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Welcome to Western Connecticut State University. The purpose of this manual is to provide you with some resources and information that may assist you during your employment at WCSU. This manual is meant to supplement, not replace, the collective bargaining agreement, the faculty handbook and the www.wcsu.edu webpage.

**Equal Employment Opportunity Policy**

Equal opportunity is employment of individuals without consideration of race, color, religious creed, age, sex, marital status, sexual orientation, national origin, ancestry, mental retardations, past or present history of mental disorder, physical or learning disability or prior conviction of a crime, unless the provision of Section 46a-60(b) or 46a-80(b) of the Connecticut General Statutes are controlling or there is a bona fide occupational qualification excluding persons in one of the above protected groups. Equal employment opportunity is the purpose and goal of affirmative action.

**University Mission Statement**

Western Connecticut State University serves as an accessible, responsive and creative intellectual resource for the people and institutions of Connecticut. The university strives to meet the educational needs of a diversified student body through instruction, scholarship and public service. Western aspires to be a public university of choice for programs of excellence in the liberal arts and the professions by providing full-time and part-time students with the necessary background to be successful in their chosen careers and to be productive members of society. It accomplishes this by emphasizing:

- A strong liberal arts foundation
- Strong skills in communication, problem solving, and critical thinking
- Opportunities for experiential, cooperative, and internships experiences
- A strong background in information technologies
- Interdisciplinary programs
- A strong sense of commitment to public service
- A personalized learning environment

Its mission as a public comprehensive University is given life through the principles and values that guide it.
Fulfilling the Mission

Principles

Empowering students to attain the highest standards of academic achievement, public and professional services, personal development, and ethical conduct is the university’s fundamental responsibility.

Facilitating learning is the university’s primary function, and it requires that the faculty be active scholars who have a lasting interest in enhancing instruction and that the curriculum be dynamic and include advanced instructional technologies.

Preparing students for enlightened and productive participation in a global society is the university’s obligation and is best fulfilled by developing the best possible academic programs and learning experiences.

Promoting a rich and diverse cultural environment that allows freedom of expression within a spirit of civility and mutual respect is the university’s abiding commitment.

Strengthening the partnership with the people and institutions of Connecticut is a benefit to both the University and the state and endows the university’s teaching and scholarship with a special vitality and dedication.

Values

• Quality in all that the university does, and a commitment to continuous improvement.
• Integrity in the process of teaching and learning.
• Respect for the dignity and rights of each member of the University community.

Absolutely Critical - Course Information!

The University has very specific policies, forms and deadlines regarding add/drop, course withdrawals and incompletes. The deadlines for these items can be found on the calendar at the end of this booklet. The rules and forms are so specific that we are recommending this link, http://www.wcsu.edu/registrar/forms.asp for both forms and the actual policy information.

You are not expected to become an expert in any of this information; however, it is very important to become familiar with university rules and policies and to be able to refer students for help. It is probably best to refer these issues to your department chair as they arise, but you should know school policies and procedures anyway. When in doubt, seek help!
**Academic Honesty Policy**

Faculty members are responsible for knowing the principles and procedures of the Academic Honesty Policy, and for enforcing the policy when academic honesty violations occur. Faculty members must also remind students of the Academic Honesty Policy and help them comply with it. Please read the entire policy at [http://www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf](http://www.wcsu.edu/facultystaff/handbook/forms/honesty-policy.pdf).

**AccessAbility Services (formerly Disability Services)**

The university is committed to providing reasonable accommodations for students with documented disabilities on an individualized and flexible basis. AccessAbility Services determines reasonable accommodations through consultation with the student. Students requesting accommodation should present a letter for you to sign from AccessAbility Services at the start of the semester which describes the approved accommodations. Please sign the accompanying receipt and return it to AccessAbility Services.

Accommodations are approved prospectively; you need not allow accommodations retroactively. Some students become disabled or are diagnosed after a semester starts, in which case they may present you with an accommodation letter during the course of the semester. Again, you need not accommodate the student retroactively. Should you feel that a requested accommodation is unreasonable because of its nature or the burden it places on you, contact your department chair. Accessiblity Services are located on the Midtown Campus, Higgins Annex 017. Their phone number is (203) 837-8225 and you will find their website at [http://wcsu.edu/accessability/](http://wcsu.edu/accessability/).

**Accounts You Will Need**

- **WestConn ID (Banner ID):** This number is created by the HR department at the time of hire. Your WestConn ID number is an 8 digit number beginning with a 5. It is used by the University in place of your social security number. It is also referred to as your Banner ID. You will also find more information under WestConnect in this booklet.

- **Windows Account:** Your Windows account consists of a username and password. You must have an account in order to log in to the WCSU network, whether on campus or elsewhere. This account is set up by your department so please see your department secretary for more information.

- **WestConnduit Account:** This is the university portal. Faculty can access WestConnduit from the WCSU homepage at [http://www.wcsu.edu](http://www.wcsu.edu) by clicking
the WestConnduit link in “Essentials” or on the bottom of the page below “contact us”. Your username and password are the same as those for your WCSU Windows account.

Class rosters are available to you through WestConnduit by clicking on the “Banner” tab at the top of the page. You must select a term before you can select your section. Midterm and final course grades are also entered via Banner. A variety of help sheets and workshop listings are available if you click on “my tab” and look under “technology resources”. Department chairs, secretaries and program coordinators, if applicable, can provide assistance in using Banner. The site www.wcsu.edu/ithelpdesk/westconnduit/ has a great deal of information about getting started with WestConnduit.

- **WCSU Email Account**: Your email account can be activated through your WestConnduit account. We cannot recommend highly enough that you frequently access your university email account for university and union communications. Information regarding entering grades, deadlines, training, events and opportunities are frequently sent out to university email patrons. The format of this email address will be username@wcsu.edu. We highly recommend that you use and require your students to use WCSU email when contacting you, particularly about grades or other matters for which privacy should be respected. Email is the preferred method of communication at WCSU.

- **E-Learning (Blackboard Vista or Blackboard Learn) Account**: Blackboard Vista is being phased out. The process to switch to Blackboard Learn has already begun and should be complete by Summer 2013. Both systems allow faculty to enhance their courses with online components. They provide a teaching and learning environment that streamlines course management for faculty and enhances student learning. The University offers only limited training on Blackboard Vista, however, there is training available for Blackboard Learn. The schedule is available on WestConnduit. A Blackboard account will be set up for you upon request at the email account below: “Please set up a Blackboard Learn account for (Course Number) for fall 20XX.” You must request this for each course you teach.

Please contact the University Computing Help Desk at (203) 392-8467 if you have any difficulty or you can send an email to request_university_computing@wcsu.edu.
American Association of University Professors (AAUP)

As a faculty member, you were automatically designated as a member of the American Association of University Professors (AAUP) bargaining unit. There are two aspects to this membership: membership in the local bargaining unit, and membership in the national organization. As a member of the WCSU-AAUP bargaining unit, dues will be deducted from each paycheck. If you wish to take advantage of the rights and privileges available to you through the national AAUP organization, you must fill out a membership form online at www.wcsuaaup.org/?page_id=137. There is no additional fee for these rights and privileges which include the right to vote in local and national elections, a subscription to Academe, and discounts for various products and services.

It’s important that you take the opportunity to review the Collective Bargaining Agreement (CBA) given to you at the time of hire or available at http://www.wcsuaaup.org/?page_id=47. The current CBA was revised and extended until 2016. For the revised wages and healthcare/retirement benefits, please see http://www.csuaaup.org/wp-content/uploads/2011/06/CSUAAUP2011Modification.pdf for wages and http://www.csuaaup.org/wp-content/uploads/2011/05/SEBAC11REVISEDSTA.pdf for healthcare/retirement on our website. This document provides information about pay scales and adjunct faculty benefits such as available travel funds, faculty development funds, tuition waivers, and health insurance options.

For all AAUP information, go to our website at http://www.wcsuaaup.org. You may also call the AAUP office at (203) 837-9235 or, send an email to aaupw@wcsu.edu. The office is located in Higgins Hall, Rm. 115A at Midtown campus, and is staffed on a part time basis. The AAUP publishes several e-newsletters to help you keep up to date on political happenings and University news and events which may affect the collective bargaining unit.

Please make sure that the AAUP office has an email address for you. Sometimes we will issue communications of an urgent nature and it is important that you be aware of these messages.

Badges

WestConn photo ID cards (badges) can be obtained in the WestConnect office located around the back of the Old Main building at Midtown. These cards are programmed with information, funds, etc. Your card grants parking entry into the Westside faculty lot, copy privileges for campus copy machines, access to fitness facilities and library privileges. You will need to bring an authorization form from HR and a valid photo id. Go to http://wcsu.edu/westconnect/WCSU_New.asp#New_Employee for more information.
**Benefits**


**Bookstore**

The campus bookstore is located in the Midtown Student Center. An annex, open only at the beginning of each term, is located adjacent to the WS 117 computer lab. You must exit the Westside classroom building to enter the store. Products offered at the bookstore include but are not limited to textbook rentals, books for purchase, school supplies, health & beauty aids, USPS stamps and WCSU merchandise. Adjunct faculty who need to order textbooks for their course(s) can place textbook orders online via the bookstore website. You can also review books which were used for your course in previous terms. The number for the Midtown bookstore is (230) 837-8464 or you can explore [http://www.wcsu.edu/campuscenter/bookstore.htm](http://www.wcsu.edu/campuscenter/bookstore.htm) and order textbooks.

**Campus Dining**

There are several dining facilities on campus. Hours may vary during the semester. You will also find that there are a variety of vending machines scattered about both campuses. View [http://www.wcsucampusdining.com/dining/westside.html](http://www.wcsucampusdining.com/dining/westside.html) for more information.

**Campus Directory**

A campus telephone directory is available at [www.wcsu.edu/directory/](http://www.wcsu.edu/directory/). There is an automated directory at WCSU which can be accessed by telephone at (203) 837-9411. Both faculty and students are listed in a University email directory. You can create an email distribution group for your class in order to simplify sending emails. We cannot encourage you strongly enough to use your university email account for all university communications and to require your students to do so as well. If you want to find someone’s email address, from your email account, click on “To” on a new email page and the full directory will be displayed. By default the directory is alphabetized by first names, by clicking “add columns” searches by last name can be performed.
**Career Development Center**

Please refer students to the Career Development Center (CDC) as early as possible in their college careers, even as freshmen. The CDC can help with career counseling and researching a career path. The CDC offers an online posting system with opportunities for part-time, full-time and summer jobs, as well as local, national and global job listings. Students who are interested in Co-op and Internship experiences should contact the CDC to begin the application process as sophomores or as they near the 45 credit mark. Senior Recruiting takes place very early senior year, by late September, in certain fields. The CDC website is at [http://www.wcsu.edu/cdc/](http://www.wcsu.edu/cdc/) and has information about their workshops and information sessions on interviewing, resume writing, networking and other critical pieces that will lead to students gaining experience and/or employment in their chosen careers. The CDC is located at the Midtown campus; however, they do hold office hours on the Westside campus as well.

If you make arrangements in advance, a representative at the CDC will come to your class to talk for 10 – 15 minutes about the services and opportunities they offer. This is recommended as students often need repeated exposure to this type of information before they follow up. Staff members are also open to conducting in class workshops on career and job related topics as their schedules permit.

**Class Cancellations and School Closures**

WCSU has a system in place for notifying students, faculty and staff of delays, closures and cancellations. In case of inclement weather or other emergencies, faculty can call the Emergency Dispatch (Snow) number which is (203) 837-9377, check the WCSU homepage or listen to or watch the following media for information on delays, cancellations, or closings: If you sign up for Emergency Notification System at [www.wcsu.edu/ens](http://www.wcsu.edu/ens), you will receive an email and/or phone call announcing delays and closings. Students are generally aware of the notification options. You should not feel obligated to transmit notifications of official delays, cancellations, or closures.

If the university announces a delayed opening, the student will be responsible for the information that would have been covered in class. Delayed openings mean that activities beginning before the announced start time are delayed in terms of when the activity will begin. A **delayed opening does not mean that the activity is cancelled**, but rather that the activity will begin at the announced start time and conclude at the time it would normally end. For example, if classes are delayed until 9 a.m., a class scheduled to begin at 8 a.m. and run to 11 a.m. would now begin at 9 a.m. but still conclude at 11 a.m. With early closings, activities that would normally run past the early closing time will cease at the set early closing time, and activities that would normally begin after that time are cancelled, for example if the early closing was set for 3 p.m., a class...
normally running from 2 p.m. to 5 p.m. would end at 3 p.m., a class scheduled to begin at 4 p.m. and end at 7 p.m. would be cancelled.

If you need to cancel a class for any reason, you are required to notify WCSU. Please contact your department secretary and/or the department Chair (see lists at end of handbook). If possible, an email message should be sent or phone calls made to the students in your class (See Banner section of this document for instructions to email your class).

Closings and Delays are also broadcast on the following:

TV Stations:
- WVIT TV 30 Hartford, CT
- WFSB TV 3 Hartford, CT
- WTNH TV 8 New Haven, CT
- WTIC-TV Fox 61 Hartford, CT

AM Radio Stations:
- WLAD 800 Danbury, CT
- WCBS AM 880 New York, NY

Websites:
- CTWeather.com

FM Stations:
- WXCI FM 91.7 W.C.S.U.

Adjunct faculty members have access to computer facilities on campus (computers, printers, scanners, etc). Here is a list of available computer labs; Westside (Room 117), Westside (Room 247), Campus Center 3rd floor Computer Lab (Westside), Midtown Computer Center in the Ruth Haas Library main level, Student Technology Training Center (Midtown Student Center Room 225), Student Center 24-hour computer lab (Midtown Student Center Room 214), and the Science Building 24 hour computer lab (Science Building Room 127). You can view additions or further information about this list at [http://www.wcsu.edu/technology/computers.asp](http://www.wcsu.edu/technology/computers.asp).
Computer Help Desk

Please send an email to Request_University_Computing@wcsu.edu or call 203-837-8467 if you need assistance with any computer related issues.

Copying/Printing – see Printing/Copying

Documents You Will Need

This manual is designed to complement the Collective Bargaining Agreement which you will receive at the time of hire (also available at http://wcsuaaup.org/AAUP2007-2011FINALContract200711.pdf) and the Faculty Handbook, available at http://www.wcsu.edu/facultystaff/handbook/.

Emergency Procedures Guide


Faculty Handbook

All adjuncts should review the Faculty Handbook which is full of useful and important information. Some information that can be found in the handbook includes information about Family Educational Rights and Privacy Act (FERPA), guidelines for faculty in the classroom, administrative procedures, and information regarding school closings due to inclement weather. The Faculty Handbook is available online at http://www.wcsu.edu/facultystaff/handbook.

Faculty Homepage

An excellent resource for information regarding all things WCSU is the faculty/staff home page at http://www.wcsu.edu/facultystaff/.

Fax Machines

Check with your department secretary as to location and availability of fax machines on campus.
Fire Drills/Alarms

Whenever a fire alarm sounds normal evacuation procedures must be followed. All occupants must leave the building and may not re-enter the evacuated building until told to do so by authorized personnel. The authorized personnel include members of the Fire Department of the City of Danbury, Police Officers, and University Fire Safety Professionals.

These procedures are necessary to maintain and enhance our ability to quickly and effectively respond to public safety emergencies. Failure to evacuate a building during an actual fire alarm or evacuation drills can result in disciplinary action.

If there is an emergency on campus and you are with a student who has a disability which makes it difficult for them to evacuate a building please understand the following:

- As a faculty or staff member, you may elect to remain in a protected area with the individual with a disability.
- A list of all students and their buildings/room numbers has been given to the Police Department. This list will assist police officers in quickly reporting the location of an individual with a disability to fire personnel.
- In the event of an alarm, individuals with disabilities (or others knowledgeable of the situation) shall call the Police Department (at 911 from a campus phone or 203-837-9300) and provide the location of the person with a disability.

The full policy is at http://www.wcsu.edu/efs/Attachments/S-119%20%20EEPPH.pdf.

Food Services

For detailed information regarding food service on campus, please visit http://www.wcsucampusdining.com/dining/westside.html. In addition, you will find various vending machines selling food or drink scattered throughout the campus.

Grade Appeals

Academic grading reflects careful and deliberate judgment of the course instructor. Academic evaluation of student performance requires expert consideration of cumulative information and is to some extent subjective. The University recognizes that in rare instances there may be “palpable injustice(s)” in the determination of a final grade. Students may use the appeals process when they believe there is evidence to show that a) a final grade was determined by methods and
criteria different from those used for determining final grades for others in the same class or 2) the evaluation was made as the result of bias or caprice. The student shall first confer with the instructor who awarded the grade no later than the end of the fourth week of the next regular semester. In the case of half semester courses, students shall have the right to begin the appeal process at the conclusion of the course. Students have the right to appeal a grade they feel was unfairly granted. Please visit http://www.wcsu.edu/facultystaff/handbook/pages/std-app.asp in the Faculty/Staff Handbook to view the entire process.

Library Services

There are two libraries at WCSU. The Haas Library, located at the midtown campus, is the main library. The Young library, at Westside, offers electronic reserves, value-added research, and a faculty resource collection. There are extensive online journal databases, reference materials, and a business book collection available to students and faculty. Faculty copiers and a fax machine and computer are available for adjunct use. Adjuncts can also forward their book orders and request instructional classes. Refer to the Faculty Handbook for information on using the library services. The Young Library is located on the 4th floor of the Westside classroom building. You may view information about library services at http://library.wcsu.edu/ or call (203) 837-9139 to speak directly to one of our librarians.

Maps

Maps of both campuses can be found at the back of this document or at http://www.wcsu.edu/campustour.

Media Equipment Use

Faculty and staff may sign out equipment from the Midtown (WH 013) or Westside (WS 103b) Media Centers. Equipment available for distribution includes: LCD projectors, DVD players, VCRs and televisions, digital camcorders and tripods, portable screens, and digital audio recorders. Reservations should be made at least 24 hours in advance by calling (203) 837-8757(MT) or (203) 837-8759(WS).

Motorist Assistance Program

The Motorist Assistance Program (MAP) is free of charge and will offer help to stranded motorists on either of WCSU’s campuses, particularly at night or in adverse weather. Services available under this program include retrieving keys from a locked car and
jump-starting dead batteries. MAP does not employ trained mechanics but will help you get on your way or find someone who can help you. To summon the services of MAP, call the university police department at (203) 837-9300.

**Office Supplies**

A variety of office supplies are available from your department secretary. Please let your department secretary know what you need so that these can be provided to you.

**Parking**

If you visit either campus, and wish to park a motor vehicle on university property, you must obtain and display a hangtag. Parking permits are available from the University Police Department Parking Office located at the Westside Classroom Building Room 247D. The telephone number is (203) 837-3289. Office hours are Monday through Thursday from 9 am to 5 pm and Friday from 7 am to 3 pm. Faculty parking on Westside is located next to the classroom building and across from the athletic fields. The faculty lot on Westside is gated and will open when you scan your campus ID card. Faculty parking on the midtown campus is located in the White Street Garage, Haas Library lot, White Hall (5th Avenue side lot) and the White Hall/Fairfield lot.

**Paychecks**

All faculty and staff on campus are paid bi-weekly. To check the pay and holiday schedule, and to access important forms and information, visit [http://www.wcsu.edu/financeadmin/services/payroll.asp](http://www.wcsu.edu/financeadmin/services/payroll.asp). Direct deposit is available for all employees. You must fill out a direct deposit form and attach a voided check from the account to be deposited into. For more information, go to [http://www.wcsu.edu/hr/procedures/direct_deposit.asp](http://www.wcsu.edu/hr/procedures/direct_deposit.asp).

**Printing/Copying**

You can make your own copies at faculty designated copy machines. Check with your department Secretary for suggestions as to where to go. You will need to scan your campus ID card in order to activate the copiers. You can also submit large copying/printing orders to University Publications and Design in Old Main, Rm. 202, however, a printing requisition must be completed. The turnaround time varies so contact them first at (203) 837-8294. As a rule, all jobs are printed double-sided unless otherwise indicated on the requisition sheet. The website for University Publications can be found at [http://www.wcsu.edu/upd/](http://www.wcsu.edu/upd/).
Recreational Facilities

As an adjunct faculty member, you are able to utilize the free fitness classes and recreational facilities on either campus including the Bill Williams Gym at Midtown, the cardio room in the Campus Center and pool at the O’Neill Center. Both of these facilities may be open after the end of 5:25-7:55 p.m. classes, so if interested, it pays to check. Visit http://www.wcsu.edu/recreation for more information on available services and class times. All programs are free to students, faculty and staff.

Resource

An excellent resource for information regarding all things WCSU is the faculty/staff home page at http://www.wcsu.edu/facultystaff/.

Sexual Harassment Policy

All members of the CSU community shall conduct themselves in an appropriate manner with concern, dignity and respect for others. The CSU community includes students, employees, and non-employees when they conduct business on CSU property.

Sexual and other illegal harassment may occur between staff and staff, staff and student, student and student. Complaints of sexual and other illegal harassment within the Connecticut State University System will be taken seriously and investigated. Any member of the CSU community who violates this policy is subject to the full range of disciplinary action. While there is a difference between illegal conduct and unprofessional or inappropriate conduct in the CSU community sexual or other harassment in some instances need not be intentional to violate this policy. In the event of a charge of sexual harassment, a defense based upon consent will be given little weight when the facts establish an employee/student or supervisor/employee relationship existed. Since any significant power differential between members of the CSU community makes voluntary consent questionable, members of the faculty and staff are expected to be aware of their professional responsibilities and avoid apparent or actual conflict of interest. For the full policy, please see the WCSU website at www.wcsu.edu/hr/policies/sexualharassment.asp.

Student Privacy Rights

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U. S. Department of Education.
FERPA gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.” You may not discuss any aspect of a student’s education with a parent without the student’s express permission. Please check with your department chair before attempting to do so.

For more information on FERPA, please visit the U. S. Department of Education’s website at http://www.ed.gov.

**Syllabus**

Your syllabus is a very important document as it will let students know your expectations of them and expectations for the course. Important parts of a syllabus include: name of university and school, course number, section number, course title, instructor’s name and contact information (which can be limited to your WCSU email account), attendance requirements, cell phone policy, grading policies, late policy, exam and make-up policies, required textbooks, course prerequisites, course objectives and course outline. Finally, it is very helpful for both you and your students to include expected learning outcomes for the course and/or your rubrics.

**Telephone Directory**

You may need to phone certain offices on campus. To access the telephone directory online, go to http://www.wcsu.edu/contact.asp. You can also dial (203) 837-9411 for a phone-based directory.

**WESTCONNECT Card and Office information**

The WESTCONNECT card is your faculty ID card, your parking access card on Westside, your card access into your approved buildings or classrooms, and you will scan it to make copies on designated machines throughout both campuses. Adjunct faculty can pick up their WESTCONNECT card at the WESTCONNECT Card Office located in Old Main, lower-level facing the Student Center. In order to obtain an identification card you must: 1) contact the Human Resources Department in order to obtain a completed and authorized form to be presented to the WESTCONNECT Office staff, 2) Present the form and a valid photo ID, and 3) create a 4-digit door security PIN. The WESTCONNECT Card Office is also the place where faculty will pick up keys for the department office and request classrooms.
**WestConn Emergency Notification System**

The WestConn Emergency Notification System is used to convey important information to the campus community. Emergencies, weather-related closing/delay, or other hazardous situations are announced via this system. Each adjunct faculty member needs to register for this service. To access the registration page, go to [http://www.wcsu.edu/ens](http://www.wcsu.edu/ens). Notifications will then be sent to your home phone, cell phone, and/or email account.
2012-2013 Calendar

Fall Semester - 2012
August 27  Academic Year Begins
August 28  Orientation Sessions
August 29  First Day of Classes/ 100% Tuition refund/Withdrawal deadline
September 3  Labor Day --No Classes
September 5  Add/Drop period ends for full semester day classes
September 14 Faculty Development Forms Due to registrar
October 12  Finalized INC submissions due
October 26  Midterm grades due
November 2  Withdrawal deadline (without academic penalty)
November 21-25  Thanksgiving Recess No Classes
December 10-11  Make-up/Reading Day
December 12-18  Final Exams
December 18  Semester Ends
December 21  Final grades due

Winter Intersession - 2013
December 19, 2012  Intersession Begins
January 2  New Year's Holiday for Jan. 2nd --No classes
January 9  Intersession Ends

Spring Semester - 2013
January 11  Semester Begins
January 14  First Day of Classes
January 21  Martin Luther King Holiday
February 15-18  President's Holiday No Classes
March 25-30  Spring Break No Classes
N/A  Day of Reflection No Classes
May 2  Make-up/Reading Day
May 3-9  Final Exams
May 10  Graduate Commencement
May 9  Semester Ends
May 12  Commencement

Summer Session - 2013
May 20  Summer Session I Begins
June 21  Summer Session I Ends
June 24  Summer Session II Begins
July 26  Summer Session II Ends
July 29  Summer Session III Begins
August 23  Summer Session III Ends

Fall Semester- 2013
August 26  Semester begins
August 27  Orientation Sessions
August 28  First Day of Classes
September 2  Labor Day No Classes
Nov. 27-Dec. 1  Thanksgiving Recess No Classes
December 10  Make-up/Reading Day
December 11-17  Final Exams
December 17  Semester Ends
Important Contact Information
www.wcsu.edu
Area code is 203 unless otherwise noted

Campus Police:
   Emergency:  911 on any campus phone
   Main:   837-9300

Computer Help Desk:  837-8467 or email: request_university_computing@wcsu.edu

Haas Library (Midtown):
   Main:  837-9100
   Reference Desk: 837-9100
   Reserve Desk: 837-9100

Human Resources:
   Main Number: 837-8662
   Lisa Lengel (Benefits): 837-8666
   Sarah Baywood (Payroll): 837-8366

Snow phone:  837-9377 or www.wcsu.edu/weatheralert

Telephone directory:  837-9411

University ID Office (WESTCONNECT):  837-9411

University Parking:  837-3289, Westside Campus 247D

Union Information:
   AAUP at WCSU (website is www.wcsuaaup.org)
   President: Patricia O’Neill, Psychology, 837-9383 oneilp@wcsu.edu
   Grievance Officer: George F. Kain, JLA, 837-8514 kaing@wcsu.edu
   Staff Elise Silkowski, 837-9235 aaupw@wcsu.edu

   CSU-AAUP (website is www.csuaaup.org)
   Director of Member Services: Caryl Schiff-Greatorex, 860-832-3791
   Business Manager, Steve Greatorex, 860-832-3792
   Communications Associate, Ellen Benson: 860-832-3793
   CSU-AAUP President, Vijay Nair, 837-9116 at WCSU

Young Library (Westside):
   Main: 837-9139
   Reference Desk: 837-9139
EMERGENCY PROCEDURES GUIDE

This Emergency Procedures Guide provides a quick reference for anyone in the Western Connecticut State University Community on the essentials to cope with most campus emergencies. Although the guide does not cover every conceivable situation, it does supply the basic guidelines for most incidents that are likely to occur on campus.

FOR ALL EMERGENCIES CALL 911

FIRE
- Activate building alarm
- Call 911
- Evacuate building by walking quickly to nearest exit
- Close doors behind you
- Alert others on your way out
- DO NOT USE ELEVATORS
- Move at least 500 feet away from the building
- DO NOT RETURN TO BUILDING until authorized by Fire or Police Department personnel
- Individuals needing assistance should remain in an area of refuge and advise emergency responders of their location by dialing 911

VIOLENT OR CRIMINAL BEHAVIOR
- Dial 911 if immediate threat
- Give nature of incident, location, any descriptions, weapons, injuries, or property damage
- Avoid contact with person(s)
- If gunfire occurs, take immediate cover in a locked room and stay until police give clearance

PSYCHOLOGICAL CRISIS
- Dial 911 if immediate threat or call the University Police @ 837-9300 if not immediate threat
- Do not try to handle any situation you feel is dangerous on your own
- Contact immediate supervisor, resident director, or resident assistant

HOSTAGE SITUATION
- Dial 911
- If taken hostage, be patient and cooperative
- Speak only when spoken to
- Be observant
- Try to rest
- Wait for any police instructions

SEVERE WEATHER
- Dial WeatherAlert @ 837-9377

WORKPLACE VIOLENCE
- Dial 911 if immediate fear of danger
- If not immediate fear of danger, notify supervisor or Human Resources @837-8663

UTILITY FAILURE
- Dial 837-9300 University Police
- Notify immediate supervisor
- Wait for instructions
- Cease from using all electrical equipment
- Do not use on/off light switches

MEDICAL AND FIRST AID
- Dial 911
- Give name, location, nature of medical/first aid
- Provide first aid care, if trained

PROVIDED BY THE UNIVERSITY POLICE
April 2007

CHEMICAL OR HAZARDOUS MATERIALS RELEASE
- Dial 911
- Try to contain the spill
- Vacate the affected area
- Close doors behind you
- When reporting a spill, be specific on nature of material involved
- If contaminated by a spill, avoid contact with others
- Showers/eyewashes are located in all chemical areas

BOMB THREATS
- Dial 911
- Attempt to keep caller on line
- Notify immediate supervisor
- Do not touch or move any suspicious item
- The decision to evacuate will be made by the University Police

EXPLOSION – AIRCRAFT CRASH
- Dial 911 if possible
- Take immediate cover upon explosion/crash
- If in a building, pull alarm and evacuate

CIVIL DISTURBANCE OR DEMONSTRATIONS
- Dial 837-9300 University Police
- Avoid location of disturbance/disorderly demonstrations
- University Police will give directives if in your area
To Midtown campus

From the East: Take Exit 5 off I-84 to first traffic light (Clapboard Ridge Road); turn right and continue on Main Street to White Street (fifth traffic light); turn left on White Street and continue one half mile to campus on left.

From the West: Take Exit 5 off I-84 to first traffic light (Main Street); turn right and continue on Main Street to White Street (fourth traffic light); turn left on White Street and continue one half mile to campus on left.

To Westside campus

From the East or West: Take Exit 4 off I-84; turn right onto Lake Avenue. Go approximately one mile. Campus entrance on right.

Campus-to-Campus

Midtown to Westside: Follow White Street and take a right onto Main Street (third traffic light). Follow Main Street to third traffic light (Main Street becomes Clapboard Ridge). Turn left onto I-84 West. Take Exit 4 off I-84. Turn right onto Lake Avenue. Go approximately one mile. Campus entrance is on the directly across from Super Stop & Shop. General parking is available along University Boulevard.

Westside to Midtown: Turn left onto Lake Avenue. Go approximately one mile. Turn left onto I-84 East. (third traffic light). Take Exit 5 off I-84 to first traffic light (Main Street). Turn right and continue on Main Street to White Street (fourth traffic light). Turn left on White Street and continue one half mile. The campus is on the left. Visitor’s parking is available in the lot adjacent to Old Main.