



**2011-2012**  
**family**  
**handbook**

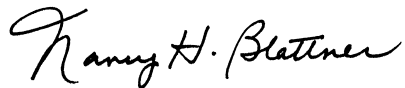


# Letter from the President

Dear Parents,

I am delighted to welcome you and your family to the Caldwell College community. As a parent of a freshman, you may have questions about various aspects of your son or daughter's college experience. In an effort to help ease the transition of sending your student off to college, we have created a handbook that attempts to address the questions that parents most frequently ask. We hope that you find this handbook to be a quick and easy-to-use reference. Should any other questions arise or if you need further clarification regarding policies or services offered at Caldwell College, I encourage you to contact any of the departments that are listed in this resource. Together, we will strive to make your student's freshman year a productive, meaningful, and successful one.

Best wishes,

A handwritten signature in black ink that reads "Nancy H. Blattner". The signature is written in a cursive style with a large initial 'N'.

Nancy H. Blattner, Ph.D., OPA

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# ACADEMIC AFFAIRS

## Center for Student Success

### **Why is my son/daughter assigned to an academic advisor?**

**All students entering Caldwell College** are assigned to an academic advisor to help them make a smooth transition into the college environment. Our unique freshman program pairs students with academic advisors who represent the students' current academic interest. Academic advisors work closely with students and offer guidance through the course selection and career exploration processes.

### **What happens if a student changes his/her mind about a major?**

It is common that students change their minds about what major they will pursue. Caldwell College offers students a solid liberal arts Core Curriculum to expose them to a wide variety of academic disciplines. This experience will help them to become more aware of what each major has to offer and direct them toward choosing the right major for him/her.

### **How can I find out about my student's academic progress?**

In order to obtain information regarding your son or daughter's academic progress, we encourage you to speak directly with them. The Family Educational Right and Privacy Act (FERPA) afford students certain rights with respect to their educational records.

### **What should a student do if a course is too difficult and if he/she is in danger of failing?**

First and foremost, your son or daughter needs to speak with his/her professor. The professor will be able to provide insights and strategies into course material and exams. Next, a visit to the Academic Support Center to arrange for a tutor would help the student to untangle challenging course material. As a last resort, the student may withdraw from the course but must be aware of withdrawal deadlines and college policies regarding withdrawal from courses as stated on the academic calendar.

### **What is a GPA and how is it calculated?**

The scholastic standing of a student is determined by the quality of work in class and semester examinations. It is expressed in terms of the scholastic index, also known as the Grade Point Average (GPA). The scholastic index is computed by dividing the total number of quality points earned by the total number of semester hours. For instance, a student who has earned 30 quality points and 15 semester hours has a scholastic index of 2.0. Quality points are the numerical values assigned to the various grades. For further information concerning the specific calculation of a GPA, please consult the Caldwell College *Undergraduate Catalog*.

## **What is the Freshman Seminar?**

The Freshman Seminar is a one-credit course required for all freshmen. It is designed to assist students with their transition to college and to enable them to grow intellectually and personally. Through weekly goal-oriented sessions conducted by an academic advisor, as well as specialized programs, students learn academic and personal life skills.

## **What are Core courses?**

Caldwell College's Core Curriculum is designed to meet the goals of a liberal arts education. Courses within the Foundational Core give students a perspective and an informed acquaintance with the major branches of learning: the Humanities; Fine Arts; Communications; the Natural, Physical and Mathematical Sciences and Social Sciences. Courses within the Enriched Core reinforces the central elements of the Catholic Dominican identity of the college.

## **How and when do students register for classes?**

Students register for courses during scheduled registration periods, either in person at the Office of the Registrar, or on MyCaldwell Portal. A schedule of course offerings and specific registration procedures are available in print and on-line prior to the registration period. Before registering for classes, students must consult with their academic advisor to select their courses.

## **How many hours should a freshman study each day?**

Success in college requires more work than high school. Students should be prepared to spend at least two hours on homework for every one-hour of class time. This means that a typical schedule of 15 credits will require 30 hours outside of class for homework, totaling 45 hours a week needed for academic preparation.

## **What is the maximum number of credits students are allowed to take?**

Classes at Caldwell are generally 3-credit each and require more academic preparation time than high school classes. Students can enroll in a minimum of 12-credits and a maximum of 18 in any given semester to be eligible for full time status. Eligible students who meet the criteria as noted in the College Undergraduate Catalog may request to enroll in additional credits.

## **What study abroad opportunities are available?**

Qualified students are encouraged to apply to study abroad for a semester, summer, or on a week-long short-term study abroad program. The College maintains exchange programs with Duksung Women's University in South Korea where students may complete a semester of study in Seoul during their sophomore or junior year, and with the Washington Semester Program of American University in Washington D.C. Eligible students have also studied abroad at other programs around the world. Students looking to have a shorter study abroad experience may participate in Caldwell's short-term study abroad program where Caldwell faculty have led students on an experiential journey in Costa Rica, Hawaii, London, Ireland and France. Additional information is available from the Center for Student Success.

# Academic Support Center

## **If my child is struggling with writing a paper or in need of tutoring, what services are available?**

Students are encouraged to come to the Writing Center to get help planning, organizing and revising their papers. Peer and professional tutors are available Monday through Friday from 9:00 a.m. to 4:30 p.m., Monday from 5:00 p.m. to 8:00 p.m. and Tuesday from 5:00 p.m. to 8:00 p.m.

Subject tutoring is available on both a scheduled and a drop-in basis. Students should check the information board in the Academic Support Center office for current listings.

All Academic Support Center services are free to Caldwell College students.

## **Are academic workshops offered?**

Skill development workshops such as: Note-taking; Writing across Disciplines; Writing a Research Paper; Writing Essays; Taking Tests; Managing Time and Stress as well as other topics are scheduled throughout the semester.

## **What accommodations are available to a student who has documented disabilities?**

Students with learning disabilities must have documentation on file in the Office of Disability Services in order to receive accommodations consistent with their specific needs. Students must make an appointment to meet with the Director of Disability Services Coordinator early in the semester to review documentation and appropriate accommodations.

## **If my son/daughter has a documented disability but has never self-disclosed, what support is available?**

Students with documented disabilities must self-disclose in order to request accommodations. Those who choose not to do so, may still take advantage of all Academic Support Center services.

# Scholars Program

## **How can my daughter or son participate in Caldwell's Scholars Program?**

After one semester of full-time work at the College, any student with a 3.3 Grade Point Average (GPA) may apply to the Scholars Program. Qualified incoming freshmen are also eligible to participate. The application, and more information on the program, can be found on the Scholars homepage on the Caldwell College Web site ([www.caldwell.edu](http://www.caldwell.edu), search for "scholars"). Once accepted into the program, students may participate fully.

## **What does participation in the Scholars Program entail?**

The Scholars Program is a nationally recognized honors program whereby a student takes two seminars, which may count as core courses, and does a Scholars Project as an independent study with a faculty advisor. Students must maintain a 3.3 GPA, maintain full-time status and achieve a grade of B in all seminars to remain in the program. Participating students must consult briefly with the Director of the program each semester to register for upcoming courses and must participate in extracurricular activities sponsored by the program. There is a message board on the homepage where students may check on current and upcoming events.

## **What are the advantages of being a Caldwell Scholar?**

The Scholars Program is excellent preparation for graduate school and a worthy recommendation on graduate program applications. Graduating from the program is recorded on a student's official transcript and this reflects favorably on any student entering a competitive field. Upon completion of all program requirements, scholars are awarded \$750 in recognition of their achievement.

# Jennings Library

## **What Library services are available to help my son or daughter with their academic studies?**

Jennings Library and its staff help students to locate, evaluate and use the information available to them at the Library by means of Library Instruction classes and one-on-one assistance. Developing these Information Literacy skills is essential to success in College life. A Reference Librarian is always available to help with research during normal Library operating hours.

## **Why choose Jennings Library over our local library?**

Jennings Library is the best place for academic research because the books, audiovisual materials, journals and periodicals in the Library's collection specifically support the College's curriculum. A Library orientation is offered early in the semester and is designed to help your son or daughter feel comfortable using our library and asking for help.

## **Can my son or daughter access the Library's resources from off campus?**

Yes. The Jennings Library homepage is the gateway to all library resources and services <http://www.caldwell.edu/library/>. Some of these resources require a Caldwell computer network account (NETID) to gain access from off-campus. The NETID is issued to freshmen during orientation. During normal library operating hours, a Reference Librarian is available by phone to help remote users access the Library's resources.

# Registrar

## **Who needs to be notified if we change our home address?**

Any changes in name, address or other pertinent information need to be conveyed to the Office of the Registrar, via the "Change of Personal Information" form.

## **How can I obtain information about my student's academic progress?**

Under the provisions of The Family Education Rights and Privacy Act (FERPA), information may only be released to a third party with written authorization by the student. The Caldwell College FERPA policy can be found at [www.caldwell.edu/academics/records.aspx](http://www.caldwell.edu/academics/records.aspx).

## **How does a student obtain a grade report?**

A grade report can be printed from the MyCaldwell Portal (<https://mycaldwell.caldwell.edu/ics>). An official copy may be requested by the student from the Office of the Registrar.

# STUDENT LIFE

## Athletics

### **What recreational sports opportunities are available to students?**

The Caldwell College Recreational Sports program provides an opportunity for leisure time participation in organized sports and recreational activities for Caldwell College students, faculty, and staff. The program's goal is to encourage the development of a permanent interest in sports, recreational activities, and general fitness that will foster a healthy lifestyle long after one leaves Caldwell College. In addition, the program strives to develop a healthy body along with an alert mind and to provide a healthy outlet for emotional and mental stress.

The Recreational Sports program offers a wide variety of intramural sports such as basketball, billiards, cricket, dodgeball, flag football, soccer, tennis, ultimate Frisbee, volleyball, and much more. These sports are offered in either league or one-day tournament formats. Fitness challenges such as the Bench Press Challenge and the Pump and Run take place in the fitness center. The fitness class schedule continues to expand with offerings such as kickboxing, Zumba, Pilates, and yoga. Classes are conducted in the Newman Center dance studio. In addition, open play times for various sports are offered in the Student and Newman Center Gyms. Schedules and further information can be found on the Caldwell College Athletics Web site or by inquiring in the Athletics Office in the Newman Center. If there is a sport or program not currently offered for which there is student interest, students may make a request to the Recreational Sports Coordinator and programming will be added or adjusted accordingly.

### **What on-campus facilities are available?**

Caldwell College has excellent athletic facilities for our students. The Newman Center offers a running track which is suspended above the gymnasium and a fully equipped fitness center with both cardio-respiratory and strength training equipment. The gymnasium is used for intercollegiate competition as well as Recreational Sports. In addition to the Newman Center, the Student Center gymnasium provides opportunities for open gym basketball and soccer. Also available are two softball fields, a soccer field and tennis courts.

### **How can someone join an intercollegiate sports team?**

Students who are interested in joining one of Caldwell College's 11 intercollegiate sports programs must be registered with the NCAA Clearinghouse, meet NCAA Division II academic standards and have a physical examination prior to trying out. For more information, contact the coach or the athletic department at ext. 3260.

# Counseling

## **How can I help my son or daughter cope with adjusting to college?**

It is not unusual for students to experience some level of separation anxiety or homesickness when attending college. Encouraging your son or daughter to get involved in campus clubs and activities, as well as other college-sponsored programs, can be extremely helpful. In order to promote new friendships, you can suggest that your student invite new classmates home for the weekend. For resident students, sending surprise care packages, or texting or phoning your son or daughter at a mutually-agreed upon time can provide reassurance that you are still connected in your son/daughter's life. Also take advantage of times when you can join with your student in attending college-sponsored events that are open to family members. The Counseling Center is additionally available to assist students in improving their social skills and in forming satisfying relationships at college.

## **How do I help my son or daughter deal with the stress of the college experience and/or other emotional issues?**

Professional counselors are available to assist students as they attempt to navigate the challenges of college life, as well as other personal concerns. The Counseling Center offers short-term personal counseling, group counseling, and educational workshops and programs. The Center also houses a Self-Help Library containing a wide selection of books, cd's, dvd's, and pamphlets on a variety of mental health topics. The Counseling Center's Web site at <http://www.caldwell.edu/counseling/> offers a listing of other helpful on-line resources. All services are free and confidential.

# Career Planning and Development

## **What services are available if a student is undeclared?**

The Career Planning and Development Office can assist by providing career counseling, interest assessment, and information on academic and career opportunities.

## **How can my son or daughter begin to explore occupations and/or careers?**

Parents can encourage their son or daughter to discuss ideas and options with advisors, professors, and counselors. Students may also visit the Career Planning and Development Office and website ([www.caldwell.edu/career](http://www.caldwell.edu/career)) to learn about careers of interest.

Another helpful resource is Focus 2, a career guidance software system, offering self assessment and career information. This program is available to all currently enrolled students and can be accessed through Caldwell College's Web site.

Students may also consider a volunteer and/or a part-time job opportunity in a field of interest. It is highly recommended that a student plan an internship as a junior or senior.

## **Which career-related books can be recommended to a family of a freshman?**

### The College Majors Handbook

N. Fogg, P. Harrington, T. Harrington

### Do What You Are

P. Tieger, B. Barron

### Occupational Outlook Handbook

U.S. Department of Labor

### Major in Success

P. Combs

### **What is the academic internship program?**

The academic internship program allows students to apply classroom learning to the world of work. Internships are required for certain majors at the College and are highly recommended for many majors. Students typically work up to 10 hours a week during the fall or spring semesters, and may work part-time or full-time during the summer. Internships may be paid or unpaid. Students must meet with the Career Planning and Development Office and register for academic credit before they begin working at an internship. During their college career, students can participate in several internship experiences for credit. These are excellent opportunities for resumé building and potential employment.

### **How can my son or daughter learn about and get involved in internship experiences?**

In most cases, students qualify to participate in an internship experience when they have earned 60 credits and have a cumulative Grade Point Average of 2.5. Students are encouraged to visit the Career Planning and Development Office to learn more.

### **How can my son or daughter begin to investigate the job market?**

Students can begin to explore occupations and careers by visiting the Career Planning and Development Office, utilizing our print and online resources, and attending various campus events, including career-related programs and the annual Career and Internship Fair. Career Week programs offer students the opportunity to attend panels, network with alumni, learn about internships, and explore careers related to their majors. At the Career and Internship Fair, held every spring semester, students meet with potential employers and internship sponsors from corporations, non-profit organizations, and government agencies. We recommend that students attend the workshops, practice interview sessions, and resumé reviews that precede the Career and Internship Fair.

### **Are part-time job opportunities available for students?**

Yes. Various companies and agencies list opportunities with the Career Planning and Development Office. These listings are available at no cost to all Caldwell College students and can be accessed on C-Jobs, on the Career Planning and Development's Web site.

# Residence Life

## **What resources are available for a student who is having difficulty adjusting to residence hall life?**

Caldwell's residence halls are staffed with Resident Assistants (RAs) and Residence Director Assistants (RDAs). Each member of the staff is a current Caldwell student who is highly trained and fully qualified to assist students in making the transition from home to residence life. RDAs and RAs are trained in emergency procedures and also assist in enforcing College Residence Hall Policies. The Staff is always available to provide advice to students or to simply act as a friendly resource. Students are encouraged to participate in residence hall programs and activities that further assist in their adjustment.

## **If my son or daughter is not getting along with a roommate, what can be done?**

Although we take special care in the roommate selection process, conflicts may occur. RAs can be very helpful in assisting roommates to work through any issues that may arise. If necessary, the RDAs and the Director of Residence Life may intervene with mediation strategies. In some cases, students may be reassigned to a different room.

## **What security is in place in the residence halls?**

In order to enter a residence hall, students must use their college ID. Trained security guards are posted on the first floor of each residence hall from 9:00 p.m. to 8:00 a.m. In addition, during the evening hours, security staff patrol the campus regularly both on foot and by vehicle. The Caldwell Police Department is located near the College and frequently patrols our campus.

# **Student Activities**

## **How do students find out about activities offered on campus?**

The Student Life Department updates a monthly calendar that is posted on the College's Web site. TV postings, e-mails and flyers also make students aware of planned events.

## **What specific opportunities exist for students?**

All students are welcome to join any club on campus as well as attend any student event. Each of these organizations plan cultural, educational, social and community programs to service the student population.

## **What additional forms of recreation are available to students?**

On campus, there are various lounges that offer TV, pool, and a relaxing place to hang out in between classes. The fitness center and tennis courts are also available for all students. Students can also participate in the Intramural Sports Program run by the Office of Athletics. The Office of Student Activities sponsors off and on campus trips, and special events. Within walking distance, the town of Caldwell offers a movie theater, shops, restaurants and parks. New York City is easily accessible by bus.

## **How does my son or daughter get involved in clubs?**

A student can find out about clubs by visiting the Office of Student Activities or by referring to the C-Book (students' handbook). At the beginning of the semester, there is also a Club Fair. Students can form a new club on campus by meeting with the Director of Student Activities and filling out the proper paperwork.

# **Campus Ministry**

## **What involvement might my son or daughter have with Campus Ministry?**

In order to deepen one's faith in God, Campus Ministry provides students with many opportunities. Participation in community service programs is encouraged by the Coordinator of Outreach Services, Meghan Moran and the College Chaplain, Fr. Al Berner. There are off-campus retreats, an on-campus Busy Person's Retreat and outreach ministries. Students can also assist at campus-wide daily and special liturgies.

## **What volunteer experiences are available to a student?**

Students become expressions of God's saving love when they serve the homeless in Newark in a soup kitchen, the homeless in NYC on a midnight Run, grade-schoolers in an aftercare tutoring program in East Orange, the poverty stricken in Appalachia during the winter and spring breaks, and the ill locally. Details are available on a bulletin board in the Student Center outlining WHO, WHAT, WHERE, and WHEN these ministries are enjoyed.

## **What events does the Office of Campus Ministry sponsor?**

There is a Caldwell Day honoring Saint Martin de Porres, and a Giving Tree Holiday Campus-wide program. There are also weekly group meetings, to discuss ways to serve God more fully. One-on-one individual weekly meetings with members of the clergy are also encouraged and available to the student body. The Rite of Christian Initiation of Adults process begins in October for people who want to complete their Christian initiation. Eucharist and Lector minister training are also available to students who contact the Office of Campus Ministry at 973-618-3302.

## **Is there a place on campus for quiet reflection and prayer?**

The Chapel at Mother Joseph Residence Hall (MJRH) is open 24 hours a day for quiet reflection and personal prayer. The campus community gathers for daily Mass, Monday through Friday at 12:00 p.m., in the Motherhouse. Sunday Liturgy is also celebrated at 8:30 p.m. in the MJRH Chapel.

# Health Services

## What health services are available for my son or daughter?

Caldwell College Health Services is a primary care facility, located on the third floor of Mother Joseph Residence Hall. It is committed to providing quality primary care, treatment, and referral services to all students enrolled at Caldwell College. Students are seen on an as needed basis for all of their medical and health education needs. Samples of the services we offer are:

- Primary assessment and treatment of health problems and injuries
- Health education and counseling
- Referrals to campus and community resources
- Resources of videos and printed material on a wide variety of health topics
- Blood pressure screenings and monitoring
- Basic diagnostic tests
- Allergy injections
- Referral for drug and alcohol counseling
- Mantoux Tuberculin Skin Testing (TST)
- Counseling on weight reduction and smoking cessation
- Wellness and health assessment
- Medical supplies i.e., ice packs, crutches, humidifiers, etc.

## What is the medical coverage my child receives under the College's health insurance policy?

New Jersey law requires that all full-time students be covered by health insurance. For those students entering who are not covered by a private insurance plan, the college has arranged for a group student health plan with Bollinger Insurance. The details of this insurance plan are outlined in the brochure that is available to students who apply for this coverage. Although this plan is mandatory for students with no private health insurance coverage, it is available to any interested student. Students covered by private insurance should keep a copy of their insurance card with them at all times.

## Can medication be obtained from the Office of Health Services?

Health services will dispense over the counter medication for many common illnesses. The College physician will order prescription medications as indicated. **We encourage students to bring an ample supply of prescription and over the counter medications that are deemed helpful in maintaining their personal wellness.**

## What about after-hour emergencies?

After-hour emergencies should be evaluated and handled by the local hospital emergency room. Fees incurred as well as transportation to these facilities are the responsibility of the student. Local ambulance service should be used only in extreme emergencies.

# Substance Awareness

## **If I am concerned that a student might be abusing drugs or alcohol, what resources are available on campus?**

Students are eligible for substance awareness counseling and educational services if they are experiencing problems with alcohol or other drug use. If a student is concerned about a friend's or family member's use, services are also available through the Counseling Center. Programs include individual counseling, educational presentations, and workshops which will assist students in making safe and informed choices concerning alcohol and other drug use. Confidential counseling is available in the Counseling Services Office on the second floor of the Newman Center. Services include a Substance Awareness Resource Library for students, staff and faculty, as well as referrals to other resources.

## **What are the penalties for a student who violates the College's Alcohol and Drug Policy?**

First time violations require the student to meet with the Substance Awareness counselor for a mandatory one-hour educational session and a one-hour counseling session. At that time, an assessment of the student's drinking habits will be made to determine if further counseling is necessary. Students are required to pay a \$140 fine.

The consequences of a second violation will result in three hours of mandatory educational and personal counseling sessions with the Substance Awareness Counselor and a \$240 fine.

If a third violation occurs, the student will meet with the Vice President for Student Life to determine the appropriate course of action which may lead to a medical leave of absence, probation, or expulsion from the College.

### **Student Recourse Option:**

- Students who claim they were not drinking, will be given the opportunity to voluntarily submit to a breathalyzer screening. If the screening shows a .00 (point zero) Blood Alcohol Content (BAC), the student will be given an oral warning.
- If a student is found in a room with alcohol a second time, and screens at .00 (point zero) he/she will be given a second oral warning, incur a fine of \$25.00 and one (1) hour of educational and personal counseling.
- If a student is found in a room where alcohol is present for the third time, an alcohol policy violation will be issued.

Sessions must be completed and fines must be paid by the due date; otherwise a "hold" will be placed on the student's account which will affect registration and class attendance for the following semester. No transcripts are issued until all fines have been paid. Resident status may be jeopardized if students do not comply with the above-stated mandates.

Because of the serious nature associated with any breach of the College's Drug and Alcohol Policy, each infraction is handled with concern for the student and the College community. The College reserves the right to notify parents of students less than 21 years of age if they have violated the Caldwell College Alcohol and Drug Policy. Caldwell College bans all alcohol in its residence halls, regardless of a student's age.

### **What is BACCHUS?**

BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) is a campus club that works closely with Counseling Services. Our chapter is an alcohol awareness and abuse prevention program, promoting responsible decisions about the use of alcoholic beverages among college students. BACCHUS advocates informed decision-making and respect for the choice of abstinence.

Its philosophy is that young people can play an effective role in encouraging their peers to reflect on, talk honestly about, and develop responsible habits and attitudes in behavior toward alcoholic beverage use and non-use.

# Office of Disability Services

## **My son/daughter had an IEP in high school and received special services. Is this still available in college?**

The Americans with Disabilities Act (ADA) mandates that post-secondary institutions must make reasonable accommodations for those individuals with a qualified disability. A reasonable accommodation is one that does not require a substantial change in curriculum or alteration of an essential element of the program or position. Regardless of the disability and accommodations provided, students with a disability must be able to perform the essentials of the academic program, including all course requirements. The college is obligated to ensure an equal opportunity for success, not success itself.

### **Some basic accommodations that may be provided are:**

- Extended time for testing
- Distraction-reduced environment for testing
- Use of a tape recorder
- Use of a calculator

### **Will these accommodations automatically be set-up for my student?**

Students with disabilities must self-identify to the Office of Disability Services. An appointment for an intake will be made and the student will be asked to provide appropriate documentation. An academic accommodation plan cannot and will not be created without proper documentation. Students may self-identify and present documentation at any time during the academic year, however accommodations are not retro-active and may take 1-2 weeks to process

Reasonable and appropriate accommodations are those that minimize or eliminate the impact of a disability, allowing the individual equal access to the College's courses, programs, and activities.

### **If student chooses not to self-identify, what support is available?**

We encourage all students with a documented disability to self-identify and set an appointment for an intake with the Director. Sometimes students are not aware of how accommodations work in a college setting and need more information before making a decision. If a student chooses not to self-identify, he/she may still take advantage of all other Academic Support Center services.

# **SUPPORT SERVICES**

## **Caldwell College Book Store**

### **What items, other than textbooks, can be found in the Caldwell College Book Store?**

The Caldwell College Book Store stocks a wide variety of Caldwell College insignia items as well as cards, balloons, health and beauty aids, gift items, snacks, and room accessories as well as stamps. You can now check out merchandise, store hours and information on the Web, [www.caldwell.bncollege.com](http://www.caldwell.bncollege.com).

### **What special services are available to students and their families?**

Rent-a-text is a new option where students may rent their textbooks. For more information, contact the store at 973-618-3262.

Textbook reservations, shipping and ordering online are services available to students and their families. The Caldwell College Book Store, working with the office of student accounts opens charge accounts for all students — these are open the first weeks of each semester to enable students to purchase their books and pay for them at a later date. We buy back books at all times, but provide a major buy at the end of each semester students can get cash or gift cards for their books. Order online at [www.caldwell.bncollege.com](http://www.caldwell.bncollege.com). Gift cards are a way to give your student spending money throughout the semester.

# Dining Service

## **How can my Son or Daughter find out about daily dining choices?**

Daily dining choices can be found on Caldwell College's Dining Web Site: [www.gourmetdiningllc.com/campus/caldwell](http://www.gourmetdiningllc.com/campus/caldwell).

On our web site you can find Cycle Menus with complete nutritional information on all food served from our dining facilities. While on our site, visit other highlighted areas such as our nutritionist corner, sustainability initiatives, specials and theme nights, and don't forget to visit our parent's central to keep updated with dining hall photos, events or to send your loved one a care package.

## **If my child has special dietary needs, how can they be met?**

Gourmet Dining Services employs a team of registered dietitians. We ask that you contact us or our dietitians directly to address your needs and concerns.

## **What special services are available to students?**

Gourmet Dining Services offers a wide variety of services ranging from dietitian consulting sessions to meal pick-up procedures for sick or injured students.

## **Are there meal plans for Commuter Students?**

There are 3 non-resident meal plans that we offer. They are both based on value and offer all-inclusive meals in our dining hall for \$5.00 a meal. They can be purchased through a Gourmet Dining Service manager or by accessing our Web site.

**Plan 1:** 25 meals/semester for \$125

**Plan 2:** 50 meals/semester for \$245

**Plan 3:** 80 meals/semester for \$390

## **CONTINUOUS DINING PROGRAM FOR ALL RESIDENT STUDENTS**

Gourmet Dining is proposing an unlimited, continuous dining program for the Student Dining Hall, where a meal plan participant may enter the dining hall an unlimited amount of times and help themselves to all they care to eat over 16 dining station points of service with unlimited returns Monday – Sunday 8AM – 7:30PM.

## **Flex Dollars**

Flex Dollars may be added to the student account and can be used to purchase items from the We Proudly Brew Starbucks kiosk in Werner Hall and our new Trattoria located in the Student Center. Flex dollars are discounted at 10% when purchases in increments of \$25.00

For any additional questions or concerns please visit us on the web or contact a Gourmet Dining Service Manager.

# Financial Aid

## **How is the eligibility for financial assistance determined?**

When we receive your Institutional Student Aid Report, a financial aid counselor reviews the information to determine your eligibility for federal, state and institutional aid. Financial eligibility is determined by taking your total expected family contribution (as computed by FAFSA) and deducted from your Cost of Attendance budget. The difference is your "calculated need" for financial aid.

## **What is the income cutoff for financial aid eligibility?**

There is no income cutoff for federal financial aid eligibility. Taxable and untaxable income, family size, number in college, taxes paid, and net value of assets are used to determine the amount families are expected to contribute to the student's educational costs.

## **Do I have to apply for financial assistance every year?**

Yes. You should reapply by April 15 each year, even if you receive only Caldwell scholarships.

## **What do I do if my family financial circumstances change after I receive my financial aid award?**

We understand the needs of families when a parent's employment status has changed or when a family may not be receiving the same benefits as they did in the prior year. You should contact our office to determine if you qualify for an adjustment to your original application for financial aid. This process requires families to submit in writing a specific explanation of their situation and provide documentation of the reduction to their income.

## **What are some of the key contacts I should know throughout the financial aid process?**

In addition to Caldwell's information, it is always a good idea to have the Federal and state contact information available as well.

Caldwell College Office of Financial Aid	973-618-3221
Federal Student Aid Information Center (FSAIC)	1-800-433-3243
Direct Lending	1-800-848-0979
New Jersey TAG	1-800-792-8670

### **How do I get information about my son/daughter's financial aid once it has been awarded?**

FERPA (Privacy Act) regulations prohibit our giving information to anyone other than the student once they are enrolled at college. Be sure to let your son/daughter know that they must communicate with you regarding all college correspondence. Correspondence would include such things as:

- Federal Work Study Program
- Master Promissory Note
- Entrance Interview for the Stafford Loan

Credits on your student's account will always be returned to the student or family.

### **Do you offer any money management workshops for students?**

Students will have the opportunity to attend one of the many workshops that will be hosted throughout the year on campus at various times by our office, the state and lending companies.

# **Security and Student ID Cards**

## **What security measures are in place to maintain a safe campus environment?**

The Caldwell campus is secured by a trained Security staff 24 hours a day, seven days a week during the academic year. During night hours, security staff are posted at the entrance to campus dormitories. Campus buildings and all parking facilities are frequently patrolled by foot or by vehicle. Students may also request that a security guard accompany him or her to campus buildings or to the parking lot by calling either the Security or Main Campus extensions.

## **What are ID cards used for?**

Caldwell College ID cards are used primarily for student identification. They are required for entrance into residence halls and for dining hall meal plans. IDs are also needed when borrowing materials from the Jennings Library, when making purchases in the Manning Campus Store, and entering computer and science labs and the College Fitness Center. Students are expected to carry their IDs at all times.

## **How does a student obtain an ID card?**

Current students can obtain a Caldwell College ID card by visiting the College ID Security Office, located in Room 103 of Werner Hall. The Office is open at the beginning of each semester to accommodate students with varying schedules. Individual appointments can be made if posted times are not convenient. Although there is no cost for a Caldwell College ID card, there is a \$5.00 replacement fee for lost or damaged cards.

# Parking

## **What are the parking regulations on campus?**

All enrolled students are able to park on campus. The well-lit parking facilities at Caldwell include a loop roadway that is in close walking distance to all campus buildings. In order to safely park on campus, all current students must obtain a parking permit that should be affixed in the bottom left-hand corner of the rear window of their car. With pedestrians in mind, all drivers must observe the 10 mph speed limit at all times. All students must park in the main parking lot unless they have reserved parking status at the Mother Joseph or Dominican Residence Halls. Parking is prohibited in fire lanes, College roadways and grassy areas. No unauthorized vehicles should be parked in spaces designated for the handicapped and those reserved for visitors, staff and faculty. Vehicles found in any of these spaces may receive a summons, be immobilized with a boot or towed from campus. Permits can be obtained through the Security (973-618-3286) or Safety (973-618-3259) Departments. Please see the Parking Permit application form for additional rules and information.

# Information Technology

## **How and when do students become connected to Caldwell's computer network?**

During orientation to the College, each student is provided with a computer network account and e-mail address. Students then have the ability to access all technology resources on campus and can communicate freely with others on the computer network.

## **How can my student rectify problems with his/her computer network account or NETID?**

If the computer network account is disabled for some reason, a student can visit the Caldwell College Web site and choose the drop down menu for Current Students. Students should then select the Student Services Link and choose the Office of Information Technologies resource. The IT resource will provide students with a NETID Request form that will need to be completed. After the request has been made, students can visit the PC Lab in room 4205 to pick up their account information. If the student has difficulty accessing the form, he or she can visit the PC Lab in room 4205 in the Student Center, or call 973-618-3267.

## **What on-campus computer resources are available for students?**

Students have access to state of the art computers, located in the Student Center Computer lab, room 4205. All computers are connected to the campus network and allow access to the internet, e-mail and various software applications. Printing and scanning capabilities are also available. In addition to the computer lab, Caldwell has 14 course specific labs that are located in various academic departments throughout the campus. Each lab is staffed with trained personnel to assist students at all times.

Wired and wireless internet connections are available in the Jennings Library, residence halls and a few select areas on campus. Plans to expand the wireless network are underway.

# Important Phone Numbers

<b>OFFICE</b>	<b>PHONE NUMBER</b>
Academic Support Center	973-618-3271
Athletics	973-618-3260
Campus Ministry	973-618-3660
Campus Store	973-618-3262
Career Planning and Development	973-618-3290
Counseling	973-618-3307
Financial Aid	973-618-3221
Food Service	973-618-3263
Health Services	973-618-3319
Information Technology (PC Lab Room 4205)	973-618-3267
Jennings Library	973-618-3337
Office of Disability Services	973-618-3645
Parking	973-618-3286
Registrar	973-618-3201
Residence Life	973-618-3472
Scholars Program	973-618-3422
Security and ID Cards	973-618-3286 -3259
Student Success Office	973-618-3374
Student Activities	973-618-3484



**120 Bloomfield Avenue, Caldwell, NJ 07006**  
**[www.caldwell.edu](http://www.caldwell.edu)**