



**ADELPHI**

NEW YORK

# **THE GRADUATE AND NONTRADITIONAL STUDENT HANDBOOK**

**2020 2021**

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# INTRODUCTION

## Welcome to Adelphi University

Graduate and Nontraditional Student Handbook

### Why Adelphi?

- [about.adelphi.edu/history](http://about.adelphi.edu/history) 120
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- **516.877.3412** [cpcs@adelphi.edu](mailto:cpcs@adelphi.edu)





Adelphi is rich in history, tradition and architecture.  
 Visit [www.adelphi.edu/honorees](http://www.adelphi.edu/honorees) for more information.  
[about.adelphi.edu/honorees](http://about.adelphi.edu/honorees).

JANET L.





**PARKING LOT 9**  
GARDEN CITY POOL

24

15

18

**PARKING LOT 5**

**PARKING LOT 8**

27

19

20

21

16

**PARKING LOT 6**

22

25

WILLIAM J. BONOMO FIELD

26

23

**PARKING LOT 7**

17

**CAMPUS**

- 1 Woodruff Hall
- 2 Ruth S. Medley University
- 3 Center for Recreation and
- 4 Hagedorn Hall of
- 5 Levermore Hall
- 6 Public Safety Booth
- 7 Performing Arts Center
- 8 Science Building
- 9 Nexus Building
- 10 Grounds Maintenance Building
- 11 Alice Brown Early Learning Center
- 12
- 13 Blodgett Hall
- 14 Swirbul Libra
- 15 Alumnae Hall
- 16 Waldo Hall
- 17 Residence Hall A
- 18
- 19 Harvey Hall
- 20 Post Hall Annex
- 21 Social Work Building
- 22 Chapman Hall
- 23 Residence Hall B
- 24 Adele and Herbert J. Klatsberg Center
- 25 Linen Hall
- 26 Eddy Hall
- 27 Hy Weinberg Center
- 28 Angello Alumni House

FICKE FIELD

# DIRECTORY OF SERVICES CAMPUS LOCATIONS AND PHONE EXTENSIONS CAMPUS NUMBERS ARE 516.877.EXT. \*

2020 2021

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	2	4242
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	225	3130
		3300
	201	4130
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# ADELPHI UNIVERSITY GUIDE TO IMPORTANT DATES 2020 2021

For a complete list of dates, please visit [adelphi.edu/calendar](http://adelphi.edu/calendar).

## August 2020

August 2020 is a key month for students, with several important dates to mark.

## August 31

2020

## October 1

2020 ( )

## October 23–October 25

2020

## March 1

2021 ( )

2021 [adelphi.edu/calendar](http://adelphi.edu/calendar).

# ACADEMICS

## GRADUATE STUDENTS

[adelphi.edu/directory](http://adelphi.edu/directory).

## NONTRADITIONAL STUDENTS

[cpcs.adelphi.edu](http://cpcs.adelphi.edu)

516.877.3412 | [cpcs@adelphi.edu](mailto:cpcs@adelphi.edu).

## ACADEMIC SERVICES AND RETENTION

Nexus Building, Room 145

[academic-services.adelphi.edu](http://academic-services.adelphi.edu) | Campus ext. 3150

Email: [oasr@adelphi.edu](mailto:oasr@adelphi.edu)

Hours: Monday–Thursday, 8:00 a.m.–5:00 p.m.; Friday, 8:00 a.m.–4:30 p.m.

Summer, winter break and when classes are not in session, 8:00 a.m.–4:30 p.m.

[academic-services.adelphi.edu](http://academic-services.adelphi.edu), [oasr@adelphi.edu](mailto:oasr@adelphi.edu) | 516.877.3150.

## LEARNING AND WRITING CENTERS

Nexus Building, Suite 132

[learning.adelphi.edu](http://learning.adelphi.edu), [writing.adelphi.edu](http://writing.adelphi.edu) | Campus ext. 3200

Email: [learningcenter@adelphi.edu](mailto:learningcenter@adelphi.edu), [writingcenter@adelphi.edu](mailto:writingcenter@adelphi.edu)

tutoring

guided study sessions

coaching

• Other resources

[learning.adelphi.edu](http://learning.adelphi.edu).

# LIBRARIES

[libraries.adelphi.edu](http://libraries.adelphi.edu) | Campus ext. 3570

**S i b, Lib a, /b f a i C**

516.877.3572.

516.877.3340.

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# REGISTRAR

Levermore Hall, Lower Level  
adelphi.edu/registrar | Campus ext. 3300  
Email: registrar@adelphi.edu  
Hours:

**Monday–Thursday**      **8:30 a.m.–6:00 p.m. (when fall and spring courses are in session)**

**Friday**                      **8:30 a.m.–4:30 p.m. (when fall and spring courses are in session)**  
**9:00 a.m.–4:30 p.m. (when courses are not in session)**

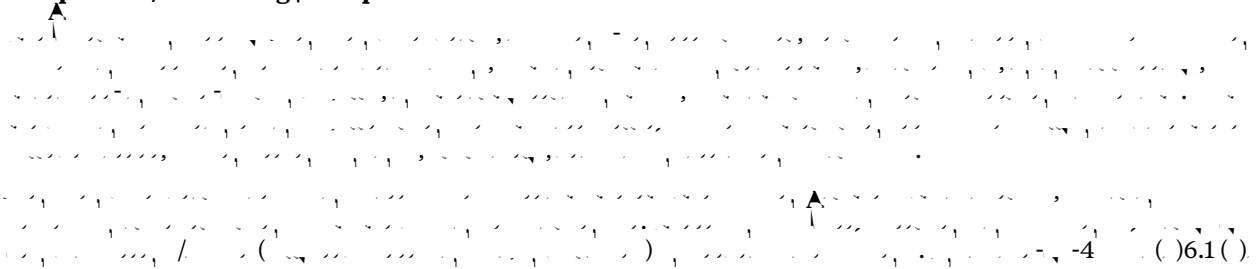


[registrar.adelphi.edu](http://registrar.adelphi.edu)

# ACADEMIC SUPPORT PROGRAM

# ADELPHI UNIVERSITY MENTORING PROGRAM

Nexus Building, Room 309  
adelphi.edu/mentoring | Campus ext. 3182

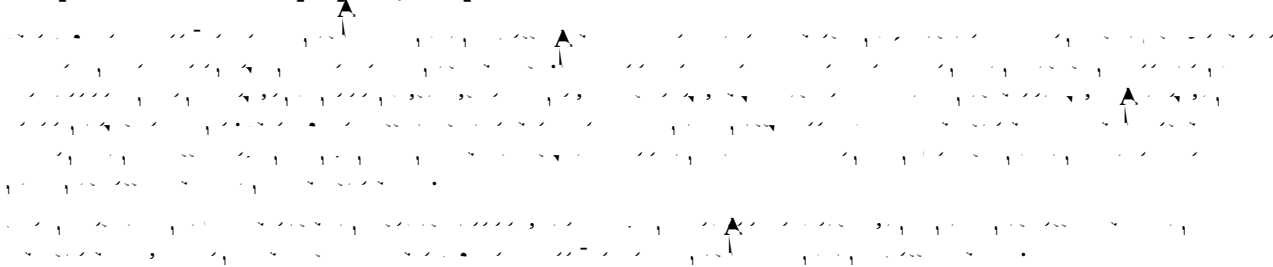


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## PRE-PROFESSIONAL ADVISING AND FELLOWSHIPS

**Nexus Building, Room 145**

**[adelphi.edu/academics/prepare](http://adelphi.edu/academics/prepare) | Campus ext. 3140**



## STUDY ABROAD (CENTER FOR INTERNATIONAL EDUCATION)

**Center for International Education**

**Nexus Building, Room 145**

**[study-abroad.adelphi.edu](http://study-abroad.adelphi.edu) | 516.877.3487**

**Email: [cie@adelphi.edu](mailto:cie@adelphi.edu)**

**Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.**

**Individual appointments are available.**



### Dance

dance.adelphi.edu

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### Movie Options and O -Campus Events

adelphi.edu/panthertainment | Campus ext. 3603

003.  
adelphi.universitytickets.com

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### Music

music.adelphi.edu | Campus ext. 4290

(01 7-142, 143) (01 7-273)

(01 7-160) (01 7-270)

(01 7-272) (01 7-2 0)

(01 7-140, 141) (01 7-3 )

(01 7-2 1) (01 7-274)

(01 7-2 4) (01 7-255)

### Performing Arts

Tickets and production information:

aupac.adelphi.edu | Lucia and Steven N. Fischer Box Office: Campus ext. 4000

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#### ADELPHI STUDENT RUSH—Free tickets

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516.877.4000

1.00 6.00

# ATHLETICS AND RECREATION

**Intercollegiate Athletics**  
**[aupanthers.com](http://aupanthers.com) | Campus ext. 4240**

## Adelphi Teams

Adelphi University  
Athletics  
Intercollegiate  
Sports

Adelphi University  
Athletics  
Intercollegiate  
Sports





# CENTER FOR CAREER AND PROFESSIONAL DEVELOPMENT

**Nexus Building, Room 225**

**career-center.adelphi.edu | Campus ext. 3130**

**Email: [careercounselor@adelphi.edu](mailto:careercounselor@adelphi.edu)**

**Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.; evenings by appointment**

## Services provided to undergraduate students, graduate students and alumni:

- Career assessment and self-discovery
- Career exploration and research
- Job and internship search strategies, 24/7
- Interview preparation and practice
- Resume and cover letter review (1-on-1)
- Career coaching and mentoring
- Career development workshops

## On- and Off-Campus Opportunities:

- Internship and job placement
- Career fairs and networking events
- Guest speaker series
- Career panels and panels
- Career panels and panels
- Career panels and panels
- Career panels and panels

## Traditional Events:

- Career panels and panels
- Career panels and panels (1-on-1)
- Career panels and panels
- Career panels and panels
- Career panels and panels

For more information, please contact the Career Center at [careercounselor@adelphi.edu](mailto:careercounselor@adelphi.edu) or call 516.434.3130.

# CENTER FOR STUDENT INVOLVEMENT

**Earle Hall, Lower Level, Room 003**  
**csi.adelphi.edu | Campus ext. 3603**  
**Email: csi@adelphi.edu**

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## STUDENT ORGANIZATIONS

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## HONOR SOCIETIES



## Student Athlete Advisory Committee (Athletics and Recreation)

[aupanthers.com/sports/2011/8/10/GEN\\_0810111346.aspx](http://aupanthers.com/sports/2011/8/10/GEN_0810111346.aspx) | Campus ext. 4240

## STUDENT GOVERNANCE ORGANIZATIONS

### Student Government Association (Center for Student Involvement)

Earle Hall, Lower Level, Room 003

[students.adelphi.edu/sga](http://students.adelphi.edu/sga)

Email: [sga@adelphi.edu](mailto:sga@adelphi.edu)

Meets every Tuesday at 6:00 p.m.

# STUDENT SERVICES

## BOOKSTORE

Temporary location: Center for Recreation and Sports (CRS), Atrium, 2nd Floor

[bkstr.com/adelphistore](http://bkstr.com/adelphistore) | Campus ext. 3900

Email: [adelphi@bkstr.com](mailto:adelphi@bkstr.com)

[bkstr.com/adelphistore/store-hours](http://bkstr.com/adelphistore/store-hours)

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[bkstr.com/adelphistore/home](http://bkstr.com/adelphistore/home)

## CHILD CARE

Alice Brown Early Learning Center

Campus ext. 3906

Email: [elc@adelphi.edu](mailto:elc@adelphi.edu)

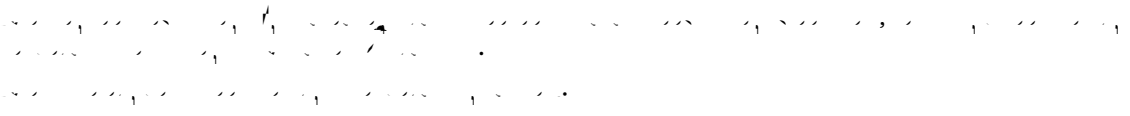
Hours: Monday–Friday, 8:00 a.m.–6:00 p.m.

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# COMMUTER STUDENT SERVICES

**Earle Hall, Lower Level, Room 003**  
**[adelphi.edu/csi/commuter-students](http://adelphi.edu/csi/commuter-students) | Campus ext. 3603**



# COPY/PRINT/SCAN/FAX

**Campus ext. 3570**

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## FINANCIAL SERVICES

Levermore Hall, Lower Level

[financial-aid.adelphi.edu](mailto:financial-aid.adelphi.edu) | Campus ext. 3080 | Fax: 516.877.3380

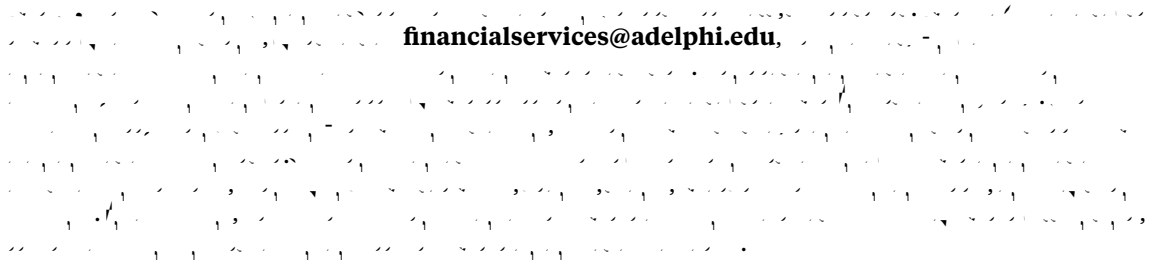
Email: [financialservices@adelphi.edu](mailto:financialservices@adelphi.edu)

Semester hours:

Monday–Thursday, 8:30 a.m.–6:00 p.m.

Friday, 9:00 a.m.–4:30 p.m.

(See our website for summer and holiday hours.)



[financialservices@adelphi.edu](mailto:financialservices@adelphi.edu)

## INFORMATION TECHNOLOGY

Swirbul Library, 2nd Floor

[it.adelphi.edu](mailto:it.adelphi.edu) | Campus ext. 3340 (Help Desk)

Email: [helpdesk@adelphi.edu](mailto:helpdesk@adelphi.edu)





# INTERNATIONAL SERVICES

Post Hall, Room 203  
iss.adelphi.edu | Campus ext. 4990  
Email: [is@adelphi.edu](mailto:is@adelphi.edu)  
Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.

# LOCKERS

<https://aux.adelphi.edu>

# LOST AND FOUND

60 113, 516.877.3500

# MULTICULTURAL AFFAIRS

[adelphi.edu/csi/multicultural-affairs](http://adelphi.edu/csi/multicultural-affairs)  
[csi.adelphi.edu/multicultural](http://csi.adelphi.edu/multicultural)

# RESIDENTIAL LIFE AND HOUSING

Earle Hall, Room 100

[housing.adelphi.edu](http://housing.adelphi.edu) | Campus ext. 3650

Email: [housing@adelphi.edu](mailto:housing@adelphi.edu)

Hours: Monday–Friday, 8:30 a.m.–4:30 p.m. (regular semester hours)

## Overview

Adelphi University provides a variety of housing options for its students. On-campus housing is available for students who are new to the area or who prefer the convenience of living on campus. Off-campus housing is also available, and students are encouraged to explore these options. For more information, visit [housing.adelphi.edu](http://housing.adelphi.edu).

## On-Campus Housing

On-campus housing is available in several locations, including Earle Hall and the Adelphi Commons. Students interested in on-campus housing should visit [housing.adelphi.edu](http://housing.adelphi.edu) for more information.

[housing.adelphi.edu](http://housing.adelphi.edu)

Students are required to sign a housing agreement. The agreement includes information about the cost of housing, which is \$300 for a single room and \$200 for a double room. A \$100 deposit is required. For more information, visit [housing.adelphi.edu/agreement](http://housing.adelphi.edu/agreement).

[dineoncampus.com/adelphi](http://dineoncampus.com/adelphi)

[adelphi.edu/housing/on-campus-housing/moving-in](http://adelphi.edu/housing/on-campus-housing/moving-in)

[housing.adelphi.edu/faq](http://housing.adelphi.edu/faq)

## On-Campus Housing Safety Guidelines

- Lock your door at all times.
- Do not open your door to anyone who is not a resident of the building.
- Report any suspicious activity to the Housing Office or the Police Department.
- Do not use alcohol or drugs in your room.
- Do not use firearms in your room.
- Do not use your room for parties or other large gatherings.
- Do not use your room for illegal activities.
- Do not use your room for any other purpose that is not approved by the Housing Office.

**To cancel on-campus housing:** Visit [housing.adelphi.edu/cancel](http://housing.adelphi.edu/cancel).

# RESOURCES AND SERVICES FOR ON-CAMPUS RESIDENTS

## Laundry Services for On-Campus Residents

Residential laundry facilities are available in all residence halls. Residents are responsible for their own laundry. Laundry facilities are open 24 hours a day, 7 days a week.

Residential laundry facilities are available in all residence halls. Residents are responsible for their own laundry. Laundry facilities are open 24 hours a day, 7 days a week. Residents should use the facilities in their own residence halls. Residents should use the facilities in their own residence halls.

Residential laundry facilities are available in all residence halls. Residents are responsible for their own laundry. Laundry facilities are open 24 hours a day, 7 days a week. Residents should use the facilities in their own residence halls.

## Trash and Recycling for On-Campus Residents

Residential trash and recycling services are available in all residence halls. Residents are responsible for their own trash and recycling. Residents should use the facilities in their own residence halls.

Residential trash and recycling services are available in all residence halls. Residents are responsible for their own trash and recycling. Residents should use the facilities in their own residence halls. Residents should use the facilities in their own residence halls.

[green.adelphi.edu](http://green.adelphi.edu)

## Lounges for On-Campus Residents

Residential lounges are available in all residence halls. Residents are responsible for their own lounges. Residents should use the facilities in their own residence halls. Residents should use the facilities in their own residence halls.

## Mail for On-Campus Residents

Format	Example
Residential mailboxes are available in all residence halls. Residents are responsible for their own mailboxes. Residents should use the facilities in their own residence halls.	Residential mailboxes are available in all residence halls. Residents are responsible for their own mailboxes. Residents should use the facilities in their own residence halls.





### Fire Regulations

- 10. [https://www.adelphi.edu/safety-transportation/resources/fire-safety/](#)
- 11. [https://www.adelphi.edu/safety-transportation/resources/fire-safety/](#) (\$100)
- 12. [https://www.adelphi.edu/safety-transportation/resources/fire-safety/](#)
- 13. [https://www.adelphi.edu/safety-transportation/resources/fire-safety/](#)
- 14. [https://www.adelphi.edu/safety-transportation/resources/fire-safety/](#)
- 15. [adelphi.edu/safety-transportation/resources/fire-safety](https://www.adelphi.edu/safety-transportation/resources/fire-safety).

### Room Security

- 16. [https://www.adelphi.edu/safety-transportation/resources/room-security/](#)
- 17. [https://www.adelphi.edu/safety-transportation/resources/room-security/](#)
- 1. [https://www.adelphi.edu/safety-transportation/resources/room-security/](#)

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### Room Usage

- 21. ...
- 22. ...
- 23. ...
- 24. ...

### Guests and Visitors

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- 30. ... / ...
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- 32. ... ( ) ...
- 33. ...
- 34. ... 25. ... 6.00 ...
- 35. ... 6.00 ... 4.00 ...

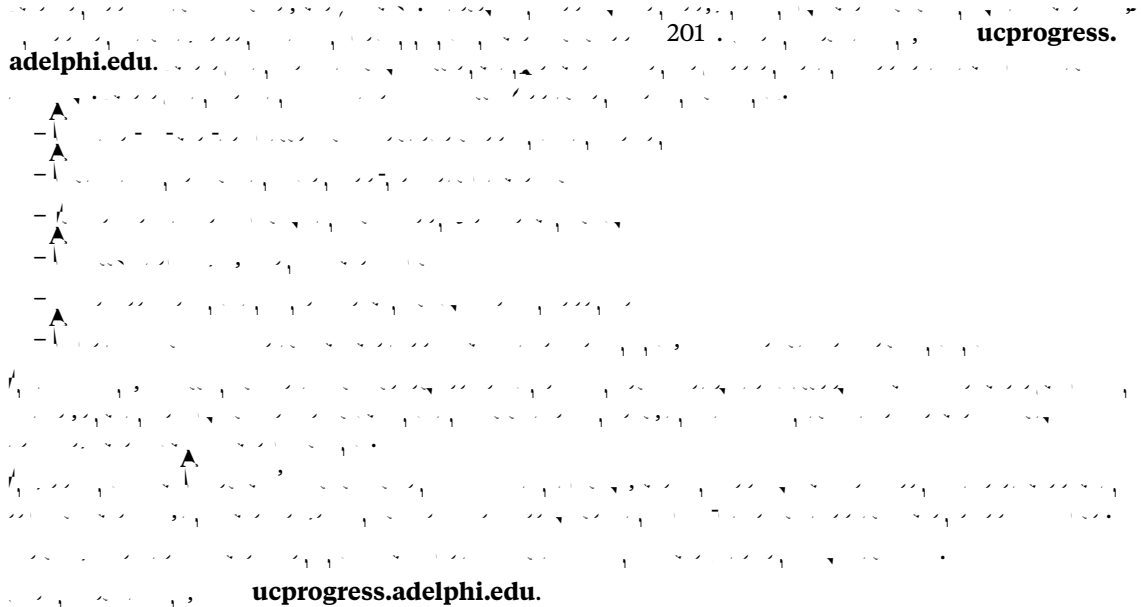




2. *Code of Ethics*
3. *Code of Conduct*

## RUTH S. HARLEY UNIVERSITY CENTER

[students.adelphi.edu/uc](https://students.adelphi.edu/uc)



## STUDENT ACCESS OFFICE

Post Hall, Room 107

[adelphi.edu/sao](https://adelphi.edu/sao) | Campus ext. 3806 | Fax: 516.877.3138

Email: [sao@adelphi.edu](mailto:sao@adelphi.edu)

Hours: Monday–Thursday, 8:30 a.m.–Emaprdu

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# HEALTH AND SAFETY

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## HEALTH SERVICES

**Waldo Hall**

**health.adelphi.edu | Campus ext. 6000**

**Email: healthservicescenter@adelphi.edu**

**Hours: Health Services is open Monday to Friday. The hours vary according to the Academic Calendar. Please see health.adelphi.edu for the most up-to-date hours.**

### Services

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[health.adelphi.edu/insurance](http://health.adelphi.edu/insurance)

ext. 6000.

## Immunizations and Health Standards

[health.adelphi.edu/forms](http://health.adelphi.edu/forms)

- Required Proof of Immunization

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**Measles.**

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**Mumps.**

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**Rubella.**

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**Meningococcal disease.**

- Health History and Assessment Form

[health.adelphi.edu/forms](http://health.adelphi.edu/forms).

## ADVISORY...

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## Vaccine Availability

516.877.6002

[health.adelphi.edu/forms/meningitis](http://health.adelphi.edu/forms/meningitis).

## Health and Wellness Peer Education Program

[health.adelphi.edu/peers](http://health.adelphi.edu/peers)  
[peereducators@adelphi.edu](mailto:peereducators@adelphi.edu).



The first step in the process is to identify the problem. This involves gathering information about the situation and the people involved. Once the problem is identified, the next step is to analyze the situation. This involves looking at the causes of the problem and the potential consequences. The third step is to develop a plan of action. This involves deciding on the best way to solve the problem and the steps that need to be taken. The fourth step is to implement the plan. This involves putting the plan into action and monitoring the progress. The final step is to evaluate the results. This involves looking at the outcomes of the plan and determining if the problem has been solved.

### Alert Hotlines

516.877.6870  
 516.877.6872  
 516.877.6871

**516.877.6870**  
**516.877.6872**  
**516.877.6871**

5. [View the current AdelpHI vehicle registration rates](#).
6. [View the current AdelpHI vehicle insurance rates](#).
7. [View the current AdelpHI vehicle inspection rates](#).

## Registering Your Vehicle

- [View the current AdelpHI vehicle registration rates](#).
- [View the current AdelpHI vehicle insurance rates](#).
- [View the current AdelpHI vehicle inspection rates](#).
- [View the current AdelpHI vehicle registration rates \(2022-2023\)](#).
- [View the current AdelpHI vehicle insurance rates \(2022-2023\)](#).
- [View the current AdelpHI vehicle inspection rates \(2022-2023\)](#).
- [View the current AdelpHI vehicle registration rates \(2021-2022\)](#).
- [View the current AdelpHI vehicle insurance rates \(2021-2022\)](#).
- [View the current AdelpHI vehicle inspection rates \(2021-2022\)](#).







# TITLE IX OFFICE, OFFICE OF HUMAN RESOURCES

**Levermore Hall, Room 207**

**Email: [titleix@adelphi.edu](mailto:titleix@adelphi.edu)**

**Phone number: 516.877.4819**

**Hours: Monday–Friday, 8:30 a.m.–4:30 p.m.**

**516.877.3511.**

**[hr.adelphi.edu/title-ix/university-policy](http://hr.adelphi.edu/title-ix/university-policy)**

**[adelphi.edu/hr/title-ix](http://adelphi.edu/hr/title-ix).**

## Student Bill of Rights

1. [http://www.adelphi.edu/adelphi/understanding/](#)
2. [http://www.adelphi.edu/adelphi/understanding/](#)
3. [http://www.adelphi.edu/adelphi/understanding/](#)
4. [http://www.adelphi.edu/adelphi/understanding/](#)
5. [http://www.adelphi.edu/adelphi/understanding/](#)
6. [http://www.adelphi.edu/adelphi/understanding/](#)
7. [http://www.adelphi.edu/adelphi/understanding/](#)
8. [http://www.adelphi.edu/adelphi/understanding/](#)
9. [http://www.adelphi.edu/adelphi/understanding/](#)
10. [http://www.adelphi.edu/adelphi/understanding/](#)
11. [http://www.adelphi.edu/adelphi/understanding/](#)

# VETERANS

Resources for Veterans at Adelphi

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**N e :**

# **N e :**

**N e :**

## **SAFETY FIRST**

Adelphi University is committed to the safety and security of our campus community. We have a dedicated team of professionals who work to prevent and respond to emergencies. For more information, visit [www.adelphi.edu/safety](http://www.adelphi.edu/safety).

Adelphi University is committed to the safety and security of our campus community. We have a dedicated team of professionals who work to prevent and respond to emergencies. For more information, visit [www.adelphi.edu/safety](http://www.adelphi.edu/safety). **113, 516.877.3500, safety.adelphi.edu.**

For more information, visit [www.oped.gov/security](http://www.oped.gov/security).

Adelphi University is committed to the safety and security of our campus community. We have a dedicated team of professionals who work to prevent and respond to emergencies. For more information, visit [www.adelphi.edu/ecampus](http://www.adelphi.edu/ecampus).

**(ecampus.adelphi.edu)**

## **ACCREDITATION**

Adelphi University is accredited by the Middle States Association of Colleges and Schools. For more information, visit [www.msac.edu](http://www.msac.edu). **3624 1 104-26 0, 267.284.5000**

Adelphi University is accredited by the Middle States Association of Colleges and Schools. For more information, visit [www.msac.edu](http://www.msac.edu). **12234 (5)15 ( )-10 ( ) ( )5 ( )-5 ( ) +25 (2)-**