

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 Main Office 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 room 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

You may also access this information through the Brentwood Campus website at the following address:
<http://www2.liu.edu/cwis/brent/security/>

EMERGENCY AND SAFETY PROCEDURES INFORMATION

The Emergency and Safety Procedures Guide designed for use by faculty, students and staff at the Brentwood Campus is available on the Brentwood Campus website at the following address:
http://www2.liu.edu/cwis/brent/brent_security_emerg-guide11.pdf

LONG ISLAND UNIVERSITY BRENTWOOD CAMPUS DIRECTORY

OFFICE	NAME	ROOM	EXT.
ADMINISTRATION			
Assoc. Provost	Jennifer Browne	218	39
Asst. Provost	John Metcalfe	220	26
ACADEMIC ADVISING			
Childhood Ed.			
Early Childhood Ed.			
Child/Special Ed. (Dual)			
Child/Literacy (Dual)	Lorraine Macholz	226	19
Counseling			
MBA			
Criminal Justice			
Special Education			
Literacy Education	Barbee Cherry	225	40
FINANCIAL AID and BURSAR			
Director of Financial Aid	Andrea Mojica	202	24
Senior Assoc. Dir. Fin. Aid	Michele Siskind	202	30
Bursar and Financial Aid	Maddy Predonzan	202	22
Administrative Assistant	Mary McLaughlin	202	25
ASMISSIONS			
Director of Admissions	John Metcalfe	220	26
Assoc. Dir. Admissions	Jeanine Murphy	221	23
MAIN OFFICE			
Office Manager	Joann Jantzen	215	10
Administrative Assistant	Maddie Stern	215	14
LIBRARY			
Reference Librarian	William Roberson	9	34
Reference Librarian	Susan Ketcham	7	35
Office	Kate Breen	Lib.	33
OTHER OFFICES			
Information Technology	Kevin Conron	206	28
Security	Don Entress	203	27
Literacy and Learning			
Development Ctr.	Joan Bura	308	38
Library & Info Science	Gerry Kopczyński	212	16

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



2011-2012 STUDENT HANDBOOK

ACADEMIC ADVISING/COURSE REGISTRATION

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.

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 yourself online, if you choose, but you are encouraged to consult regularly with your academic adviser about your degree requirements.

TEXTBOOKS

Barnes & Noble services students' textbook needs online through the "Bookstore" link at www.liu.edu/brentwood. On this site, you may retrieve the textbook lists for your classes, order your books online through Barnes & Noble, or use the ISBN numbers provided to search for your textbooks through other textbook vendors. Please note that Barnes & Noble services multiple campuses of Long Island University, so be certain to select the correct campus when making your selections. Have your class schedule handy for accurate course selections. For further assistance, please call 516-299-2639.

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.

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.

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 are permitted to connect their mobile electronic devices to this system. 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 Assistant Provost 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 9am – 3pm (when Weekend College is in session)

OFFICE HOURS

During the Fall and Spring semesters, the Main Office will be open from 10:30 a.m. until 6:30 p.m. Monday through Thursday and until 5:00 p.m. on Friday. (Sat & Sun 9am – 12pm 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 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 C.W. Post Campus, come to room 215 and we will provide a connection for you. For your convenience, a pay phone is also located on the ground floor near the Library.

COMPETENCY TESTING

Competency examinations are administered on this Campus. See your advisor for details about what you are required to take and how to complete these 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 Assistant Provost, 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 (Lorraine Macholz at 631-273-5112 ext. 19).

PROBLEMS

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

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.

My LIU INFORMATION SHEET
Brentwood Campus Support: 631-273-5112
C.W. Post Campus Support: 516-299-3967
My LIU Help Site: <http://StudentCenter.liu.edu>

1. What is My LIU?

MY LIU is your window to a variety of information available to you in your student portal. It includes information about your class schedule, billing information, online payment, personal information, unofficial transcripts and grades. MY LIU also provides access to your own university email account. You must first ACTIVATE your account before you are able to use it.

2. *When should I activate My LIU Account?* The Center for Student Information is recommending that new students activate your My LIU account 2 business days after you register for classes. This gives the system the time it needs to generate your email address and the content pages that become part of your My LIU Account.

3. *How do I activate My LIU account?* Navigate to the L.I.U. Website (<http://liu.edu>), and scroll down to the bottom of the page. Click on the My LIU link box. Select **Activate My Account**. Provide the information requested. Your User Name and email address will be displayed. Then enter a password of your choosing (See Question 5 for password information). Next you will be prompted for your cell phone information where you will receive text mail if there is an emergency on campus. Finally you will be prompted to log into your My LIU Account.

4. *What is my User Name?* The User Name, along with your password will enable you to access information on the student portal. The format of your User Name is **firstname.lastname**.

5. *What is my password?* Along with your User Name, you need a password to gain access to your My LIU Account. The password must be at least six characters and include at least one number. It is case sensitive. Be aware if you have cap locks set on your keyboard. Often students are not able to log into their accounts because their password was set in all capital letters. Make sure your password is something that you will remember, while providing enough security for your account to prevent unauthorized access. Do not leave your computer, or any computer that you may be using on campus, logged into your account. The accounts will time themselves out, but you do not want to take any chances with your personal information. When you are done viewing your My LIU information, log off the computer you are working on.

6. *What is my email address?* Your email address includes your User Name followed by @my.liu.edu. For example: **firstname.lastname@my.liu.edu**. The My LIU email is the official means of communication between you and the university. We encourage you to log into and check your My LIU account daily.

7. **Why is it important to check My LIU often?** First you will receive all email from the University through your My LIU account. In addition, if changes are made to your schedule (room assignments), you will see them first on My LIU. Also, billing information is constantly being updated as financial aid is recorded and payments are made by you or a family member. Finally information pertaining to your degree requirements and your progress toward the completion of your degree is available to you on My LIU.
8. **What if I forget my password?** If you forgot your password, bring your valid C.W. Post ID card to the Center for Student Information located in the Lobby of Hillwood Commons and we will reset your account for you. Once the password has been reset, you will have to reactivate your my LIU account. If you attend courses off campus, call your campus or us.
9. **When is the Center for Student Information available (CSI)? How can I request information when the Center is not open?** The Center for Student Information is open Monday-Friday during the academic year from 9AM-5PM. In addition, you can access the Center through the online Student Center using the Help link in your My LIU Account. The Online Student Center provides an outstanding library of information to assist you with all functions of your My LIU Account. If you need to contact us, click on the Contact Us button and complete the form. If you are unable to log into your account, you can still go to the help site by navigating to **<http://StudentCenter.liu.edu>**, then you can click on the Contact Us button.

LOGGING INTO MY LIU

1. Go to <http://liu.edu>
2. Scroll to the bottom of the page, select My LIU
3. You only have to activate once
4. User Name: firstname.lastname
5. Password: Case sensitive and must have at least one number in it

REGISTER ONLINE

1. Log into your My LIU
2. Under My Class Schedule on the left, click **Add a Class Search and Select Class**
Or
Enter the 4-5 digit Class Number
3. Make sure you are registering for classes at Brentwood
4. Click **Next** to put the classes in your shopping cart
5. Continue filling your shopping cart
6. **Proceed to Step 2 of 3** and then click **Finish Enrolling**
7. If you see **green checks** for success on your results page, you are done
8. If you see **red X** for errors, seek help to resolve them.

ONLINE BILL PAYMENT--MAKE A PAYMENT

1. Log into your My LIU
2. Scroll down to links on the right, and click on **Make a Payment**
3. Log into Make a Payment with your My LIU log in:
University ID = firstname.lastname
Pin = Password

For assistance go to <http://studentcenter.liu.edu> and see **Logging In, Self-Service Registration** and **Online Bill Payment** instructions or call or visit CSI.

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.