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Financial Aid

Adults re-entering the academic world may be eligible for a good deal of financial assistance from state, federal and Alfred University resources. The key to receiving all the financial aid for which you may be eligible is timing; so if you have not yet applied for all the kinds of aid outlined below, you are invited to stop by the Student Financial Aid Office in Alumni Hall, or call 871-2159. The SFAO staff will be happy to supply you with the forms you need, and to be a resource for you in filling them out.

Guaranteed Student Loan

Undergraduate and graduate students who are taking at least 6 credit hours per semester can receive 8% loans of up to \$2,500 a year (for undergraduates) and \$5,000 a year (for graduates). Payback begins six months after leaving school or dropping below 6 credit hours. The amount of the loan plus other financial aid and the family's contribution must not exceed the cost of education as determined by the University. Students with a family income of \$30,000 or more per year must demonstrate their need by the information they supply on a needs test form. Pick up a loan application and needs test form (if needed) from your bank.

Auxiliary Loans

Like the GSL above, PLUS and ALAS loan applications are available from your bank. Both have an interest rate of 12%. PLUS allows parents of dependent children to borrow up to \$3,000 per year, up to the cost of education; payback of principal and interest begins in sixty days. The student must be taking at least 6 credit hours per semester. ALAS allows undergraduate independent students, who are ineligible for the full \$2,500 Guaranteed Student Loan, to borrow the difference (\$2,500 less G.S.L. eligibility). Graduate students may borrow up to \$3,000 in addition to their G.S.L., if financial need remains. Payback on the interest only begins within sixty days; if the student falls below 12 credit hours per semester, the principal will come due within sixty days. Pick up the application at your bank.

Pell Grant

Formerly BEOG, this is a federal source of gift aid to low-income students who have not completed their first bachelor's degree. You can pick up the application in the Student Financial Aid Office in Alumni Hall. Pell Grant is awarded by means of a complex formula that measures a family's (or an individual independent student's) financial strength. The maximum award for 1986-87 is \$2,100.

Tap

New York State residents enrolled for at least 12 credit hours per semester in an approved institution, provided their New York State Net Taxable Income (line seven of the state income tax form) is less than \$29,000. If you are from another state, check with the Student Financial Aid Office to see whether your state has a grant program that can be taken out of the state.

For information on any of these student aid programs, call the Student Financial Aid Office at 871-2159, or stop by.

Alfred University Aid

As for next year, 1987-88, we expect the same forms of student aid to be available. In addition, students are invited and encouraged to apply for Federal Campus Based Aid, (College Work-study and National Direct Student Loan), as well as Alfred University Aid. As these sources of funding are limited, timing is very important. The priority deadline for consideration for these funds is February 15, 1987. The forms you need will be available in the Student Financial Aid Office after Thanksgiving.

If at any time you have questions about student aid or your financial situation, feel free to stop by the Student Financial Aid Office in Alumni Hall.

Off Campus Housing

A limited number of rentals (apartments and rooms) are listed through the Office of Student Living and the Student Affairs Office. The University does not at any time enter into the relationship between a landlord and tenant. The University maintains a list of those rentals that landlords wish to list and does not attempt to evaluate the suitability of the facility. For more information on rentals, call 2134.

Many student rentals are communicated via "word of mouth". To gain access to this method of identifying housing, one should talk with other off campus students, watch bulletin boards, and talk with community members.

A brochure "Off-Campus Living: Some Legal Rights and Responsibilities" is available through the Student Affairs Office, Carnegie Hall. All off campus students are encouraged to read this brochure.

On Campus Housing

For information about rooms and apartments on campus, call the Office of Student Living at 871-2160 or Student Affairs at 871-2134.

Lounge Areas

<u>Location</u>	<u>Hours of availability</u>
Allen Hall 1st floor	8:30 a.m. - 4:30 p.m.
access to soda machines and hot water for coffee	
Harder Hall 2nd floor	8:00 a.m. - Midnight
coffee, soda, candy machines	

<u>Location</u>	<u>Hours of Availability</u>
Kanakadea 2nd floor soda machines	8:00 a.m. - Midnight
Parents Lounge Rogers Campus Center	8:30 a.m. - Midnight (unless reserved)
t.v., access to snack bar Science Center Reading Room (Study Only)-2nd floor access to soda and candy machines	9:00 a.m. - 4:00 p.m.
Science Center 4th floor Hot water for coffee, tea, hot chocolate; access to soda and candy machines	8:00 a.m. - 5:00 p.m.

Student Activities

Alfred University provides a diverse array of activities for students, including those sponsored by the numerous clubs and organizations, the Performing Artist and Speaker Series, the Film Society, and the Student Activities Office. In addition, academic departments/faculty provide opportunities for "topical" forums and the exploration of current issues, such as the Wednesday noon Bergren Forum. Alfred University students are also welcomed at the many Alfred State College events.

This Week at Alfred (TWAA) is a weekly publication of the Student Activities Office which lists many, if not most, of the Alfred University programs available to the campus. Residence hall students have access to TWAA through a weekly mailing. Off campus students may pick up copies at the Campus Center Desk on Friday of each week.

All activities, including many sponsored by the Alfred Community, are announced via a combination of This Week at Alfred (TWAA), posters, newspapers, radio, etc. A master calendar of events is kept on file in the Activities Office. For information on scheduled events or to schedule a program, call the Student Activities Office between 8:30 a.m. - midnight (871-2175).

For some events such as the Performing Artist and Speakers Series, reservations are desirable. The Student Activities Office makes a box office available for all events where advance ticket sales are a necessity.

Libraries

A college library offers a rich source of information that can be very important in your learning experience at Alfred, but you need to know how to find what you need. One of the best sources of assistance--and one of the least used--is the reference staff. Reference librarians are available for most of the hours the library is open. If you are having problems in using the library or simply need some good tips on sources to try, ask a reference librarian for help. You'll find that she is very happy to be of assistance. In addition, you'll find the Herrick Library offers a number of programs and aids for learning how to do library research.

Herrick Library's Hours

Monday-Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 10:00 p.m.
Saturday	11:00 a.m. - 10:00 p.m.
Sunday	11:00 a.m. - 11:00 p.m.

Books and other library materials may be checked out for 3-4 weeks, and you may renew by calling 871-2184, Monday through Friday, 8:30 a.m. - 4:30 p.m. Periodicals may not be checked out, but there are facilities for photocopying.

If you need items that this library does not own, these may be requested through interlibrary loan. You are also welcome to use the Scholes Library of Ceramics and the Hinkle Library on the Alfred State College Campus.

Hinkle Library's Hours

Monday - Thursday	7:45 a.m. - 10:30 p.m.
Friday	7:45 a.m. - 5:00 p.m.
Saturday	1:00 p.m. - 5:00 p.m.
Sunday	1:00 p.m. - 10:30 p.m.

Scholes Library of Ceramics

When school is in session during the fall and spring semesters, the Scholes Library is open seven days a week. Hours are posted outside the entrance above the book return slot. The collections include materials on ceramic science and engineering, the fine arts, industrial engineering, and geology and other physical sciences. Primarily a reference rather than a circulating library. Undergraduates may not check books out, but may hold them at the Reserve Desk for internal use for up to two weeks. Graduates may check books out for up to a semester, subject to recall for another user after 2 weeks. Services provided include individual or group orientation, interlibrary loan, computerized literature searches, 10 cent photocopies, and a coin changer. Facilities include a user typing room, a smokers' lounge, and areas for viewing slides, listening to tapes and reading microforms.

Area Services

Alfred

See Alfred University Student Handbook for a more complete listing.

Family Planning Clinic

(Outreach of Health Department)

1st Monday of each month

10:00 a.m. - 4:00 p.m.

OZ Helpline

716-268-9250

Village Police

607-587-8877

Almond
State Police

607-276-6776

Andover
Medical Group

607-478-8421

Belmont County Seat
For complete listing of Allegany County Offices, see the local telephone directory.

Department of Social Services 716-268-7661

Health Department
Family Planning Clinic
2nd Tuesday
12:00 noon - 4:00 p.m. 716-268-9250

Motor Vehicles Department 716-268-9267

Probation Department 716-268-9370

Social Security Administration* 716-372-1020
(Outreach of Olean branch)
2nd Tuesday of each month
10:30 a.m. - 12:00 noon and 12:45 p.m. - 3:00 p.m.

Corning
Southern Tier Legal Services 607-937-5486

Hornell
Medical Associates 607-324-5019

St. James Hospital 607-324-3900
(psychiatric services avail.)

Wellsville
Council of Alcoholism and Substance Abuse 716-593-6738

Counseling Center 716-593-6300

Family Planning Clinic
 (Outreach of Health Department)
 4th Tuesday of each month
 10:00 a.m. - 4:00 p.m.
 Wellsville Counseling Center 716-268-9250

Jones Memorial Hospital
 (psychiatric services avail.) 716-593-1100

Social Security Administration 716-372-1020
 (Outreach of Olean branch)
 2nd Monday of each month
 Wellsville Community Center
 10:30 a.m. - 12:30 p.m. and 12:45 p.m. - 3:00 p.m.

State Police 716-593-1000

Village Police 716-593-5600

Miscellaneous

Fosdick-Nelson Gallery
 Harder Hall
 Hours of Operation*
 Monday through Friday 11:00 a.m. - 4:00 p.m.
 Saturday 12:00 noon - 5:00 p.m.
 Sunday Closed

*Gallery is closed for a short period of time whenever the exhibit is changed.

McLane Center - Gym
 Hours of Operation*
 Monday through Friday 8:30 a.m. - 4:30 p.m.
 Saturday 1:00 p.m. - 5:00 p.m.
 Sunday 7:00 p.m. - 9:00 p.m.
 1:00 p.m. - 5:00 p.m.

*facilities are closed for private use during regularly scheduled games and classes.

Locker Space
 The University provides locker space to the adult learner, commuter student in McMahon Building. Students must provide their own locks.

Child Care
 Students in need of child care/baby-sitting information should contact the Student Employment Office, Alumni Hall.

Alfred Montessori School
 Morning Preschool (8:30 a.m. - 11:30 a.m.)

	Cost Per Month	Hourly Equivalent
3 mornings	\$ 75	\$ 2.08
4 mornings	\$ 90	\$ 1.88
5 mornings	\$ 105	\$ 1.75

All Day Preschool (8:30 a.m. - 3:00 p.m.)

	Cost Per Month	Hourly Equivalent
3 days	\$ 125	\$ 1.67
4 days	\$ 160	\$ 1.54
5 days	\$ 185	\$ 1.42

Day Care (7:30 a.m. - 8:30 a.m. and/or 3:00 p.m. - 5:00 p.m.) \$1.25 per hour

Limited work exchange and/or scholarship opportunities may be available.

An annual materials fee of \$25.00 is charged for each child.

Laundromats
 Alfred: Off-campus students are welcome to use the laundry facilities in the Commons Building of the Ford Street apartments. There is also a laundromat located on Church Street.

Hornell, Wellsville, Andover: Consult yellow pages of your telephone directory.

Voter Registration
 In order to vote in an election, you must be registered at least 30 days before the election is held.

If you did not vote last year, but have not moved, chances are good that you are still registered. To be sure, check with the Board of Elections in your county seat (Belmont for Allegany and Bath for Steuben). If you are not registered and you are a U.S. citizen at least 18 years old, you may register with the Board of Elections in person or by mail. Most town clerks have the forms for registration by mail or these can be sent to you if you contact the Board. There will be local registrations in October.

Parking

All vehicles, including automobiles, trucks, motorcycles, and other motor operated vehicles to be operated or parked on University property (other than visitors) must be registered immediately with the Safety Office in the Physical Plant. Student vehicle registration is \$20.00 for the academic year or \$12.00 per semester. A \$2.00 fee will be charged for each additional vehicle registered. All rules and regulations pertaining to parking on campus will be issued at the time of vehicle registration.

During Fall semester class registration, students are given the opportunity to register motor vehicles on-site during the class scheduling period in the Parents Lounge of the Campus Center.

For more information, contact the Safety Office at 871-2108.

Ombudsman - Dr. Curl, 871-2214

The University Ombudsman is, at present, a faculty member appointed by the President. The function of the Ombudsman is the mediation of student-faculty-administration grievances. The complaint is initiated by the student. After the student has tried to settle the contested matter with the teacher, administrator, chairperson, or dean of the department, division, or college of jurisdiction, or in cases of definitive disciplinary action taken against them by the Vice President for Student Affairs, s/he has the option to apply to the Ombudsman for disinterested advice, relief, or intervention.

Winter Weather

Improbability of Cancelling Classes

Even when offices might be closed or manned by skeleton staffs because of a weather emergency, classes will normally be conducted because of the high proportion of residential students, and the large number of faculty living within walking distance of the campus.

For those in communities outside of Alfred, good judgement should be used in deciding upon commuting to Alfred.

Buckley Amendment

On November 19, 1974, the United States Congress adopted "The Family Educational Rights to Privacy Act of 1974", commonly called the Buckley Amendment. The law was later amended on December 31, 1974, for clarification. The basic thrust of the law is to improve student access to information about themselves, as well as to restrict the release of information about students to others without consent of the students involved. Most of the elements of the legislation have been operational practice at Alfred University for some time. Many of the policies are presently contained in the "Alfred University Statement on Student Rights and Responsibilities" which is published in the institutional notebook on Rules and Regulations. The purpose of this communication is to fully inform students and parents about the kinds of information maintained in University records and provide information about procedures to comply with the legislation.

"Official University student records" are defined as those records, files, documents and other materials which contain information directly related to the student after his/her admission to the University and before graduation or withdrawal. An "eligible student" (that is, one who may request a review of his/her records) is defined as one who has attained 18 years of age or is attending a post-secondary institution.

Former college students are permitted to have the same access to their records as those currently enrolled.

At Alfred, student records include the academic transcript and the cumulative academic file found in the Registrar's Office, as well as academic files maintained in the offices of the academic deans, and in many instances, by academic advisors. Student folders are also retained in the Student Affairs Office in Carnegie Hall as are disciplinary records, if any exist. Additionally, records or files for some or all students will be found in the Financial Aid Office, the Business and Finance Office, the Career and Counseling Services and the Health Center. Appropriate administrative officers and staff, as well as appropriate academic deans, chairpersons and faculty advisors have access to these files.

The legislation does not permit access to the personal notes of teachers and administrators provided that they are not available to any third party. The records of physicians or psychologists or other professionals or paraprofessionals who assist in the treatment of students are not available to students although those records can be reviewed by a physician or other professional of the student's choice. Students can gain access to their parents' financial aid forms only if their parents sign a waiver allowing them such access. A student preparing a placement file will be permitted the option of requesting references which are available for his/her inspection or (by waiving his/her rights to see certain letters) those that are confidential. Students are also allowed to waive their rights to see certain other documents, including letters or recommendations for admission to graduate or professional schools or receipt of awards.

The Buckley Amendment does allow release of information to certain federal, state and educational research officials for audits of federal or state programs and to develop predictive tests and administer student aid programs. Records may only be released to third parties on the condition that they

will not reveal them to anyone else without written student consent. Educational institutions may release information from education records to appropriate persons in connection with an emergency if the knowledge of such information is necessary to protect the health or safety of a student or other persons. If student records are subpoenaed or required by judicial order, the institution is required to notify the student before complying with the order.

Whenever access is permitted to student files without specific student consent, the University is required to maintain a record which will indicate all individuals, agencies or organizations which have requested or obtained access to the student's educational files. This record must indicate the legitimate interest of the requesting party and is available only to the student and to those responsible for maintaining the record.

Parents may receive access to records irrespective of student consent if a student is still listed as a deductible dependent for income tax purposes. The University is, therefore, free to furnish grades and financial billing information to parents under these circumstances. A statement that a student is claimed as a deductible dependent must be filed with the University Registrar in order for the parent to receive grade reports. If you have filed this form previously and are receiving grade reports, you do not have to submit another form.

The release of "directory information" without a student's consent is permitted. It is necessary, however, for the University to publicize in advance the types of information to be released. The University must also provide the opportunity for individual exceptions to be requested by students and/or parents. At Alfred University, directory information is defined to include information such as the student's name, local and home address and telephone number, date and place of birth, major field of study, class year, and name, home address and telephone number of parents. Also included are

participation in officially recognized activities and sports, weight and height of members of athletic teams, receipt of scholarships, honors and awards, inclusion in Dean's list and graduation lists, dates of attendance and the most recent previous education agency or institution attended by the student. Other similar directory data elements may be introduced from time to time.

Any eligible student or parent who wishes to inspect and review student educational records should make such a request to the administrative officer in the specific office where that record is maintained. The University must respond to the request no later than 45 days from the date of the request. Normally access will be possible without delay. Records will not be released from the University files for removal for inspection elsewhere. Copies may be made of such records at prevailing University rates.

Any student may request a hearing to challenge the content of any record and may seek the correction or deletion of any entry deemed inaccurate, misleading, inappropriate, or otherwise in violation of the privacy or other rights of students. At Alfred University any question about the accuracy of student records should first be brought to the attention of the officer of the University responsible for maintaining the file. An attempt will be made to settle such a dispute through informal meetings or discussions. If this is unsatisfactory or unproductive, a hearing will be held and a decision rendered by a University official with no personal stake in the outcome. Insofar as is possible, the services of the University Ombudsman and the members of the Ombudsman's Student Grievance Committee will be utilized in these instances.

This statement is based on current available information relative to the "Buckley Amendment". University procedures and policies are subject to change as more experience is developed locally, and as more detailed guidelines are developed nationally. Any questions should be directed to the University person responsible for maintaining the specific file involved.

Resource Persons

The following University personnel have shown active interest in the adult learner population of Alfred University. You may want to seek them out for counseling or general advice.

Kathy Kerns

Peg Kurtz

Dave Gruen

Mary Anne O'Donnell

Herrick Library

Bartlett Hall

Alumni Hall

Carnegie Hall

Faculty Advisor

Nancy Furlong

Science Center