



Important Phone Numbers

OFFICE

PHONE NUMBER

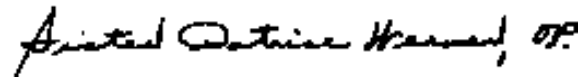
Academic Support Center	973-618-3271
Athletics	973-618-3260
Campus Ministry	973-618-3302
Campus Store	973-618-3262
Career Development	973-618-3306
Counseling	973-618-3905
Experiential Learning	973-618-3290
Financial Aid	973-618-3221
Food Service	973-618-3276
Health Services	973-618-3319
Information Technology	973-618-3267
Jennings Library	973-618-3337
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
Student Academic Affairs & Advisement	973-618-3374
Student Activities	973-618-3484
Substance Awareness	973-618-3277

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 the various areas 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 "Sister Patrice Werner, O.P." The signature is written in a cursive style.

Sister Patrice Werner, O.P., Ph.D.

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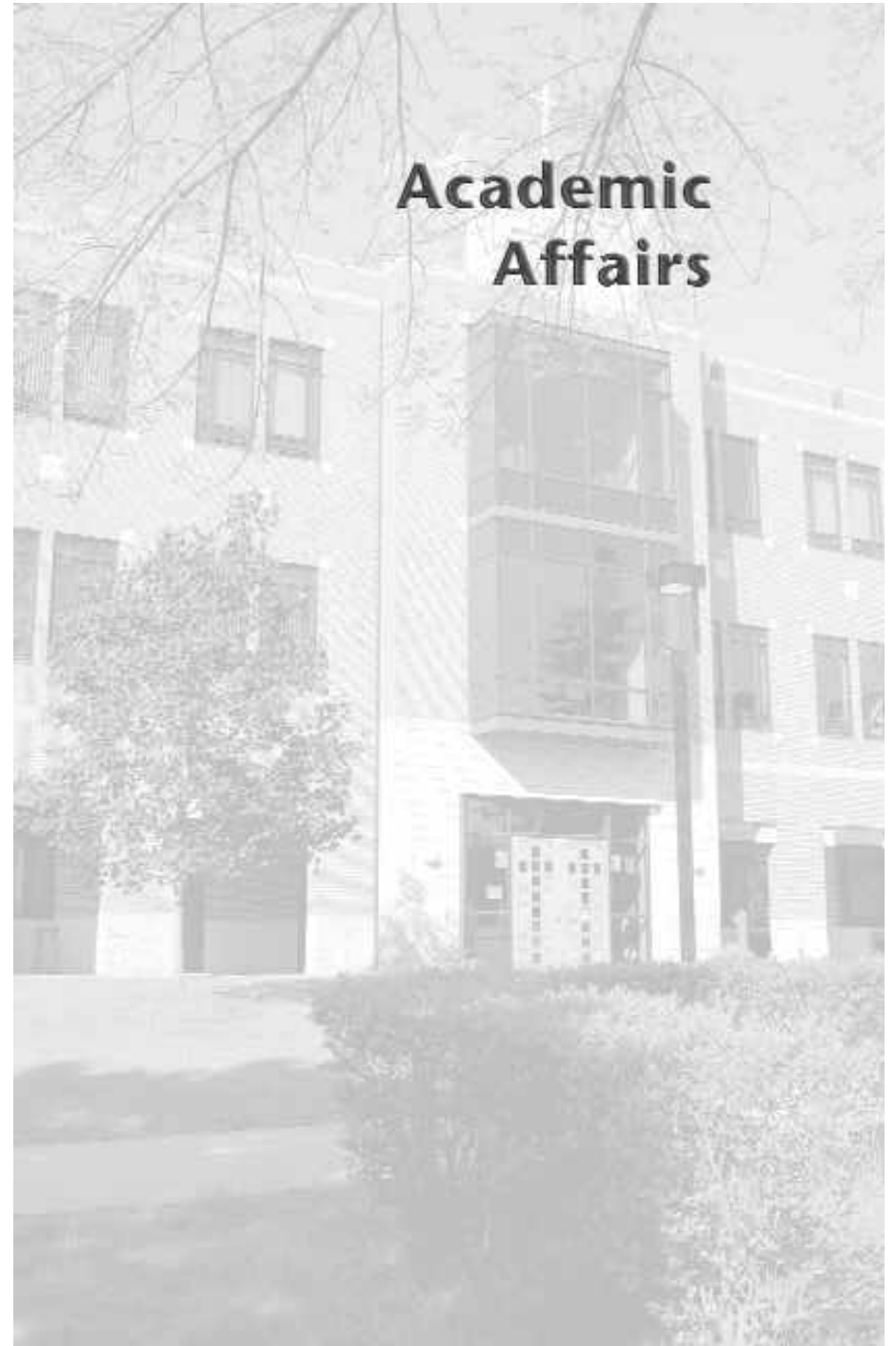
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Frequently Called NumbersInside back cover

Academic Affairs



Student Academic Affairs and Advisement

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' 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 mind 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 a major.

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

In order to obtain information regarding your son or daughter's academic progress, it is best to speak with them. The Family Educational Right and Privacy Act (FERPA) affords students certain rights with respect to their education 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 difficult course material. As a last resort, the student may withdraw from the course but also he/she needs to be aware of withdrawal deadlines and college policies regarding withdrawal from courses.

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 or 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 with the Caldwell College Undergraduate Catalog.

What is the Total Student Development (TSD) Program?

Total Student Development is a one-credit course required for all freshmen. TSD 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 Core give students a perspective and an informed acquaintance with the major branches of learning: the Humanities; Fine Arts; the Natural, Physical and Mathematical Sciences; and Social Sciences.

Academic Support Center

How and when do students register for classes?

Students register for all courses during dedicated times, either in person at the Office of the Registrar, or on the College's Registration website. A schedule of courses 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 study abroad opportunities are available?

Well-qualified students are encouraged to study abroad during their junior year or during the summer, if such study is advantageous. Caldwell offers both semester long study abroad experiences as well as week-long travel opportunities. The College maintains an exchange program with Duksung Women's University and Catholic University in South Korea. Through this program, students may complete a semester of study in Seoul during their sophomore or junior year. During week-long travel programs, students have visited Costa Rica, Hawaii, London, Ireland and France. Additional information is available from the Assistant Dean for Student Academic Affairs.

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. and Monday and Tuesday from 5:00 to 9:00 p.m.

Subject tutoring is available on both a scheduled and a drop-in basis. Students should check the information board 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; 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 who have documentation on file in our office are entitled to reasonable accommodations consistent with their specific needs. Students must make an appointment to meet with the Learning Specialist 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. The application, and more information on the program, can be found on the Scholars homepage on the Caldwell College website (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 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?

Students receive monetary merit scholarships for participating in the program (\$375 per seminar, \$750 for the project). 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.

Jennings Library

Can a student access library resources from home or off campus?

When doing research, students have the ability to access a number of databases which cover the College's major curricular offerings. Students must have a Caldwell College email/network account in order to utilize all databases. The same account also provides access to the library's on-line catalog (Calcat) which lists all books and audio-visual materials. In addition, the on-line system lists which journals are available in the Jennings Library.

Registrar

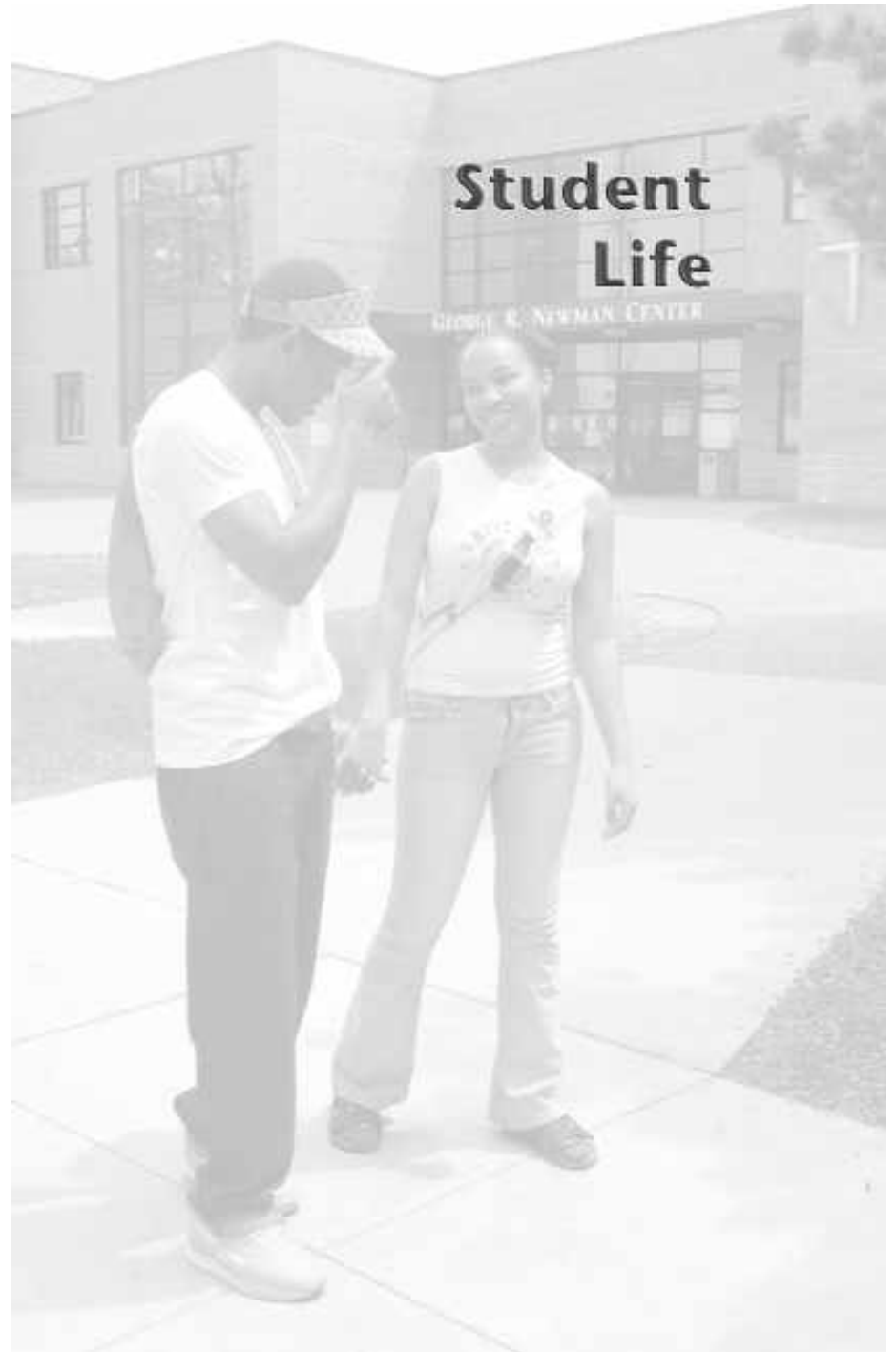
Who needs to be notified if we change our home address?

Any changes in name, address or other pertinent information need to be conveyed to the Office of the Registrar.

How does a student obtain a grade report?

A grade report can be printed from the Web or an official copy may be requested by the student from the Office of the Registrar.

Student Life



Athletics

How can someone join a varsity team?

If a student meets all the academic and athletic eligibility requirements mandated by the NCAA and Caldwell College, he/she can try-out for a team. Interested students should contact the coach prior to the beginning of the season.

What on-campus athletic 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 weight room with cardio-vascular equipment. The gymnasium is used for intercollegiate competition as well as intramurals. 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.

What intramural opportunities are available to students?

The following sports are available through intramurals: soccer, flag football, basketball, tennis, volleyball, dodge ball, and three-on-three co-ed basketball tournament. Other athletic programs may be developed if there is strong student interest.

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, writing letters or e-mails, and 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 Office 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 cope 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 Office offers short-term personal counseling, group counseling, and educational workshops and programs. The Office also houses a Self-Help Library containing a wide selection of books, audiotapes, videos, and pamphlets on a variety of mental health topics. The Counseling Office's website at <http://www.caldwell.edu/counseling/> offers a listing of other helpful on-line resources. All services are free and confidential.

Career Development

What services are available if a student is undeclared?

The Director of Career Development can assist by providing career counseling, interest testing, 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 Student Development Center Resource Library and the Jennings Library to read about careers of interest.

Another helpful resource is SIGI 3 (System of Interactive Guidance and Information), 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 website.

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-Tieger

Occupational Outlook Handbook

U.S. Department of Labor

Experiential Learning

What is Experiential Learning?

Experiential learning allows students to apply classroom learning to the world of work through internships and co-ops. The programs differ in earning potential. Students enrolled in co-op work up to twenty hours a week while attending classes, or full time during the summer. All these positions are paid. Internships do not exceed 10 hours a week and students are not paid. During their college career, students can participate in a limit of two of these experiences for academic credit. These are excellent opportunities for resume building and potential employment.

How can my son or daughter learn about and get involved in internship or co-op experiences?

Students qualify to participate in a co-op or internship experience when they have earned 60 credits and have a cumulative Grade Point Average of 2.5. Students are notified of opportunities as they become available.

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

Students can begin to explore occupations and careers by attending various campus events. Caldwell College's premier event is BACKPACK TO BRIEFCASE DAY. This career fair, held every spring semester, attracts a wide array of corporations, organizations and agencies. Students have the opportunity to network with potential employers and are encouraged to present their resumes at this event. We recommend that students attend the panel discussions, mock interviews, and resume reviews and workshops that precede our career fair.

Are part-time job opportunities available for students?

Yes. Various companies and agencies list opportunities with the Experiential Learning Office. These listings are available at no cost to all Caldwell College students and can be accessed through the College's website at <www.caldwell.edu/experiential>.

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 Prefects. Each member of the staff is either a current or former Caldwell student who is highly trained and fully qualified to assist students in making the transition from home to residence life. Prefects 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 which 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 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 regularly patrol the campus 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 publishes a monthly calendar that is posted on the College's website and is distributed throughout the campus. Posters, flyers, and voice-mail announcements 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. In addition, there is both a Commuter Council and a Residence Council on campus. Each of these organizations plans special programs to service these populations.

What additional forms of recreation are available to students?

On campus, students can utilize the game room, TV room, the fitness center, and tennis courts. Students can also participate in the Intramural Sports Program. The Student Activities Office also sponsors 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 Student Activities Office 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?

Campus Ministry provides students with the opportunity for both spiritual and personal growth through participation in community service programs on and off campus. The annual off-campus retreat, On-Campus Busy Person's Retreat, and outreach opportunities to the homeless and needy children are excellent ways to become involved. Students can also assist at campus-wide special liturgies.

What volunteer experiences are available to a student?

Students can volunteer to work at Marian Manor Senior Citizens' Residence and St. Catherine's Convent/Infirmary. Students can participate in "Midnight Runs" to New York City to deliver hot food and clothing to the homeless.

What events does the Office of Campus Ministry sponsor?

Organized prayer nights and movie get-togethers are scheduled regularly. During the holiday season, students work with the Campus Minister to sponsor the campus-wide Giving Tree Holiday Program. There are many other opportunities for students to become involved in special projects throughout the year.

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

The Chapel at Mother Joseph Residence Hall is open 24 hours a day for quiet reflection and personal prayer. The campus community gathers for daily Mass, Monday through Friday at noon, in Student Center Conference Room. Sunday Liturgy is also celebrated at 9:00 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 Testing
- 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.

Substance Awareness

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.

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

The Substance Awareness Counseling Office offers counseling and educational services to anyone experiencing problems with alcohol or other drug use, or who is concerned about a friend's or family member's use. Programs include individual counseling, educational presentations, and workshops which will assist students in making safe and informed choices concerning alcohol and other drug use. Information is available in the Student Development Center Substance Awareness Resource Library for students, staff and faculty. Referrals to other resources are also available.

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 Director of Substance Awareness for a one hour mandatory educational or counseling session. At that time, an assessment of the student's drinking habits will be made to determine if further counseling is necessary. The student is required to pay a \$100 fine.

The consequences of a second violation result in five hours of mandatory counseling/education sessions and a \$250 fine.

If a third violation occurs, the student and the Substance Awareness Director meet with the Dean of Student Life to determine the appropriate course of action which may lead to a medical leave of absence, probation, or expulsion from the College.

Resident status may be jeopardized and Registration Holds will be assigned if students do not comply with the above 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 age.

What is BACCHUS?

BACCHUS (Boost Alcohol Consciousness Concerning the Health of University Students) is a campus club that works closely with the Office of Substance Awareness. 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.



Manning Campus Store

What items, other than textbooks, can be found in the Campus Store?

The Manning Campus 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. Soon you will be able to access much of our merchandise and services on the Web.

What special services are available to students and their families?

Gift baskets, textbook reservations and shipping are available to students and their families. The Campus Store also provides an ATM machine, check cashing for students, and student charge accounts. At the end of each semester, we offer students the opportunity to sell their used books for cash.

SODEXHO Dining Service

How can my son or daughter find out about the daily dining choices?

Students can access the Food Hotline to find out the latest choices by calling 973-618-3400. Resident students can log onto the College's website, www.caldwell.edu and select Food Service to learn about the monthly dinner menus.

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

Any special dietary needs should be brought to the attention of the Food Service Manager.

What special services are available to students?

Students who are ill may have a friend or roommate pick up their meal.

Are there meal plans for commuter students?

Lunch programs are available to commuters. Interested students should see the Food Service Manager for further details.

Are there different meal plans for resident students?

There are two different meal plans for resident students: one for 14 meals a week, and the other for 19 meals a week. If you wish to change plans, please contact your Food Service Manager.

What are flexing dollars?

Flex dollars are attached to your Resident Plan. For more flexibility in your plan, you can add more flex dollars. Please contact your Food Service Manager.

Financial Aid

How is the eligibility for financial assistance determined?

When we receive your Student Aid Report, a financial aid counselor reviews the information to determine your eligibility for federal, state and institutional assistance. To determine your financial eligibility, your total expected family contribution (as computed by the Department of Education) is deducted from your educational expense budget. The difference is your "calculated need" for financial assistance. A portion of "calculated need" is covered by financial assistance (grants, loans, etc.) with the remainder considered the family's responsibility.

What is the income cutoff for financial aid eligibility?

There is no income cutoff for federal financial aid eligibility. In addition to taxable and untaxable income, factors such as family size, number in college, taxes paid, parents' age, and net value of assets are used to determine the amount families are expected to contribute to the student's coeducational costs.

Do I have to apply for financial assistance every year?

Yes. You must reapply each year, even if you receive only Caldwell grants or 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 Financial Aid Office	973-618-3221
Federal Student Aid Information Center (FSAIC)	1-800-433-3243
Pell/Duplicate SAR	1-800-4-FED-AID
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
- Master Promissory Note for the PLUS Loan for parents

Just as a reminder, credits on the student's account can always be returned to the lender.

Do you offer any money management workshops for students?

Our office offers workshops related to debt management and credit card use, as well as other relevant topics.

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 evening hours, security staff are posted at the entrance to campus buildings and 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 the Student Center. 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 replacement fee for lost or stolen 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 which 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 an assigned space at the Mother Joseph Residence Hall. 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 staff and faculty. Vehicles found in any of these spaces may receive a summons, be immobilized with a boot or towed from campus.

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 email 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?

If the computer network account is disabled for some reason, a student can visit the Caldwell College website 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 which will need to be completed. After the request has been made, students can either visit the PC Lab in room 4205 to pick up their account information, or their information can be emailed to an alternate email address (i.e. student@yahoo.com). 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 PC lab, room 4205. All computers are connected to the campus network and allow access to the Internet, email and various software applications. Printing and scanning capabilities are also available. In addition to the PC Lab, Caldwell has 13 course specific computer labs that are located in various academic departments throughout the campus. Each computer lab is staffed with trained personnel to assist students at all times.