

STUDENT SERVICES

Academic Advisement

Academic advice and program planning by the deans and advisors are available to all SCE students. To arrange an appointment, call 401.865.2487. Each student should keep a personal record of courses completed, since he or she alone is responsible for the accuracy and completion of the program.

Orientation

Orientation programs are held for new students at the start of the fall and spring semesters. The orientation programs provide students with an excellent opportunity to learn more about the School of Continuing Education programs, receive a campus tour, and meet classmates and campus administrators.

The Office of Academic Services

The Office of Academic Services (OAS) provides services under the guidelines of Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1991. Students with documented physical, medical, and/or learning disabilities are welcome to utilize the services by contacting the office at 401.865.2494. The office also includes the Tutorial Center 401.865.2855 and Writing Center 401.865.2095, each open during day and evening hours. Tutors are available in writing, math, sciences, and other subjects upon request. Students are encouraged to contact either center for an appointment. The Office of Academic Services is located on the second floor of Phillips Memorial Library.

Providence College is in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1991. The College is committed to providing students with learning and physical disabilities with appropriate support services to ensure that they have every opportunity to fully benefit from their college experience. Contact the School of Continuing Education office at 401.865.2487 to discuss particular needs.

Coordination/Provision of Reasonable Accommodations For Students with Disabilities

Services for students with documented disabilities (learning, physical, medical, temporary) are provided through the OAS. The disability support services coordinator is available to discuss each student's unique needs and coordinate individualized services. Reasonable academic accommodations, coordinated by the OAS for students with documented disabilities, may include the following: alternate-setting/extended-time tests, note-taking services, readers/scribes, taped books/texts, Braille materials, adaptive lab equipment/computers, Recordings for the Blind & Dyslexic (RFB&D), interpreters, and preregistration. Services are also available for students with specific physical disabilities.

Career Resources

Print and technology resources are available to students through the Office of Career Services, located in the Slavin Center 111. The office is open Monday through Friday, 8:30 a.m. to 4:30 p.m., and Thursdays until 7:00 p.m. during the academic year.

Career Library resources include:

- career information books on a wide variety of fields
- internship directories and resources
- job search and graduate school directories
- handouts on résumé and cover letter writing, interview skills, job/internship search strategies, graduate/professional school planning, and more.

Online resources available at www.providence.edu/career include:

- Sigi Plus and other self-assessment and career exploration software
- Vault.com – career, internship, industry, and employer profiles
- Alumni Central PC and Monster Trak PC - job listings and job search tips
- Career Search - national database of over one million organizations searchable by industry and geographic target
- College Source - database of graduate and professional schools, including college catalogs
- Extensive selection of links to career, internship, job search, and graduate school resources.

Alpha Sigma Lambda

Alpha Sigma Lambda, the international honor society for adult continuing education students, recognizes high academic scholarship within a curriculum stressing the liberal arts. Candidates must be in the top 10 percent of matriculating students, with a grade point average of at least 3.2 (typically higher for SCE students).

Additionally, the following criteria for membership must be met:

- Members must have completed a minimum of 30 college credits or the equivalent in regular credit courses at the Providence College School of Continuing Education and shall be matriculated students in a degree program who have not been awarded a previous baccalaureate degree. (Transfer credits may not be included in the required 30 college credit hours in regular courses.)
- At least 15 credits of a student's total credits shall be earned in courses in the liberal arts/sciences, not including applied arts/sciences, and shall be outside the student's major field. Accepted transfer credits may be used to meet the liberal education requirement.
- Students must have been in attendance at Providence College for a minimum of four semesters.

The Eta Lambda Chapter, established at Providence College in 1991, holds an induction ceremony in the fall semester. Chapter members provide leadership at orientations, workshops, community service projects, and other activities that enhance learning and service at Providence College.

Bulletins

Course bulletins, which contain a listing of courses offered, are issued prior to each term. Bulletins are available from the School of Continuing Education office, Harkins Hall, Room 102, or by calling the office at 401.865.2487. A preliminary course schedule is posted on the SCE Web site prior to the printing of the bulletin. Consult the site at www.providence.edu/sce.

Student Identification Cards

All School of Continuing Education students are required to obtain an ID card from the office, either at the time of registration, if done in person, or during the first week of classes. School of Continuing Education students are entitled to the use of campus facilities such as the library, computer labs, dining areas, and parking upon presentation of a valid ID card. This card can be obtained without charge in the School of Continuing Education office. It must be validated each semester.

E-mail accounts

Degree and certificate-seeking students in SCE are eligible to obtain a Providence College e-mail account. Having a PC e-mail account facilitates communication with and access to the College electronic services. Students may request an e-mail account by submitting an Acceptable Use Policy form in the SCE office.

Transcripts

The transcript is the student's official academic record. Official transcripts are sent at the written request of the student to other colleges or universities, graduate schools, or prospective employers. The student's written request must be received before a transcript will be released. The student can complete a Transcript Request Form available in the Office of Academic Records, Harkins Hall, Room 207, or send a written request. Transcripts will be withheld if the student has a financial obligation to the College. Allow two weeks for processing a transcript request. There is no fee for this service.

Safety and Security

The Office of Safety and Security operates 24 hours a day, seven days a week, year-round. The principal objective of the office is to safeguard members of the College community and to protect private and institutional property on campus. As a service organization, the security department attempts to contribute to the smooth functioning of College community life by stressing crime prevention, the individual's obligation to take necessary precautions, the cooperation of each member of the College community to safeguard personal and College property, and the care that must be

taken to comply with fire regulations. The Annual Campus Security Report is available at the Security Office.

For more information about the office's services, go to www.providence.edu > Student Life > Services for Students > Safety and Security.

Lost and Found

The Providence College Office of Safety and Security maintains a "Lost and Found." You can check for lost items or turn in something you have found at the office. The Information Desk in the Slavin Center also maintains a "Lost and Found." Additionally, items may be left in the School of Continuing Education office. For further information, please call 401.865.2391.

Policy on Drug-Free Campus

Providence College, in compliance with the Drug Free Schools and Communities Act Amendment of 1989, has adopted and implemented a program to prevent the illicit use of drugs and the abuse of alcohol by students and employees of the College.

Providence College will impose appropriate sanctions for violation of standards. These sanctions include dismissal from the College, suspension for a fixed period of time, disciplinary probation, personal probation, referral for legal prosecution, community service, fines, referral for participating in a counseling and/or education program, and such other penalties as may be determined by the College discipline officers and/or Disciplinary Board.

ACADEMIC POLICIES & REGULATIONS

Course Registration

Registration

Registration procedures, along with the fee schedule, are outlined in the current School of Continuing Education bulletins for fall, winter/spring, and summer. Students must register for a course before the second class meeting. Any course may be cancelled at the absolute discretion of Providence College. This decision will be made by the dean prior to the first class meeting.

Auditing a Course

An auditor is one who registers and attends classes without obligation to fulfill course requirements or receive evaluation from the instructor. The tuition for audit is one-half the for-credit tuition charge. Some courses require full tuition for audit status; this is noted in the course description.

Course Withdrawal or Change of Status

The deadline for withdrawal from a class or change from credit/audit is noted in the course bulletin each semester. Such a status change must be made in person at the School of Continuing Education office or in writing.

IMPORTANT: Ceasing to attend class does not constitute an official withdrawal. Failure to properly withdraw by the deadline results in a recorded grade of NF (failure) on the permanent academic record.

Class Attendance

Regular class attendance is the responsibility of each student. Instructors are permitted to base a portion of the final grade on attendance. All work missed by absences from a class must be completed by the student. As defined by the course instructor, excessive absence could result in failure of the course.

School of Continuing Education Course Load Policy

Any student wishing to enroll in more than three courses in a given semester must maintain a 3.0 or better grade point average (GPA) and receive approval of the School of Continuing Education dean or advisor. Students whose previous semester's grade point average was below 2.0 or who have a cumulative grade