

IMMUNIZATION

In accordance with New York State law, all students are required to provide proof of immunization from certain diseases. A new student may register for courses prior to the receipt of such documentation, but will not be permitted to register for any subsequent term without this document. Please contact the Main Office Staff at the Brentwood Campus for any questions regarding this matter.

POLICY FOR STUDENTS WITH SPECIAL NEEDS

Students who are unable to use the stairs may be eligible for a pass to use the elevator. Please see the Associate Provost to obtain the required pass.

A ramp is available on the ground floor for wheelchair access. There is a reserved area for handicapped parking. Two handicapped accessible bathrooms are available on the ground floor.

Students with special needs will receive basic academic accommodations from their individual professors and their academic departments. Accommodations will be made by the other Campus departments as required for nonacademic matters. Students may be required to submit appropriate documentation of their disabilities to the Coordinator of Services for Students with Special Needs at the C.W. Post Campus of Long Island University. Appropriate professional staff will review and evaluate this documentation, establish confidential files, and notify the teaching faculty of the necessary academic accommodations at the student's request.

SECURITY

Campus security is maintained both inside and outside the building by a full-time Campus Security Coordinator, and a part-time uniformed security guard. Security cameras are located at various locations throughout the building. The Campus Security Office is Rm. 203.

CAMPUS SECURITY REPORT

Section 485 of the Higher Education Act, the Federal Crime Awareness and Campus Security Act of 1990, provides for the availability of the annual report of statistics and security policies. A copy of the Brentwood Campus of Long Island University's annual security report includes statistics for the previous three years concerning reported crimes that occurred on the Campus; in certain off-campus buildings or property within, or immediately adjacent to and accessible from, the Campus. You can obtain a copy of this report by contacting:

Long Island University
Brentwood Campus

100 Second Ave.
Brentwood, NY 11717
Attn: Main Office
(631) 273-5112

You may also access this information through the following website:

www.liu.edu/cwis/brent/security/

LONG ISLAND UNIVERSITY BRENTWOOD CAMPUS DIRECTORY

OFFICE	NAME	ROOM	EXT.
Associate Provost & Dean	Lee Kelly	220	21

ACADEMIC ADVISING

Childhood Ed. Early Childhood Ed. Child/Special Ed. (Dual) Child/Literacy (Dual) Counseling MBA Criminal Justice	Lorraine Macholz	218	19
Special Education Literacy Education	Barbee Cherry	217	40

ADMISSIONS/FINANCIAL AID

Director of Admissions	John Metcalfe	202	26
Director of Financial Aid	Andrea Mojica	202	24
Asst. Dir. Adm/Fin. Aid	Jeanine Giunta	202	23
Senior Assoc. Dir. Fin. Aid	Michele Siskind	202	30

MAIN OFFICE

Office Manager	Joann Jantzen	215	10
Administrative Assistant	Maddie Stern	215	14
Administrative Assistant	Mary McLaughlin	215	18

BURSAR

Maddy Predonzan	215	11
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LIBRARY

Reference Librarian	William Roberson	9	34
Reference Librarian	Susan Ketcham	7	35
Office	Kate Breen	Lib.	33

OTHER OFFICES

Faculty Office		225	29
Faculty Office		226	31
Computer Room	Staff	Gr. Fl.	36
Information Technology	Kevin Conron	206	28
Security	Don Entress	203	27
Literacy and Learning Development Ctr.	Joan Bura	308	38/39
Library & Info Science	Gerry Kopczynski	212	16

For more information please contact the Brentwood Campus at (631) 273-5112. We will be happy to answer your questions.



2009-2010 STUDENT HANDBOOK

ACADEMIC ADVISING

Each student is assigned by major to an academic counselor. You are encouraged to meet with your advisor regularly to discuss your curriculum, plan of study, policy changes, and career plans. You must finalize your class schedule with your advisor in order to register. If you are having any difficulties please contact your advisor - they are here to assist you.

Competency testing examinations are administered on this Campus. See your advisor for details about what you are required to take and how to complete these requirements.

BOOKSTORE

The Bookstore is located on the second floor in Room 227. Books and supplies are available for your class and personal use. The Bookstore hours are posted prior to the first week of classes. Additional hours and days will be added as required.

CANCELLED CLASSES

We will post a notice if your class is delayed or cancelled. Time permitting, faculty members will attempt to reach you at your preferred telephone number. School closings related to inclement weather will be announced on the Campus web site, www.liu.edu/brentwood, and the Campus telephone line, (631) 273-5112. Weather-related cancellations are also broadcast on News 12, www.weatherclosings.com and local radio stations. Faculty members are advised to create a student telephone or e-mail "chain" at the start of each semester.

CLASS ROSTERS

If for any reason your name does not appear on the official class roster, your professor will ask you to go to the Main Office, Room 215, to have your status clarified. You may not attend class until you do so.

SMOKING

In accordance with Suffolk County ordinance, smoking is prohibited in the building.

COMPUTER CENTER

The Computer Center located on the ground floor provides students, faculty and staff with access to the My LIU student information system, University e-mail accounts, the research resources of the B. Davis Schwartz Memorial Library at the C.W. Post Campus of Long Island University, and the Internet, as well as word processing, spreadsheet and research capabilities. The Computer Center is staffed by graduate assistants and is open evenings and weekends when classes are in session. Hours of operation are posted at the Computer Center. Technical support is available through the Office of Information Technology in Room 206.

WIRELESS INTERNET ACCESS

Wireless Internet access is available throughout the Campus. Students may connect mobile electronic devices to this system using their MyLIU username and password. The Office of Information Technology (room 206) can assist if you have questions.

DISCIPLINE

Disciplinary action involving academic matters (academic irregularities, plagiarism, faculty-student disputes or grading issues) are the responsibility of the appropriate Academic Dean. Actions involving non-academic conduct (verbal or physical harassment, sexual harassment, violence or threat of violence, forgery or falsification of records, illegal possession of keys or unlawful entry, vandalism, smoking, weapons, parking, theft, fire safety, soliciting, gambling, unauthorized use of computers, alcohol and drugs or failure to cooperate) are the responsibility of the Associate Provost and Dean of Student Affairs at the Brentwood Campus.

Appeals of any disciplinary decision of the Brentwood Campus must be made in writing within five days to the Provost or Dean, whose decision is final.

DUPLICATING SERVICES

The Main Office in Room 215 has a photocopier, as does the Library. Both are available for student use at 10 cents per copy.

LIBRARY

William Roberson, the Head Librarian, and his staff are available to help you become acquainted with our library and its related services. The library is open:

Monday-Thursday 9am - 9:30pm

Friday 9am - 4:30pm

Sat & Sun 9:00 – 3:00 (when Weekend College is in session)

OFFICE HOURS

During the Fall and Spring semesters, the Main Office will be open from 8:30 a.m. until 8:30 p.m. Monday through Thursday and until 5:00 p.m. on Friday. (Sat & Sun 8:30 – 12:00 when weekend college is in session)

MAILBOXES

Faculty mailboxes are available in the Main Office. You may wish to leave messages, papers, or other materials for your professor in his/her mailbox. University policy does not permit the release of home telephone numbers or addresses of faculty members.

FIRE SAFETY INFORMATION

If the fire alarm is sounded, students are required to exit the building immediately. Please use the nearest exit from your classroom. Use only the stairways; do not use the elevator. The Administrator in charge will inform you when you may re-enter the building.

PARKING

Parking stickers for your car are available in the Main Office. Please bring your ID when you come in. Handicapped parking is available for those displaying approved handicapped stickers, hang tags or license plates. Since these spaces are limited, please do not park in this area unless you have received prior approval.

For your personal safety, we must insist that you park only in the two student parking areas and not on the access roads, grass, or building access areas. Please do not park in the area reserved for faculty and staff. Parking and use of vehicles on campus are at your own risk.

ALCOHOL POLICY

The consumption of alcoholic beverages or possessing of open containers of alcoholic beverages on Campus property is strictly prohibited.

STUDENT IDENTIFICATION

All students are required to present their Student ID Card at the request of any University staff or faculty member. ID Cards may be ordered through the Main Office. You will need an ID card for use in the Library, Computer Rooms, etc.

TELEPHONE

If you need to call the Main Campus, come to Room 215 and we will provide a connection for you. For your convenience, a pay phone is located on the ground floor near the Library.

ACADEMIC ADVISING/COURSE REGISTRATION

All new students must consult with their academic counselor to be advised on matters related to their academic program and to register for their first semester. After your first semester, you will be able to register online yourself, but you are encouraged to consult regularly with your academic adviser about your degree requirements.

VENDING MACHINES

Vending machines for snacks, sandwiches, salads and beverages are located on the ground floor and in the Student Lounge on the second floor. Please give us your suggestions about items you would like to see included in these machines. Also, contact the Main Office for refunds if you lose money in the machines or if an item is out of stock.

FAFSA

The Office of Financial Aid would like to remind all students who apply for scholarships, grants and/or loans that they must complete the FAFSA (Free Application for Federal Student Aid) online and submit their SAR (Student Aid Report).

BIAS CRIMES

According to Title Y, Hate Crimes Act of 2000, Article 485 of the New York State Penal Law, the New York State legislature has defined a hate crime as one in which a victim is intentionally selected, in whole or in part, because of "race, color, national origin, ancestry, gender, religion, religious practice, age, disability or sexual orientation."

The Brentwood Campus recognizes the seriousness of bias crimes and is committed to providing an educational atmosphere free of such incidents. Policies and procedures have been established to inform students about the topic, promote discussion, encourage reporting of incidents of bias-related crime, and facilitate prevention of such incidents. Students are advised to refer to the Campus brochure on bias crimes for further information.

POLICY ON SEXUAL HARASSMENT

The University Officers share the universally held belief that a proper academic/employment environment cannot be maintained when members of our community are subject to sexual harassment. Thus, the Officers reaffirm the University's policy which strictly and absolutely forbids the sexual harassment of any student or employee.

Students who wish to file a complaint alleging harassment may do so by contacting the Associate Provost and Dean of Student Affairs, or the Academic Dean of the discipline in which the student has his/her primary academic affiliation. In addition, a student may contact a Brentwood Campus representative (John Metcalfe at 631-273-5112 ext. 26 or Lorraine Macholz at 631-273-5112 ext. 19).

PROBLEMS

See the Associate Provost, or any Staff member - WE CAN HELP!!!

REGISTRATION FAQ

How can I prepare for online registration?

Make sure you do not have any “holds” that may delay your registration. To see your holds, go to the MyLIU web portal (my.liu.edu). Click on the hold and follow the instructions to resolve the issue. Once your account is cleared, you will be able to use the online registration system.

How do I register online?

Online registration is available 24 hours a day at My LIU. In addition to the general enrollment period, you will have the option to enroll early in the priority enrollment period, based on the number of credits you have earned. You will be notified by My LIU e-mail about the start of priority and general enrollment periods.

How do I select my courses?

Select your courses based on the Plan of Study given to you at your first meeting with your academic advisor. If you wish to review the plan with your advisor, please feel free to make an appointment to discuss course selection or any questions you might have.

What do I do if I have questions about the registration process?

Visit studentcenter.liu.edu for information about the My LIU web site. There is a wealth of information available, including instruction sheets and videos concerning registration procedures.

What should I do if I forget my password?

Contact the Information Technology Department at the Brentwood Campus at (631) 273-5112. They can assist you with resetting your password.