



DEAN'S MESSAGE

Welcome to the School of Visual and Performing Arts! This handbook is intended to help guide you through your experience here by providing you with names, numbers, procedures, rules and regulations, and other useful information. There's much to know and experience, too much for any one handbook to cover, but hopefully, this one will get you started on your journey.

No matter how carefully you read these pages, the true experience of being in the School of Visual and Performing Arts is to be found in the interaction with your fellow students and the talented faculty. I cannot stress enough to you the importance of getting involved with the people and activities that will surround you in this vibrant and active arts community. The friendships and connections you make here with both students and faculty may last a lifetime, so nurture them well!

The School of Visual and Performing Arts is the most visible school on campus because we present student work to the public. Make sure you go out and support your fellow classmates when they perform or exhibit their work, just as you would have them attend the performances and exhibits that you'll be presenting. Remember that you and your classmates are the future of the various art forms you're studying, and this is the time to get to know and support each others work.

Just as you will hopefully support each other in your creative work, the Dean's office is here to support you in your studies. I invite you to come to our offices, located in Humanities Hall, and introduce yourself. The Dean's office includes three Deans, each of whom is active in the arts: one in ceramics, one in theatre, and one in documentary filmmaking. We understand the path you're embarking upon, and want to help you along the way. Part of our job is to help you if you run into difficulties with academic or non-academic matters. While you should always try to resolve problems within your department or program, sometimes you need the extra help that our office can provide, and you are welcome to come in and ask for assistance.

I look forward to meeting you. Look for me at your performances and exhibits. Please send me notice of your activities, copies of your publications and broadcasts, and any other work that you're proud to share. Good luck and best wishes to you as you join our exciting arts community!

Yours Sincerely,

Rhoda Grauer
Dean

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FOR NEW STUDENTS...WHEN YOU FIRST ARRIVE

Student ID cards

Be sure to pick up your Student ID card as soon as possible. Student ID cards may be obtained at the Public Safety Office Monday through Thursday, 9 a.m.-7 p.m.; on Friday, 9 a.m.-5 p.m.; and on Saturday, 10 a.m.-3 p.m. Student ID cards serve many functions including dining privileges, library loan privileges, and access to the residence halls and athletic facilities.

Parking

In order to park your car on campus you will need a Parking Pass.

Get your parking pass from the Public Safety Office, which is open 24 hours a day, 7 days a week. Bring your vehicle registration and either your driver's license or your Student ID card. Follow the directions for applying the parking pass to your vehicle. Follow posted parking rules in order to avoid incurring fines.

My LIU Web Portal

The My LIU portal replaces the Student Information System, which will continue to operate for a transitional period this semester. Part of a large-scale upgrade of Long Island University's computer system and Web presence that was launched in 2007, the My LIU portal provides each C.W. Post student with private access to his or her personal web page. It features links to Long Island University e-mail, class schedules in a daily and weekly format, transfer credit records, financial assistance information, billing and tuition account information, registration and enrollment dates, campus emergency notifications, events and official university news. The My LIU portal is the student gateway to all campus-based information and communications. In the future, My LIU will include more function such as online registration.

Electronic Reserve

Faculty can post reserve material on Electronic Reserve for student use. Electronic Reserve can be accessed from the C.W. Post Library Page. Follow the instructions on the Web site. The password is the faculty member's last name.

Difficulties? Call Information Technology at 299-2281.

My LIU Features

The My LIU student information portal provides 24/7 online access to:

- E-mail
- Class schedules in daily and weekly format
- Your transfer credits record
- Your unofficial academic record (transcript)
- Information pertaining to your bill
- Financial assistance information
- Personal information including name, address, telephone numbers and e-mail addresses that are included in your student record
- Admissions status information
- Any holds (for unpaid bills, overdue books, parking tickets, etc.) on your record
- Checklist items (To Do Lists) of things that you may need to complete
- Important enrollment dates, financial aid Web sites and useful links
- Campus emergency notifications
- Official Campus and University news and announcements

SCHOOL OF VISUAL & PERFORMING ART DEGREE PROGRAMS

The School of Visual and Performing Arts combines a comprehensive liberal arts education with the professional training essential to a successful career in the arts. Various programs leading to a Bachelor of Arts (B.A.), Bachelor of Fine Arts (B.F.A.), Bachelor of Music (B.M.) or Bachelor of Science (B.S.) degree are available through the Departments of Art, Media Arts, Music, and Theatre, Film & Dance, and the program in Arts Management.

The majority of classes will be in your major. Active participation is an integral part of all programs, with exhibition and performance opportunities provided to students both on campus and on tour. Student art exhibitions, film screenings, concerts and recitals as well as radio, video, theatre, television and dance productions are a vital part of the educational process and enrich the lives of the campus and neighboring communities.

LIBERAL ARTS CORE

All students must complete the Core Curriculum in addition to the courses taken in their major area of concentration.

Most students complete these requirements during the first two years as preparation for more advanced study within their major during the Junior and Senior years. The courses are divided into eight major areas: Competency Requirements (variable credits) • Laboratory Sciences (8 credits) • History and Philosophy (9 credits) • Language and Literature (6 credits) • Arts (6 credits) • Political Science and Economics (6 credits) • Sociology, Psychology, Geography, Anthropology (6 credits) • Mathematics (3 credits).

WAC (Writing Across the Curriculum) – Incoming freshmen are required to take five writing intensive courses before graduation. Transfer students may have one or two WAC courses waived (see advisor).

Students in the School of Visual and Performing Arts are not permitted to register for senior-level work, such as student teaching or professional showcase experience, unless all WAC requirements are completed or a plan for their completion has been made.

General Requirements for Graduation

1. 2.00 cumulative average (higher in some areas)
2. 2.25 major subject average (higher in some areas)
3. 129 credits (more in some areas)
4. Core requirements
5. Major requirements

HONORS PROGRAM

The C.W. Post Honors program offers academically gifted students an enriched education. Class size is kept to a minimum of twenty students and classes are taught in a seminar style environment which fosters independence and critical thinking. Incoming students who meet the eligibility requirements for the Honors Program are invited to join upon their acceptance to C.W. Post. Students currently enrolled at C.W. Post who meet the required GPA for their year may be accepted to the program after an interview with the Honors Program Director. For more information on the Honors Program call the office at 516-299-2840 or read the Web site at www.cwpost.liu.edu/cwis/cwp/honors.

Merit Fellowship: All Honors Program students must complete the Merit Fellowship component of the Program. Merit Fellowship is meant to broaden the students' horizons and to expose them to things they would not normally have a chance to do or see. Students complete their Merit Fellowship obligation by completing five Merit Fellowship credits or completing twenty hours of community service each semester. In the fall students must attend an all day conference, and in the spring semester students choose to fulfill their Merit obligations from a variety of options such as lectures, demonstrations, discussions, or all day city trips.

Honors Program Tutorial: The Honors Program Tutorial is a three credit independent study thesis research course. The research is completed on a topic in the student's major under the direction of a full time professor from that discipline. The student and the professor meet weekly and continue working on this topic into the thesis semester. The topic chosen should be one that is substantive and can yield a thesis of a minimum of 25-35 pages in a creative field. It is strongly suggested, especially for education majors, that the tutorial is begun when the student has three semesters remaining at the University.

Honors Program Thesis: The Honors Program Thesis is the conclusion of the independent study. It is a paper derived from the research, and in some cases, may include creative materials such as slides, tapes, CDs or DVDs.

STUDY ABROAD and TRAVEL OPPORTUNITIES

The School of Visual and Performing Arts encourages its students to travel abroad to study the world around them. Seeing some of the world's greatest art and artists, and getting a chance to work with professional artists in their native countries, can be an invaluable experience for students of the arts.

In addition to formal courses of study abroad, which may last for a semester or an academic year, students in the performing arts regularly travel on tour to festivals, theatres, and concert halls around the world. Information about these trips, which usually last for less than a month, are available in your department. Other travel courses in the arts may be offered by your department, or by the Honors Program.

Students should be aware that going abroad for a semester may delay graduation unless your schedule and plans are carefully designed in advance. Therefore, if you think you might want to take a semester abroad, tell your academic advisor as soon as possible so that he/she can help you plan your course of study.

C.W. Post maintains an office for study abroad in Kumble Hall. Ms. Patty Seaman, Director of Study Abroad, will be more than happy to help you locate a program that meets your needs. You may call her at (516) 299-2508.

WORK/EDUCATION OPPORTUNITIES

Internships

An internship is a valuable educational opportunity where you can gain knowledge and experience in your major field of study while working in a professional environment. Internships give you the chance to see what you like or dislike about an industry or a particular job, and allow you to build a resume, gain on-the-job experience, practice interviewing skills and build lasting professional contacts. Placements can be made through the Professional Experience and Career Planning Office (P.E.P.) in Kumble Hall and by recommendation of faculty and staff. Most departments in The School of Visual and Performing Arts also offer for-credit internships open to juniors and seniors. These must be arranged through your advisor and department chair.

Work-Study

Eligible students may apply for work-study. This federally-funded program provides an hourly wage for student workers. Positions are available in all Departments and in other areas of the University. (These funds are not applicable to contract hours in the Theatre, Film and Dance Department).

Part-Time Positions

Students may apply for part-time work within the University. Work related to your major is often available through Tilles Center for the Performing Arts. Application is made directly to the area supervisor. Students are limited to 20 hours of paid work each week of the semester.

C.W. POST PERFORMANCE & ART EXHIBITION FACILITIES

Tilles Center

Tilles Center for the Performing Arts provides C.W. Post with an internationally recognized venue for great performances, featuring the most important classical and popular artists of our time.

The 2,200-seat concert hall, which adjoins Hillwood Commons, is the Long Island home for many of New York City's finest ensembles, including the New York Philharmonic, the Big Apple Circus, and the Alvin Ailey American Dance Theatre. Tilles Center presents nearly 100 performances annually, incorporating every style from classical music, dance and opera to jazz, rock and hip-hop. Artists and groups such as Yo-Yo Ma, Itzhak Perlman, Barbara Cook, Van Cliburn, Andre Watts, Marilyn Horne, Isaac Stern, the New York Philharmonic, the Academy of Saint Martin-in-the-Field, the National Symphony and the Leipzig Gewandhaus have graced the Tilles Center stage.

Long Island University students receive substantial discounts on many Tilles programs. Tickets are just \$10 each for full-time students when you show your valid L.I.U. I.D. at the Tilles Center Box Office. Also, our extensive work-study program at Tilles Center has given our students practical knowledge and experience – a proven edge in securing positions at major New York performing centers.

Hillwood Art Museum

Hillwood Art Museum serves as an integral part of the cultural resources at C.W. Post. Each year the Museum, located in Hillwood Commons, features exhibitions accompanied by lectures, demonstrations and symposia to enrich, explain and educate. Exhibitions combine Western and non-Western material. Non-Western exhibitions rotate among African, Oceanic, Native American, Pre-Columbian and Asian cultures. Additionally, there is a broad range of styles, media and points of view displayed in the exhibitions of Western Art.

Hillwood Art Museum also serves as custodian to the University's Permanent Collection consisting of more than 4,000 objects from Ancient Roman glass to contemporary photography. The extensive collection offers opportunities for scholarly research in many areas. The recording, conservation and display of the collection serve as an educational platform for museum assistants interested in pursuing a career in arts management, art history or art education. Students are offered unique opportunities for employment in a professional museum environment.

ACADEMIC ADVISING AND PLANNING YOUR SCHEDULE

Once you select a major in the School of Visual and Performing Arts, you will be assigned a department advisor. Your advisor is a great source of information and advice and will help you create a plan of study that will meet your program degree requirements.

Planning Your Schedule: You will need to meet with your advisor well before the start of each semester and will be reminded by mail and e-mail to do so. Advising takes place by appointment only, beginning the fifth week of the semester for the following semester. Appointments are taken two weeks prior to the start date of advising and registration. Honors students should register as early as possible due to the demands of both the Honor's program and major requirements. Students are encouraged to register early in order to avoid being closed out of a class due to cancellation or over-enrollment. Students are expected to maintain an up-to-date copy of their plan of study, and are expected to utilize it in addition to the Schedule of Classes to create a proposed schedule to bring to your advising appointment. All C.W. Post students are responsible for knowing the requirements for their degree program and for planning their courses in a manner by which they may graduate "on time."

Changing Your Schedule: Sometimes the most carefully planned schedule may not work for you. A course may not be at the right level for you, or the subject matter may not be what you expected, or your schedule at your job may change. Fortunately, the "Drop/Add" period at the beginning of each semester allows you to make new choices. The "Schedule of Classes" booklet for each semester lists the last day you may change your schedule. You must go to your advisor to do this. You must also go to your advisor if you decide later in the semester to withdraw from a class for any reason. You should do this at least a month before the semester ends and the withdrawal will show up as a "W" on your transcript. Obviously, a transcript sprinkled with "Ws" is not a plus for you with future employers or graduate schools, so you should give careful thought to your class selections, and do your best to stick with them. This is true for all your classes, not just courses in your major.

Departmental advisors work closely with the faculty and staff of the department to help insure that each student's needs are met. You should feel free to see your advisor with any type of school-related problem. If your advisor cannot help you directly, he/she will know where you should go for assistance.

Advisors are an important part of student life at C.W. Post. Your advisor is assigned to you because of the specific major you have chosen, rather than where your name falls in the alphabet. Your advisor knows the course content and the faculty well, and will give you excellent advice. Please make and keep your appointment with the advisor.

GRADING POLICY

Grades are based upon C.W. Post Grading Policy.

The grade you earn in any class is based on fulfilling course requirements as listed in the syllabus for the class. In the arts, we cannot grade talent. Therefore, your grades do not necessarily reflect, nor are they based, on your talent. An “A” doesn’t mean that you’re more talented than the student who got a “C”, rather, that you exceeded course requirements through hard work and effort.

Grade	GPA	Qualitative Description
A	4.00	Excellent and extraordinary work
A-	3.67	Exceptional work, high level of craft
B+	3.33	Very good work, needs some refinement
B	3.00	Good, developed, fine work
B-	2.67	Good work, some areas need more development
C+	2.33	Above average work; more effort needed to improve form or craft
C	2.00	Average work, several areas need more development
C-	1.67	Average work, but lacks development of form, low craft skill
D	1.00	Below average work, lack of motivation and/or skills
F	0.00	Lack of development, skills, motivation and/or desire to learn

Policies on Receiving an Incomplete in Course Work: No incomplete grades will be given to students unless there are extremely extenuating circumstances. These include documented medical illness, documented family emergency; or failure of C.W. Post equipment/labs which delays the completion of work. It is left to the discretion of the professor to make that assessment. When the professor and the student agree that an incomplete grade is necessary, a form must be completed by the student, signed by the professor and then approved by the chair of the department. Incompletes must be finished within 6 weeks of the beginning of the following semester or the grade reverts to an F and the course, if required, must be taken again.

GRADUATION

Awards Day: Each year, outstanding students in each department are honored at the Awards Day Ceremony that takes place the day prior to Spring Commencement.

How to File for Graduation: Candidates for graduation are required to notify the Records Office of their intended date of graduation by filing a degree application at least three months in advance. Students who meet all requirements for their degrees in September or January are considered to be in the graduation class of the following May. Diplomas are dated three times a year: September, January and May. Application for an undergraduate degree takes place through your Academic Advisor when you register for your final semester. Please consult the Academic Calendar, which is available on the internet at www.liu.edu or in the Schedule of Classes, for deadline dates.

Exit Exam and Exit Survey: All students will take an exit exam prior to graduation. This exam is used to measure the effectiveness of the C.W. Post Academic Program. In addition, all students must fill out an Exit Survey. This survey helps the University to assess and track their educational performance. This enables focused changes and improvements for future students.

ACADEMIC CONDUCT

All C.W. Post students are expected to conduct themselves within the bounds of accepted social behavior.

Disruptive classroom behavior is defined as any act that denies to others the freedom to speak, to be heard, to study, to teach or to pursue research. Such behavior is antithetical to academic freedom and to the rights of all citizens and will not be tolerated. Misbehavior that interferes with the educational efficiency of a class will be considered sufficient cause for suspension of a student from the class, temporarily or permanently. A student who is suspended from class for disciplinary reasons must first attempt to resolve the problem with the faculty member. If this is not possible, the problem will be referred to the department chairperson, then the academic dean if it is not resolved at the level of the chairperson. In cases of classroom misconduct, a student may also be charged with a violation of the C.W. Post Code of Conduct, as described in the C.W. Post Student Handbook. In such cases, the Judicial Affairs Coordinator handles the matter.

ATTENDANCE

Attendance in classes is mandatory. Students should arrive on time and be prepared to work. It is the students' responsibility to understand the attendance requirement of their class. Most faculty members you will encounter at C.W. Post have attendance policies, and most students understand that it is hard to do well without regular attendance. Generally, in traditional lecture classes, when you cut a class you harm only yourself and your own grade. However, in the Media Arts, Music and Theatre, Film, Dance, and Arts Management Departments, many classes are based on teamwork; a radio or video crew, a discussion group, a cast, or a performance ensemble. If you fail to show up, the whole group will suffer. Also, be aware that in classes of this kind, your grade may be much more contingent upon attendance than you might think. Your instructor will make his or her expectations clear, but you also need to think about the impact your failure to show up will have on your classmates. In the case of extreme circumstances (death in family, car accident, long term illness) appropriate documentation (note from funeral home, doctor, hospital) should be provided in order to be excused from class.

Most studio classes are structured so that learning is sequential. When you miss a computer or audio engineering class for instance, it is your responsibility to make up assignments and the material covered. In classes of this kind it is important to establish a "buddy" contact, who can help you review procedures or material covered. Visit the lab or make an appointment for studio time with this buddy so you can practice what you missed. It is distracting for a faculty member and a waste of other students' time to backtrack in the next class or two on material that was covered when you were absent. If the process is difficult and you still cannot grasp the concepts, you should contact the faculty member to see if the material can be made up during office hours or when the studio or lab is free.

Keep in mind that, in the case of studio classes, participation in class critiques is a vital part of artistic education and is considered an important part of the learning process.

Time Management: It is important that students learn to manage time wisely. It will help to keep stress in check, improve academic performance, and is critical in the work place.

Tools and techniques for time management are covered in College 101.

ACADEMIC PROBLEMS

Conflict with a Professor: If you are having a problem with a professor, whether it is a disagreement over a grade or a personal difference, the first step you should take is to make the professor aware of your concern in an appropriate manner. See your professor during his or her office hours and explain your views. If the issue is still unresolved, then take the matter up with your Program Director or the Department Chair. Make an appointment to discuss the matter. If, at this point, a resolution still has not been reached, proceed to the Associate Dean with the problem.

It is important for you, as a mature college student, to try to resolve differences with a professor yourself. Be sure you have done whatever you can to resolve the matter before taking your problem to a third person. But do not hesitate to do so when you feel the problem is significant, and the instructor has not made a satisfactory effort to work with you on resolving it.

Problems with a Course: Most students encounter at least one course during their college years that causes them some difficulty. You may find that the material is hard to understand, the amount of reading or writing may seem too great, or the course may be very different from what you expected and not of interest to you. There are ways to solve these problems.

The first thing you may consider is to consult carefully with your advisor when choosing courses in the first place. Ask more questions about the course of study. Your advisor will be able to tell you something about course content and level of difficulty. Once you have begun a new class, look at the syllabus carefully. All classes should have a syllabus which explains what the course will cover, what reading and other assignments are required, and what the instructor's criteria for grading will be. If there is no syllabus, request one, or speak to your Program Director or the Department Chair about an instructor's lack of a syllabus or clearly defined requirements.

If you have questions about the syllabus or course, ask the instructor right away; do not wait. If the course does not appear to be useful to you, you may want to consider changing to another class during the Drop/Add period. Discuss this with your advisor after you have met the instructor and reviewed the syllabus.

Learning Support Programs: If a course is required for your major, you may not avoid it entirely. However, if the course seems too difficult, you may want to postpone it until you have more background in the field. Again, your advisor can help you with this decision.

If you decide to stick with the course, there are several ways to get help. Most instructors are willing to go over material with you and answer your questions. Forming a study group with other students is another way to help yourself learn the material and also achieve better grades on quizzes and exams. Studio courses have student teaching assistants who are there to help you improve your technical skills outside of class time. You may need more practice than some of your classmates to catch on to technical procedures. Practicing outside of class time also allows you to develop your skills at your own pace and in a quieter environment.

If written assignments are your problem, the **Writing Center** (Humanities Hall, Room 202, 516-299-2732) is available to you on a "drop-in" basis. Graduate students there will work with you to improve your research papers and essays. Most faculty members are also willing to read drafts of major papers. In fact, many faculty members insist on multiple drafts and will review them to give you suggestions for improvement. Always look these remarks over carefully.

There also may be cases where a faculty member has distributed a syllabus, but then does not follow it. This may make things confusing for you. Do not hesitate to ask your instructor about departures from the planned course of study. In some cases, there may be good reasons for this; your instructor may want to focus on some important current event, or he or she may want to cover a certain subject in more depth because many class members appear to be especially interested in it. Sometimes a teacher moves more slowly — or more quickly — through the syllabus because of the abilities and background of the majority of class members. If such changes cause problems for you, you may wish to bring it to the teacher's attention.

An important thing to remember for academic success is to always take advantage of the resources available to you. Your instructor is a primary resource. Do not hesitate to meet with him or her during office hours, to ask questions during class, and to request feedback on your assignments.

ACADEMIC DISHONESTY

Academic Dishonesty is unacceptable and condemned in the strongest possible terms. It undermines the bonds of trust and honesty among members of the community and defrauds those who will depend upon our knowledge and integrity. Such dishonesty consists of the following:

Cheating – improper application of unauthorized materials, information or study aids.

Fabrication – unauthorized falsification or invention of any information or citation in an academic activity.

Facilitating academic dishonesty – helping or attempting to help another cheat, fabricate or plagiarize.

Sabotage – this is understood as stealing, concealing, destroying, or inappropriately modifying classroom or other instructional material of another, such as posted exams, library materials, laboratory supplies, or computer programs.

Plagiarism – representing the works or ideas of another as one's own in any academic activity. Note that turning in an art project twice or for credit in more than one course without the express permission of the professors involved constitutes plagiarism and dishonesty as well. Plagiarism is a real concern for all faculty members. When a paper appears “out of the blue” it is hard to know whether the work is yours or something you downloaded from the Internet. This is why it is important to work closely with your advisor at each step. Then no one can question whether the work is your own.

***Students should note that all artists frequently study the ideas and techniques of other artists with intent to learn from them. (Painters may copy the “Old Masters” or work “in the style of”). Artists also often work collaboratively, developing ideas as a team or asking for the assistance of other artists on large projects. The statements above are not intended to restrict, impede or deny these methods of learning and working. However, all such pursuits should be done with full disclosure and consent of all parties involved, especially the permission of the professor. When in doubt, consult with your professor.

Disciplinary Process: Once a student of the academic community of C.W. Post is accused of violating any of the principles above, disciplinary actions will follow. **Academic dishonesty may be punished by a range of penalties, including failure in the course and expulsion from the university.** Refer to the C.W. Post Student Handbook for details regarding the disciplinary process.

Appeals Process: A student accused of any academic violation has the right to an appeal. Refer to the C.W. Post Student Handbook for details.

Student Rights: Students accused of academic dishonesty have rights. Refer to the C.W. Post Student Handbook for details.

UNIVERSITY POLICIES

Smoking: Nassau County fire regulations ban smoking in any public building. There is a \$50 smoking fine in effect in Hillwood Commons. Performers may not smoke in costume.

Drugs and Alcohol: The School of Visual and Performing Arts supports federal, state and local laws regarding the use of drugs and other controlled substances. Possession or sale of such drugs is a violation of University policy. Additionally, the School prohibits any alcohol in its buildings or in any classroom. This policy is in force at all times, and may not be broken for events such as “opening night” parties or “exhibition opening” receptions.

Non-Discrimination: It is the policy of Long Island University and the School of Visual and Performing Arts to promote a cooperative work and academic environment in which there exists mutual respect for all University students, faculty and staff. The School has a policy of equal employment and academic opportunity without regard to race, gender, age, disability, sexual orientation, citizenship, religion, national or ethnic origin and veteran status. The School adopts a non-discriminatory policy as well for any who have AIDS or carry the HIV positive virus. Informed awareness and precautionary behavior is encouraged. Educational materials are available at the Student Health and Counseling Center.

Sexual Harassment: Sexual harassment is illegal under Federal, State and City laws and will not be tolerated within the University. Instruction in the visual and performing arts often requires physical contact between an instructor and student for educational purposes. For example, a ceramics instructor might guide a student’s hands as they work on the wheel; a music teacher may help a student with proper placement of the hands and fingers on a musical instrument; a dance instructor might physically correct the posture of students in a dance class. Such contact is normal and appropriate in the classroom. However, should you feel uncomfortable with such contact for any reason, please inform your instructor, or the department chair, or the dean. Students who feel that they are being sexually harassed should contact the director of their program, or the department chair, or the dean (refer to the Contents Page of this Handbook for contact information). Long Island University has adopted the Equal Employment Opportunity Commission’s (E.E.O.C.) definition of sexual harassment, details of which may be found in the C.W. Post Campus Student Handbook.

EMERGENCY NOTIFICATION

C.W. Post’s Emergency Alert System will contact members of the campus community by cell phone, text message, e-mail, office or home phone and instant message in the event of a serious emergency, such as the presence of an armed intruder on campus, major storm or a dangerous gas leak.

Students are given the opportunity to register for this system via their Long Island University e-mail accounts with instructions for registering with the Emergency Alert System, including the personal Authorization Code necessary to sign up. Registration is simple and quick and there is no cost to you for the system, beyond the nominal charge by mobile phone providers for text messaging.

CONTACT INFORMATION

All numbers are in the 516 area code.

Main Switchboard 516-299-2000

Dean's Office

Rhoda Grauer, Dean 299-2395
 Dr. William Gustafson, Assistant Dean 299-2395
 Marisa Loria-Zuccarello, 299-2395
 Executive Assistant to the Dean
 Secretary 299-2395

Advisors

Rachel Biderman 299-3073
Music, Music Education, Arts Management: Music

Kelly Carmon 299-4106
**Digital Art & Design (Computer Graphics),
 Fine Arts/Mixed, Photography**

Tracy Cleary 299-2792
**Acting, Art Therapy, Art History, Art Education (B-12),
 Dance, Film, Theater: Production & Design, Arts
 Management: Art History, Art Studio, Film, Dance and Theatre**

Nina Frank 299-4253
Public Relations

Lauren Vaccaro 299-2820
**Electronic Media (Broadcasting), Print and
 Electronic Journalism, Arts Management: Broadcasting**

Bursar bursar@cwpost.liu.edu 299-2323

Closings: www.weatherclosings.com 299-3637

Information Technology Center in Library
 it@cwpost.liu.edu 299-2281

Department Offices

Art 299-2464
 Media Arts 299-2382
 Music 299-2474
 Theatre, Film, Dance and
 Arts Management 299-2353

Emergency
 publicsafety@cwpost.liu.edu 299-2222

Financial Assistance
 finaid@cwpost.liu.edu 299-2338

Higher Opportunity Education Program
 heop@cwpost.liu.edu 299-2397

Hillwood Art Museum
 museum@cwpost.liu.edu 299-4073

Honors Program 299-2840
 joan.digby@liu.edu

International Student Services 299-1453
 ISS@cwpost.liu.edu

Library 299-2305
 reference@liu.edu
 Center for Business Research 299-2832
 Reference 299-2872
 Periodicals 299-2305
 Government Information 299-2842

Life Experience Credit
 adult-services@cwpost.liu.edu 299-2445

Professional Experience and Career Planning
P.E.P. Office
 pep@cwpost.liu.edu 299-2435

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Residence Life
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Tilles Center Box Office 299-3100