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**Union College College Student Handbook  
2007-2008**

The material in this handbook is designed to inform you of the College's expectations for your behavior and the services available to you. We hope you find it useful. The College reserves the right to make changes in its requirements, regulations, and procedures as educational considerations demand and amendments to the College's policies contained in the handbook may occur from time to time.

## **Important Telephone Numbers**

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<b>Dean of Students</b>	<b>Extension 6116/6061</b>
<b>Campus Safety</b>	<b>Extension 6911</b>
<b>Emergencies including Fire</b>	<b>911</b>
<b>Schenectady Police</b>	<b>(non emergency) 374-7744</b>
<b>Ambulance</b>	<b>Extension 6911</b>
<b>Poison Control Center</b>	<b>1 800 336-6997</b>
<b>Health Services</b>	<b>Extension 6120</b>
<b>Maintenance</b>	<b>Extension 6181</b>
<b>(after 4:30 p.m. call)</b>	<b>Extension 6911</b>

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Union College is committed to assisting all members of the Union College community in providing for their own safety and security. Information regarding campus security and personal safety, including topics such as crime prevention, campus safety law enforcement authority, crime reporting policies, and crime statistics for the most recent three-year period is available from the Director of Campus Safety at 807 Union Street, Schenectady, N.Y. 12308. This information is also available from the Union College website at <http://www.union.edu/PUBLIC/SAFETY/CommunityReport.html>.

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## Quick Reference

What	Who	Where	Phone
Absence from class or exam	Instructor	-----	-----
Academic Affairs			
Arts & Sciences	Dean Hayes	Science & Eng. S100	6233
Academic Services and Planning	Dean Wolf	Feigenbaum	6033
Engineering	Dean Traver	Steinmetz 200	6530
Undergraduate Ed.	Dean Rosenthal	Science 100	6234
Academic Opportunity Program	S. Tate	Bailey Hall 101	6115
Achilles Rink	K. Natole	Achilles Rink	6134
Advisor (change)	Registrar	Silliman Hall	6109
Affirmative Action	G. Tyson	Kenney Center	6609
Bill Payment (student)	C. Hartman	Feigenbaum	6106
Campus Safety	W. Sickinger	College Park Hall	6358
<b>Emergency-Fire/Police/Medical</b>			<b>911</b>
Parking Inquiries	S. Ruzza	College Park Hall	6381
Requests for Service/Non-Emergency Matters			6911
Career Planning	TBA	Becker Career Ctr.	6176
Co-ops	P. Fowler	Becker Career Ctr.	6176
Internships	P. Fowler	Becker Career Ctr.	6176
College Relations	T. Gutenberger	Abbe Hall	6180
Community Outreach			
STEP	G. Tyson	Kenney Center	6609
Communications	C. Casey	Dudley Observatory	6749
Conduct Changes	J. Underwood	College Park Hall	6351
Counseling	M. Hotaling	Silliman Hall	6161
Student Conduct	Dean Schurick or Dean Williams	Reamer Center 306	6061
Credit for work taken elsewhere	P. Adey	Silliman Hall	6109
Dining Services	D. Detora	Reamer Center 202	6050
Employment (student)	C. Bouck	Grant Hall	6123
Engineering	Dean Traver	Steinmetz 200	6530
Facilities Services	L. Rucinski	Campus Operations	6181
Finance			
Student Bills	C. Hartman	McKean House	6106
Financial Aid	B. Post	Grant Hall	6123
First-year Concerns	Dean Schurick	Reamer Center 306	6061
Fourth Course			
Greek Affairs	TBA	Reamer Center 405	6117
Health Insurance	E. Noll	Feigenbaum	6108
Health Services	S. McCullough	Silliman Hall	6120
Housing	D. Tallman	Reamer Center 409	6117
ID Cards	C. Hayen	College Park Hall	6936
IFC	TBA	Reamer Center 404	6797
“Incomplete” Grade	Instructor	-----	-----
Independent Study	Department Chair	-----	-----
Information Technology			
Services	D. Cossey	Computer Ctr.	6293
Intercollegiate			
Athletics	J. McLaughlin	Alumni Gym	6284

International Student Advising	S. Shinebarger	Reamer Center 306	6116
International Support Services	S. Shinebarger	Reamer Center 306	6116
International Programs	Prof. Thomas	Humanities 211	6002
Intramurals, PE, & Recreation	W. Scanlon	Alumni Gym	6286
Learning Disabilities	S. Shinebarger	Reamer Center 306	6116
Library	T. McFadden	Schaffer Library	6277
Lost and Found	Campus Safety	College Park Hall	6911
Mail Services	P. DeBiase	Reamer Center 102	6130
Media Services	G. Solomon	Schaffer Library 207	6438
	M. Rucinski	Schaffer Library 207	6438
Multicultural Greek Council Advisor	D. Hill Butler	Social Sciences 215E	8070
Minerva Programs	S. Boone	Reamer Center 409	8752
PALs	S. Shinebarger	Reamer Center 306	6116
Panhellenic	K. Wolf	Reamer Center 404	6118
Permission to take fourth course	Dean Rosenthal	Science & Eng. S100	6234
Pre-Medical Programs	Prof. Weisse	Bailey Hall 101	6300
Proficiency Exams	G. Sack	Silliman Hall	6016
Readmission from leave	Dean Leavitt	Reamer Center 306	6116
Reamer Campus Ctr.	M Milless	Reamer Center 404	6118
Reduce Course Load	Academic Advisor	-----	-----
Religious Programs			
Catholic	T. Boland	Silliman Hall	6087
Jewish	M. Strosberg	Silliman Hall	6539
Protestant	Rev. Brooks-McDonald	Silliman Hall	6618
Residential Life	T. Clark	Reamer Center 409	6117
Residence Hall Computer Network			
Connections Appointments		ITS-Steinmetz Hall	8707
Scheduling	D. Mirabile	Facilities Services	6098
Special Programs	M. D'Amelia	Facilities Services	6085
Student Activities	M. Milless	Reamer Center 404	6118
Student Billing	C. Hartman	McKean House	6106
Telecommunications	D. McNamara	2 <sup>nd</sup> Flr. Old Chapel	6411
Transcripts	Registrar's Office	Silliman Hall	6109
Tutors	Dept. Secretaries	-----	-----
Union Graduate College			
Admissions/Registrar	R. Sheenan	Lamont House	6238
School of Management	M. Chudzik	Lamont House	6447
School of Education	P. Allen	Lamont House	6361
School of Engineering & Computer Science	B. Kozik	Steinmetz	8068
Center for Bioethics	B. Baker	Humanities	8046
Walking Escort Service	Campus Safety	College Park Hall	6911
Withdrawal from Course	Academic Advisor and Registrar	-----	-----
Withdrawal or Leave	Dean Williams or Dean Schurick	Reamer Center 306	6061
Writing Center	M. Mar	Schaffer Library	6680

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## UNION COLLEGE CALENDAR 2006-2007

### Fall Term

#### **August 2007**

30 Outdoor Orientation (optional)

#### **September 2007**

2 Residence halls open at 9:00 a.m. (First-Year students only)  
2-4 First-year Students Orientation  
3 Residence halls open 9:00 a.m. (Upperclass)  
4 First-year Students advising and registration  
5 Fall classes begin  
5-7 Fall Term registration check-in  
18 Last day for changes in schedule without a late fee

#### **October 2007**

12-14 **Homecoming/Fall Parents' Weekend**

#### **November 2007**

13 Fall Term classes end  
14 Reading period  
15 Fall Term exams begin  
20 Exams end; recess begins  
21 Residence halls close at 3:00 p.m.

### Winter Term

#### **January 2008**

6 Residence halls open at noon  
7 Winter Term classes begin  
7-9 Winter Term registration check-in  
18 Last day for changes in schedule without a late fee

#### **March 2008**

14 Winter term classes end  
17 Winter Term exams begin  
20 Exams end; recess begins  
21 Residence halls close at noon  
30 Residence halls open  
31 Spring term classes begin  
31-April 2 spring term registration confirmation

### Spring Term

#### **April 2008**

11 Last day for changes in spring schedule without a late fee

#### **May 2008**

2 Steinmetz Symposium  
3 Prize Day

#### **June 2008**

6 Spring classes end  
9 Spring Term exams begin  
12 Spring Term exams end  
13 Residence Halls close at 3:00 p.m.  
17 Commencement