

2016
NEW STUDENT
RESOURCE BOOK



Introduction

Welcome to Manhattan College. As you will learn in the next several months, college is not like high school. Thus, the more you know about what is expected of you as a student and as a member of the Manhattan College Community, the more likely you are to succeed academically and personally.

In addition to this Freshman Resource Book, you should become familiar with the College Catalogue for the academic year you have entered Manhattan and the Student Handbook, both available on the college website. These three books are essential reading for all Manhattan College Freshmen.

This Resource Book covers information about the School of Liberal Arts, its curriculum, the advising and scheduling processes, support services, and important regulations such as attendance policy. The Catalogue contains further information on these matters. And since Manhattan College Catalogue guides your matriculation at Manhattan, you should read it carefully in conjunction with this Resource Book so that you are thoroughly familiar with academic standards and procedures, fees and financial aid, and student services.

About the School of Liberal Arts

The School of Liberal Arts and the School of Science are the two oldest at Manhattan College, having been founded together as the School of Liberal Arts and Sciences in 1853. The two schools were joined until the summer of 1993, when each took on its separate identity. The School of Liberal Arts provides B.A. program in sixteen majors and B.S. programs in two majors within the School and encourages minors within Arts and in Business, Science, and Education.

About Advising in the School of Liberal Arts

All freshmen and those sophomores who have not yet decided on a major are advised by the Academic Advisors for the School of Liberal Arts. Once you have chosen a major, the chairperson of your major department or a faculty member designated from that department will become your major advisor. If you change your major, you will then be advised through the department of your new major. To choose your major or to change it, you must see your Academic Advisor for the School of Liberal Arts, who is always available to see you, no matter your major.

The Curriculum

In the School of Liberal Arts, you will take courses from several different categories:

The Core -- Core courses in the humanities, the social sciences, and the sciences are complemented by courses in language, mathematics, and writing. Core courses are required courses as opposed to elective courses (see below). Frequently, a Core course can help you decide your major.

The Major -- The major represents your primary focus of student in a discipline or interdisciplinary field and usually, but not always, involves taking at least ten courses (30 credits) at an advanced level within the discipline. Requirements for each major are given under the departmental and programs listings in the Catalogue.

The Minor -- A minor is a lesser concentration in a particular discipline, usually involving five courses as prescribed by the department or program. Minors are not required at Manhattan College, except in the Communication major, but they are strongly encouraged. Requirements for each minor are given under the departmental listings in the Catalogue. Students in the School of Liberal Arts may choose a minor in the School of Liberal Arts or in the School of Business, the School of Education, or the School of Science. For information on the minors outside the School of Liberal Arts, see your Academic Advisor for the School of Liberal Arts.

Electives -- An elective is a course you choose because it interests you, not because it fills any particular requirement. You must make sure that you have the prerequisite courses for any course you elect. Prerequisites are listed in the Catalogue.

The Core Curriculum

Developed in part through funding from the National Endowment for the Humanities, the Core Curriculum in the School of Liberal Arts was introduced in 1986 to provide a common learning experience for all students in the School of Liberal Arts. The objectives of the Core are to develop the verbal, cognitive, and mathematical skills necessary for serious scholarly activity; to explore different civilizations and cultures from an interdisciplinary point of view; to apply the understanding gained from such exploration to contemporary problems; to enhance understanding of the natural world, the scientific method, and the impact of science and technology on society; and to extend the understanding of the self, the relationship between self and society, and the way societies interact.

Distribution Requirements

College Writing 3 credits
ENGL 110, which is taken in either the first or second semester of freshman year.

Religious Studies 9 credits
RELS 110, which is usually taken in the first year; a 200-level course in Catholic Studies, and a 300-level elective.

Modern Foreign Language 6 credits
A two-semester requirement usually taken in freshman year.

Mathematics 3 credits
course requirement dependent on program specifications.

Science 9 credits
SCI 201, 202, 203, 204, 221, 230, 231, BIOL 103. The science requirement may also be satisfied by a full year of chemistry, biology, or physics, along with a three-credit SCI course in a different science.

Global/non-western
Two courses from the total required for graduation must focus on global and/or non-western topics.

*Students must also demonstrate computer skills appropriate to their progress

The Liberal Learning Core

Classical Origins of Western Civilization 3 credits
LLRN 102. A first-year requirement

The Roots of Social Science 9 credits
Choose three of the following: ECON 150, Economics; GOVT 150, Government; SOC 150, Sociology; PSYC 150, Psychology.

The Roots of the Modern Age 12
credits HIST 150 History ENGL 150 Literature
PHIL 150 Philosophy ART 150 Art or Music 150 Music

*Two core courses must be taken as a First Year Seminar. One in each semester of Freshman year.

Academic Information and Procedures

Please note: The Manhattan College Catalogue is the most important document concerning your matriculation at Manhattan. You must know the general areas, academic standards and procedures, expenses and financial aid, and students services sections thoroughly, if you are to complete your studies successfully.

Course Load and Tuition

Except for the B.S. in Psychology, the normal course load for a first-semester freshman is 15 credits, five courses. It is the same for all four years. To graduate, you will need 120 credits (121 for a B.S. in Psychology) and a cumulative index of 2.0.

You should pay particular attention to the number of credits each semester. If you take more than the specified number of credits in an academic year, you will receive an extra bill for those credits. If you take fewer than the specified number, you will delay graduation and be charged extra when you have to make up credits to fulfill degree requirements.

Registration

At summer orientation, your academic advisor explained the first-semester schedule of classes that was prepared in consultation with the Admissions Office, the Academic Advisor, and the appropriate academic departments. Your Academic Advisor is available to assist you to make any necessary adjustments as a result of Advanced Placement, higher level IB, or Articulation credits earned in high school.

Early in the fall semester you will again meet with your Academic Advisor, who will assist you during subsequent registration periods. Registration for the following term ordinarily occurs shortly after the mid-point of an on-going semester. It is your responsibility to pick up the necessary registration materials, review the sections of the Catalogue relating to the Core and your major, plan a tentative schedule, consult with your Academic Advisor or the Chair of the Department once you have declared your major, and also obtain that advisor's signed approval before registering.

Scheduling Adjustments

1. Advanced Placement

If you have taken any Advanced Placement tests, you should make this known to your Academic Advisor during summer orientation if you wish to receive credit for such courses. To receive AP credit, a score of 4 or better is required. Some programs may require a higher score. Applying AP credit to your academic record at Manhattan gives you the opportunity to accelerate your program, take a second major easily, choose several minors, or even graduate early. You may decline the Advanced Placement credit, but this decision should be discussed thoroughly with your academic advisor.

Whatever judgment is reached about AP credits, the necessary schedule adjustments may be made at Orientation. If you receive AP scores after Orientation and if a change of schedule is required because of these results, you should contact your Academic Advisor before the start of classes.

All requests for AP credit must be made by 15 April of your freshman year. You must arrange for the official transcript to be sent to Manhattan.

2. CLEP Credit

You may transfer CLEP credit if you have taken the CLEP examination prior to matriculating at Manhattan College and have attained the ACE recommended score. CLEP credits is not accepted once you have matriculated.

3. International Baccalaureate

If you have taken any higher-level IB courses and have a grade of 5 or better, submit a transcript for review. Please let your Academic Advisor know in advance so that a schedule adjustment can be made at Orientation. You must arrange for an Official transcript to be sent to Manhattan. All requests for IB credit must be made by 15 April of your freshman year.

4. Transfer Credit

If you have taken courses at another accredited college or university before coming to Manhattan or if you have taken college-level courses in high-school (often referred to as an Articulation, Link Program or Dual Enrollment) and received credit from colleges for them, you must have official transcripts of these courses sent directly from the college to the Office of the Dean, School of Liberal Arts, Manhattan College, 4513 Manhattan College Parkway, Bronx, NY, 10471. All requests for link or articulation transfer credit must be made by 15 April of your freshman year. These transcripts and the course content will be reviewed during summer orientation or as soon as they are received. Transfer credit is not automatically granted and is dependent upon the review of the course. (For more information regarding the policy on these courses, please see the college catalog.) The course must be found equivalent to a course offered by Manhattan, and a minimum grade of "C" must have been attained. No credit will be given for courses in which you have received a "P" or "Pass" grade, awarded on a Pass/Fail basis. If the decisions about transfer credits require schedule changes, you should contact your Academic Advisor before the start of classes. The credit, but not the grades, will be accepted for transfer; therefore, the grades earned in the transferred courses will not be included in your grade point average.

Once you are matriculated at Manhattan College, you may not take courses for transfer credit at any other college without prior written permission.

5. Adding/Dropping a Course

Before the semester starts and during the first week of the semester, you may add a course for which you are qualified if it is appropriate to your program and open. To change section of the same course, you may register directly online, provided the new section is open. If you wish to **add** or **drop** different courses, you should consult with and receive the signed approval of your advisor to make certain that you are following the guidelines for your academic program. Please note that while it is possible to drop a course after the first week (see Withdrawal, below), it is not possible to add a course or to switch from one section to another.

6. Withdrawal from a Course

To withdraw from a course after the first week of the semester, you must obtain an "Application to Withdraw from a Course" from the Dean's office and follow the procedure indicated. **The deadline for withdrawal from a course is the last day of the twelfth week of classes.** Withdrawal from a course is recorded on your permanent transcript with a grade of "W." Before withdrawing from a course, be aware that

- Withdrawal does not entitle you to tuition refund;
- You may jeopardize our full-time student status (at least 12 credits per semester) and thus may face the possible loss of certain types of financial aid
- You must repeat the course if it is a requirement in the academic program;
- You will pay additional tuition when you repeat or replace the course;
- You may need more time for the completion of degree requirements.

7. Incompletes

Should you be unable to complete all requirements for a course because of illness or other compelling reasons, you may apply for a designation of I (Incomplete) by obtaining the proper form from the Dean's office, having it signed by the course instructor, and submitting it to the Dean's office for processing. In all cases, the incomplete work must be completed and submitted to the instructor not later than 20 days from the last day of the term's final examination period.

Other Policies and Regulations

1. Attendance Policy

A student who is absent from class cannot expect the instructor to provide notes or allow makeup tests, quizzes, or laboratories. The student may incur an appropriate grading penalty for such absences if the penalty was described in the syllabus. Reasonable accommodations for absences are recommended, but are solely at the discretion of the course instructor.

If the instructor believes that a student's failure to attend class is substantially affecting the student's course grade, then the instructor is strongly encouraged to report the situation to the dean of the school in which the student is matriculated. Faculty in the School of Liberal Arts are required to contact the Dean after a student incurs four hours absences in a course. The Dean will address the situation with the student.

2. Off-Campus Courses

Normally you will be expected to complete all degree requirements at Manhattan College. All courses in the major, the minor, and the Core (150) must be taken at Manhattan. However, for compelling reasons, with the approval of the Dean, students may obtain permission to take elective courses at another college. To receive permission to take a course off campus, you must follow this procedure:

- Discuss your plans with your Academic Advisor to make sure that you have permission to take a specific course off-campus and especially to make sure that the course corresponds to one in the Manhattan catalogue.
- Complete an "Off-campus Approval" form available in the Dean's office.
- Present the form, together with a current catalogue description of the course to be taken, for the signed approval of your Academic Advisor **before registering for the course.**
- At the completion of the course, arrange to have the official transcript sent to the Dean's office, where it will be processed according to the guidelines established for Transfer Credit. All such transcripts must be received no later than six months after the completion of the course.

3. Withdrawal from College or Leave of Absence

To withdraw or to take a leave of absence from Manhattan College, you must come to the Dean's office to file the appropriate forms. This will keep your records in good order should you decide to return at a later date or to transfer credits to another institution. Failure to follow the established procedures for withdrawal from Manhattan College may result in "F"s on your permanent transcript instead of "W"s.

4. Academic Integrity

One of the values we most cherish at Manhattan is the free exchange of ideas. To permit such free and open exchange, we must trust that our ideas, when properly presented, will be respected, and at the same time, that our ideas must earn that respect. At the heart of all academic discourse is our commitment to academic integrity. By this we mean that the work we present as our own is our own. We do not cheat on examinations, quizzes, lab reports, and other such submissions. We do not put out names to someone else's work or allow someone else to put his or her name to our work. We do not plagiarize; that is, we do not take all or parts of the works of another without citing our sources. We use quotation marks around the exact words of another, and when we paraphrase, we document our sources. See the *Community Standards Student Handbook* for the College's policy on Academic Integrity.

Grades

The Manhattan College Catalogue explains the various letter grades used in assessing student performance in academic courses. In addition, you should be aware of several other important matters associated with grades.

1. Grade Point Average

Letter grades earned in individual courses are assigned "quality point" equivalents according to the following scale:

A = 4.0	B- = 2.66	D+ = 1.33
A- = 3.66	C+ = 2.33	D = 1.0
B+ = 3.33	C = 2.0	F = 0
B = 3.0	C- = 1.66	

To compute grade point average (GPA), add the number of credits taken and divide that by the sum of the quality points earned for each course. Quality points equal the number of credits times that weighted grade received for each course.

2. Academic Standing, Probation, Suspension and Dismissal

You are expected to make satisfactory academic progress toward a degree. You do this if at the end of one full year of study (or 26 attempted credits), you have achieved a cumulative index of 1.8 and at the end of two full years of study (or 59 attempted credits), a cumulative index of 1.9. After 60 or more attempted credits you must have the 2.0 cumulative index required for graduation. Multiple withdrawals may also be defined as failure to make satisfactory progress toward a degree. Failure to maintain satisfactory progress will lead to probation. If you have not achieved the required cumulative index after one semester on probation, you will be subject to suspension or dismissal. (See the catalogue for further information).

3. Dean's Honor List

Students who complete a minimum of 12 credits in a fall or spring term with a minimum GPA of 3.40 with no course failures will be listed on the Dean's Honor List. This designation is placed in the student's official academic records.

Departmental, School, and College-wide honor societies, with their specific requirements, are listed in the Catalogue.

Majors in the School of Liberal Arts and the Credits Required		
	<u>Department Code</u>	<u>Credits</u>
Art History	ART	30
Communication	COMM	33
Economics	ECON	30
English	ENGL	30
French	FREN	30
Government	GOVT	30
History	HIST	30
International Studies	INTL	33
Labor Studies	LABR	30
Peace Studies	PEAC	30
Philosophy	PHIL	30
Psychology B.A.	PSYC	30
Psychology B.S.	PSYC	55
Religious Studies	RELS	30
Sociology	SOC	30
Spanish	SPAN	30
Urban Studies	URBAN	30

There is also a major in General Studies available, leading to a B.S. degree. For further information, see the Catalogue or your Academic Advisor for the School of Liberal Arts.

Department Chairs

Department	Chairperson	Location and Phone
Communication	Dr. Thom Gencarelli	LEO 213, Ext. 7490
Core (150)	Dr. Rocco Marinaccio	M 428, Ext. 7503
Economics	Dr. Hany Guirguis	DLS 404, Ext. 7320
English	Dr. Jeffrey Myers	M 403, Ext. 7252
Fine Arts	Dr. Daniel Savoy	Hay 109B, Ext. 7330
Government	Dr. Pamela Chasek	M 424 Ext. 7248
History	Dr. Jennifer Edwards	M 411, Ext. 7127
International Studies	Dr. David Shefferman	M 431, Ext. 7459
Labor Studies	Dr. Kevin Ahern	M 433, Ext. 7305
Modern Languages	Dr. Laura Redrello	Mem 417, Ext. 7752
Peace Studies	Dr. Kevin Ahern	DLS 444 Ext. 3865
Philosophy	Dr. Mitchell Aboulafia	DLS 436, Ext. 7124
Psychology	Dr. Zella Moore	DLS 446, Ext. 7810
Religious Studies	Dr. Michele Saracino	M 435, Ext. 7412
Sociology	Dr. Cory Blad	DLS 442, Ext. 3868
Urban Studies	Dr. Adam Arenson	M414, Ext. 7317
General Studies	Dianna Cruz	M 210, Ext. 7956

***Calling from outside the College, dial 718-862- + extension**

DLS = De La Salle

H = Hayden

Mem = Memorial

M = Miguel

List of Honor Societies and Their Moderators

Phi Beta Kappa	Arts and Sciences	Dr. Marlene Gottlieb
Epsilon Sigma Pi	College-Wide	Dr. William Clyde
Alpha Kappa Delta	Sociology	Dr. Ricardo Dello Buono
Lambda Pi Eta	Communications	Dr. Rebecca Kern
Omicron Delta Epsilon	Economics	Dr. Gwendolyn Tedeschi
Pen & Sword Society	College-Wide	Mr. John Bennett
Phi Alpha Theta	History	Dr. Paul Droubie
Pi Delta Pi	French	Prof. Nevart Wanger
Pi Sigma Alpha	Government	Dr. Winsome Downie
Psi Chi	Psychology	Dr. Martha Mendez- Baldwin
Sigma Delta Pi	Spanish	Dr. Evelyn Scaramella
Sigma Iota Rho	International Studies	Dr. Pam Chasek
Sigma Tau Delta	English	Dr. Heidi Laudien
Sigma Xi	Science Research (includes psychology)	Dr. Richard Carbonaro
Theta Alpha Kappa	Religious Studies	Dr. Jawanza Clark
Phi Sigma Tau	Philosophy	Dr. David Bollert

Important Contacts

Manhattan College offers a wide variety of specialized and professional services to support your academic programs, your personal, social, spiritual, and cultural lives, and your career aspirations. If you are experiencing academic or personal difficulties, you should speak with your advisor, who will refer you to the proper services, or you may go directly to any of the services listed below.

Whom To See For What

<i>Educational</i>	Educational problems requiring administrative action	Dr. Keith Brower, Dean, School of Liberal Arts M 210, Ext. 7345 (718)862-8016
	Declaring or changing major or minor; withdrawals	Dianna Cruz, Asst. Dean and Academic Advisor M 210, Ext. 7956 (718)862-8016 Angie Thrapsimis, Academic Advisor M 210, Ext. 7955 (718)862-8016
	Information on admission requirements and award opportunities in Medical and Dental Studies	Healthprofessionsadv.com Bruce Libby, Hay 207a, Ext. 7899 Rani Roy, M 503, Ext. 7755
	Law School Admissions and Awards	Dr. Jordan Pascoe Pre-legal Advisor, DLS 435, Ext. 7326
	CAS Tutoring	Marissa Salso Passafiume Center for Academic Success, DLS 2nd Flood Ext. 7796
	Writing Center	Sujey Batista, M 203, Ext. 7782
	Specialized Resources Center	Anne Vaccaro M 300, Ext. 7409

	Library Services	William Walters, Director Library, Ext. 7167
	Center for Graduate Scholarships & Fellowships Advisement	Rani Roy, Director M 503, Ext. 7755
	Study Abroad	Prof. Nevert Wanger Mem 423, Ext. 7316 Ms. Elly Mons Mem 420, Ext. 7527
Registrar	Transcripts; Academic Records; Pin Numbers; Information on Web For Students	Susan Astarita Registrar's Office Mem 101, Ext. 7313
Vocational	Career Information and Counseling General Job Placement and On-Campus Opportunities; Co-op Education	Rachel Cirella Director Career Development M 501a, Ext. 7308
	Internships	Sharon D' Amelia M 500, Ext. 7238
Health	Physical Health; Emergency First Aid, Illness While on Campus, Immunizations,	Amy Dahl, FNP Alumni Hall 2nd Floor Ext. 7217
	Mental Health; Emotional, Personal Problems	Dr. Terrance Hannigan Counseling Center M 501 Ext. 7394/7395
	Student Health & Accident Insurance Program	Counseling Center M 501, Ext. 7394/7395
	Staff Psychologist	Dr. Terence Hannigan Counseling Center Ext. 7395

Foreign Studies	Foreign Student Processing for the Immigration and Naturalization Services	Ms. Debra Damico International Student Advisor M 207a Ext. 7213
ROTC	Air Force Advisement Scholarship Information	Office of Aerospace Studies LEO 249, Ext. 7201
Other	Spiritual & Moral Guidance	Fr. George H. Hill M. Div MA. Chaplain M 209, Ext. 7972
	Campus Ministry & Social Action	Ms. Lois Harr M 209, Ext.. 7142 Mr. Conor Reidy Social Action Coordinator Thomas Hall 503, Ext. 7775 Ms. Jennifer L. Edwards Robinson Social Action Coordinator Thomas Hall 504, Ext. 7477
	Financial Aid Student Accounts	Ms. Denise Scalzo Director M 101, Ext. 7178 Ms. Lisa Juncaj, Bursar, Ext. 7962
	Campus Activities	John Bennet Director of Student Activities Commons 4th Floor Ext. 7246
	Dean of Students	Dr. Michael Carey, Dean Thomas 5th Floor Ext. 7999
	Residence Life	Mr. Andrew Weingarten Director of Residence Life Thomas 5th flood Ext. 7227
	Student Government	John Tudisco President Thomas 514 Ext. 7358

	Athletics and Sports	Mr. Noah LeFevre Director of Athletics Draddy Gym Ext. 7230
Information about Other Schools at Manhattan	School of Business	Dr. Salwa Ammar, Dean, DLS 301, Ext. 7440
	School of Education	Dr. William Merriman, Dean, M 205, Ext. 7374
	School of Science	Dr. Constantine Theodosiu, Dean, Hay 205, Ext. 7374
	School of Engineering	Dr. Tim Ward, Dean LEO 201, Ext. 7307



2016 FALL SEMESTER

August	29	Monday	Classes Begin
September	2	Friday	Late Registration & Add/Drop Ends
	5	Monday	Labor Day Holiday- No Classes
	20	Tuesday	Senate Meeting
October	10	Monday	Columbus Day Holiday – No Classes
	11	Tuesday	Monday Schedule
	17	Monday	Mid-Term Grades Due
	18	Tuesday	Senate Meeting
November	1	Tuesday	Web Registration Begins for Spring 2017
	15	Tuesday	Senate Meeting
	18	Friday	Last day to withdraw from courses
	23-25	Wed-Fri	Thanksgiving Holiday – No Classes
December	9	Friday	Last Day of Classes
	12-17	Mon-Sat	Finals Week– Winter Recess Begins after Last Examination

2016-2017 WINTER INTERSESSION

December	19	Monday	Classes Begin
	26-30	Mon-Fri	Christmas Break-College Closed
January	2	Mon	New Year's Holiday-College Closed
	6	Friday	Deadline to submit incomplete work to Faculty for Fall 2016
	13	Friday	Last Day of Winter Intersession
	16	Monday	Martin Luther King Holiday-College Closed

2017 SPRING SEMESTER

January	17	Tuesday	Classes Begin
	23	Monday	Late Registration & Add/Drop Ends
February	21	Tuesday	Senate Meeting
March	3	Friday	Mid-Term Grades Due
	13-17	Mon-Fri	Spring Break
	21	Tuesday	Senate Meeting
April	3	Monday	Web Registration begins for Fall 2017
	7	Friday	St. De La Salle Day: The Feast of St. John Baptist de la Salle, Patron of Teachers
	14-17	Fri-Mon	Easter Holiday
	18	Tuesday	Senate Meeting
	18	Tuesday	Last day to withdraw from courses
May	4	Thursday	Monday Schedule
	5	Friday	Last Day of Classes
	6-7	Sat-Sun	Reading Days
	8-13	Mon-Sat	Finals Week
	14-18	Sun-Thurs	Senior Days
	15	Monday	Summer Session I Begins
	18	Thursday	Spring Commencement
	19	Friday	The 175 th Undergraduate Commencement
June	6	Tuesday	Deadline to submit incomplete work to faculty for Spring 2017

Subject to change. Updated 05/16/2016