Long Island University C.W. Post Campus



Handbook for Students with Disabilities

Office of Disability Support Services The Learning Support Center Post Hall - Lower Level (516) 299-3057

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OFFICE OF DISABILITY SUPPORT SERVICES

In support of the educational development of students with disabilities, the Office of Disability Support Services, which is part of The Learning Support Center, provides assistance – at no charge to students – that is consistent with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. The Office of Disability Support Services assists students in securing the necessary reasonable accommodations from academic departments and other offices if needed. It is the collaborative effort between the student with a disability, the faculty/staff member, and the DSS Office that best contributes to student success. It is the mission of the DSS Office to ensure that students with disabilities have equal access to all aspects of university life.

The DSS Office is located in the lower, center section of Post Hall. Entrance to the office can be obtained through the parking lot side of the building. To schedule an appointment please contact the DSS Office either by phone at (516) 299-3057 or by email at learningsupport@cwpost.liu.edu

The DSS Office provides assistance with reasonable accommodations, academic adjustments, and auxiliary aids and services including, but not limited to, extended time for exams, a separate location for exams, readers and/or scribes for exams, note takers, course material in alternative format, books on CD and assistive technology.

Reasonable accommodations are designed to provide equal access to programs and services for qualified individuals with disabilities. Accommodations are reasonable when they do not fundamentally alter the nature of a program or service and do not represent an undue financial or administrative burden.

CONFIDENTIALITY

The Office of Disability Support Services is responsible for maintaining confidentiality of student records and will not release any medical or psychological records, including psychological-educational evaluations and other related information outside of educational records, without the student's informed and written consent.

Forms that are generated from the Office of Disability Support Services for the purpose of providing accommodations to the student will be considered part of the student's educational record and, therefore, will be subject to the guidelines of the Family Educational Rights and Privacy Act of 1974 as amended.

The Office of Disability Support Services will not reveal the nature of a student's disability without the student's consent. Faculty and staff do not have the right to ask about the nature of a student's disability, and if questioned, the student has the right to withhold such information. However, the student is free to disclose the nature of his/her disability to anyone he/she wishes.

WHAT ARE THE RESPONSIBILITIES OF THE OFFICE OF DISABILITY SUPPORT SERVICES?

The DSS Office will:

- Be responsible for coordinating services to all qualified students requiring reasonable accommodations.
- Respond to all students who self-identify during the college admissions or orientation process and are referred to the DSS Office, as well as those students who contact the DSS Office directly throughout the academic year.
- Maintain confidential files on each student with a disability who requests services from the DSS Office.
- Be available to all administrators, faculty, and staff members if questions or concerns arise regarding students with disabilities.
- Be committed to assisting students in self-advocacy and/or advocating for the rights of students with disabilities in appropriate situations.

WHAT ARE THE RESPONSIBILITIES OF THE STUDENT WITH A DISABILITY?

The student must:

- Self-identify that he/she has a disability by meeting with the Disability Support Services (DSS) Office administrator at the start, or prior to the start, of the semester in order to request academic accommodations.
- Submit appropriate documentation of his/her disability to the DSS Office that supports his/her request and describes how the disability currently affects him/her.
- Meet with the DSS administrator to discuss what accommodations would best support the student's needs. This will be determined by both the documentation and the student's input.
- Obtain an Accommodation Form for each class in which accommodations are needed. The student is required to give the instructor the signed form as early in the semester as possible. The student is also required to return to the DSS Office a cover sheet that is signed by his/her professors.
- Discuss with the instructor exactly how the accommodations will be arranged. It is suggested that the student meet with the instructor for a few minutes after class in order to allow both parties to speak openly.
- Remind the instructor of special testing accommodations a few days before a test is scheduled to be given.
- Maintain an appropriate level of student conduct within the classroom setting that is expected of all students.
- Attend classes regularly and keep up with all assignments. If there are difficulties, talk them over with the instructor and/or attend a tutoring program.
- If any problems arise, contact the Office of Disability Support Services as soon as possible so that the problem can be resolved without it becoming a major issue.

<u>Guidelines for Documentation of Learning Disabilities and/or Attention</u> <u>Deficit Hyperactivity Disorder:</u>

Testing must be current.

Documentation should reflect the student's <u>current</u>, <u>adult level of functioning</u>; therefore, we are looking for testing that is usually no older than 3 years. The assessment instrument used must be appropriate for an adult population.

Testing must be performed by a qualified evaluator.

Licensed psychiatrists, psychologists, neuropsychologist, or physicians known to specialize in Learning Disabilities or Attention Deficit Hyperactivity Disorder may provide documentation for these disabilities.

Testing should be in the form of a Psychological-Educational Evaluation.

Documentation must include appropriate measures of the following components —intelligence, achievement, information processing and psychosocial functioning. Students with a primary diagnosis of ADHD must provide, in addition to the above documentation, a report from a neuropsychologist or neuropsychiatrist. This documentation must clearly diagnose ADHD and provide testing results no older than three years that support the diagnosis.

Reports must contain additional academic information.

Disability documentation for the purpose of providing accommodations must both establish disability and provide adequate information on the functional impact of the disability so that effective accommodations can be identified.

A list of suggested accommodations that might work best for the student may also be included.

Please note that these will only be used as a guideline.

What types of documentation are <u>not</u> accepted for learning disabilities and/or ADHD?

A student's most recent IEP or 504 plan from high school are helpful in supplementing the above information but <u>will not be accepted by themselves</u>. They can not be used exclusively for a diagnosis, but they usually support the findings of the psychological-educational evaluation.

Guidelines of appropriate documentation for other types of disabilities:

Documentation of other types of disabilities must include a diagnosis from a qualifying professional, reflect the student's <u>current</u>, <u>adult level of functioning</u> (usually no older than 1 year), and include how the disability impacts the student academically and what it is about the disability that would cause the student to need accommodations. A list of suggested accommodations that might work best for the student is also helpful. Please note that information must be on formal paper which includes a letterhead of the appropriate professional. Prescription notes are not acceptable.

C.W. Post's policy on obtaining appropriate documentation:

Students who have never had a formal assessment of their disability but request accommodations must seek testing and are solely responsible for any cost incurred. Similarly, if the original documentation is incomplete or inadequate to determine the current nature of the disability and/or what reasonable accommodations are appropriate, C.W. Post has the right to require additional documentation that will supply this information. Students will not be able to receive accommodations without proper testing. The DSS Office can supply you with a list of local evaluation sites if needed.

ACCOMMODATION FORM PROCEDURE

Once the student is registered with the Office of Disability Support Services and the appropriate documentation has been submitted, the student will make an appointment to have accommodation forms written up for the semester. The student must be registered for classes in order for the accommodation forms to be released.

The student and the DSS Office administrator will sign the forms once they have been completed. The student must then give the original signed form to his/her professor in order to receive accommodations in that class. The student must also have his/her professors sign a cover page, which will be returned to the DSS Office and placed in the student's file.

This procedure must be followed at the start of each and every semester for the student to receive accommodations.

It is up to the student to make an appointment with the Office of Disability Support Services at the start of each semester in order to obtain accommodation forms. If the student does not, the DSS Office will assume that the student has chosen to forfeit his/her accommodations for the upcoming semester.

COURSE SUBSTITUTIONS AND WAIVERS

All requests made for course substitutions or requirement waivers must come through the Office of Disability Support Services. The request must be supported by appropriate documentation. The guidelines for documentation are the same as those stated on pages 4 & 5.

In order to guarantee confidentiality, the DSS Office will forward a letter on the student's behalf to the appropriate department chair stating that he or she has submitted the appropriate documentation. The DSS Office does not have the authority to grant the student's request. The DSS Office acts only as an advocate on the student's behalf.

Please keep in mind that there are certain majors that require specific classes, and, therefore, a waiver or substitution cannot be granted in those cases.

ACADEMIC RESOURCE PROGRAM

The Academic Resource Program (ARP) is a comprehensive support program at the C. W. Post Campus of Long Island University. The Program is designed to teach students with documented learning disabilities and/or ADHD skills and strategies that will help them achieve their academic potential in a university setting. Students must first apply and be accepted to the University prior to applying to the Academic Resource Program. There is a separate application process for the ARP, and it is important to note that this process is separate and distinct from admission to the University.

All students enrolled in the Program meet individually with their learning assistant(s) at least twice a week. Mental health and social support counselors are available for additional support. Testing and other reasonable accommodations, such as readers for tests, extended time for tests, separate distraction-reduced location, note takers, and textbooks in audio or e-text format are provided based on the individual student's documentation. Students also have access to assistive technology in the Academic Resource Program computer lab.

Program students assume full responsibility for class attendance and attendance at the Academic Resource Program, including all scheduled appointments with learning assistants and other staff personnel as well as required computer lab times. The objective of the Academic Resource Program is to assist students in the program to become independent learners and self-advocates. Students are guided in time management, reading, study strategies, organization, and note taking techniques as well as test taking strategies.

There is a separate fee for enrollment in the Academic Resource Program. The program is located in Post Hall – Lower Level, East Wing. For further information, you can contact the Academic Resource Program by calling (516) 299-3057 or by e-mail at learningsupport@cwpost.liu.edu

ADMISSIONS

All student admissions are based upon the same criteria for acceptance to C.W. Post. The Admissions Office offers admissions counseling, pre-admission services, and campus tours. Tours of the C.W. Post campus are recommended so that students can assess their individual needs/requirements in terms of mobility. Students with disabilities can arrange a customized tour of the campus by calling the Admissions Office at 299-2900. Students with disabilities are encouraged to contact the Office of Disability Support Services at 299-3057 as soon as possible in order to discuss any special needs. This will be helpful in providing time to work out solutions.

Because Admissions does not consider a student's disability in the acceptance process it is important to note that there is no need to send documentation along with the application. All documentation should go only to the service or program the student plans to utilize in order to obtain your accommodations.

B. DAVIS SCHWARTZ MEMORIAL LIBRARY

Throughout the library, librarians work with students on an individual basis, and all students are encouraged to ask for any specialized help they might need.

Students have easy access to Level 4 of the book stacks (at the lobby level). Students needing books from other stack levels or from the higher shelves in Level 4 can ask at the Reference Desk for specific books to be retrieved or for assistance with the stack elevators. A wheelchair accessible water fountain and accessible bathrooms are located on the lower level. The public elevator is located in the rear of the lobby.

Materials and computers in the public service departments are available for student use. Almost all the computers and microfilm and microfiche printers are at desktop height, and the print indexes are on low shelves. (Librarians and other staff members are happy to assist at photocopiers, computers or shelves that are out of reach.) Some microfilm and microfiche printers can be adjusted for larger print. On request, the librarians may be able to make enlargements of photocopied materials.

The Library and Information Science Library (LISL) has many large print items. These include catalogs and journals of materials available in large print format. It may also be helpful to consult the Reference and Government Documents for additional resources.

BIOLOGY TUTORING CENTER

The Biology Tutoring Center offers one-on-one tutoring for students looking for extra help in Biology classes. The Center is located in Life Science room 269. You can visit the Biology Department in Life Science room 249 or call the Biology Department at 299-2481 for more information.

CAMPUS SHUTTLE BUS

C.W. Post operates an on-campus shuttle bus service that circles the campus during class scheduled hours. The bus runs around the entire perimeter of the campus, which includes the south campus area. The shuttle system has a bus that can accommodate one wheel chair at a time. Riders with physical disabilities may flag down the bus anywhere along the road on campus and be picked up. Non-physically disabled riders will only be picked up at designated bus stops.

The shuttle runs Monday – Thursday from 7:55 am to 10:10 pm and 7:55 am to 6:00 pm on Fridays. There is no shuttle service on weekends and school holidays. Students can obtain more information on the shuttle by looking on the Student Activities website. Current schedules are available at the main desk in Hillwood Commons.

CENTER FOR STUDENT INFORMATION

The Center for Student Information is a drop-in help desk located at the Hillwood Commons Information Desk. The Center's staff members can assist students with setting up their user account and password for My LIU. They can also help students understand the information contained on My LIU such as their class schedule, financial aid and bursar accounts, university e-mail, transcripts, grades and tuition account holds for things like parking tickets or immunization certificates.

The Center can also help students resolve any questions they may have about their personal student records or can direct them to the appropriate offices or resources to resolve any problems or concerns.

The Center is open Monday through Friday from 9 am to 5 pm.

COMPUTER LABS

The Information Technology Office and Labs, located in the east wing of the library, give students free access to IBM and Macintosh computers, printers, scanners and several major software and data base systems, as well as the Internet, free of charge. Every student has a free e-mail account. Information Technology Labs are open during all of the normal library hours, seven days a week. In addition, there are computer labs located in Hillwood Commons (second floor).

Wireless communication allows students the flexibility to work in many locations on campus including the Library Lobby, the Hillwood Commons cafeteria, the Commuter Student Lounge, the lobby of Lorber Hall, Winnick Student Center main cafeteria, and the Great Lawn.

Call Information Technology at (516) 299-2281 for specific computer lab locations and hours, or access the Information Technology web page at www.liu.edu/it/cwpost

ESCORT SERVICE

The Department of Public Safety provides an Escort Service for the safety of all students. This service provides trained student volunteers to escort students to any location on campus. The Escort Service is free of charge and is in operation during the academic year Monday through Thursday 6 pm to midnight and Friday 6 pm to 9 pm. You can contact the Escort Service by calling 299-2200 or by pressing the button on one of the campus emergency phone poles.

FINANCIAL ASSISTANCE

In addition to financial aid programs offered to all University students, students with disabilities **may be** eligible for financial assistance from various state agencies. Contact Financial Aid at 299-2338 for information about scholarships.

HANDICAPPED PARKING

This parking is restricted to students with disabilities and those with temporary disabilities who are entitled to barrier-free access as specified in Section 504 of the Rehabilitation Act of 1973 and who have a DOT approved permit (i.e. Tag, special plates). The student may apply for a handicapped parking sticker through his/her village or town of residence. This permit will be valid in specially designated Handicapped parking areas. All students must also have a Long Island University/C.W. Post student-parking sticker.

STUDENTS WHO HAVE A DOT APPROVED PERMIT ARE ALSO ENCOURAGED TO REGISTER WITH NILDA NELSON WHILE REGISTERING THEIR CAR AT C. W. POST.

Mrs. Nelson is the summons coordinator for the Department of Public Safety and will assist students who are entitled to handicapped parking should they receive a ticket.

Students with medically verifiable disabilities, the nature of which does not qualify for Handicapped parking privileges, may apply for a Temporary Parking Permit at the Student Health and Counseling Office. This permit is valid in Faculty/Staff parking areas and NON HANDICAPPED spots only.

Specific parking space locations are listed on pages 20 - 21.

MATH LAB

The C.W. Post Mathematics Department Tutoring Laboratory provides one—on—one tutoring for students in need of assistance. Experienced tutors consisting of graduate students in mathematics and upper level undergraduate mathematics majors are available to assist students on either an occasional or regular basis.

The tutoring service is free of charge and no appointment is necessary. The Laboratory is located in the Life Science building, Room 271.

PUBLIC SAFTEY

The Department of Public Safety provides security and investigates incidents and problems in conjunction with other campus authorities. The Public Safety Office is open 24 hours a day, seven days a week. It is located on the upper level of the Facilities Building and is accessible through the parking area east of Nassau Hall. There are also emergency phones located throughout the campus. Press the red button to alert Public Safety.

Public Safety can be summoned by dialing the emergency number 299-2222 or by calling 299-2214 for non- emergency issues.

The Emergency Medical Services Squad is concerned with the well being and health of all students and persons on campus. The squad operates Monday through Friday from 8 p.m. - 8 a.m. and is on-call 24 hours a day over the weekend. There are always two staff E.M.T. on duty to respond to any medical or health problem that may occur. Basic life support equipment is readily available as well as access to advanced life support equipment if needed. The squad transports patients to the nearest hospitals via our ambulance. If someone needs medical assistance, please dial (516) 299-2222.

RESIDENCE LIFE

If a student plans to live on campus, he/she should discuss, as far in advance as possible, individual housing needs with the Office of Residence Life. Please contact Residence Life at 299-2326. Facilities and modifications to facilities for students with disabilities are provided based on the need of the individual student and to the extent that these modifications are reasonable.

SNOW OR EMERGENCY CLOSING INFORMATION

In the event of inclement weather, power outages and other emergencies, commuter students should call (516) 299-2000 for information about class cancellations; resident students should call extension 3637 (EMER). Closing information is also available at www.liu.edu/cwpost.

STUDENT HEALTH & COUNSELING (The Infirmary)

Student Health and Counseling, also known as "The Infirmary," provides physical and mental health services. Medical, gynecological, and counseling services are available to all students whether undergraduate or graduate, resident or commuter, domestic or international.

Psychological counseling services are offered at no cost to students by a staff of professional counselors. Confidential counseling is provided for a wide range of problems including but not limited to drug and alcohol abuse, family and relationship problems, anxiety and depression, date rape and sexual assault, self confidence and loneliness, body image, and academic pressures. There is also supportive counseling available for those students having difficulty adjusting to campus life.

Gynecological services include pregnancy tests, birth control and condoms. Examinations and (limited) treatment are also offered by appointment. Student Health and Counseling provides primary medical care for illness and injury as well as diagnosis and (limited) treatment. Additional services provided include medications and laboratory tests for minimal fees and referrals to local specialists.

Students who have special housing needs for medical reasons must file a Special Housing for Medical Reasons form available at Student Health and Counseling along with a physician's letter documenting the medical necessity for the special accommodation. These documents are to be submitted by the student to the Director of Student Health and Counseling. The director will make a recommendation upon review and examination of the documentation by the college medical staff.

Request for medical leaves are also initiated at Student Health and Counseling. Forms and complete information for making these requests are obtained there. Once completed, the forms should be returned to the Director of Student Health and Counseling.

Student Health and Counseling is located on the ground floor of the Life Science Building in room 154. Use the entrance near the Security Booth. Student Health and Counseling is open Monday through Friday from 8 am to 8 pm during the Fall and Spring semesters and 9 am to 5 pm at other times. Counseling services are available 9 am to 5 pm, Monday through Friday and evenings by appointment. A registered nurse is present during the hours that the Infirmary is open. You can contact Student Health and Counseling at 299-2345.

STUDENT INFORMATION DESK

The Student Information Desk is located in the center lobby of Hillwood Commons. The desk is always staffed when the Commons is open and there will always be a fellow student to provide assistance. The phone number is 299-2611. The web site is www.cwpost.liu.edu/cwis/cwp/stuact/activity/index.htm

TUTORING SERVICE

The C.W. Post Tutoring Program is internationally certified at the Master Level through the College Reading and Learning Association (CRLA). This peer-based tutoring program is designed to provide free, one-on-one assistance and small group support to all undergraduate students registered at C.W. Post. Students having difficulty with course work are encouraged to stop by the Learning Support Center, located in the east wing on the lower level in Post Hall.

Tutors are available Monday through Thursday between 12 pm-7 pm and on Friday by appointment only. Though an appointment is not necessary it is highly recommended. Walk-in students are seen on a first-come, first-served basis, so it may be necessary to wait. However, students who call ahead, or who have made a confirmed appointment to meet with a tutor, will have priority for the requested time slot. Appointment requests may be made by calling (516) 299-3057 or by emailing tutoring@cwpost.liu.edu

For more information go to the Program's website at www.liu.edu/cwptutoring The site provides updated information on the tutors as well as a weekly schedule to let students know when assistance for a particular subject will be offered.

WRITING CENTER

The Writing Center is yet another free service offered to students who are registered at C. W. Post. The Writing Center offers Writing Workshops. These are 45 minute sessions during which the student works with a trained Writing Assistant. These sessions are personalized and the student will work on a one-to-one basis with an assistant.

The Writing Center is staffed by trained graduate and upper-level undergraduate students. The Center is located in Humanities 202. To schedule a Writing Workshop call 299-2732 or go directly to the Center.

The Writing Center is open Monday though Thursday 9am – 7pm and Friday 12pm – 4pm. Walk-ins are welcomed. Work may also be submitted online by going to www.liu.edu/writingcenter and clicking **Submit a Draft.** Online submissions will be responded to within 48 hours.

The website shows students how to submit their work, and questions about their work, and explains how and when they will receive feedback from the Writing Assistant monitoring the site.

FOOD OPTIONS

<u>Arnold S. Winnick Student Center</u>: Is located in the Residence Hall Quad. It is an all-you-can-eat residential dining facility. Commuter students are also welcome. There is a set fee for breakfast, lunch and dinner. Students pay for the meal, not for individual items.

Bookmark Café: Is located on the main floor of the library. It offers coffee, cold drinks, snacks and prepackaged sandwiches.

<u>Fine Arts Center:</u> There are snack machines and beverage machines located in on the first floor of the building.

<u>Humanities Grab & Go</u>: Is located in the center hallway of the ground floor in Humanities Hall. It offers coffee, cold drinks, pre-packaged sandwiches and salads, snacks and baked goods. There are snack machines located on the lower level of the building.

<u>The Ocelot</u>: Is located in the Pell Hall/Life Science building. It offers coffee, snacks, pre-packaged foods and light lunch fare. The easiest way to access The Ocelot is through the parking lot side of the building, in front of the security booth. There are snack machines located in the lobby at the same entrance point.

HILLWOOD COMMONS

<u>The Hillwood Café</u>: Is located in the center of the Commons. It offers a large variety of food that ranges from full hot meals to a quick sandwich or bagel to go. The Cafe also offer pizza, individually wrapped sandwiches, a soup and salad bar, fruit cups and much more.

<u>Subway</u>: Is located right next to the Hillwood Café. It offers a full menu of sandwiches that are made fresh when ordered.

<u>Java City</u>: Is located next to Subway on the main level of the Commons. It offers gourmet coffee, fresh baked foods, specialty sandwiches, and salads.

Hillwood Commons also offers a number of services outside of the food locations.

- The Nassau Educators Federal Credit Union is located on the second floor of the commons. It is open to any student, residential or commuter. Along with the fully operational bank upstairs is a *Cash Machine* that works with most debit and major credit cards. The machine is located to the south side of the information desk in the main lobby.
- •Hillwood Art Museum and the Student Art League Gallery are both located within the Hillwood Commons.
- Other Points of Interest: Commuter Student Lounge and a number of other lounge areas ranging from quiet to active. There is a Computer Lab, a T.V. Room, an Outside Rooftop Dining Area, and a Movie Theater, which runs current films. Hillwood also houses the Student Life and Leadership Development Offices as well as the C.W. Post newspaper, The Pioneer. There is an elevator located behind the main staircase on the south side of the building.

ACCESSIBLE BATHROOMS ON CAMPUS

Hillwood Commons:

- Women's room center of the commons, left of the main desk.
 (No access button on door)
- Men's room left of the elevator, behind Subway and Java City (No access button on door)

Humanities:

- Women's room ground floor, center of building (access button)
- Men's room ground floor, center of building (access button)

Kahn Discovery Center:

- Women's room -one on each floor, center of building (No access button)
- Men's room one on each floor, center of building (No access button)

Kumble Hall:

• Unisex - main floor, center of building - (access button)

(It is important to note that the door opens up directly into the bathroom so you will need to lock the door when in use.)

Library:

- Women's room lower level, right hand side of hallway Room 110 -(access button)
- Men's room lower level, left hand side of hallway Room 132 -(access button)

Lorber Hall:

• <u>Unisex</u> - located on each floor - (access buttons)

Pell Hall/ Life Science:

- <u>Women's room</u> located on 2nd floor of Pell Hall (lawn side), between front entrance and room 234 (access button)
 - located on 1st floor of Life Science (parking lot side), north side of building between rooms 145 & 147 (access button)
- Men's room located on 2nd floor of Pell Hall (lawn side), between front entrance and room 235 (access button)

Post Hall:

- Women's room located in the Learning Support Center, east wing lower level (parking lot side) (No access button)
- Men's room located in the Learning Support Center, east wing lower level (parking lot side) (No access button)

Pratt Recreation Center:

- Women's room located in the left hallway past the information desk (No access button)
- Men's room located in the left hallway past the information desk (No access button)

Winnick Student Center:

- Women's room main floor, right side of entrance (No access button)
- Men's room main floor, right side of entrance (No access button)

BUILDING ACCESSIBILITY

Fine Arts Center:

There is full access to the rooms on the first floor when entering through the main lobby in the front of the building.

Hillwood Commons:

- Automatic sliding doors on campus side of building
- Parking lot side of building has access buttons on the door farthest to the left
- Elevator located behind staircase

Humanities:

- Access buttons and ramp on south side of building (Tilles/Hillwood side)
- Elevator located in center of the building

Interfaith Center:

 Access ramp and button on south side of the building leads into main sanctuary

Kahn Discovery Center:

- Access button on main entrance (southeast corner of building)
- Elevator located in center of building

Kumble Hall:

- Access ramp and button located in front of building
- Elevator located on left hand side of entrance

Library:

- Ramps and automatic doors at entrance
- Elevator located in center of building

Lorber Hall:

- Access to building is through the handicapped parking lot. (Front entrance)
- Elevator in rear left corner of the building

Pell Hall/Life Science:

- Access ramp and button on east side of building. (Book Store side)
- Elevator located in the north wing of the building (parking lot side)

Post Hall:

- Access buttons located on south side (parking lot side) of building. Learning Support Center (east corner) and Disability Support Services (under fire escape)
- •The front door on the campus side has a ramp that will provide access to the first floor of the dormitory.

Pratt Recreation Center:

Access button located on brick column - far left side door in main entrance

<u>Riggs Hall:</u> The Department of Criminal Justice, C. W. Post Collegial Federation, America Reads Program and the Reading and Learning Development Center are located on the southeast side of the building.

Access ramp and buttons

<u>Sculpture Studios:</u> The building is accessible through the front entrance. There is a tight turn to access studios in the rear of the building, but it appears to be manageable. There is a cement ramp in the rear of the building that may be used as an emergency exit if the need arises.

Theater/Film and Dance:

Access button located on north side (library side)

Tilles Center:

- Ramps from both sides of parking areas lead to top/ south entrance
- Elevator located in center of building

Winnick Student Center:

- Ramp and automatic doors at main entrance
- Elevator located in center of the building

HANDICAPPED PARKING LOCATIONS

Areas listed in reference to campus map located in handbook

(1) Administration / Winnick House

2 spots on the north side

1 spot on the east side

(6) **Brookville Residence Hall**

6 spots on the southeast side

(11) Facilities Services

2 spots on the northeast side of parking area (by entrance)

(14) Fine Arts Center

3 Spots by the front path (south side of building)

(19) Hillwood Commons

9 spots on the south side

(20) **<u>Hoxie Hall</u>**

4 spots on the north side

(21) **Humanities Hall**

12 spots on the south side

(23) Interfaith Center

2 spots on the north side

(25) Kahn Discovery Center

4 spots on the west side

(26) Kings Residence Hall

3 spots on the north side of building (back parking lot)

(31) Library (B. Davis Schwartz Memorial)

2 spots on the north east corner (can also use Theatre/Film spots)

(32) Life Science

5 spots on north side (by the guard booth)

(33) Little Theatre

2 spots in front of box office entrance (south side)

(34) Lodge A Residence Hall

3 spots on the north side

(36) Lorber Hall

10 spots outside of the main entrance, you must drive beyond the general parking area

(41) Post Residence Hall

5 spots on the south side

(42) Pratt Recreation Center

8 spots on the northeast side

2 spots in front of main door

8 spots on the northwest side

(44) Public Safety

2 spots on the northeast side of parking area (by entrance)

(48) Riggs Residence Hall

5 spots on the southeast side

(49) **Roth Hall**

2 spots on the north side

(56) South Residence Halls - (Yellow, Blue)

3 spots on the south side

(60) Suffolk Residence Hall

2 spots in the northern parking lot (2 levels lower)

(62) Theatre, Film and Dance Building

8 spots on the north side

(63) <u>Tilles Center</u>

4 spots on the west side

4 spots on the south side

(64) Winnick Student Center

6 spots on the south side of building entrance

ACADEMIC SURVIVAL TIPS

- Before the semester begins, request a tour of the campus through the Admissions Office to familiarize yourself with the grounds, buildings, and facilities. If necessary become acquainted with the accessible walkways, building entrances, ramps and accessible rest rooms. Restrooms are listed in this book.
- Familiarize yourself with classes. Keep your class schedule handy. Be sure to double check that you have the right time and day that is listed. Classes tend to meet on alternate days instead of daily. Be sure you are not looking for a class that meets on Monday and Wednesday, on a Tuesday or Thursday.
- If the time and day are right, but the classroom is empty look for a
 "change of room" sign or a "class cancellation" sign either posted on
 the door or the wall directly next to it. If there are no signs posted go to
 the main office for that department and ask for assistance. Keep in
 mind that each subject has its own department and its own main office.
- Purchase all textbooks as soon as possible. Obtain a syllabus or class outline from your professors. Find out course requirements and due dates of assignments and exams. Write these dates on a calendar that you will have access to daily so that you can constantly remind yourself of approaching deadlines.
- At the beginning of each semester make an appointment to meet with the administrator in the DSS Office to obtain accommodation forms to hand out to your professors. This process must be followed each semester in order to receive accommodations. Please contact the DSS office by calling (516) 299-3057.

Other Survival Tips

Try to avoid isolation. Sometimes it is hard to make friends when you
first come to a new school. If you can and have the time, join a club.
Attend campus events like movie night or lectures that you might find
interesting. Work out at the gym or create a daily routine that will force
you to leave your room.

Remember it will take a little time to form new relationships, but you will not be able to form any sitting alone in your room. Pick up a copy of the campus calendar at the information desk in Hillwood Commons and see if you find anything of interest. The calendar is printed on a weekly basis.

It is also very important to keep in mind that you are not the only person feeling lonely. There are many students who are new and going through the same experience.

 Do your best to create a schedule that dose not leave you with large sections of downtime. Actual class time is only a small portion of your day. If you find yourself wandering around aimlessly or spending hours alone watching television, try to schedule things into your day. If you cannot find a club or organization that you are interested in, look for part time work on campus.

Either clubs or work will help you to connect with your peers. There are a variety of interests on this campus. If your personal interest is not met by an established club, create your own. This will allow you to meet other people who share that interest. You can contact the Office of Student Life and Leadership Development for further information on student clubs and organizations at 299- 2800.

 Try your best to keep up on your studies and assignments. Try to avoid having to cram for a test. If you do a little work every day, instead of waiting until something is due, you can avoid adding to your anxiety level.

The best thing to do is be prepared. You will do better if you can take the night before an exam off and relax. The closer to the test time or deadline for a paper you work, the more stress you create. It is important to note the more stressed you are while trying to study, the less information you will be able to retain. It is more likely that you will make mistakes or even forget the information you already know.

• If you need help, ask for it!

There are many people on this campus willing to help you without passing judgment. If you do not feel comfortable enough to talk to a staff member or peer, call home and talk to a family member or friend.

If you find yourself depressed, talk to someone about it.

If you are feeling lost and alone, talk to someone about it.

If you find yourself not understanding your class work or what is expected of you, talk to someone about it.

If you are feeling desperate, and you are entertaining suicidal thoughts, talk to someone about it.

It is common to feel lonely when you are new and alone on a big campus. It is important to remember that you are not the only person feeling alone.

Keep in mind that at the start of every year, 1/4 of the people on campus are Freshman. They are new here, just like you. That breaks down to roughly 1 out of every 4 people.

You are not the only one!

Student Health and Counseling is located in the Life Science Building, Room 154. Their phone number is 299-2345. This service is free and totally confidential.

Long Island Crisis Center - free, private, anonymous help from trained counselors 24/7 at (516) 679-1111 or for online counseling Licconline.org

Talk to someone about it

RECREATIONAL FACILITIES

Pratt Recreation Center is a state-of-the-art facility that offers a free membership to any student registered at Post. The recreation center contains an 8 lane competitive size swimming pool, an indoor jogging track, racquetball courts, free weights, exercise bikes and treadmills, 3 full size basketball/volleyball courts and numerous other features. There are different classes and coordinated exercise regimes offered as well. For your convenience the Center offers towel service, balls and rackets with an ID card.

Students who have a Recreation Center membership with a current ID are allowed to bring up to 2 guests who are over 18. You must accompany your guest at all times. The cost is \$10 per person, per day.

The locker room at the Pratt Recreation Center is for daily use only. You must bring your own lock.

For further information call (516) 299-3250 or email <a href="mailto:recsport@cwpost.liu.edu/recsport.liu.edu/recsport.liu.edu

The Post Theatre Company offers student performed productions in the Little Theatre which is located on the northwest side of the campus. The Little Theatre contains a main stage area as well as a black box performance space known as the Rifle Range. The Post Theatre Company presents a number of productions each semester that are open to the general public. Students can purchase tickets for \$5.00 each.

The Post Theatre Company is an award winning acting troupe that has played at locations around the world. To see pictures of some of their past productions or to look at the current season go to the C.W. Post Campus website and click on Arts and Culture. From there you can click on the Post Theatre Company main page. The Arts and Culture section will also lead you to information on a number of other areas of interest around the campus.

The Little Theatre is also home to the end of the semester Spring and Fall Dance concerts. Student tickets for those productions are \$5.00 as well.

If you would like to inquire more about the theatre or the current season you can call the Little Theatre Box Office at (516) 299- 2356

Tilles Center for the Performing Arts is a Long Island premier concert hall that is home to the North Fork Hall and the Hillwood Recital Hall. The North Fork Hall offers world renowned artist in music, theatre and dance. The hall seats 2,242 people and offers full staged productions. The Hillwood Recital Hall is a smaller more intimate environment that seats up to 490 people but offers the same quality entertainment.

Tickets for students with a valid C. W. Post ID are \$10.00 for most performances throughout the season. The Tilles season runs from September to May and all student discounted tickets go on sale during the month of September.

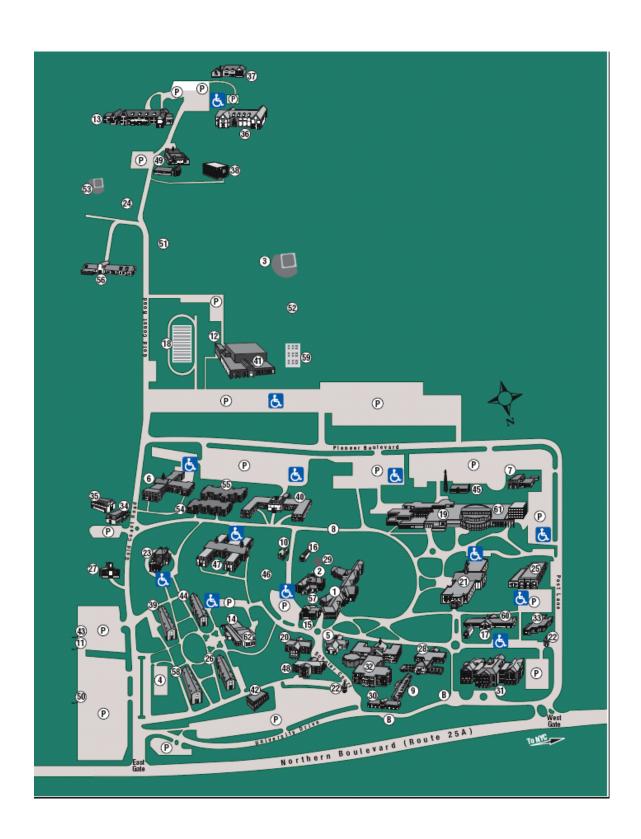
For further information about student ticket purchases or to look at the current season schedule you can go online to www.tillescenter.org or call the Tilles Center Box Office at (516) 299-3100.

Phone Directory

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3	299-2746
· · · · · · · · · · · · · · · · · · ·	299-3057
` ' '	299-2900
,	299-2637
	299-3561
	299-2323
'	299-2828
• • • • • • • • • • • • • • • • • • •	299-2251
Commuter Student Association	299-3109
Computer Center (Library)	299-2281
Disability Support Services	299-3057
Emergency – Public Safety	299-2222
Interfaith Center Office	299-2228
Learning Support Center	299-3057
Library – Circulation	299-2303
	299-2895
	299-2768
Library – Reference	299-2305
Little Theatre Box Office	299-2356
Mailroom	299-2230
Pioneer Newspaper	299-2619
Post Office	299-2230
Pratt Recreation Center	299-3250
Program for Academic Success	299-3057
Public Safety	299-2214
Radio Station WCWP	299-2683
Radio Station WCWP FM Studio	299-2626
Residence Life	299-2326
Student Activities- Programs	299-2818
Student Government Association	299-2807
Student Health and Counseling	299-2345
Student Information Desk	299-2611
Student Life	299-2800
Telephone Services	299-5432
•	299-3100
Tutoring Service	299-3057
	299-2732

CAMPUS MAP

1 Administration/Winnick House/Great	34 Lodge A Residence Hall
<u>Hall</u>	35 Lodge B Residence Hall
2 Admissions	36 Lorber Hall/School of Accountancy
3 Baseball Field	37 McGrath House
4 Basketball Courts (Outdoors)	38 Music Rehearsal Building
5 Bookstore	39 Nassau Residence Hall
6 Brookville Residence Hall	40 Post Residence Hall
7 Central Heating Plant	41 Pratt Recreation Center
8 Chipmunk Trail	42 Printmaking Studio
9 Crafts Center	43 Public Safety
10 <u>Dollhouse</u>	44 Queens Residence Hall
11 Facilities Services	45 Radio Station WCWP (Abrams
12 Field House	Communication Center)
13 Fine Arts Center	46 Riggs Park
14 Gold Coast Room	47 Riggs Residence Hall
15 Graduate Admisisons	48 Roth Hall
16 Greenhouse (Miracle-Gro)	49 Sculpture Studios
17 Greenhouse Terrace	50 Sewage Treatment Plant
18 Hickox Field/Football, Lacrosse,	51 Soccer Field (Men's)
Field Hockey	52 Soccer, Lacrosse Field (Women's)
19 Hillwood Commons	53 Softball Field
20 <u>Hoxie Hall</u>	54 South Residence Halls (Red,
21 Humanities Hall	Green)
22 Information Guard Booths	55 South Residence Halls (Yellow,
23 Interfaith Center, Chapel	Blue)
24 Intramural Fields	56 Stables/Equestrian Center
25 Kahn Discovery Center	57 Stecklow Gardens
26 Kings Residence Hall	58 Suffolk Residence Hall
27 Klar Intercultural Center	59 <u>Tennis Courts</u>
28 Kumble Hall (Student Services	60 Theatre, Film and Dance Building
Building)	61 <u>Tilles Center</u>
29 <u>Labyrinth</u>	62 Winnick Student Center
30 Ladge Speech & Hearing Center	
31 <u>Library</u> (B. Davis Schwartz	B Long Island Bus
Memorial)	P Parking Areas
32 Life Science/Pell Hall	H Handicapped
33 <u>Little Theatre</u>	



OUR RESIDENCE HALL COMMUNITY

- 1. Brookville Hall
- 2. Kings Hall
- 3. Lodge A
- 4. Lodge B
- 5. Nassau Hall
- 6. Post Hall
- 7. Queens Hall
- 8. Riggs Hall
- 9. South Residence Complex
- 10. Suffolk Hall

C.W. Post's academic buildings, dining halls and recreational facilities are a short walk from the residence halls.

