Student Services
Academic Support Services

Offices and programs that provide academic advice, tutoring, and additional academic support to students:
- Academic and Pre-Professional Advising Center
- College of Engineering and Applied Sciences Undergraduate Office
- English as a Second Language
- Intensive English Center
- Mathematics Learning Center
- Undergraduate Academic Affairs
- Undergraduate Transfer Office
- Writing Center

Academic and Pre-Professional Advising Center

The Academic and Pre-Professional Advising Center serves students in the College of Arts and Sciences, the College of Business, and the Marine Sciences Research Center, as well as students interested in pursuing graduate study in the health or law professions. Each freshman is assigned an academic advisor based upon their affiliation with one of the six Undergraduate Colleges: Arts, Culture, and Humanities; Global Studies; Human Development; Information and Technology Studies; Leadership and Service; and Science and Society. All upperclass students are encouraged to meet with an upperclass academic advisor and their major department advisor at least once each semester. Students obtain assistance from the Center for a variety of academic issues including:
- Planning a schedule of classes,
- Discussing course and major/minor options,
- Selecting/changing a major/minor,
- Meeting D.E.C. and general education requirements,
- Discussing academic standing issues,
- Clarifying academic policies, procedures, and regulations,
- Reviewing degree progress toward graduation,
- Discussing other educational opportunities related to an academic program,
- Obtaining a petition for an exception to a policy,
- Seeking approval to take a Challenge exam,
- Learning more about the special programs offered by the Center.

The Center sponsors several outreach programs and events, including the Mentor Program, Academic Peer Advisor Program, Major Advising Fair, and Academic Advising Day. The Center is also the home of the Golden Key International Honor Society.

For academic advising questions and other important academic information, students are encouraged to make use of the various advising resources. Students should call or stop by the Center to make a 30-minute advising appointment or to ask a quick question at the “information table” located directly outside the Center.

Office:
- Academic and Pre-Professional Advising Center
  E-2260 Melville Library
  Stony Brook, NY 11794-3353
  Telephone: (631) 632-7082
  Fax: (631) 632-6957
  E-mail: advising@stonybrook.edu

Office Hours:
- Monday: 10:30 a.m.–5:00 p.m.;
- Tuesday–Friday: 9:00 a.m.–5:00 p.m.

Web sites:
- General Advising:
  http://www.stonybrook.edu/aadvising
- Pre-Health Advising:
  http://www.stonybrook.edu/healthad
- Pre-Law Advising:
  http://www.stonybrook.edu/prelaw

College of Engineering and Applied Sciences Undergraduate Student Office

The Engineering and Applied Sciences Undergraduate Student Office administers the College of Engineering and Applied Sciences undergraduate academic programs and coordinates undergraduate academic advising. It provides advising and information about the College Diversified Education Curriculum (D.E.C.) requirements, and requirements for admission to its majors. It receives and processes student petitions and grievances, advises students of administrative procedures, and assists with the processing of transfer credits. The office serves as the center for a number of campus chapters of national professional engineering societies including the honor societies Tau Beta Pi (engineering), Eta Kappa Nu (electrical engineering), Pi Tau Sigma (mechanical engineering), and Upsilon Pi Epsilon (computer sciences). It is also the center for the CEAS Internship Program, publicizing internship openings and assisting corporate offices with selection and placement of student interns. It also disseminates information about special scholarships available to students in the College’s majors and coordinates the scholarship application and selection process.

For general academic information about College of Engineering and Applied Sciences degree programs, contact:
- Undergraduate Student Office
- College of Engineering and Applied Sciences
  Engineering Building 127
  Stony Brook, NY 11794-2200
  Telephone: (631) 632-8381
  Fax: (631) 632-8205
  http://www.ceas.sunysb.edu

Office hours: Monday through Friday, 9:00 a.m.–5:00 p.m.

English as a Second Language

The ESL program offers intermediate and advanced courses aimed at raising students’ language abilities to the level desired of college students in the United States. Undergraduate students may be required to take intermediate or advanced ESL writing, depending on their writing placement examination score. A required mixed-skills course is offered in the fall semester for non-native speakers of English who have graduated from American high schools and have been admitted into the University under the English Enhancement Program (EEP). Traditionally, oral ESL classes are reserved for graduate students; however, undergraduates may elect to take either an intermediate or advanced oral skills class. At least one seat per section in those classes is reserved for undergraduates. For more information, contact the ESL Program at (631) 632-7706 located within the Linguistics Department, (631) 632-7777.

Intensive English Center

The Intensive English Center (IEC) offers an intensive English language program for potential Stony Brook students who need full-time instruction in English prior to matriculation. The program is also open to people who do not plan to enroll at Stony Brook after completing the training but who wish to improve their English for personal or professional reasons.

An applicant who meets the academic criteria for admission may be given conditional admission to the University contingent upon successful completion of the advanced IEC level. Admission must be

http://www.stonybrook.edu/ugbulletin
recommended by the director of the IEC program.

The program consists of a minimum of 18 hours per week of non-credit English language courses, including reading, writing, speaking, and listening skills. Elective courses include: Business English, Conversation, Film and American Culture, Grammar, Pronunciation/Accent Improvement, and TOEFL Preparation. IEC students may audit University courses or, if they are in the advanced IEC level, may register for one course with the permission of the IEC director.

In the summer, IEC students attend English classes and join excursions to places of cultural and historic interest. Participants are eligible to receive a student (F-1) visa, may live on campus, and may use all University facilities.

For additional information, contact:

Intensive English Center  
E-3310 Melville Library  
Stony Brook University  
Stony Brook, NY 11794-3390  
Telephone: (631) 632-7080.  
Fax: (631) 632-7028. Visit  
Office of Undergraduate Academic Affairs  
E-5320 Melville Library  
and can be reached by phone at (631) 632-7028. Visit  
Office of Academic Standing and Appeals  
for more information.

For additional information, contact:

Intensive English Center  
E-3310 Melville Library  
Stony Brook University  
Stony Brook, NY 11794-3390  
Telephone: (631) 632-7080.  
Fax: (631) 632-7028. Visit  
Office of Undergraduate Academic Affairs  
E-5320 Melville Library  
and can be reached by phone at (631) 632-7028. Visit  
Office of Academic Standing and Appeals  
for more information.

The Mathematics Learning Center offers help to students in math and applied math courses, as well as non-math courses that require mathematical skills. Students do not need to be in serious difficulty before they come for assistance. Assistance is provided individually and in small groups on a first-come, first-served basis. Mathematics faculty members and course TAs also offer hours. The Center is staffed by mathematics faculty, TAs, and tutors with knowledge of all levels of mathematics.

The Mathematics Learning Center has an extensive library of books and CD-ROMs and offers Web access. The Center, located in the Mathematics Building, Room S-240A, is open Monday–Thursday, 10:00 a.m.–5:00 p.m. and Friday, 10:00 a.m.–1:00 p.m.; tutors are also available some evenings. For evening hours, call the Center at (631) 632-6825, or visit http://www.math.sunysb.edu/MLC.

Undergraduate Transfer Office  
The Undergraduate Transfer Office provides academic advising to prospective and enrolled transfer students. Advisors are available to help students plan their academic programs and select courses to ensure a smooth transition to Stony Brook. Advisors evaluate transfer credits for Diversified Education Curriculum (D.E.C.) requirements and work with academic departments to facilitate the evaluation of transfer credits for major and upper-division requirements. Advisors enter transfer credits on the Stony Brook record for both new transfer students and for continuing students.

In addition, advisors assist all students seeking advice in selecting summer school courses to be taken at other institutions. The office also has a SOLAR System terminal enabling students to access the online student records system. The Undergraduate Transfer Office, located in room 134 of the Administration Building, can be reached by telephone at (631) 632-7028. Visit http://www.stonybrook.edu/ugadmission/transfers/transfer for more information.

Writing Center  
The Writing Center provides free, individual help with writing to all members of the University community, including undergraduate and graduate students, faculty, and staff. Tutors assist with writing projects ranging from freshman composition essays to dissertation proposals. Tutors receive ongoing training in all aspects of the teaching of writing and are prepared to mentor a wide variety of issues (e.g., getting started, developing arguments, revising, editing, learning techniques for editing and proofreading, understanding specific aspects of grammar, and addressing the needs of English-as-a-second-language students). Although the Writing Center does not provide proofreading or copyediting services, the tutors are always willing to teach strategies to help writers eliminate error on their own.

Sessions generally take three forms: weekly appointments with the same tutor that students can extend through the semester; drop-in sessions that depend on the availability of tutors; and e-tutoring sessions that students can access through the Writing Center’s Web site at http://www.stonybrook.edu/writingcenter. All tutoring sessions are approximately 50 minutes long.

For hours of operation or to schedule an appointment, call (631) 632-7405.

Other Student Services  
Offices, organizations, and facilities that provide additional services to students:

- Bookstores
- Campus Residences
- Career Center
- Center for Excellence in Learning and Teaching
- Child Care Services
- Commuter Student Services
- Computing Services
- Counseling Center
- Dean of Students
- Disability Support Services
- Division of Student Affairs
- Indoor Sports Complex
- International Services
- Libraries
- Off-Campus Housing
- Ombuds Office
- Stony Brook Union
- Office of Student Activities
- Student Activities Center
- Student Health Service
- Office of Student Judiciary
- Veterans Affairs
- Wo/Men’s Center
Bookstores
The University Bookstore is located on the ground level of the Melville Library, opposite the Stony Brook Union. The bookstore stocks new and used textbooks. Students are encouraged to shop early for the best selection of used books. In addition to course required materials, the bookstore has a large selection of general, reference, and bargain books as well as magazines and the National Campus Bestsellers. The store also carries school and residence hall supplies, imprinted clothing and gifts, greeting cards, and seasonal items.

For more information and store hours, call the University Bookstore at (631) 632-6550 or visit it online at http://www.stonybrook.edu/bookstore.

The Health Sciences Center Bookstore, located in Room 310 on Level 2 of the Health Sciences Center, stocks textbooks for courses offered by the Schools of Dental Medicine, Health Technology and Management, Medicine, Nursing, and Social Welfare and an extensive selection of professional, trade, and reference books. Special orders are an essential part of the store’s customer service and customers have easy access to the hundreds of thousand medical reference titles available through the store’s special order service. For more information, see http://www.matthewsmedsuny.com or call the HSC Bookstore at (631) 444-3855.

Campus Recreation
The Stony Brook campus has two main facilities where one can exercise during free time. Both are located on the main campus.

Sports Complex Facilities
Sports Complex Facilities are located on John Toll Drive across from the Physics Building. Access is free to all students, faculty, and staff with University ID. Students are welcome to bring a guest at a cost of $5.00 per guest. The Sports Complex has both indoor and outdoor facilities. The indoor facilities include courts for badminton, basketball, racquetball, squash, and volleyball; a running track; a dance studio; an exercise room; a weight room; lockers; and a pool. The outdoor facilities include tennis courts; outdoor basketball courts; baseball, soccer, and softball, fields; multipurpose fields for intramural competition; beach volleyball courts; and a new football/lacrosse stadium. For racquetball and squash courts reservations, call (631) 632-7200. To contact the equipment rental area and open recreation reservations, call (631) 632-4674. E-mail: campusrecreation@notes.cc.sunysb.edu.

Wellness Center
The Wellness Center, located in Room 307 of the Student Activities Center, offers opportunities for students to practice positive lifestyle activities. The Wellness Center includes state-of-the-art fitness equipment, locker rooms, and shower facilities. The fitness equipment includes treadmills, elliptical cross trainers, Concept-II rowing machines, Selectorized weight-training machines, and free-weight equipment.

The Wellness Center also includes two multipurpose rooms located in the basement of the SAC (next to the bank and the post office) that are utilized for fitness classes, the spinning program, and seminars. They are also used as a training space for student clubs. Throughout the year, free seminars are offered on meditation, nutrition, stress management, time management, and other topics. There are classes in body sculpting, kickboxing, Latin jam, step aerobics, yoga, etc. Stop by at the Wellness Center and sign up for a class or check out the exercise equipment. The time schedule is different every semester, so visit http://studentaffairs.stonybrook.edu/rec/ or call (631) 632-7209 for updated information.

Sports Clubs
The Department of Campus Recreation advises all sport clubs. Sport clubs include archery, badminton, ballroom dance, bowling, crew, cycling, equestrian, fencing, ice hockey, kumdo, martial arts, men’s rugby, NY Aikido, outdoors club, Russian Hustle club, scuba, ski & snowboard, squash, SB soccer, table tennis, taekwon do, tai chi, tennis, volleyball, women’s rugby, and wrestling. Every club has a contact person available via e-mail to acquire more information about activities. For anyone who is an expert in a sport that is not listed, a new club can be formed. For more information, visit http://studentaffairs.stonybrook.edu/recreation/sportclubs.

Intramural Sports
Intramural sports offer opportunities for students, faculty, and staff to participate in team and individual sport competitions. These include basketball, beach volleyball, bowling, flag football, floor hockey, indoor and outdoor soccer, softball, and volleyball. Individuals as well as teams are encouraged to participate in intramurals. Usually departments form various teams and play against each other. If a department does not have a team, one can be created. More information is available on the Web site: http://studentaffairs.stonybrook.edu/rec/.

Most athletics facilities may be used for recreational purposes when they are not scheduled for classes, intercollegiate, intramural, or special events. Membership is required for use of the Sports Complex by all non-Stony Brook ID holders. Information pertaining to all physical education and athletic offerings, facility usage, and membership may be obtained in the Sports Complex main office or by calling (631) 632-9271.

Campus Residences
Information regarding Campus Residences (residence halls and apartments) can be obtained by writing to the Division of Campus Residences, Mendelsohn Quad, or by calling (631) 632-6750.

Residence Halls
The Division of Campus Residences is committed to providing quality housing and educational service to its resident students. The residence halls on campus house 60 percent of all undergraduate students. More than 40 professional Campus Residences staff members, assisted by approximately 300 student staff members, help students structure their experience within the framework of the overall Campus Residences program. The emphasis on developing student responsibility is intended to promote standards that encourage personal growth and a rewarding living experience.

The residence halls are organized in quads by groups of three to five residential colleges. Each ensures that students feel part of a small residential community that fosters social, intellectual, and cultural interaction. Each residence hall houses approximately 220 students;
eight of the halls are designated as Living Learning Centers. Each quad has a unique atmosphere and personality that is further enhanced and supported by the Undergraduate Colleges, a system of six theme-based academic communities, each of which has its “home” in one of the quads. Every entering freshman is assigned to an Undergraduate College based on his or her preferences. Small seminars, interaction with senior faculty members, one-to-one advising, and programs and activities based on the college theme all enhance the first-year experience.

Each residence hall is supervised by a residence hall director. The RHD works to establish an environment that fosters the academic and personal growth of the resident students. He or she serves as an advisor to the college legislature (student council), provides personal advising, supervises the student staff, and promotes educational programs (e.g., study skills workshops, guest lectures, and résumé writing workshops). The student staff members of each residence hall serve as peer advisors, stimulate social and educational programs, report maintenance concerns, and provide the residents with important information regarding campus programs and policies.

The University has completed a multi-year revitalization project to upgrade all of its residential facilities. The revitalization project includes new furniture in bedrooms and public areas, enhancements to social and recreational facilities, and modernization of the HVAC systems. The University has constructed eight additional residences, known as the West Apartments, which house approximately 1,200 upper-division undergraduates. These three-story buildings are air-conditioned and fully furnished, with full kitchens.

Each residence hall has public lounges, laundry rooms, and recreational facilities; it is also equipped with telephone, Ethernet, and cable television hookups, with quality television reception as well as access to more than 50 cable stations (including HBO). There are also state-of-the-art fitness and computing centers located in every Quad, open free-of-charge to all residents. The fitness centers feature Cybex circuit training, LifeCycle exercise bikes, stair and elliptical machines, and free weights. Aerobics classes are taught in some centers, and staff is available to develop and monitor personal fitness plans for all users. The computing centers feature Pentium IV PCs, which run all Microsoft Office applications and provide access to electronic mail and the Internet. Trained staff is available in each center to provide technical assistance and guidance.

Several quads have dining halls. First-year and transfer students living on campus must participate in one of the meal plan options during their first two semesters of residence. Most residence halls have been designated as cooking-free buildings and students living in those buildings are required to enroll in one of the meal plan options offered by Campus Dining Services. Many residence halls offer the option of quiet communities, which have become increasingly popular with the residence hall population.

A large percentage of the on-campus activities take place within the residence halls. College legislatures are student councils within each building empowered to spend the funds allotted by the Undergraduate Student Government. College Legislatures and the Campus Residences staff plan numerous social and educational activities, including hall dinners, movies, parties, guest speakers, cultural events, academic and career information sessions, and study skills workshops.

The Residence Hall Association, representing all students who live on campus, addresses important issues of concern to quad residents, including an annual review of the residence hall budget. Students are encouraged to become active members of this organization.

Campus Apartments

The Harry Chapin Apartment Complex provides graduate and family housing. The apartments have one, two, three, or four bedrooms, with kitchen, living/dining room, and bathrooms. All apartments are furnished. Rental agreements are on a 12-month basis. The cost varies depending on the size of the apartment and the number of occupants. The Schomburg Apartments house single graduate students in four-bedroom apartments and married couples and domestic partners in one-bedroom apartments. The West Apartments also offer limited housing for graduate students.

Residence Hall Billing

The Residence Hall agreement for undergraduates is for the full academic year; although billing is processed each semester. Graduate students are billed monthly, although the rental agreements are made on a 12-month basis. Once a student accepts the key to his or her room, the student becomes financially responsible for the full housing charge. Should an undergraduate student wish to cancel housing at the end of the fall semester, the student must complete a proper checkout (which includes signing out of the room and returning the room key to the Quad Office) by 8:00 p.m. on the last day of the fall semester to avoid being assessed full housing charges for the subsequent spring semester.

Career Center

The Career Center assists students with all types of career planning and decision-making concerns—from choosing a major and selecting career options, to developing the research, writing, and communication skills necessary to attain career goals and successfully make the transition from college to the world of work. Employment services and resources for information on credit-bearing, paid, and volunteer internships, part-time jobs, and full-time career-related employment are also available. Students are encouraged to undertake periodic self-examination beginning in the freshman year; to relate their academic expertise to their future aspirations, and select related experiences (work, service, leadership) to complement their academic program. Individual and group consultation is available.

Two credit-bearing courses are offered to educate students about the career development process:

Career Center

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Two credit-bearing courses are offered to educate students about the career development process:

CAR 110 Career Development is designed for second-semester freshmen and sophomores and introduces students to theories of career decision-making, and the relationship between major choice, academic planning, and career options. Two steps in the career decision progression are examined: self-assessment (skills, interests, values, and personality traits) and career exploration. Group career research is undertaken with a presentation component. At the end of the course, students develop written goals for further career exploration.
CAR 210 Career Planning is designed with junior- and senior-year students in mind and addresses career planning, goal setting, professional communication, understanding of job market trends, and career research strategies. This course teaches students a systematic approach to examining the issues involved in entering the job market and making the transition from the role of college student to the role of professional. At the end of the course, students develop their written assignments into a portfolio useful for job and internship applications.

The Internship Program
The Internship Program provides students opportunities to spend a semester, January intercession, or summer working for pay and/or academic credit under the supervision of University faculty and professional staff at a cooperating agency or organization. Interns learn to apply theory to practice; to test their career intentions; to improve their intellectual skills in writing, quantitative analysis, research, and administration; to increase their understanding of social, political, and economic forces; and to acquire work experience that may be useful when seeking employment or applying to graduate or professional school. Zero to six credits may be earned.

Volunteers for Community Service
The Volunteers for Community Service program provides a variety of community service opportunities and volunteer internships on and off campus.

The Job Search Preparation Program
The Job Search Preparation Program includes individual advisement (by appointment or walk-in), group seminars, and special events, all designed to assist students in identifying job leads using standard search methods as well as unconventional ways of accessing the hidden job market, writing targeted résumés and cover letters, networking with alumni and employers, and interviewing effectively. Career Center counselors routinely visit classrooms, student organizations, and academic departments when requested.

Job Fairs
Job Expos, Job/Internship Fairs, and the On Campus Recruiting (OCR) program bring employer representatives to campus to meet with students to discuss job opportunities and conduct interviews for full-time, part-time, and internship positions. The Center uses a sophisticated Web database, which provides weekly e-mail updates about programs and services, online job vacancies, résumé referral, and interview sign-ups.

Graduate and Professional Programs
For students seeking admission to graduate or professional programs, the Career Center offers individual advisement and group seminars on relevant topics, such as “Applying to Graduate School” and “Writing a Personal Statement.” Graduate school representatives attend the Fall Career Fair to meet students and provide information about graduate and professional school options. An online credentials service is also offered through Interfolio, where students can maintain letters of recommendation that are stored online and transmitted directly to schools and employers.

The Career Resource Library
The Career Resource Library has books, magazines, videos, and trade publications that detail employment opportunities in almost every career field. Materials are also available on career planning, teaching certification, graduate and professional school admissions testing, graduate school and financial aid information, and recruitment options.

To take advantage of these and many other resources, students are encouraged to visit the Career Center on the Web at http://www.stonybrook.edu/career and in person. Located in W-0550 Melville Library, at the foot of the Zebra Path walkway between the Library and Old Chemistry, the office is open weekdays from 8:30 a.m. to 5:00 p.m.

Phone: (631) 632-6810 (Voice/TDD).

Center for Excellence in Learning and Teaching (CELT)
The Center for Excellence in Learning and Teaching’s (CELT) Multimedia Lab is dedicated to helping members of the University community incorporate technology in the classroom experience. CELT sponsors internships and provides employment opportunities for undergraduates who are interested in learning Web site design and multimedia applications. Interns and student assistants will work on faculty projects ranging from Web design, to video production, to graphic design, to application development—all of which are used in classrooms throughout the University.

CELT is located in Room E-1337 in the Melville Library. Visit the CELT Web site at http://www.celt.sunysb.edu/ multimedia. You can reach CELT by phone at (631) 632-1033 and by e-mail at celt@notes.cc.stonybrook.edu.

Child Care Services
The University provides on-campus child care services for approximately 160 children ranging in age from two months to five years. Stony Brook Child Care Services is a nonprofit, nationally accredited center, providing service for University students, faculty, and staff. The Center is staffed by professionals in the early childhood field who are assisted by students enrolled in coursework practice. The primary aim is to provide a warm, supportive, and creative atmosphere in which each child, and each child’s family, is regarded as individual. Hours of operation vary. Fees are charged on a sliding scale based on income.

There is a waiting list for the Center; interested persons should complete an application well before the service will be needed, as placement cannot be guaranteed. Call (631) 632-6930 for more information.

Commuter Student Services
The Office of Commuter Student Services is located in Suite 222 of the Student Activities Center, and is open weekdays from 8:30 a.m. to 5:00 p.m. (with extended hours on Tuesday evenings until 6:00 p.m.). It offers services, programs, advocacy, and outreach on behalf of undergraduate commuter students. Programs offered include workshops in stress management, career development, and academic advising, as well as various activities and receptions designed to promote faculty, staff, and commuter student interaction and communication. In addition to providing services, this office brings the commuter perspective to campus committees and to campus programs. It responds to students’ requests, queries, and suggestions, intercedes on their behalf, and advocates for commuter students. It also facilitates the recommendations of the Commuter Student Services Advisory Board whose membership consists of faculty, staff, and commuter students.

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collaboration with campus constituencies such as the Commuter Student Association, the Student Union, and Office of Student Activities, the Office of Commuter Student Services actively aids and encourages commuter students to become full participants in campus life.

The Office of Commuter Student Services can be reached by telephone at (631) 632-7353 or by e-mail at Commuter_Services@notes.cc.stonybrook.edu.

Computing Services

The University’s computing environment is characterized by an ever-changing array of hardware, software, network connectivity, and consulting services. The Stony Brook Instructional Networked Computing (SINC) sites are located throughout the campus in the Melville Library (first and fifth floors), Stony Brook Union, Math Tower, Harriman Hall, Social and Behavioral Sciences, Computer Science, Engineering, Computing Center, Chemistry, Life Sciences, Humanities, and Fine Arts buildings. These sites have a variety of computers, software, printers, scanners, and multimedia hardware. Unless machines are reserved for a class, the equipment in all SINC sites is accessible to any student during operating hours, and student consultants are available to answer user questions. Free workshops are offered on common applications. For more information about SINC sites, contact Instructional Computing, S-1460 Melville Library, at (631) 632-8050 or contact the student consultants at (631) 632-9602, helpme@ic.sunysb.edu, or visit the Web site at http://www.sinc.stonybrook.edu.

In addition to SINC Sites, there are other Computer labs on campus. However, these labs are not supported by Instructional Computing, and therefore they may have different hardware and software. It is important that students call the individual contact numbers for more information.

Residential Computing Labs are available in: Baruch College (Kelly Quad), Benedict College (H Quad), Cardozo College (Roth Quad), Douglass College (Tabler Quad), O’Neill College (Mendelssohn Quad), and Stimson College (Roosevelt Quad). Please call (631) 632-6966 for more information.

The Health Sciences Center Library (third floor of HSC) maintains a computer lab for students. This lab is the Barry S. Coller Learning Center. This lab has PCs, laser printers, and Account Request Terminals. Please call (631) 444-3502 for more information.

Central computing provides a UNIX environment (commonly referred to as sparky). UNIX is the multi-user system used most frequently for e-mail, Internet access, and class assignments. It also includes Java, Perl, Pascal, FORTRAN, C, and C++ software. All registered students may have an account on the IC UNIX system and may request server space for a personal Web page.

High-speed Internet access is available for personal computers in the residence halls and in designated locations on campus. Students must have Ethernet cards installed and must register their computers. Wireless access is also available at an increasing number of locations on campus. A wireless account is required.

Computer supplies are available in the University Bookstore and the Seawolves MarketPlace. Seawolves MarketPlace has campus discounted software and cables for residence hall Internet connections.

Consulting services are provided by various offices within the Division of Information Technology. Refer to the campus phone directory for specific services.

Counseling Center

The University Counseling Center provides crisis intervention, brief psychotherapy, psychiatric care, and group and couples therapy free of charge for Stony Brook students (including SPD students) who are enrolled in a degree-granting program and registered for at least six credit hours. Counseling services are available year-round. All information about counseling at the Center is strictly confidential, except for that information needed in situations where there is an imminent threat or danger.

Students do not have to be confronting desperate or overwhelming difficulties in order to benefit from counseling. We encourage students to come in and discuss problems, even if they are not sure that counseling is what they need. For many students, dealing effectively with emotional and social issues increases their success with academic work. The University Counseling Center is a place that can help with many issues faced by students.

The Counseling Center also has outreach programs to enhance personal growth and develop skills. The most popular workshops deal with stress management, meditation, and study skills. These programs are free for all Stony Brook students. In addition to workshops, the University Counseling Center sponsors a weekly radio program that focuses on health and mental health issues, “Taking Care of Yourself.”

During the school year the Center is open Monday through Friday from 8:30 a.m. to 5:00 p.m., plus Tuesday from 5:00 p.m. to 7:00 p.m. During intersession, summer, and spring break the Center is open Monday through Friday from 8:30 a.m. to 4:00 p.m. Appointments for an initial visit are made on a same-day or next-day basis by calling (631) 632-6720. In emergency situations, students will be seen right away without a scheduled appointment. The Counseling Center is located on the second floor of the Student Health Center, near the Stadium on the west campus. HSC students may schedule appointments in the new Health Sciences Center Counseling Center, located on Level 3 (the same level as the HSC Library.) Call (631) 632-6720 for appointments and further information.

For mental health emergencies after hours and on weekends, students should call the University Police at 911 from on-campus extensions and (631) 632-3333 if calling from off campus or a cell phone, or go to the University Hospital Emergency Room. Anyone not experiencing an emergency but wanting to speak to someone after hours and on weekends can call the Response Hotline in Stony Brook at (631) 751-7500.

Further information about counseling services can be found on the Center’s Web site: http://studentaffairs.stonybrook.edu/counsel.

Dean of Students

The Office of the Dean of Students advocates for student needs, provides leadership for co-curricular programs/activities, and advises the Vice President for Student Affairs, the Provost, and the President on planning initiatives to further build campus community, facilitate student success, and welcome and orient new students. The Dean of Students provides support in response to student needs.
issues, concerns, and emergencies and provides leadership for student life initiatives that promote social responsibility and civility, celebrate diversity, and advance an inclusive campus climate. The Dean of Students Office collaborates with students, faculty, and other departments on advancing holistic student development. It advises the Undergraduate Student Government, and works closely with the Graduate Student Organization (GSO) and other student groups on campus. The office also co-advises the Student Ambassadors Program and the Alpha Tau Omega Freshman Honor Society.

The Dean of Students’ staff provides leadership, vision, strategic direction, and budget oversight for the following areas: Office of the Dean of Students, Student Activities, Commuter Student Services, Fraternity and Sorority/Greek Affairs, UNITI Cultural Center, Student Media, and Craft and Leisure Programs, as well as the facilities planning and management of the Student Activities Center and the Stony Brook Union.

The Office of the Dean of Students is located in Suite 222 of the Student Activities Center and can be reached by telephone at (631) 632-7320. Visit the Web site at http://www.studentaffairs.stonybrook.edu/DOS.

Disability Support Services

Disability Support Services (DSS) coordinates advocacy and support services for students with disabilities. These services assist in integrating students’ needs with the resources available at the University to eliminate physical or programmatic barriers and to ensure an accessible academic environment. All information and documentation of student disabilities is confidential.

Students are responsible for identifying and documenting their disabilities through the DSS office. Students receive assistance with special modified housing and on-campus transportation. DSS can assist with University procedures and requirements, arrange for special test accommodations and for the recruitment of readers, interpreters, and note-takers.

The professional counseling staff at DSS includes a Psychiatric Nurse Practitioner, a Learning Disabilities Specialist, and a Clinical Social Worker. These counselors are available for confidential consultation, crisis intervention, and brief supportive counseling as well as referrals for medical and learning disability evaluations. All DSS counselors are available to provide in-service training to the University community.

Students who anticipate requiring assistance should contact Disability Support Services as early as possible to allow for implementing recommended services. The office is located in Room 128 of the Educational Communications Center.

Phone: (631) 632-7468, -6548 VOICE/TT
Web site: http://studentaffairs.stonybrook.edu/client

Division of Student Affairs

As campus advocates for all students, the departments within the Division of Student Affairs are responsible for supporting the needs of the student body and providing a positive campus life experience for each student. The Division consists of the following offices: Campus Recreation; Campus Residences; Career Center; Commuter Student Services; Dean of Students; Disability Support Services; Facilities, Operations, and Reservations of the Student Activities Center and Stony Brook Union; Judicial Affairs; Student Activities; Student Health Services; University Counseling Center; Veterans Affairs; and the Wu/Men’s Center. Detailed information is available on the Student Affairs Web page at http://studentaffairs.stonybrook.edu/ and in the Stony Brook Student Handbook, available online at http://studentaffairs.stonybrook.edu/handbook.

Indoor Sports Complex

The west wing of the Indoor Sports Complex opened in the fall of 1990. Connected to the existing gymnasium, the 105,000-square-foot complex seats 4,100 for basketball and volleyball and 5,000 for lectures, concerts, and other special events. The facility houses a four-lane, six-sprintlane track (177 meters in length), six glass back-walled squash courts, and locker rooms. Attractive lobbies, offices, and two concession stands complete the facility.

The Pritchard Gymnasium, which is now the east wing of the Indoor Sports Complex, features seating for 1,800 for basketball and volleyball, a six-lane, 25-yard pool, eight racquetball courts, a Universal weight room, a dance studio and exercise room, and three multipurpose courts for basketball, volleyball, badminton, or indoor soccer. The courts are available when not in use for scheduled events.

In addition to serving as the center for Division I athletics, the complex also addresses the recreational, educational, and entertainment needs of the University community. Special events include wrestling and basketball championships, trade shows, comedy shows and concerts, and sports clinics.

Highlighting the outdoor facilities is the $22 million, 8,200-seat Kenneth P. LaValle Stadium. The stadium is the home to the Stony Brook football, men’s and women’s soccer, and men’s and women’s lacrosse teams. This state-of-the-art facility is the largest outdoor facility in Suffolk County, and has quickly become the venue for some of Long Island’s most exciting sports events.

In addition to the Seawolves’ athletic events, LaValle Stadium also plays host to high school football, boys and girls’ lacrosse, and field hockey championships.

Other outdoor facilities include tennis courts, the baseball field, and the softball complex, which will serve as the host site for the 2005 America East Softball Championships.

Most facilities may be used for recreational purposes when they are not scheduled for classes, special events, or intramurals. Available times for recreational use may be obtained in the Indoor Sports Complex (hours are subject to change). The Indoor Sports Complex is open during the academic year Monday through Sunday from 6:00 a.m. to 11:00 p.m. It is closed on all major holidays. Hours are adjusted for winter and spring breaks.

International Services

International Services provides undergraduates, graduate students, faculty, and scholars from other countries advice and assistance on U.S. government immigration regulations and cross-cultural issues relating to study, teaching, research, and living in the United States. The International Student and Scholar Advisors are the Designated School Officials (DSO) and Alternate Responsible Officers (ARO) on campus and are responsible for assisting students in obtaining and maintaining valid

http://www.stonybrook.edu/ugbulletin
F-1 or J-1 immigration status in the United States. Personal advising on immigration and cross-cultural issues is available throughout the year.

International Student and Scholar Advisors are available Monday through Friday from 9:30 a.m. to 4:30 p.m. on a walk-in basis and by appointment. In addition, International Services works with community groups and student organizations to provide programs and activities, including orientations, tours, discussion groups, workshops, and other events. International Services also provides a liaison for students with the community-based Host Family Program.

To maintain valid immigration status an F-1 or J-1 international student must be enrolled full-time in an approved course of study and maintain a valid passport, Form I-94, and the Certificate of Eligibility Form I-20 or DS-2019. International students should consult an International Student Advisor upon arrival in the United States and before: 1) accepting employment, 2) traveling outside of the United States, either temporarily or permanently, 3) applying for a U.S. visa abroad, 4) transferring to or from another institution within the United States, 5) withdrawing from the University, 6) dropping below a full course of study, 7) changing his or her address in the United States, 8) changing to another non-immigrant or immigrant status (i.e., from F-1 to permanent resident), or 9) changing academic major or level of study.

All international students are required to attend a mandatory International Student Orientation Program and to meet with an International Student Advisor as soon as possible after their arrival at Stony Brook.

International students are encouraged to keep in close contact with their international student advisers throughout their stay in the United States. Information and important immigration updates are posted on the International Services Web site at http://www.grad.sunysb.edu/International/index.html.

International Services is located in the Graduate School, 2401 Computer Science Building. The telephone number is (631) 632-4685. The fax number is (631) 632-7243.

Libraries

Stony Brook University Libraries is one of the largest academic library systems in the nation, with more than two million bound volumes, 8,300 newspaper and periodical subscriptions, 5,800 circulating video titles, and 4 million microform publications.

The Main Library, located in the Frank Melville Jr. Memorial Library building, is the home to the main stacks, several branch libraries, reference services, a Patent and Trademarks Depository, two networked classrooms for research instruction, a video viewing area, as well as comprehensive library collections.

The University Libraries also encompass six branch libraries. Chemistry, Computer Science, Math/Physics/Astronomy, and the Marine and Atmospheric Sciences Information Center are located in their departmental buildings. The Science and Engineering Library and the Music Library are located in the Melville building.

STARS is the Libraries’ state-of-the-art online catalog, accessible from any computer on or off campus through a link on the Libraries’ homepage. A STARS user can renew books, find out if a book is checked out, review library fines, and be notified of new arrivals.

The Libraries lease more than 300 electronic databases and 10,000 full-text online journals in every field of study. Some of the better-known databases are: Academic Universe (Lexis-Nexis), MEDLINE, JSTOR, IEEE, PsyINFO, ScienceDirect, Ethnie Newswatch, and Web of Science. Online databases are available from all campus terminals and off-campus through a proxy server. Wireless access to the Internet is now available in the Melville Library Gallera, the North Reading Room, and the Commuter Study Center.

The Central Reading Room is the place where students and faculty often begin their library research. Individualized assistance from professional librarians is available at the Reference Desk. The Information Desk is the service point for the Video and DVD Collection, Microforms Collection, and Current Periodicals. This room also offers access to computer workstations and disability support services. Workshops, research sessions, and tours are available each semester.

Circulation Services, located on the third floor, manages all the functions related to the borrowing and returning of library materials, including course reserves. The Stacks, located on the second, third, and fourth floors of the Main Library, are accessible through the third floor entrance. Books and journal articles not held by Stony Brook may be borrowed from reciprocating libraries across the country. This service is free; requests are made via the Libraries’ ILL Express Web link, which is accessible from the Libraries’ homepage.

Special Collections and University Archives house more than 10,000 printed volumes, 200 manuscript collections, and 650 historic maps. Collecting areas include: Long Island history, the environment, politics, science and technology, and the arts and humanities.

During the academic year, the Main Library is generally open Monday through Thursday, 8:30 a.m. to midnight; Friday, 8:30 a.m. to 8:00 p.m.; Saturday, 10:00 a.m. to 6:00 p.m.; and Sunday, noon to midnight. During intersession and other vacation periods, hours are generally 8:30 a.m. to 5:00 p.m., Monday through Friday, and closed weekends. Library hours are subject to change. Call (631) 632-7160 for the updated schedule.

Details of nearly every collection, service, database, and catalog, along with hours and events, can be found at the Libraries’ homepage: http://www.stonybrook.edu/library.

Off-Campus Housing Service

Off-Campus Housing is a service provided by the Faculty Student Association to assist students in locating and securing off campus living arrangements. Various housing options are available to rent in the Stony Brook University vicinity including houses, studios, apartments, house shares, and rooms to rent.

The interactive Web site at http://och.vpsa.sunysb.edu/search/housing/search.cfm allows students to search and view available accommodations based on a number of factors including housing preference type, price, and distance from the Stony Brook campus. The site contains useful information such as short-term housing, landlord/tenant information, transportation, and local services, as well as roommate referral and merchandise databases.
The Off Campus Housing office is located in the Stony Brook Union lobby, and is open Monday through Friday, 10:00 a.m. to 3:00 p.m. For additional information and assistance please call Godfrey Palaia, OCH Director, at (631) 632-6770 or e-mail him at Godfrey.Palaia@stonybrook.edu.

**Ombuds Office**

The University Ombuds Office provides alternative conflict management services to the entire University community. As a designated “neutral”, the Ombudsperson is defined as an impartial and independent resource for individuals seeking assistance or information in pursuit of the resolution of a conflict or problem related to their work, studies, or residence at the University. As a designated third party, the Ombudsperson will listen to all sides of an issue and may advise, coach, mediate, refer, counsel, or negotiate.

The services of the University Ombuds Office are available to students, faculty, and staff. All contact with the Ombuds Office is considered confidential in accordance with professional standards of practice. Depending on the nature of the question or problem, the Ombudsperson might offer specific advice or mediation, provide information, or make the appropriate referral. The Ombuds Office is also open to those who simply need someone to listen impartially and privately and suggest a course of action.

The University Ombuds Office is located in Room W-0605, Melville Library, on the ground floor, alongside the zebra path. Hours are 9:00 a.m. to 5:00 p.m. Monday through Friday. Walk-in visits are possible, but scheduled appointments are recommended. The phone number is (631) 632-9200; visit the Ombuds Office Web site at [http://www.stonybrook.edu/ombuds](http://www.stonybrook.edu/ombuds) for more information.

**Stony Brook Union**

The Stony Brook Union includes a 330-seat auditorium, a large multipurpose room, a ballroom that accommodates more than 350, a 100-computer SINC site, meeting rooms, offices, and an Interfaith Center. Many student clubs and organizations host their programs and events in these facilities. In addition to attending club meetings, movies, and concerts, students have access to the Stony Brook Union’s video arcade, crafts center, barber shop, lounge areas, and food service, which includes a cafeteria, deli, and restaurant.

The WoMen’s Center, located on the second floor, promotes gender equity on Stony Brook’s campus and provides a safe haven for students to learn, discuss, and offer each other support.

The campus radio station, WUSB-FM (90.1), operates from the Union and is staffed by students and volunteers. Student newspapers, the campus television station SBU-TV, student-run audio-visual services, and the Inter-Fraternity and Sorority Council all have offices in the Union. In addition, some academic classes are held in the Union’s meeting rooms.

The Union also houses an Information Center, which provides students with campus maps, train and bus schedules, and information about University events. The Information Center’s phone number is (631) 632-6830.

**Office of Student Activities**

All Stony Brook students are encouraged to get involved in activities and programs outside of their classroom experiences to make the most of their college careers. The Student Activities office works with students to offer the campus community co-curricular programs that enhance student life at the University. Students can choose from more than 250 clubs and organizations to join, or they can create a new student group. The Student Activities office works closely with student groups to plan events such as Opening Activities and Chill Fest at the start of each semester, Homecoming, movies, guest lectures, educational programs, carnivals, parties, and other types of activities. Students can also enjoy weekends at Stony Brook that include concerts, plays, movies, parties, guest speakers, fairs, and cultural exhibits. Volunteer opportunities to assist with these programs also are available.

The Student Activities office also provides support for campus fraternities and sororities, allowing students the opportunity to develop lifelong friendships, to become involved with community service, and to develop skills towards becoming effective leaders. Fraternity and sorority life focuses on scholarship, leadership, service, and social activities. The Stony Brook campus has 16 fraternities and 16 sororities, including national, local, regional, and cultural chapters.

The Student Activities office also offers a variety of media opportunities. Students may work to work at the WUSB FM (90.1) campus radio station as a DJ or as a staff member. They can also work in front of or behind the camera at SBU-TV, the campus’ internal television station. Opportunities are also available with the yearbook, *Specula*, and campus newspapers, which include *The Statesman*, *The Stony Brook Press*, *Blackworld*, *Shelanu*, and *En Accion*.

The Student Activities office manages the Student Activities Center’s Gallery, which offers fine arts, crafts, and photography exhibitions to the Stony Brook community. The art exhibitions relate to the campus’ monthly Diversity Celebrations themes (e.g., Hispanic Heritage, Diversity of Lifestyles, Religions, Black History, Women’s History, Cultures) and also include group senior shows, community artists, juried shows, and faculty and staff exhibits. Opening receptions and special presentations that compliment the exhibitions are held throughout the academic year. The SAC Gallery is located on the first floor of the Student Activities Center.

Also operated by the Student Activities office, the Stony Brook Union Crafts Center promotes the appreciation of art and fine crafts for Stony Brook students, faculty, staff, and the surrounding community. The Crafts Center offers arts and leisure opportunities through non-credit classes. It is located in Room 049 of the Stony Brook Union.

The Office of Student Activities is located in the Student Activities Center, Room 219, and can be reached by telephone at (631) 632-9392. Visit the Web site at: [http://www.studentaffairs.stonybrook.edu/sac](http://www.studentaffairs.stonybrook.edu/sac).

**Student Activities Center**

As the “living room” of the Stony Brook campus, the Student Activities Center (SAC) is the gathering place for students, faculty, administrators, and University visitors. For student programs, special events, and conferences, members of our campus community and their guests use SAC facilities: a 525-seat auditorium, ballrooms, an art gallery, lounges, a sculpture garden, and
meeting rooms. Other amenities in the SAC, include the Wellness Center, the Seawolves Marketplace, student club and organization offices, the Teachers Federal Credit Union Bank and ATMs, and the U.S. Post Office. The Undergraduate Student Government and Graduate Student Organization offices are on the second floor. The Information Center is located in the Main Lobby and can be reached by telephone at (631) 632-6730.

**Student Health Service**

New York State Public Health Law requires that every student demonstrate proof of immunity against measles, mumps, and rubella. This law requires the University to prohibit students’ future attendance if they fail to acquire or submit certification of the necessary immunizations. Compliance is mandatory; students who fail to provide proof of immunization will be prevented from registering for courses. NYS Public Health Law §2167 requires institutions, including colleges and universities, to distribute information about meningococcal disease and vaccination to all students meeting the enrollment criteria, whether they live on or off campus. Stony Brook University requires that all students complete and return an acknowledgement form. The information and acknowledgement form can be downloaded from our Web page: [http://studentaffairs.stonybrook.edu/shs/forms](http://studentaffairs.stonybrook.edu/shs/forms)

The comprehensive fee, mandatory for all students, entitles students to health services.

The medical clinic at the Student Health Service is staffed by physicians, physician assistants, nurse practitioners, and nurses. Students need only “walk in” to the Infirmary Building, register, and they will be seen by the medical staff. Appointments can also be made on a same-day basis. Some prescriptions can be filled and laboratory work completed as part of the benefits from the mandatory fee. There is a gynecology clinic (Women’s Center) and a dermatology clinic. Staff includes a social worker, a health educator, a massage therapist, and a registered dietician.

The Student Health Service, located in the Infirmary Building, provides health care to all registered students, and, on an emergency basis, to faculty and staff only. The Health Service is open Monday through Friday, 8:00 a.m. to noon and 1:00 p.m. to 5:30 p.m. The hours during intersession and in the summer are 8:00 a.m. to 4:00 p.m. When the Student Health Service is closed, students are referred to the Emergency Department of the University Hospital on a fee-for-service basis. For more information about the Student Health Service, please call (631) 632-6740.

The University will be moving towards mandatory health insurance by the fall of 2005. If this is not in place by that time, the University strongly recommends a voluntary health insurance plan, because extensive medical assistance not available at the Health Service may cause financial difficulty. Information about insurance is available in the Infirmary Building. For further information regarding insurance, please call (631) 632-6054.

**Office of the Student Judiciary**

The mission of the Student Judiciary is to support the University’s educational goals by promoting a just, safe, orderly, civil, and positive University climate for learning, both inside and outside the classroom, through behavioral standards, disciplinary processes, training, and intervention efforts.

The Office of the Student Judiciary is responsible for investigating and adjudicating cases of alleged student misconduct (in nonacademic matters) in violation of the University Student Conduct Code. In addition, the Judiciary educates the campus community about the code and provides learning experiences for students who volunteer to become student hearing board members.

Questions regarding the Conduct Code, the judiciary process, procedures for filing a complaint, or volunteering to become a student hearing board member can be directed to

**Director of Judicial Affairs**

347 Administration Building  
Gary.Mis@stonybrook.edu  
(631) 632-6705

To obtain a copy of the Conduct Code or Alcohol Policy see [http://studentaffairs.stonybrook.edu/jud](http://studentaffairs.stonybrook.edu/jud) or stop by Room 347 of the Administration Building.

**Veterans Affairs**

The Office of Veterans Affairs offers assistance in applying for educational benefits as well as completing and forwarding forms and supporting documents for eligible veterans, veterans’ dependents, and active-duty service members. In addition to serving as a liaison between these students and Veterans Administration, the office provides certification and tuition deferment services. The office is located in Room 347 of the Administration Building. For additional information or to make an appointment for assistance, please call (631) 632-6700.

**The Wo/Men’s Center**

The Wo/Men’s Center offers a safe haven for students to learn, discuss, and find support. The Wo/Men’s Center is a free resource for undergraduate and graduate students to obtain counseling for any psychological or emotional issue, including, but not limited to, relationship and family problems, depression, anxiety, eating disorders, rape and sexual assault, and gender or sexual identity. Under the supervision of a licensed psychologist, therapists and graduate student therapists-in-training conduct individual, couples, and group therapy. Call (631) 632-9066 to make an appointment. All client information is kept completely confidential.

The Wo/Men’s Center offers groups as a place to celebrate the self through connecting with others. Groups are based on student need, such as: Graduate Student Women, Sexual Abuse Survivors, Body Image and Eating Problems, and Mindfulness and Meditation. Interested students should contact the Center to set up an initial screening with the group’s facilitator.

In addition, the Wo/Men’s Center provides programming and outreach on a wide range of issues that highlight women’s and men’s growth and development. Topics range from improving communication in relationships to healing from traumatic experiences. The Center has hosted events such as a Meet and Greet the authors of *Souls of My Sisters*, Celebrating Women Artists for Women’s History Month, and Take Back the Night.

The Wo/Men’s Center also houses a Lending Library for student use. Book
topics range from Health and Wellness, Feminist Studies, and Fiction. Please stop by or call for library hours and information.

The Wo/Men's Center is committed to challenging oppression in all forms and recognizes the demands that face college students. To help meet these challenges, we offer afternoon and evening hours during the academic year, from 12:00 p.m. to 7:00 p.m. in the Stony Brook Union, Room 216. Contact (631) 632-WOMN (9666) or e-mail womenscenter@notes.cc.sunysb.edu for more information. For after-hours emergencies, please call the University Police at 911 from any on-campus extension, or (631) 632-3333 from off-campus or cellular phones.