

Campus Resources



Section 4



Here you will find information about Le Moyne campus resources and referral information.

As advisors, you will at times have students who wish to share personal concerns and/or experiences with you that you may or may not feel comfortable discussing. This section should assist when referring students to appropriate resources.

Advisors should also refer to Le Moyne's *College Catalog*, *Student Handbook*, or web site to get more information about any of the offices listed. Individuals in these areas would be happy to assist you and your students.

Referring Students

Why	Who	Where
Advising Concerns	Center for Academic Advising and Engagement	445-4624
Alumni Activities	Office of Alumni and Parent Programs	445-4563
Arts and Sciences Division	Dean of Arts and Sciences	445-4310
Athletic Programs	Faculty Athletic Representative	445-4450
Bill Payment	Bursar's Office	445-4350
Career Planning and Off-campus Employment	Office of Career Services	445-4185
Community Service	Office of Service Learning	445-4791
Computer Assistance	Information Technology	445-4579
Continuous Learning	Center for Continuing Education	445-4141

SECTION 4: CAMPUS RESOURCES

Course Overloads	Ass't Dean for Academic Advising and Engagement	445-4597
Disabilities	Disability Support Services	445-4118
Drug/Alcohol Concerns	Wellness Center for Health and Counseling	445-4195
Emotional Concerns	Wellness Center for Health and Counseling	445-4195
Foreign Language Placement	Foreign Language Department Chair	445-4346
Financial Aid Concerns	Office of Financial Aid	445-4400
Getting Involved	Campus Life and Leadership	445-4525
Health Issues	Student Health Service	445-4440
Housing Matters	Campus Life and Leadership Office	445-4580
International Students	Director of Student Outreach and Engagement	445-4275
Learning Communities	Ass't Director of Student Advising and Outreach	445-4277
Library Information	Noreen Reale Falcone Library	445-4320
Management Division	Dean of Management	445-4280
Non-discrimination Issues	Assistant Vice President for Student Development	445-4525
On-campus Jobs	Office of Financial Aid	445-4400
Personal Concerns	Wellness Center for Health and Counseling	445-4195
Security Concerns	Security Office	445-4444
Spiritual Exploration	Campus Ministry	445-4110
Studying Abroad	Career Services	445-4185
Summer Classes	Center for Continuing Education	445-4141
Textbooks	Campus Store	445-4130
Transcripts	Office of the Registrar	445-4456
Tutoring	Academic Support Center	445-4118
Work-study Jobs	Office of Financial Aid	445-4400
Writing Assistance	Academic Support Center	445-4118
Writing Proficiency	Director of the Writing Program	445-4392

Academic Advising Committee

The Academic Advising Task Force meets continually throughout the academic year to strengthen the academic advising program at Le Moyne College. Advisors are encouraged to contact any members of the task force to offer suggestions or provide input on the advising program. For a current listing of the committee members, please contact the Center for Academic Advising and Engagement.

ATHLETICS

If you are dealing with, or simply suspect, academic difficulties with any of your student athletes, do not hesitate to contact the Associate Athletic Director for Student Athlete Success and liaison to the faculty. In addition, you may contact Le Moyne's Faculty Athletic Representative.

Referrals:

Jeanne Murphy
Associate Athletic Director for Student Athlete Success/SWA
dupreejc@lemoyne.edu
X4413

Dr. Shawn Ward
Faculty Athletic Representative
ward@lemoyne.edu

Division of Student Development

Student Development is committed to the Ignatian principles grounded within Jesuit education. We invite our students to participate actively in a safe, respectful, diverse and open academic community. We challenge them to grow in mind, body and spirit for the greater good. Hence, students are empowered to develop their unique skills and talents to be critical thinkers, compassionate leaders and contributing citizens in our diverse, ever-changing world. As educators, we are called to model our mission as mentors engaged in the pursuit of excellence. Our passion for integrative and holistic learning compels us to work collaboratively with the entire campus community. Through our comprehensive array of innovative programs and services, we provide the environment for students to be able to achieve their full potential.

Areas included in the Division of Student Development include academic advising, academic support, disability support, service learning, first-year student and transitions, student outreach and engagement, career planning, security, campus life and leadership, student conduct, new student orientation, multicultural affairs, campus ministry, wellness center for health and counseling, Sodexo dining services and event planning. The Vice President for Student Development is the College's chief student development administrator and supervises these offices that work to enhance the quality of student development and assisting students to integrate their co-curricular and curricular experiences.

ACADEMIC SUPPORT CENTER

Academic Support Services: Le Moyne students are encouraged to take advantage of the free services offered by the Academic Support Center (ASC). Located on the first floor of the library, the center provides tutoring, study groups, individual consultations and workshops for all students seeking to improve their academic performance. The ASC also coordinates the academic support services for students with disabilities and students on academic probation. The staff consists of a director, assistant director, a director of disability support services, an academic support manager, a professional writing tutor and several writing fellows and numerous peer tutors offering assistance in more than 25 disciplines. Our professional writing tutor is also available for students for whom English is not their primary language.

Tutoring: Free one-to-one tutoring is available during the academic year (while classes are in session) at the ASC for 100- and 200- level courses in mathematics, economics, philosophy, the natural sciences, and foreign

languages, among other disciplines. Writing fellows are available to offer support and assistance with written assignments for any course. Students should call or visit the ASC to set up an appointment with a tutor. In addition, the ASC collaborates with the chemistry department to offer weekly workshops in some chemistry courses. The ASC also works closely with faculty to coordinate study groups for first-year learning community students. Workshops are available upon request. All peer tutors are recommended by the faculty and receive thorough and continuous training. The ASC's professional staff supervises tutoring services. Students on academic probation are required to visit the ASC and are often recommended for tutoring in individual course work which they have found challenging. For more information, contact (315) 445-4118.

Learning Strategies Assistance: Through the Academic Support Center, individual and group support is available to students interested in strengthening their learning strategies (e.g., time management, note-taking and test prep strategies). Students are welcome to set up individual appointments with either the director or assistant director of academic initiatives in the ASC to learn more.

Disability Support Services: The office of Disability Support Services (DSS) in the Academic Support Center arranges academic accommodations for eligible students with disabilities under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. Students with disabilities are encouraged to contact the director of the DSS as soon as possible to ensure that academic accommodations are made in a timely manner. Written documentation attesting to the existence of the disabling condition, signed by a licensed professional, is required before academic accommodations are implemented. For more information about documentation requirements, review the DSS web site (<http://www.lemoyne.edu/dss/docs>).

Non-academic services for students with disabilities are coordinated by the assistant vice president for student development (315-445-4526) and the assistant dean for student development (315-445-4525). Temporary academic accommodations for students experiencing short-term disabling conditions may be discussed with the director of Disability Support Services.

CAMPUS MINISTRY

Campus Ministry seeks to serve the entire College community from the perspective of faith. An attitude of genuine respect is promoted toward all religious faiths and Christian denominations. The professional staff offers opportunities to experience worship, community, volunteer service, spiritual development and consciousness-raising.

Campus Ministry provides leadership and opportunities for community worship at Le Moyne and encourages students to become involved as lectors, ministers of the Eucharist, members of one of the music groups or members of committees which plan upcoming liturgies.

Retreats at Villa Le Moyne are offered each semester to help members of the College community come to a deeper appreciation of their faith and to give a foundation in Christian spirituality from which service should flow. Campus Ministry is also involved in sacramental preparation ministry for baptism, confirmation and Eucharist.

Campus ministers are available to assist students in resolving matters of religious and spiritual concerns in a confidential setting. The campus ministers welcome all to use the chapel facility for relaxing, reading and informal gatherings.

Everyone is invited to participate in *Projects in the Community* which enables volunteers to use their time and talents to work with after-school recreation programs, to tutor local neighborhood children or to assist at one of the area shelters or community dining rooms. The Office of Campus Ministry also organizes service trips to Appalachia and various urban areas during the College breaks.

Chaplains in Residence. While living in residence, Residence Chaplains share experiences common to students living in their respective residence halls. Most of these Chaplains are either Jesuit priests or members of the Campus Ministry staff who advise students regarding personal, spiritual and academic matters.

Beth Scanlon	Dablon Hall	445-4653	scanlela@lemoyne.edu
Rev. James Dahlinger, S.J.	Townhouses and Mitchell Hall	445-4615	dahlinjh@lemoyne.edu
Rev. Robert Scully, S.J.	Foery Hall	445-4641	scullyre@lemoyne.edu
Rev. Donald Maldari, S.J.	Nelligan Hall	445-4651	maldardc@lemoyne.edu

CAREER SERVICES

Preparing for future careers, obtaining professional employment, pursuing graduate or professional education are all very important concerns of college students. The Office of Career Services' mission is to provide guidance,

resources and opportunities that assist Le Moyne students in discerning career alternatives, securing employment and pursuing graduate or professional education.

Career Services offers many programs and resources to support its mission and the career development needs of its students. Individual consultation, coaching and counseling are available with experienced career development professionals. Seminars and workshops on a variety of topics including resume writing, interviewing and graduate school planning are offered regularly. Up-to-date resources on career alternatives, local and national employers, job opportunities and graduate school programs are maintained in a resource library as well as through a comprehensive web site. Internship advisement and referral is provided.

Recruitment programs featuring employers from a variety of industries are conducted on campus, through joint consortium programs in the region and on-line through the Internet. First-year students and sophomores are encouraged to explore majors and careers with the help of Career Services. Students are advised to engage in career development activities through Career Services beginning early and continuing up to graduation. Alumni of the College are also eligible for career services. Career Services also houses programs for Study Abroad and Internships.

WELLNESS CENTER FOR HEALTH AND COUNSELING

Quite frequently throughout their college careers, students are faced with the need to make decisions and solve problems concerning their academic and personal lives.

To meet those student needs, the Wellness Center for Health and Counseling, located in Romero Hall, offers:

- The Stress Management Institute
 - Stress Assessment
 - Individualized Stress Chart
 - Biofeedback
 - Individualized Stress Workshops
 - Personal Exploration Interviews
- Information about the Center and personal growth/counseling issues
- One-to-one and group personal exploration opportunities (call 445-4195 to arrange a meeting).
- Individual counseling by appointment or on a walk-in basis, as available.
- Special events such as:

- Stress Free Zone (just before fall finals)
- Midnight Calm (just before spring finals)
- Substance abuse issues are also addressed at the Wellness Center for Health and Counseling. Assessment and individual counseling as well as support and education groups are available.
- Resources, videos, CD-ROM programs, brochures and books are available.
- Special programming by request for any group of students, as available resources permit
- Consultation
- Discussion/support groups, including “Making Connections” a homesickness support group for new students and a support group for students diagnosed with AD/HD

Additional discussion/support groups are offered, depending upon student interest. In the past, support groups have been provided for students affected by the loss of someone close to them, difficult majors or programs, issues associated with eating disorders, divorce in the family, and difficult or dysfunctional relationships. To participate in a discussion/support group on these topics or suggest a new topic, students should call or visit the center.

For specific information, check the center’s web page at (<http://www.lemoyne.edu/pgc/>). Call 445-4195 or visit the center in Romero Hall (across from Health Services in Seton Hall) to arrange a meeting or get more information.

Office Hours: 8:30 a.m.-4:30 p.m., or by appointment. In an emergency, call the Security Office at 445-4444 any time classes are in session to reach the counselor-on-call.

HEALTH SERVICES

Student Health Services is available to all enrolled students. When courses are in session, the Student Health Service is staffed by registered nurses - Monday through Friday, 8:30 a.m. to 4:00 p.m. A physician is available to see students Mondays, Tuesdays, Thursdays and Fridays from 8:30 a.m. to 9:45 a.m. A nurse practitioner is available on Mondays, Tuesdays, Wednesdays and Fridays from 10:00 a.m. to 2:30 p.m.

All students must have a health report and immunizations on file in the Health Office. Services offered include emergency care, treatment for injuries and illnesses, medical consultations and referrals, health counseling, allergy injections, laboratory tests, and other procedures ordered by Le Moyne physicians or students' private physicians. During the hours that the Health

Office is closed, students should contact the office of Campus Safety and Security.

NON-DISCRIMINATION

Le Moyne College subscribes fully to all applicable federal and state legislation and regulations (including the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972 (“Title IX”); Section 504 of the Rehabilitation Act of 1973 (“Section 504”); the Americans With Disabilities Act (“ADA”); the Age Discrimination in Employment Act; the Age Discrimination Act; and the New York State Human Rights Law) regarding discrimination. The College does not discriminate against students, faculty, staff or other beneficiaries on the basis of race, color, gender, creed, age, disability, marital status, sexual orientation, veteran status, or national or ethnic origin in admission to, or access to, or treatment or employment in its programs and activities.

For further information or to discuss a confidential matter, please contact the College’s Age Act, Title IX, and Section 504/ADA Coordinator: Assistant Vice President for Student Development and Multicultural Affairs at 445-4525.

OFFICE OF CAMPUS LIFE AND LEADERSHIP

Professional Area Directors (AD) and Graduate Residence Directors (RD) are staff members who reside in each of the College's main residence halls. Responsible for supervision of a resident assistant staff, the AD/RD coordinates all day-to-day operations of their respective residence hall. Other responsibilities include advising clubs, assisting in the development of educational, cultural, recreational and social programs and serving as assistants in other Office of Campus Life and Leadership and Student Development areas.

Director for Campus Life and Leadership	445-4689
Associate Director for Campus Life and Leadership	445-4522
Dablon/Le Moyne View Area Director	445-4519
Foery Hall Residence Director	445-4250
Nelligan/Houses Area Director	445-4588
St. Mary’s/Le Moyne Heights Residence Director	445- 4720

Harrison Residence Director	445- 4581
Mitchell/Townhouses-Residence Director	445- 4680

Undergraduate Resident Advisors. Resident Advisors (RAs) are a vital component of the residence community. RAs are selected following an intensive screening process and reside on each floor of the residence halls. RAs are responsible for advising and referring students experiencing academic and personal difficulties, understanding and enforcing College policies, and creating a healthy residential environment.

SERVICE LEARNING

Service and learning together are accomplished in a variety of ways on campus, often with the assistance of the director of service learning.

As a credit-bearing endeavor, service learning is a required component of the political science major, and is an option within some courses in the psychology and other departments. In addition, the college offers opportunities for service and learning together through several programs:

- *Projects in the Community* (PIC) involve weekly/monthly service to the community, or “one-time” opportunities for service.
- Alternative Breaks involve travel and service within the United States as well as one international trip per year. They aim to expose the students to faith communities and expand their vision of the five pillars of the Alternative Break experience: community, service, simplicity, prayer and social justice.

The Director of Service Learning is located in RH 344, X5438.

STUDENT OUTREACH

While it is integral to Le Moyne’s mission for faculty and administrators to encourage students to seek their assistance, sometimes students are at a crossroads and need additional, immediate, or more intensive support for academic success. Students can also experience extenuating personal circumstances during their time at Le Moyne that will affect their academic performance and their life at the College. For that reason, the Center for Academic Advising and Engagement also operates an Office of Student Outreach and Engagement. Its director serves as a student advocate

who is an ombudsman for student concerns and who supports faculty in their connections with students. The director can be reached at (315) 445-4275 or at 445-4597.

Noreen Reale Falcone Library

The library is located at the southwest corner of the campus. The two-story building, constructed in 1981, has a capacity of over 250,000 volumes and seating for 500 people. It currently houses over 246,000 volumes, 5,000 e-books, 1,218 print and 4,500 electronic periodical subscriptions, 563,410 microform units, 1,212 graphic materials, 3,680 audio recordings, and 6,729 video recordings. The library's collections, policies and services are discussed in a series of guides. Copies of these guides are available in the reference area, as well as on the library's home page. The library's home page contains links to 100 databases providing access to research materials in all disciplines, in print and electronic formats. An international computerized database of over 50 million records, contributed by over 15,000 libraries, is used for the acquisition, cataloging and interlibrary borrowing of materials. When the library does not own the materials a student needs, this system is used to borrow those materials from another library in the region, New York state or elsewhere. When classes are in session, library hours are below. Vacation and holiday hours will be announced.

Monday-Thursday . . . 8:30 a.m. - midnight
 Friday 8:30 a.m. - 8 p.m.
 Saturday 9 a.m. - 8 p.m.
 Sunday 12 noon - midnight

Sexual Harassment

Le Moyne College recognizes its obligations to promote an environment and collective attitude which encourages students, faculty, staff and administrators to serve others, participate in the life of the College, and act as responsible members of the community. Sexual harassment and nonconsensual activity undermine the dignity of individuals and the principles of equality and respect for others. Le Moyne College does not condone or tolerate any verbal or physical conduct that would constitute sexual harassment or nonconsensual activity as defined by the school's policy. Any student, faculty, staff, or administrator who engages in such conduct will be subject to disciplinary action in accordance with the guidelines in the College policy.

Each year, sexual harassment officers and board members are selected. These individuals, made up of faculty, administrators, staff and students, are the first point of contact for anyone with charges, questions, or other issues related to this policy. They can advise Le Moyne College community

members about the means of resolution which may include informal mediation or formal charges. Any individual who wants to discuss an incident or issue can contact either of the Sexual Harassment Officers or any of the Sexual Harassment Board Members. For a listing of current board members/officers or for more detailed information, view the sexual harassment information at www.lemoyne.edu/human_resources/harass.htm

Student Research

The Le Moyne College Scholars Program provides opportunity for undergraduate students to obtain institutional funding and credit for performing research and scholarship under the direction of a faculty member. To qualify, students must submit detailed proposals concerning their intended research. A committee, consisting of faculty and a student chosen by the Academic Affairs Committee of the Student Government Association, will consider proposals for a variety of independent research activities, including but not limited to: travel to archives, laboratory expenses, photocopying and mailing expenses (e.g., for distribution of surveys), subject stipends, fieldwork expenses, and travel to conferences to present research. Stipends for students themselves and faculty supervisors are not permitted. Students receiving these awards are honored as they present their work at the Le Moyne Scholars Day.