria:



- Be matriculated in an undergraduate continuing education degree program at Salem State College
- Have a minimum of forty-eight (48) cumulative credits, twenty-four (24) of which must be graded Salem State College credits
- Have at least twelve (12) credits earned in courses in liberal arts/sciences
- Have a minimum grade point average of 3.2

Members are then selected from the top 10 percent of students satisfying the aforementioned criteria. Members must either be currently enrolled in at least one continuing education course or have completed at least one continuing education course during the previous semester. For

more information on the Sigma Sigma Chi chapter of the Alpha Sigma Lambda National Honor Society, please call (978) 542-6330 or email us: callcenter@salemstate.edu.

CAMPUS RESOURCE INFORMATION

The CALL Center is your link to the rest of the college community. We can provide you with up-to-date information on a wide range of services and resources available at Salem State College. If you need further assistance, we will refer you to the appropriate office and contact person.

OPEN HOUSE WEEK

Open House Week is held at the CALL Center at the beginning of each semester. During Open House Week, DAY students have the opportunity to learn about the services and programs that are offered at the CALL Center and throughout the campus. Open houses provide a relaxed and informal setting in which new and returning students can socialize with one another while enjoying refreshments.

CONTINUING EDUCATION WEEK

Continuing Education Week for EVENING students also takes place at the beginning of the semester. During evening hours at the Sullivan Building, Meier Hall, and Central Campus, tables are staffed by representatives from the Division of Continuing Education, who distribute information on campus services and programs available for evening students. Refreshments are also provided.

PARENTING RESOURCE MATERIALS

A collection of parenting resource materials is housed at the CALL Center in the Sullivan Building, Room 117. Videos, books, audiotapes, manuals, magazines and brochures are all available for use at the CALL Center by student parents attending Salem State College. These materials are funded by a CAMPIS (Childcare Access Means Parents In School) federal grant and sponsored by the Salem State College Preschool Program. Additional materials are also available at the Salem State College Pre-school Program, located on Upper South Campus.

FACILITIES & AMENITIES

The CALL Center provides a welcoming environment for adult students throughout the day and evening. The CALL Center has a lounge area and conference table that are ideal for studying, reading or simply meeting with friends. We also offer a variety of amenities for your convenience: kitchen area with refrigerator, microwave and complimentary coffee and tea; computer and printer; copy machine and a campus events board. All of the above services (except the copy machine) are provided free of charge to students. Students may take advantage of these services during our regular hours of operation.

LOCATION

CALL Center: Sullivan Building 117, North Campus

HOURS OF OPERATION*

M-TH 8:00 a.m. - 7:00 p.m.
F 8:00 a.m. - 5:00 p.m.

* Hours of operation are for the fall and spring semesters only. During the summer and winter sessions, hours vary. Contact the CALL Center for more information.

For more information on any of our programs and services, you may contact us at (978) 542-6330, email us at callcenter@salemstate.edu or visit our website at www.salemstate.edu/call.

ACADEMIC AFFAIRS

ACADEMIC ADVISING CENTER

The Academic Advising Center promotes and supports academic achievement for all undergraduate students, including continuing education students. The Center assists students who would like to begin or continue a college education, who need to choose a major, minor, and/or concentration, and who must make academic decisions around personal interests, concerns, and problems.

Academic advisors also provide referrals to other campus support services and interpret college academic policies. They assist undergraduate continuing education students in selecting courses, planning a degree program, and obtaining information about Salem State College resources. Continuing education undergraduates can meet with an academic advisor at the Academic Advising Center at any time, but should do so at least once a year to review their flow sheets.

Academic advisors are available by appointment:
9:30 a.m. - 8:00 p.m. Monday through Thursday
9:30 a.m. - 4:00 p.m. Friday
Call (978) 542-7049 for your appointment.

Students with brief inquiries can also meet with an academic advisor on a walk-in basis. The Center is located on the first floor of the Administration Building, adjacent to the registrar's and financial aid offices. For online information please access the Salem State College academic advising website at www.salemstate.edu/advising.

Add/Drop Period

Every semester, immediately preceding the add/drop period, each student should review his/her schedule of classes for that semester by using Navigator online (navigator.salemstate.edu). The student should also print a copy of the schedule. Every course and section for which the student has been officially registered will be listed on the schedule, and the student is expected to review it carefully, check

it for completeness and accuracy, and make any necessary changes during the add/drop period. This should be done online, using Navigator (navigator.salemstate.edu), TTVR at (978) 542-8100, or in person.

Day School

During the add/drop period as listed in the academic calendar section of the master schedule each semester, a student may change his/her schedule of day classes by adding and/or dropping courses to meet his or her individual needs. Students may only add classes that are open and for which they meet the prerequisites.

Evening School

In addition to self-service methods, students may formally add, drop or withdraw from evening school courses in person at the Registrar's Office by completing the Registration Change Form. This includes changes of evening school courses and/or sections. Evening students may register for an unrestricted course with openings until the second class meeting; the student must be in attendance by the second class session.

CLEP TEST

Salem State College grants college credit for successful completion of CLEP (College-Level Examination Program) examinations which, in the judgement of involved departments, correspond to courses



offered at the College. The examinations are administered at regular intervals at CLEP testing centers by the College Board. Times and locations for these examinations may be obtained from any CLEP testing center. To find a **CLEP testing center** near you, visit the College Board CLEP website: www.collegeboard.com/student/testing/clep/about.html. Prior to registering for a CLEP exam, students **must** check with the Center for Academic Advising at (978) 542-7049 for information on current Salem State College criteria for CLEP examinations.

COMMUNITY TIME

Community time is a period every Monday from 11:00 a.m. - 12:30 p.m. during which no classes, labs or intercollegiate athletic activities are scheduled. During this period, all community members are encouraged to participate in any number of academic and co-curricular activities such as lectures, meetings of student organizations, convocations, and departmental programs and events. Commuting students in particular will find that Community Time provides an opportunity to engage in campus activities that might otherwise be unavailable to them.





COMPETENCY-BASED SKILLS REQUIREMENTS

Prior to receiving a baccalaureate degree from Salem State College, a student must demonstrate competency in the following areas: English composition, basic college mathematics, computer literacy, speech communication, reading comprehension, and health and wellness. There are a variety of ways to demonstrate competencies in these areas, including SAT scores, college courses, and exams. For specific guidelines for each competency, please consult the Salem State College undergraduate catalog or check with your academic advisor.

COURSE WITHDRAWAL

Students may officially withdraw from a course after the initial drop period, and will receive a grade of “W” prior to the semester withdrawal deadline as outlined in the academic calendar. Unofficial withdrawal from a course will result in a grade of “F*.” Withdrawals may be completed online using Navigator (navigator.salemstate.edu), TTVR at (978) 542-8100, or in person at the Registrar’s Office. Please note that failure to attend class(es) does not constitute automatic withdrawal from your course(s) or from the college. Whenever possible, changes will be made at the time they are requested. Failure to follow these procedures may cause errors on the student’s permanent record and grade reports

DEAN’S LIST

Students carrying 12 credits or more who attain a grade-point average of 3.0 and receive no incomplete grades or missing grades in any given semester will be placed on the Dean’s List for that semester.

Dean’s List for Part-time Continuing Education Students

1. Students must be matriculated into an undergraduate continuing education degree program.
2. Students must have completed a minimum of twelve (12) credit hours at Salem State College.
3. Students must be enrolled for a minimum of six (6) credit hours and a maximum of eleven (11) credit hours in the given fall or spring semester.
4. Students must attain a grade-point average of 3.0 or higher, and must not receive any incomplete or missing grades in the given semester.

DIVISION OF CONTINUING EDUCATION AND NON-TRADITIONAL PROGRAMS

The undergraduate evening division program (Continuing Education) provides an opportunity for college study leading to a bachelor’s degree for students who cannot attend a full-time day program. By offering degrees in a variety of academic fields, the evening division fulfills a wide range of academic needs and interests. Students desiring a degree must be accepted by Salem State College following regular admissions procedures. Complete information on admission is available by contacting the Admissions Office and the Academic Advising Center.



In addition to degree programs, the undergraduate continuing education program offers the opportunity for students to take individual courses in any subject or group of subjects. The only requirement for registration is the possession of a high school diploma or a high school equivalency certificate (GED).



Undergraduate courses are available through the Division of Continuing Education and Non-Traditional Programs during the following terms: evenings and weekends during the fall and spring semesters as well as winter session, summer

session I, summer session II and summer institutes. A number of courses are offered in an online format. Upper-division courses from selected Salem State College undergraduate programs are now being offered on the campuses of Middlesex Community College and Northern Essex Community College. Please check our website (www.salemstate.edu/ce) for additional information.

Day students who need to make up courses or who have conflicts in their class schedules are often able to resolve these problems through the course offerings of the Division of Continuing Education. Permission for day students to take continuing education courses must be obtained from the academic advisor and major department chairperson. Please note that day school tuition does not cover the cost of continuing education courses. Please consult the Continuing Education semester brochure for details.

EDUCATOR LICENSURE

Students seeking information on educator licensure in Massachusetts should inquire with the Salem State College Office of Student Teaching

and Certification, located in the Sullivan Building Room 113. For information, you may contact (978) 542-6472, or visit our website: www.salemstate.edu/education/EDU-licensure.php.

GRADING SYSTEM

The following system of grades is used in reporting and recording students' completed courses:

A = 4.0	B- = 2.7	D+ = 1.3
A- = 3.7	C+ = 2.3	D = 1.0
B+ = 3.3	C = 2.0	D- = 0.7
B = 3.0	C- = 1.7	F = 0.0

F* = Administrative F W = Withdrawal P = Pass
I = Incomplete

GRADE-POINT AVERAGE

The number of grade points a student receives in a course is determined by multiplying the number of semester hours of credit in that course by the point value of the grade assigned (see chart above). For example, a three-credit course with a grade of 'A' has a value of $3 \times 4.000 = 12.0$ grade points. The cumulative grade-point average is then calculated by dividing the total number of grade points earned to date by the total number of accumulated grade-point credits.

LIFE EXPERIENCE CREDIT

Salem State College recognizes that prior learning (life experience) outside the regular academic setting can be a valid part of one's educational experience. Life experience credit is a mechanism whereby students develop a portfolio to document experiential learning with the possibility of achieving credit related to a specific Salem State College course or multiple courses. Students interested in pursuing life experience credit must register for IDS 199 (Life Experience Portfolio), a one-credit course designed to facilitate the

process of developing the portfolio. In order to register for IDS 199, students must first attend an orientation. The date, time and location of this meeting can be found in the current semester's Continuing Education brochure. For more information on life experience credit, please pick up the brochure **Frequently Asked Questions About Life Experience Credit**, available at both the Center for Academic Advising and the Center for Adult and Lifelong Learning. You may also contact the IDS 199 course instructor via email: jomackey1@aol.com for additional details.

STUDENT ABSENCE FOR RELIGIOUS BELIEFS

Chapter 151C of the General Laws of Massachusetts permits any student in an educational institution, who, because of his/her religious beliefs, is unable to attend classes, participate in an examination, study, or work on a particular day to be excused, and to be provided with an opportunity to make up such examination, study, or work requirement provided, however, that such make-up examination or work shall not create an unreasonable burden upon the college. The institution shall charge no fees of any kind for making this opportunity available to the student. No adverse or prejudicial effects upon a student shall result from following the provisions of this section. If you are denied this right, contact the Office of Equal Opportunity and Human Rights at (978) 542-6106.

TRANSCRIPTS

A transcript (copy of a student's educational record) will be made available only after the student initiates a written and signed request. Students may initiate transcript requests by appearing in person at the Registrar's Office to complete the necessary forms, or by mailing a written and signed request directly to the attention of the Registrar's Office. Emailed requests, telephone requests or requests without the signature of the student will not be processed. In most instances, transcripts can be made available to students and/or mailed to a third party within two weeks of the request. Each requested transcript costs two dollars (\$2.00), payable in advance.

VETERANS

New students receiving veterans' benefits should contact the Office of Student Records and Registrar to speak with the Veterans Administration(VA) campus representative. New students must file appropriate forms and obtain semester regulations. All veterans anticipating VA benefits must be matriculated in an undergraduate degree program at Salem State College. Veterans pursuing educator licensure are also eligible for VA benefits. To contact the VA campus representative, please call (978) 542-6085, or visit the Office of Student Records & Registrar on the first floor of the Administration Building.



ACADEMIC SUPPORT SERVICES

LANGUAGE RESOURCE CENTER

The Language Resource Center (LRC) at Salem State College is part of the Department of Foreign Languages, and is designed to making language learning and cultural expansion experiences more productive and more enjoyable. The core of the Language Resource Center is the language laboratory, which is outfitted with 10 computer stations, two TV-VCR units for watching foreign language movies and a tutoring/ study area. In cooperation with the Learning Center, tutors for students enrolled in language courses are currently provided free of charge during the fall and spring semesters. The LRC provides students with numerous multimedia opportunities through websites, software and film. The LRC also has a large non-circulating collection of films. The Language Resource Center is located in Meier Hall 204A. For hours of operation or for more information about the Language Resource Center, please visit the website at www.lrc.salemstate.edu. The Language Resource Center supervisor is Dr. Jon Aske, SB 209A, (978) 542-4358.

LEARNING CENTER

The Learning Center houses academic, counseling, developmental and support programs, as well as tutorial and high school programs. The Learning Center is located on the fourth floor, south wing, of the Salem State College library. The hours are 8:30 a.m.-5:00 p.m., Monday-Friday. For more information, call (978) 542-6215 or log on to www.salemstate.edu/learningcenter.

MATH LABORATORY

The math lab provides informal mathematics tutoring to students. The staff consists of undergraduate and graduate student tutors who provide this service to help students become more competent and confident in mathematics. Students can also use the math lab as a place to meet classmates to work together on math assignments or study for exams. The math lab is located in the Sullivan Building, Room 306. Hours of operation are posted each semester, including some evening hours. Go to www.salemstate.edu/math/mathlab.htm or call (978) 542-6348 for more information.

READING LABORATORY

Reading Laboratory staff members work with students who are having difficulties with assigned readings or need to pass the competency test in reading. Interested students may also improve their study skills, including test taking, note taking, and textbook reading. The Reading Laboratory is located on the fourth floor of the library. For information on hours of operation, or for other inquiries, please call (978) 542-6717.



SUPPLEMENTAL INSTRUCTION

Supplemental instruction (SI) assists students in successfully completing certain required courses. Supplemental instruction sessions are offered twice weekly to review, organize and clarify lectures as well as textbook and additional readings. Attendance is voluntary, and the service is offered to Salem State College students free of charge. Courses that offer supplemental instruction are identified in the master schedule with the symbol ^{si} to the right of the course section number. For more information on supplemental instruction, please contact the Academic Advising Center at (978) 542-7049.

TEACHER TEST PREPARATION CENTER

The Teacher Test Preparation Center is housed in the Education Resource Library on the second floor of the college library. The Center serves students in all certification programs at the College, both undergraduate and graduate. The Teacher Test Preparation Center houses practice tests for the Massachusetts Test of Educational Licensure (MTEL), as well as books and materials for reinforcing literacy skills and content knowledge. The Center offers diagnostic services and tutoring in all areas of the MTEL, along with general information about the test. The Teacher Test Preparation Center also offers preparatory workshops for upcoming MTEL exams. For more information,

contact Christine Baron at 978-542-7166 or via e-mail at christine.baron@salemstate.edu.

TESTING

Testing occurs during orientation and throughout the academic year. These tests determine students' skill development needs in reading, writing, math, and computer literacy. Testing to satisfy competency-based skills requirements also occurs throughout the year on an individual basis. Testing services are located in the Learning Center. Please call (978) 542-6215 for more information.

TUTORIAL PROGRAM

The tutorial program is free to all Salem State College students. Assistance is available in all courses, depending on the number of qualified tutors and the availability of funds. The program's objectives are to increase students' academic success by providing qualified tutors, and to help students become independent, self-confident and more efficient learners. The tutorial program is located on the fourth floor of the library in the Learning Center. For applications to request tutorial services or to be a tutor, contact (978) 542-6213.

WRITING CENTER

The Writing Center provides students with individualized assistance in writing. Tutors in the center direct their instruction to the students' own particular writing needs, which can range from broad concerns, such as planning a format or developing an approach to a particular writing task, to issues of grammar and style. While walk-in appointments are sometimes available, it is best to make appointments in advance. The Writing Center has daytime, evening and Saturday hours of operation. Students who would like feedback on writing for any of their courses, and who would like to develop their writing skills more fully, are encouraged to visit the Writing Center. Word-processing facilities and internet access are available in the center. For further information, please visit the Writing Center in Meier Hall 223 or contact us at (978) 542-6491.

STUDENT LIFE DIVISION

CAREER SERVICES

The Office of Career Services is available to support both current students and alumni in making career-related decisions. The office also provides assistance in choosing a major, clarifying career directions and conducting a targeted job search. Individuals are welcome to make appointments for assistance with their career development needs. A variety of seminars are offered throughout the year, including ones on resume writing, interview preparation, and job search strategies. The office has a career resource center which houses a collection of CD-ROM, video and print resources, including occupational information, job search resources, directories and labor market information. The Office of Career Services also invites companies to campus for on-campus recruiting, which allows graduating students the chance to be interviewed right on campus. In addition, the office facilitates opportunities for students to interact with employers from a wide range of industries at its spring job fair.

Office hours during the academic year are as follows: Monday-Friday 8:30 a.m.-5:00 p.m. We are located on the first floor of the Ellison Campus Center, in room 105. Contact us at (978) 542-6406, or visit us online at www.salemstate.edu/careersvs.

COMMUTER STUDENT SERVICES

The Student Commuter Association is an organization that provides a forum for commuter students to network, socialize and discuss current issues affecting commuter students. Commuter students also benefit from Commuter Appreciation Days, a week-long celebration of the commuter lifestyle that takes place in September. The week starts with the "Good Morning Commuters" program, where faculty, administrators and student leaders greet commuters as they arrive on campus for morning classes. The week also features the year's first Student Commuter Association meeting, a commuter luncheon

and a variety of social and informational programs. Student Commuter Association also sponsors other events during the school year. Past events include: the commuter holiday party, big chair photos, Easter bunny photos, and the one-ton sundae, just to name a few. For more information about commuter services and programs here at Salem State College, please contact Jeffrey Smith, coordinator of commuter services, at (978) 541-6439, or jsmith@salemstate.edu. You may also visit the commuters' guide to Salem State College website: www.salemstate.edu/studentlife/STL-commuter-guide.htm

COUNSELING AND HEALTH SERVICES

Salem State College's Counseling & Health Services provides a comprehensive range of services and programs to help students stay healthy. All services are available without charge to Salem State College students, with the exception of certain special diagnostic tests that must be sent to an outside laboratory, and certain immunizations that are provided at cost.

Counseling & Health Services is committed to providing quality primary care to students, and provides the following services: treatment for minor illnesses or injuries; selected immunizations; strep tests; tuberculin tests; gynecological care; emergency contraception; STD testing; routine physicals; health education; and mental health counseling and consultation. Counseling & Health Services is located on the first floor of the Ellison Campus Center, and can be contacted at (978) 542-6413. Office hours are Monday, Wednesday and Friday from 8:00 a.m.- 4:30 p.m. and Tuesday and Thursday from 8:00 a.m.- 6:00 p.m. Further information is available online at www.salemstate.edu/counseling.

Personal concerns and challenges are a normal part of the college experience. Students frequently seek counseling for help with family or relationship difficulties, depression, anxiety, or dealing with stressful events. Counseling & Health Services offers confidential short-term individual and group counseling, workshops, and consul-

tations. The staff consists of licensed clinicians and advanced graduate interns. Appropriate community referrals are provided when necessary. To make an appointment, call (978) 542-6410.

The ADEPT Program (Alcohol and Drug Education, Prevention and Training) offers a wide range of services, including individual consultation for alcohol and drug issues, individual and group stress reduction sessions, comprehensive smoking cessation assistance, meditation instruction, and classroom presentations. For more information, call (978) 542-6148.

ELLISON CAMPUS CENTER

The George H. Ellison Campus Center serves the college community through a variety of cultural, social, educational and recreational activities and programs. If you want to find out what events are happening on campus, the Campus Center is the place to go.

The Campus Center office publishes the semester calendar of events and is also responsible for coordinating most of the major events on campus, including the annual Groups and Clubs Fair, Commuter Appreciation Week; Drinkout; Leadership Induction Ceremony; Sexual Assault Prevention Week; Leadership Institute; Homecoming Weekend; Gay, Lesbian Bisexual Awareness Week; A.I.D.S. Awareness Week; Disability Awareness Day; Last Lecture Series; Volunteer Fair; Holocaust Remembrance Day; and the Senior Awards Banquet. For additional information on Campus Center programs, please call (978) 542-6440, or go to: www.salemstate.edu/studentprograms.

FINANCIAL AID

The Financial Aid Office assists, in a fair and equitable manner, those students who might otherwise be unable to attend Salem State College. The family is considered the primary resource, with financial aid supplementing the family's ability to contribute. Families are expected to finance educational costs through a combination of savings,

current income, borrowing, and, if eligible, financial aid. For award consideration, financial aid applicants must, among other things, be enrolled or accepted for enrollment in a degree program, be attending Salem State as at least a half-time student, unless otherwise noted; be a U. S. citizen or eligible non-citizen; not be in default on a Federal loan or be in overpayment status on Federal Funds; be in compliance with Selective Service registration requirements; be in good academic standing; be making satisfactory progress toward a degree as defined by Salem State College; and be eligible for aid as determined by state, federal, and institutional regulations. Students in the teacher certification program are only eligible for Federal Direct Loans.

The deadline for applying for financial aid is April 1, but late applications will be accepted. Students entering in January should apply before November 1. Students must reapply each year beginning in January for financial aid. In order to determine eligibility, students should complete the Free Application for Federal Student Aid (FAFSA). This may be done online at www.fafsa.ed.gov. For additional information and a list of scholarships, grants, employment and loan programs in which Salem State College participates, applicants should see Salem State College's undergraduate catalog or visit the financial aid website, www.salemstate.edu/finaid. Contact them at (978) 542-6112 or via email, finaid@salemstate.edu. The Office of Financial Aid's office hours are Monday - Thursday from 8:30 a.m. to 5:00 p.m. On Fridays the office opens at 9:30 a.m. The office is located on the first floor of the Administration Building.

FINANCIAL AID COUNSELORS

Financial aid counselors are available by appointment or during on-call office hours. Students are assigned a counselor based on their last name. Please call or stop by the front desk to make an appointment or to find out the schedule of on-call office hours. The office is located on the first floor of the Administration Building.

BOOK VOUCHERS

All students are expected to work and save some of their earnings to meet immediate expenses such as books and supplies. Financial aid recipients who have a financial aid credit that exceeds all charges can receive a book voucher for up to \$400 each semester. Book vouchers are not a form of additional aid. Book vouchers can only be used one week before and one week after classes start. Students should go directly to the bookstore and present their student ID to see if they are eligible for book vouchers. If eligible, students may use book vouchers towards payment for course textbooks.

INTERFAITH CENTER

The Interfaith Center at Salem State College has been established to enhance and nurture a religious dimension at the college and in the neighboring communities in which Salem State College students live and work. It includes the Catholic Campus Ministry and the Protestant Campus Ministry. The Interfaith Center is located in room 204 on the second floor of the Ellison Campus Center. The Catholic Campus Ministry is sponsored by the Archdiocese of Boston so that pastoral ministry is available to the entire Salem State College community. Our activities include evening retreats, mass, volunteer work at the Crombie Street Shelter in Salem, Bible study group, Spring Break outreach trip, sacramental preparation and the Catholic student community.

The Protestant Campus Ministry is sponsored by a collection of American Baptist, Episcopal, United Methodist and United Church of Christ congregations in Salem and the surrounding area. Our mission is to provide pastoral care, worship and religious education, interfaith outreach, and social outreach opportunities for the Salem State College community. We are a warm and welcoming ministry that seeks to nurture the faith walks and spiritual development of students and other members of the college community.

LIAISON FOR GAY, LESBIAN, BISEXUAL AND TRANSGENDER CONCERNS

The liaison serves as a resource for gay, lesbian, bisexual and transgender members of the Salem State College community. The liaison works with the Gay/Straight Alliance (Salem State College's group for gay, lesbian, bisexual and transgender students and their straight supporters) in establishing a support/social network on campus. For more information, contact Kevin Dougwillow in the office of Human Resources and Equal Opportunity, call (978) 542-6022 or email: kevin.dougwillow@salemstate.edu.

PUBLIC SAFETY

The mission of the Salem State College Department of Public Safety is to preserve and protect of life and property, the prevention and detection of criminal activity, and the maintenance of public order and service to the Salem State College community. This primary objective is to provide a safe environment in which members of the community can pursue academic goals in an atmosphere of safety and security. All officers have attended training at the Massachusetts State Police Academy. Officers constantly patrol college facilities and grounds to protect and assist the college community as needed. The office works in conjunction with local, state, and federal public safety divisions in areas of mutual concern.

Escort Service

The Department of Public Safety provides a personal safety escort service which is available to all members of the Salem State College community. We are not able to offer escorts between campuses; however, we can provide them on any one campus. If you would like an escort on North, South, Central, or the O'Keefe campuses, please call (978) 542-6511 or stop by the station, located at Central Campus. Escorts will be provided generally on foot to/from the above locations or to the nearest shuttle stop. Occasionally, situations may arise where the campus police are unable to respond immediately to your request. The dispatcher will advise you at the time

of your call of any expected delays. If the campus police are unable to provide an escort for any reason, a telephone will be made available to you to arrange for alternative transportation, such as a taxi.

Emergency Assistance

To get emergency help 24 hours a day, call the Salem State College police at (978) 542-6111, or use the emergency phones. The phones are strategically located around campus to aid in prompt assistance when needed. Look for the phones at shuttle bus locations for added safety. To use the emergency phone, simply push the button and you will be instantly connected to the campus police.

Campus Parking

The following lots are open for student parking: Peabody Hall lot, O'Keefe Sports Center lot, Central Campus lot, South Campus lot, and the Broadway lot behind the Canal Street McDonalds. All students must have a valid parking decal in order to park on campus. The cost for a parking decal is included in the student fees paid by day students. For evening students, parking decals are \$5 per semester.

For additional information visit our website: www.salemstate.edu/publicsafety.

STUDENT LEADERSHIP OPPORTUNITIES

Salem State College offers a variety of opportunities for students to get involved in campus co-curricular activities. Whether you are a new or returning student, Salem State College has at least one student organization or activity that will contribute to your well-rounded education.

Honor Societies

Honor societies not only allow students to develop their leadership potential, but also reward excellence in one's particular field of study. Students should check with their departments to inquire about honor societies in their chosen field of study.

Program Council

Program Council (PC) is an organization run totally by and for students. We are responsible for many of the major activities on campus. PC is run by an elected executive board, and welcomes all students to participate in the planning of the programs we offer. Students help develop, organize, and implement programs which serve the social, cultural, educational, and recreational interests of the student body and the college community. Program Council members have the opportunity to gain valuable leadership skills and expand their interpersonal relations skills through the extensive contact they have with the entertainment and campus communities.



Student Government Association

The membership of the Student Government Association (SGA) includes all undergraduate day students. The SGA is the elected representative body of the Salem State College student body, and the sole voice of the students to administration, faculty and legislators. The students of Salem State College, through the representatives they elect, form a workable student government, promote student justice by insuring the rights and liberties of all students, and demonstrate professional ethics within a democratic system. The SGA also provides services to students, such as free legal services, and funds all student organizations with money collected from the student activity fee.

Groups And Clubs

Accounting Association
American Marketing Association
Asian Student Association
Association for Computer Machinery
Biological Society
Campus Crusade for Christ
Campus Educators on Sexual Assault
Catholic Student Community
Chemistry Society
Criminal Justice Academy
Earth Science Association
Economics Club
English Society
Finance Association
Florence Luscomb Women's Center
Future Educators of America
Hispanic-American Society
Historical Association
Honors Program Advisory Council
Human Resource Management
International Student Association
MASSPIRG

Mathematical Society
Multicultural Student Association
Music Society
Political Science Academy
Program Council
P.R. Student Society of America
Repertory Dance Theater
Residence Hall Association
Salem Geographical Society
Salem State College Republicans
Science Fiction and Fantasy
Sociological Society
Sports Fitness & Leisure Studies
Student Action Resource Team
Student Commuter Association
Student Government Association
Student Nurses Association
Student Theater Ensemble
The Gay/Straight Alliance
The Salem State Log
WMWM 91.7

Visit our website at www.salemstate.edu/studentprograms for information on any of the organizations listed above.

CAMPUS SERVICES

BOOKSTORE

The Salem State College Bookstore is located on Central Campus. In addition to textbooks and school supplies, the bookstore also has an assortment of general books, greeting cards, gifts and clothing items. For a schedule of bookstore hours of operation, or for information on our textbook return policy, please call (978) 542-3808. You may also purchase textbooks online at our website: www.efollett.com.

CENTER FOR INTERNATIONAL EDUCATION

The Center for International Education (CIE) coordinates international education activities, and serves as the focal point for Salem State College's international dimension by providing leadership in the internationalization of the College and by promoting global awareness and international education. Whether welcoming international students, housing the Study Abroad Program, coordinating the English-as-a-Second-Language Program, or organizing international festivals and workshops, the CIE offers a wide variety of programs that serve Salem State College and the community. Experienced in international issues, the CIE staff offers advice regarding immigration, academic problems and personal matters. For all incoming international students, the CIE coordinates and implements special orientations. Additionally, for students who wish to improve their language skills and prepare for academic study in the United States, the CIE offers an intensive non-credit English-as-a-Second-Language program. For undergraduate and graduate students who wish to gain international experience, the CIE offers resources and information about study abroad programs. The study abroad coordinator provides assistance with administrative procedures, advising, and program/course selection.

Located at 8 Harrison Road on South Campus, the CIE is the place to meet the world. To contact the CIE, please call (978) 542-6351 or visit our website: www.salemstate.edu/cie.

COLLEGE CLOSING POLICY

In case of inclement weather or other emergency situations, announcements of college closings, delayed openings, early closings or class cancellations will be made on the following radio/television stations: WESX (AM 1230), WRKO (AM 680), WBZ (AM 1030), WMWM (FM 91.7), WHDH-TV (Channel 7), WCVB-TV (Channel 5), WBZ-TV (Channel 4), WLVI-TV (Channel 56), and WFXT-TV (Fox 25). WBUR (FM 90.9) will broadcast announcements on its website only at www.wbur.org. In addition, there will be a recorded message at (978) 542-6000.

COMPUTER LABS

Computer technology is widespread throughout the campus. Salem State College has four general-purpose computer labs on campus: Central Campus 129, Meier Hall 201, Sullivan Building 111, and Harrington Building 118. All computers in the labs operate with Windows XP. The Ellison Campus Center also features eight internet kiosks with two open ports for laptop connection. Hours are posted outside each lab. A current, validate college ID is required for admittance. Holiday hours will be posted. When Salem State College is closed for inclement weather, the computer labs are also closed. For additional information, contact the computer lab coordinator at (978) 542-6871, or visit their website: www.salemstate.edu/labs.

Wireless connectivity for laptops is now available on campus. For instructions on how to connect, please go to <http://wireless.salemstate.edu>.

DINING SERVICES

Dining services at Salem State College are managed by Chartwells. Both residential students and new commuter students are required to carry meal plans. Dining service facilities are located at North Campus in the Dining Commons first-floor cafeteria and at the Food Court on the second floor. The Food Court features a variety of kiosks, including Burger King, Sandela's, Ritazza coffee, Garden Emporium and others. Central Campus Café is located in Building One at Central Campus. The Harrington Building snack bar is located at South Campus, and there is also a snack bar at the O'Keefe Center. Dining services accept meal plans, Gold Card and cash as payment.



The hours of operation for the **Dining Commons Cafeteria** are as follows:

Monday-Friday:	Breakfast	7:00 a.m. - 10:00 a.m.
	Lunch	11:00 a.m. - 2:00 p.m.
Monday-Thursday:	Dinner	4:30 p.m. - 7:30 p.m.
Friday:	Dinner	4:30 p.m. - 6:30 p.m.
Saturday-Sunday:	Breakfast	9:00 a.m. - 10:00 a.m.
	Brunch	10:00 a.m. - 1:00 p.m.
	Dinner	4:30 p.m. - 6:30 p.m.

The hours of operation for the **Commons Food Court** are:

Monday - Thursday:	7:00 a.m.- 6:30 p.m.
Friday:	7:00 a.m.- 4:00 p.m.

For information on the hours of operation for other dining service locations, please contact the Chartwells office at (978) 542-6444 or visit our website: www.mycampusdining.com/salemstate.

Commuter Meal Plan

New day school commuter students follow the Declining Balance Plan, which provides students with \$500 per year to use at any of the dining service locations. Students must have their ID card to make a purchase. Students must use all of their credits before the end of the school year. Students may add credits to their account at any time. Students must visit the Chartwells office on the second floor of the Commons Dining Hall to have their ID card encoded prior to using their meal plan.

ClipperCard

First introduced to the Salem State College campus in August 2005, the ClipperCard affords those who carry it access to a wide range of campus services. It is also the official ID card for every SSC student, staff, and faculty member. On campus, your ClipperCard serves as your:

- Identification card
- Meal plan card
- "Dining Dollars" card
- Library Card (SSC and NOBLE libraries)
- Access card for:
 1. Wellness Center and other O'Keefe Center activities
 2. Resident students in Central Campus housing
 3. Campus computer labs

ClipperCard fall 2006 hours: Monday - Thursday 9:30 a.m. to 6:30 p.m.; Friday 9:30 a.m. to 5:00 p.m.

The ClipperCard office is located behind the 2nd floor Dining Commons (North Campus). You can also call 978-542-CARD (2273), or email clippercard@salemstate.edu for further details.



LIBRARY SERVICES

Hours of Operation

The library is open seven days a week. Hours are:

Monday - Thursday: 8:00 a.m. – 12:00 midnight

Friday: 8:00 a.m. – 5:00 p.m.

Saturday: 9:00 a.m. – 5:00 p.m.

Sunday: 2:00 p.m. – 11:00 p.m.

Changes are posted in the library and online.

Hours line: 978-542-6808

Other useful library telephone numbers:

Circulation desk: (978) 542-6230

Reference desk: (978) 542-6766

Library administration: (978) 542-6232 (Dean's office and Forten Hall reservations)

Borrowing Privileges

Salem State College students, faculty, and staff with a current, valid ID may borrow library materials from Salem State College or through interlibrary loan. Please visit the circulation desk to register and get your barcode and PIN. Barcodes are required for remote access. PINs allow library users to keep track of their accounts and to perform some functions online. Library materials circulate for three weeks and may be renewed twice.

Collections and Resources

The Salem State College Library provides a core collection of over 230,000 volumes of print materials to support the academic programs offered by the college. In addition to its print collection, the library provides access to numerous electronic databases through membership in regional and national consortia. The library enables resource sharing with other libraries nationwide. The library has a collection of approximately 14,000 electronic and print journals with back files for most of them. The periodicals list is available on the Salem State College Library Web page, under Ebsco A-Z. The library also owns numerous audio-visual items (non-circulating).

Reference Services

The reference area is on the first floor of the Salem State College Library. Reference librarians are available for assistance with research needs seven days a week, including evenings and weekends. Reference help is available on a walk-in basis or by appointment.

Electronic Resources

The Salem State College Library Web page address is: www.salem-state.edu/library. The library Web page provides basic information about services, links to the online catalog, electronic databases, interlibrary loan, reference email, and internet resources. Most databases are available from any campus-networked computer as well as from remote locations.

Users With Disabilities

The library offers reasonable accommodations to users with disabilities. For the visually impaired the library offers an Optelec print enlarger, audio books, and Zoom, a program which enlarges computer type, on most work stations, as well as Jaws, a screen reading/voice output software on one work station. Those who need extensive assistance should call the reference desk and make an appointment with a reference librarian.

OFFICE FOR STUDENTS WITH DISABILITIES

Salem State College is committed to all students with disabilities. Students with disabilities are entitled to: (a) equal access to all programs and facilities of the college; (b) reasonable academic accommodations for their disabilities; (c) equal access to the full range of participation in all areas of college life.

Students with disabilities should identify themselves and provide appropriate written documentation to the Office for Students with Disabilities at (978) 542-6217 (TTY (978)542-7146) as soon as possible after acceptance to Salem State College in order to access

needed accommodations and timely coordination of available support services.

The Office for Students with Disabilities can provide students with access to a variety of resources and information on: elevator keys, special parking permits, building ramps, health services, athletics, food services, housing, transportation, priority registration, accessible classroom locations, academic aids and reasonable accommodations, learning strategy intervention, assistive technology, and compliance with the ADA and Section 504 of the Rehabilitation Act of 1973. A handbook for students with disabilities is available from the Office for Students with Disabilities. The office is located in Meier Hall 102, and can be reached at (978) 542-6217, (TTY (978)542-7146). You may also visit our website: www.salemstate.edu/osd for additional information.

O'KEEFE SPORTS CENTER

The O'Keefe Center is a multi-purpose facility designed to complement the college's academic programs, especially in Recreation and leisure studies, and outdoor education. The O'Keefe Center is also home to the Salem State College Viking athletic teams, recreation and intramural programs. It serves the Salem State College campus, alumni, and neighboring communities. Whether you are training with a purpose or simply seeking occasional recreation, the O'Keefe Center offers a variety of programs and facilities to meet your needs, including a swimming pool, basketball courts, ice arena, dance studio, weight training room, sports medicine facility, and the Wellness Center, a state-of-the art health club. These facilities are available to all students with a student ID card and valid sticker. Each venue will have scheduled hours posted and specific policies for use. Holiday, college-break, and summer hours will vary. Every effort will be made to maintain a regular schedule of open hours in the facility and activity areas. For information on hours of operation for the facilities, please call the general information hotline at (978) 542-6556. To contact the Wellness Center, call (978) 542-6551. For additional information, please visit the O'Keefe Sports Center website: www.salemstate.edu/studentlife/okeefe.



SALEM STATE COLLEGE PRESCHOOL

The children of full-time students at Salem State College receive first priority to attend the preschool and, with space permitting the children of faculty, staff, and the community may also enroll. Morning, afternoon, and full day hours are available. Student parents enroll based on their class schedules and program arrival and departure times. The preschool is licensed for ages 2.9 years to 5 years old. The preschool is open Monday - Friday: 8:00 a.m. - 4:00 p.m., excluding holidays and school closings.

Program

The preschool is located in a self-contained cottage on the hill behind the Upper South Campus, next to the Alumni House. The office is located on the first floor of the Alumni House. To reach the preschool follow Route 114/Rt. 1A south from the Main Campus to 262 Loring Avenue.

How to enroll

Registration is held 3 times a year: in March for September enrollment, and in December for January enrollment. Registration is also held in March for July enrollment in the 6 week Summer Nature Program. A \$50.00 registration fee is required at registration. Checks should be made payable to the SSC Preschool Program. The cost to attend is \$4.50 per hour per child for the full-

time Salem State College student rate. The fee is \$5.00 per hour per child for the standard rate for faculty, staff and community members. Fees are based on a weekly rate and paid once a month. No refunds are offered due to illness, holiday closings, inclement weather, staff training days, labor strikes or other legitimate conditions. Sliding fee slots and voucher slots are available to income-eligible parents through the Child Care Circuit and the Community Partnerships. Three full-time sliding slots are also available from a federal education grant. Pell Grant recipients may be eligible to receive free- or low-cost childcare fees. For information, please contact Bev Gerson, coordinator, at (978) 542-6408, or visit the preschool website: www.salemstate.edu/preschool.

Parent Resource Materials

A collection of books and videos are available at the CALL Center and in the Preschool Parent Resource Room. This collection was funded from the CAMPIS federal grant. A computer and a TV/VCR were also purchased for the CALL Center. A list of materials on a variety of important topics from language development to positive discipline is available at the CALL Center.

PUBLIC TRANSPORTATION

The Massachusetts Bay Transportation Authority (MBTA) runs daily train service from Boston to Salem and north to Rockport and Ipswich. In addition, the MBTA provides bus service to the Salem State College Campus from Lynn, Beverly, Boston, and downtown Salem. The MBTA buses stop on Lafayette Street across from the Sullivan Building and on Loring Avenue across from Eastern Bank. Schedules are available in the Ellison Campus Center at the lobby information desk and in the Student Government Office.

CAMPUS SHUTTLE BUS SERVICE

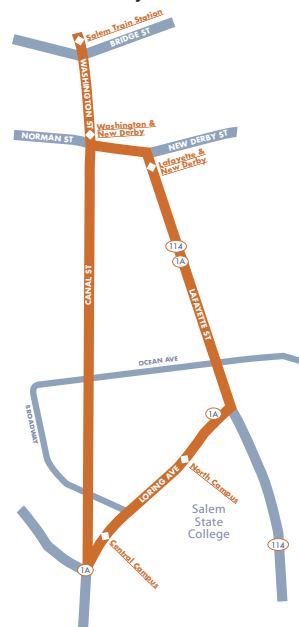
The **Campus Shuttle** Bus' traditional routes will continue to connect Salem State's four main campus sites (North, South, Central and the O'Keefe Center). Two buses circulate through these campuses following the route below from 6:30 a.m. - 12:30 a.m. from Monday through Wednesday; from 6:30 a.m. - 1:30 a.m. on Thursday; and from 6:30 a.m. - 7:00 p.m. on Friday. On Thursdays, the **Campus Shuttle** also stops at the Salem Depot Commuter Rail Station at 11:35 p.m. and 1:05 a.m.



The **Campus Shuttle Route** begins at Meier Hall on Lafayette Street, continues to the bus stop near Peabody Hall on College Drive, then travels to the O'Keefe Center stop on Canal Street before proceeding to South Campus. Here it stops at the Bates Complex and then the Harrington Building before traveling back on Loring Avenue where it stops at Central Campus. After leaving Central Campus, it travels to the Horace Mann School MBTA bus stop on Loring Avenue, then returns to Meier Hall. This loop takes approximately 20 minutes to complete.

DOWNTOWN SHUTTLE BUS SERVICE

The convenient new **Downtown Shuttle** provides the best way for students to travel from the campus to Salem Depot and to visit the Washington Street and Derby Street areas. Hop on the **Downtown Shuttle** to visit local businesses, tourist attractions, or to ride to the Commuter Rail trains. This special bus will travel from Central Campus to the Salem Depot continually from 7:00 a.m. – 6:00 p.m. on weekdays.



The **Downtown Shuttle Route** takes passengers from Central Campus to the Horace Mann School MBTA bus stop on Loring Avenue, then continues to the corner of New Derby and Lafayette streets (across from the Salem Fire Station). From there it proceeds to the corner of Washington and New Derby streets near Dunkin' Donuts and on to the Salem train station. From the train station it returns to the Washington Street corner before traveling back to Central Campus via Canal Street. This loop will take approximately 45 minutes to complete.

Shuttle stops:

- **Meier Hall (Lafayette Street)**
- **Peabody Hall (College Drive)**
- **Bates Complex (South Campus, Commons Building)**
- **Harrington Building (South Campus)**
- **O’Keefe Center (Canal Street)**
- **Salem State College Bookstore (Central Campus, Loring Avenue)**
- **Horace Mann School (North Campus, Loring Avenue)**

Depending on traffic and weather conditions, the average time for a complete run takes 20-30 minutes. The department regrets that additional stops are not permitted. For the safety and comfort of all persons, there is no eating, smoking or beverage consumption allowed on the shuttle. All shuttle drivers possess commercial drivers’ licenses as required by the Department of Transportation.

- * No Shuttle Bus Service on Saturday and Sunday.
- * State holidays and school closing, single bus only unless otherwise notified.
- * Every effort will be made to ensure uninterrupted service, however, unforeseen mechanical problems, traffic and weather may affect the availability and times of the shuttle bus run.

For complete information please visit the following Web sties:

www.salemstate.edu/publicsafety/parking/NEWrideguide.pdf

www.salemstate.edu/publicsafety/services/shuttle.htm

