

Long Island University Brooklyn Campus



New Student Information Session

Presented by

the Office of Student Development & Retention

Pratt 510, (718) 488-1042

Welcome
&
Congratulations!

Today we will review...

- Expectations of College Students
- LIU Bulletin & Academic Policy
- Registration & Schedule Changes
- Overview of Important Offices
- Special Programs
- Next Steps
- Important Dates

Expectations of College Students

“The more we practice the habit of acting from a position of responsibility, the more effective we become as human beings, and the more successful we become as managers of our lives.”

Joyce Chapman

“I believe that we are solely responsible for our choices, and we have to accept the consequences of every deed, word, and thought throughout our lifetime.”

Elisabeth Kübler-Ross

Studying

- A full-time student should expect to spend between 30 and 40 hours of every week studying. Yes, college is a full-time job!
- If being in college is a priority, than you must be committed to spending the majority of your free-time studying.
- Studying encompasses: reading, taking notes, thinking critically, writing, reviewing, researching, completing assignments, reciting out loud or in writing.
- Studying is difficult and should be challenging. Ask for assistance if you need it. We are here to help you!

Attendance

- “All students are expected to attend classes and to participate in classroom activities. Instructors have the right to weigh attendance and class participation in determining grades...Freshmen and probationary students are allowed no more than two class-hour absences per credit hour.”
 - LIU Bulletin, page 29
- While not all instructors will take attendance, you are expected to be at every class meeting. In fact, you pay to be in class!
- The majority of students who are failing classes have severe attendance issues.

Tracking Academic Progress

- Students are responsible for knowing what courses to take for their major and keeping track of their grades and credits earned.
- If you are unaware of your program requirements after your initial registration, consult with your counselor immediately!

Reflecting on Progress in Classes

- In college, students are responsible for knowing what work is due and how they are doing in their classes.

The Course Syllabus

- In every class you should get a syllabus from the professor. This syllabus should detail what topics will be covered in class, what assignments are due, grading, required texts, expectations the teacher has of students, office hours and contact information for the professor.
- It is the student's responsibility to read and use this syllabus to track their progress in class.

Seeking Assistance

- There are many resources available to students who are struggling in their classes. Students are expected to seek out these resources.
- If you are struggling in a class, it is very important that you seek help from your professor. Professors are **required** to be available to their students outside of class.
- **Student development counselors** want to know if you are not doing well in a class. They can help you identify the problem, and suggest strategies to overcome the problem. They will also refer you to other appropriate resources.
- **Tutoring** resources are available to students. Students should seek tutoring early.

Tutorial Support Services

Academic Reinforcement Center

- Free tutoring in nearly all subjects
- Up to two hours of tutoring a week
- Sign up early in the semester
- Pratt - 110, (718) 488-1040

Mathematics Center

- Free tutoring for all levels of Mathematics
- Specializing in tutoring for Developmental Skills Math courses
- Metcalf - 1105, (718) 488-1683

Writing Center

- Free tutoring for any stage of the writing process
- Weekly sessions
- Humanities - 218C, (718) 488-1095

Cell Phone Etiquette

- You should silence your cell phone before going to class or meeting with a faculty or administrator in any college office.
- It is *never* appropriate to answer your phone, make a phone call, send or check text messages while conducting business. This includes sitting in class, paying a bill, seeking assistance from an advisor, etc.

LIU Bulletin
&
Academic Policies

LIU Bulletin

- Comprehensive, written guide to LIU
- Online Document Contains:
 - Policies, procedures, and information about student resources
 - Overview of all undergraduate majors
 - Course descriptions
- Students are responsible for reading and understanding the information in the Bulletin. Please read the first 37 pages of the Bulletin before Sept. 8.

Online Bulletin: http://www.brooklyn.liu.edu/course/under_bulletin0709.pdf

Bulletin Highlights

We Recommend Paying Particular Attention to:

- Learning Resources (p. 19) - academic support offices
- Graduation Requirements (p. 25-26)
- Academic Regulations (p. 27) - grading regulations
- Administrative Regulations (p. 29)- policies regarding attendance, probation, discipline, etc.

Grading

The following grades are used:

| Grade | Quality Point Equivalent |
|-------|--------------------------|
|-------|--------------------------|

| | |
|---|-----|
| A | 4.0 |
|---|-----|

| | |
|----|------|
| A- | 3.67 |
|----|------|

| | |
|----|------|
| B+ | 3.33 |
|----|------|

| | |
|---|-----|
| B | 3.0 |
|---|-----|

| | |
|----|------|
| B- | 2.67 |
|----|------|

| Grade | Quality Point Equivalent |
|-------|--------------------------|
|-------|--------------------------|

| | |
|----|------|
| C+ | 2.33 |
|----|------|

| | |
|---|-----|
| C | 2.0 |
|---|-----|

| | |
|----|------|
| C- | 1.67 |
|----|------|

| | |
|---|------|
| D | 1.00 |
|---|------|

| | |
|---|------|
| F | 0.00 |
|---|------|

| | |
|---|------|
| P | 0.00 |
|---|------|

Grade Point Average

- Numerical equivalency of your letter grades
 - Semester or term GPA: based on your letter grades earned in a particular semester
 - Cumulative GPA: based on all grades earned during every semester enrolled
- GPA Calculator is available on the Office of Student Development's website

Grading

continued

- Students should strive to earn grades in the B to A range. In general, a student will remain in good academic standing with the University if s/he maintains a C average each semester.
- Check with your student development counselor for specific GPA requirements for your major/program.
- Grades are earned based on a student's academic effort and performance. Take responsibility for your grades!
- Instructors' assume sole responsibility for issuing grades at the end of each semester. Grades are recorded by the Registrar's Office on a student's academic record, or transcript.

Alternative Grades (Bulletin p. 27)

- INC (Incomplete)
- ABS (Absent from the Final Examination)
- W (Withdrawal- See academic calendar for last day to withdraw)
- UW (Unofficial Withdrawal- Issued by the professor. Situations vary. Consult your counselor.)
- U (Unsatisfactory)

Never request one of these grades without consulting with your counselor!

Registration
&
Schedule Changes

Registration

- You must register for your first semester classes with a student development counselor or dept./faculty advisor. Beyond your first semester, you will process your own registration online.
- You must approve all registration processes. Your counselor is responsible for advising you on what classes to take, but ultimately the decision is yours.
- Registration can be changed online through the first week of classes. While you have the ability to change your own schedule via your MyLIU account, we strongly encourage you to complete any schedule changes in person with a counselor.

Registration

Continued

- Some classes have pre-requisites and co-requisites. See course descriptions in the Bulletin or speak with your student development counselor for details.
- Classes have a maximum enrollment allowed. If the class is full, you can't register for the class without special permission from the instructor and/or chairman.
- As students change their registration, classes that are available will also change.
- Once you register for classes, your registration will remain official unless you withdraw. You will be expected to pay for the classes regardless of whether you actually attend class.

Schedule Changes

- Your registration can be changed as often as you want through the first week of the semester.
- It is ideal to have your schedule finalized before classes begin to avoid missing classes.
- After the first week of classes you must see a student development counselor to make changes to your schedule.

Dropping vs. Withdrawing

- When you are registered for a class, you can drop that class through the first week of the semester. You have the ability to drop a class or make any schedule changes via your MyLIU account. However, we strongly encourage you to seek the assistance of a counselor before submitting any schedule changes.
- A class that is dropped will not appear on your transcript.
- After the first week of classes you can only withdraw from a class and a W grade will be issued on your transcript.
- You will be charged a percentage of tuition for that course and your transcript will reflect that you took the class and withdrew from it. Generally, withdrawals should be avoided.

Refund Schedule

| <u>Drop/Withdrawal Timeframe</u> | <u>Refund</u> | <u>Notation on Transcript</u> |
|----------------------------------|---------------|-------------------------------|
| First Week of Semester: | 100% | drop |
| Second Week of Semester: | 75% | withdrawal |
| Third Week of Semester: | 50% | withdrawal |
| Fourth Week of Semester: | 25% | withdrawal |
| Beyond Fourth Week: | 0% | withdrawal |

Overview of Important Offices

- Admissions
- Academic Advisement Center
- Registrar
- Bursar
- Student Financial Services

Admissions

The Office of Admissions admits students. This office retains your application to LIU and any supporting documents used for admissions, including transcripts.

TRANSFER CREDIT

- The Office of Admissions is responsible for evaluating transfer credit, including credit earned through accepted tests such as AP or CLEP, and credit earned at another college or university, including College Now credit.
- It is your responsibility to be sure any possible transfer credit you have is evaluated by Admissions and to notify the Office of Student Development & Retention of any transfer credit you have or think you may have.
- Questions or concerns about the evaluation of your transfer credit should be addressed with Admissions or your student development counselor.

Office of Student Development & Retention

- Centralized counseling center servicing most LIU students
- Office of Student Development
 - Schedule planning, explaining program requirements
 - Career counseling, job referrals, resume and cover letter advice, interviewing skills
- First Year Programs
 - Orientation programs, student mentors
- Scholarship Assistance Program
 - Coordinator: Tom Price
 - 718-488-1605
 - Thomas.Price@liu.edu
 - Open to all undergraduate students
 - Works to inform students on the process of applying for private/outside scholarships and facilitates the application process for all program participants
 - Visit the SAP during your first semester at LIU!

If you have any questions or concerns, please do not hesitate to contact us.

OSD: Pratt 510, (718)488-1042

<http://www.brooklyn.liu.edu/aac/>

Office of Student Development

continued

- The OSD advises, registers, and services almost all incoming freshman students.
- Typically, students work with both a student development counselor and a faculty mentor.
- New students to the OSD will be assigned a primary counselor during their first semester, but students should expect to meet and work with various counselors during their time at LIU.

Office of Student Development

continued

The OSD does not register freshman students from the following majors or programs:

Dance

Music

Pre-Nursing and Nursing

Respiratory Care

Communication Sciences &
Disorders

Speech Communication

Sports Science

Achievement Studies & Disabled
Student Program

Athletics

College Entry Program

Global College

HEOP

Honors Program

Intensive English Program

The OSD does assist students in these majors/programs with career counseling, identifying scholarships, and student mentoring. Please visit us!

Registrar

- Manages all student records, the schedule of classes and the academic calendar
- Go here to:
 - Update your address or phone numbers
 - Request a copy of your official transcript
 - Process certain forms as prescribed by your counselor

Registrar: Sloan 102, (718)488-1013

<http://www.brooklyn.liu.edu/registrar/>

Bursar

- **The Bursar is the office where you will pay your bill.**
- Your bill is linked to your registration.
- Fall semester bills are available online via your MyLIU account.
- Once you access your bill, online payment can be arranged, or you can contact the Bursar to make payment.
- Acceptable payment must be made no later than two weeks prior to the first day of each term.
- Acceptable payment = payment in full (less any approved LIU financial aid) *or* an approved LIU payment or deferment plan
- All charges must be satisfied by the last day of the semester

Bursar: Metcalfe 311, (718)488-1038

<http://www.brooklyn.liu.edu/bursar/>

Bursar, cont.

- For students who are not in good financial standing the following shall occur:
 - 30 Days into Term: Bursar block placed on account and student is unable to register
 - 45 Days into Term: \$50 late fee assessed
 - 90 Days into Term: add'l \$50 late fee assessed
 - 90 Days after End of Term: Student may be sent to an outside collection agency

Tuition & Fees

- Undergraduate Tuition rates for 2008-2009 (LIU is a private institution)

All Colleges/Schools except Pharmacy

\$814.00 per credit

College of Pharmacy

\$13,045.00/semester (12 - 18 credits, flat rate)

- Full-time Student Fees

~\$667.00/semester

- A student taking 15 credits each semester in 08-09 will pay approximately

\$25,754* = An Investment in your Future!

* Tuition costs do not include the cost of books, travel, room & board, etc.

Student Financial Services

- Assists students with the financial aid application process
- Manages all forms of financial aid for LIU students

SFS: Sloan 310, (718)488-1037

<http://www.brooklyn.liu.edu/finaid/index.html>

What is Financial Aid?

- Financial assistance available to college students to help meet their costs of attendance.
- Includes scholarships, grants, fellowships, assistantships, tuition waivers, work study and loans.
- Most financial aid comes in the form of **government loans** – money that **MUST** be repaid!

Source: http://www.brooklyn.liu.edu/finaid/glossary_f.html

Financial Aid Eligibility

- To be eligible to receive any form of financial aid you **MUST** file a FAFSA application

Apply Online @: <http://www.fafsa.ed.gov/>

- File your FAFSA as early in the year as possible.
If you haven't already submitted your application, plan to do so within the next week.

FAFSA Tips

- Allow yourself several hours to file your FAFSA online. Before starting your FAFSA, you will need to gather several documents including your Social Security Number, driver's license, income tax returns, bank statements, and investment records.
- Before submitting your FAFSA, make certain that all required fields are filled in. Discrepancies on your application can delay the processing of your application.
- L.I.U.'s Federal School Code is **002751**
- Any questions regarding your financial aid should be directed to a Financial Services counselor. Your academic advisor and other administrators will not have access to your financial aid records.
- When consulting with a Financial Services counselor, either by phone or in-person, be sure to record the name of the counselor you speak with for future reference.
- Check your email frequently after submitting your FAFSA, as well as your regular mail. Carefully read and keep all materials sent to you pertaining to your financial aid. You may be asked to submit additional information.

Special Programs

HEOP

Higher Education Opportunity Program

- NY State funded program designed for students who are educationally and economically disadvantaged.
 - Educationally disadvantaged suggests non-admissibility to the major of your choice
 - Economically disadvantaged suggests a low total family income
- Provides supplementary financial assistance to qualified students
- Support services include:
 - Pre-freshman summer program
 - Tutorial services
 - Academic, Career, Financial Aid, and Social Services Counseling
 - Specialized Academic Workshops

HEOP

continued

Economic Eligibility

| # in Household | Total Annual Income |
|----------------|---------------------|
| 1 | \$15,590 |
| 2 | 21,000 |
| 3 | 26,420 |
| 4 | 31,830 |
| 5 | 37,240 |
| 6 | 42,650 |
| 7+ | 48,060+ |

If you believe you are eligible for HEOP, contact the HEOP office before
you register for Fall classes!

HEOP: Pratt 410, (718)488-1043

<http://www.brooklyn.liu.edu/HEOP/index.html>

Honors Program

- Offers a small college experience with a high degree of student-faculty interaction
- Specialized core curriculum (fulfills LIU core), electives, and majors
- Honors lounge
- Field trips & study abroad
- Specialized academic advisement
- Graduate with “Honors” designation on your diploma
- Admission requires an exemplary record of academic achievement, an essay, and an interview
- If you scored into ENG 16 and had an 85+ h.s. average, we encourage you to visit Honors as soon as possible.

Honors: Pratt 310, (718)488-1657

<http://www.brooklyn.liu.edu/HONORS/index.html>

Students with Disabilities

- Long Island University, Brooklyn Campus provides services to and encourages admissions applications from individuals with disabilities who are capable of participating in college-level study and have a need for academic support services.

While applicants are expected to meet regular admissions standards, once admitted, students with disabilities are provided a variety of supportive services depending on their individual needs.

Achievement Studies & Renaissance Services

- A limited number of students from "disadvantaged backgrounds" who have a need for academic support, meet low-income criteria and would be the first in their family to earn a four-year college degree, may be eligible to receive comprehensive support services to enhance their academic potential. Academic counseling, Career Direction counseling, internships, personal issues counseling, tutoring and exposure to new academic technology are offered.

For more information, please contact:

Jeffrey Lambert, Director

B-03 & B-04, Pharmacy Bldg., (718)488-1044

<http://www.brooklyn.liu.edu/supportedservices/index.html>

Academic Community for Exploration

- A select group of first year scholars focused on essential academic skills, community building and exploring New York City's business, cultural and educational resources.
- ACE students form a tight knit group that benefit from learning communities, working closely with advisors and professors and exploring universal academic themes on and off campus.
- To qualify for the ACE program you must successfully complete the application process and test into ENG 16.



Next Steps

Next Steps

- Determine your need to take/retake a Placement Exam:
 - English Placement Exam
 - Math Placement Exam
 - Math 10 Exemption Exam
 - Foreign Language Proficiency Exam

- If necessary, schedule an appointment with the Testing Center, Pratt 110, 718-488-1392
- Once you receive your test score, contact your counselor. It may be necessary to change your schedule.

Next Steps, cont.

- Request Official Transcripts (if necessary)

Previous University/College Transcripts

Advanced Placement Credit

College Now Credit

Other: _____

- Contact the Admissions Office and your counselor to confirm that transfer credit is appearing on your academic record.

Next Steps, cont.

- Submit Health Examination Form, including vaccination information, to Health Services before September.
 - Download form at:
http://www.brooklyn.liu.edu/healthservices/forms/health_form.pdf
 - For questions, Contact Health Services directly at 718-246-6450

- Memorize your EMPLID (Student ID #)
 - Your ID is not your Social Security Number
 - Your ID can be found at the top of your course schedule

Next Steps, cont.

- Register for and attend Fall Orientation

Register online at: <http://www.brooklyn.liu.edu/orientation/>

- Purchase Textbooks

Textbooks can be purchased in person at the LIU Bookstore or online through the LIU website

Next Steps, cont.

- Activate and use your MyLIU account
 - MyLIU provides online access to student records, including: schedules, grades, transfer credit, financial aid package, and bills. This is also where you access your student e-mail account.
- ❑ To activate and log on, go to www.my.liu.edu
 - ❑ For help, go to <http://studentcenter.liu.edu> or LLC 301.

Next Steps, cont.

- Get Student ID, room M - 413
 - Must be registered for classes and have temporarily cleared bill (contact Bursar first).

Important Dates

- **Drop/Add, Schedule Changes:** Now through the first week of class without financial penalty. Changes can be made online via your MyLIU account. We encourage you to consult with a counselor before making changes.
- **Fall Orientation (choose one):** July 7, July 22, Aug. 4, Aug. 19, Sept. 1, Sept. 4
- **Welcome Week:** Beginning the 2nd week of class
- **Semester Start Date:** Tuesday, September 8, 2009

Thank you for your time and attention!

Please do not hesitate to ask for assistance if you need it. We are here to help you and look forward to getting to know you!

Office of Student Development & Retention

Pratt 510, (718) 488-1042