

# CAMPUS LIFE AND STUDENT AFFAIRS

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The Student Affairs division, through maintaining an environment that promotes the development of the whole student, supports and enhances the mission of the College. Dedicated to nurturing the intellectual, interpersonal, physical, moral, and spiritual development of all students, the division promotes an ethic of care and justice in all interactions and experiences among student affairs professionals, instructional faculty, and students. Student centered in its endeavors, the division strives to affirm the dignity and worth of every student, and in keeping with the College's Franciscan heritage, encourages community service and ethical behavior in its programs, services, and decisions. The division comprised the offices of the Dean of Students, Student Activities, Center for Career Exploration, The Office of Accessibility and Accommodation, Residence Life, Counseling and Student Health.

## Academic Integrity

The College policy that defines academic integrity includes procedures for dealing with violations of that policy. Matters of academic integrity are distinct from the rubrics of student misbehavior: violations of academic integrity include cheating, counterfeit work, falsification of academic records, falsification of data or creation of false data, plagiarism, theft (of information), and unauthorized reuse of work. Since a violation of academic integrity takes place whenever anyone undermines the academic integrity of the College or attempts to take unfair advantage of others, the above list cannot be exhaustive. For further information, including the complete policy, procedures, and sanctions, please refer to *The Cord*.

## Campus Crime

In accordance with New York State Education Law, Article 129A, the Advisory Committee on Campus Safety will provide upon request all campus crime statistics as reported to the U.S. Department of Education, [www.ope.ed.gov/security](http://www.ope.ed.gov/security) (<http://www.ope.ed.gov/security/>). To request this information, contact David Loutfi, 718.489.5271.

## Center for Career Exploration

The professional staff and resources of the Career Development Center are available to assist students to make wise and suitable career choices and secure appropriate postgraduate employment. Toward these ends, the Center provides a substantial library of print and audiovisual career planning reference materials as well as computer terminals providing access to the vast resources of the Internet. The staff of the Center is available for career guidance and counseling on an individual basis and regularly offers workshops in such essential aspects of the career planning process as resume writing, preparation for the employment interview, and effective job search skills and techniques.

A video cassette recorder is available for students to watch various career-related video tapes. Students may be taped during practice interviews and can review the tape for valuable feedback. Members of the senior class may take advantage of the substantial number of placement interview opportunities offered each spring with representatives of major corporations and others seeking to hire St. Francis graduates.

All students may avail themselves of the part-time employment opportunities made available through the Center. The Career Development Center is a major clearinghouse for part-time employment opportunities, a significant number of which are in the vicinity of the College. Students

seeking such opportunities are encouraged to take advantage of this service.

## Emergency Notifications

Requests to deliver emergency notifications phoned in by relatives or friends of students are impractical, due to limitations of staff and uncertainty of student whereabouts. With this in mind, the students of the College are advised to make some arrangements whereby such emergency contingencies would be covered in another way during the hours they plan to spend on campus. In the event of an extreme emergency, the College will do its best to locate a student, but this will only be done in the most critical situations and cannot be assured.

## SFC Alerts

SFC Alerts is St. Francis College's urgent notification system. It allows the College to send out emergency and urgent information to students, faculty & staff in a variety of ways like text messages, phone calls and instant messages.

Messages will only be sent for school wide situations like Snow Cancellations or Building Evacuations. SFC Alerts cycles through a series of contacts that each student puts in priority order until a student acknowledges that they have received the alert. Students will never be spammed.

Each student's St. Francis email address is entered into the system, but it is up to every individual to personalize their profile to add things like a cell phone number for voice mail and text messages. Students can access their profile through the mySFC portal at <http://www.sfc.edu/>.

For more information please call the Office of Government & Community Relations at 718.489.5404 or go to [www.sfc.edu/sfcalerts](http://www.sfc.edu/sfcalerts) (<http://www.sfc.edu/sfcalerts/>).

## SFC Mobile App

Download SFC Mobile app to keep up-to-date with College events and deadlines, connect with faculty, staff, and classmates, and more. The SFC Mobile app is available for free from the Apple App Store and Google Play: [www.sfc.edu/sfcmobile](http://www.sfc.edu/sfcmobile) (<http://www.sfc.edu/sfcmobile/>).

## Identification Cards

In the interest of increasing the safety and security of the campus, the College requires all members of the academic community to have a properly validated photo identification card. Students must carry the card at all times, display it upon entering the College, and present it upon the request of a College official or security officer. Presentation of the card is required to pick up refund and work-study payroll checks as well as to see or pick up academic records in the Registrar's Office. Students not in possession of a properly validated card may obtain a new card for a fee of \$10 in the Office of Student Activities.

## International Student Advisor

The International Student Advisor is available to counsel students from other nations on immigration status and regulations, explain academic procedures, and help them acclimate to unfamiliar aspects of American culture. The advisor can be reached at 718.489.2067 or at [international@sfc.edu](mailto:international@sfc.edu).

## Lost and Found

Found articles should be given to SFC Security, Student Activities, or College Security during working hours. Students should check these offices to see if missing items have been returned.

## Mission, Ministry & Interfaith Dialogue

St. Francis College has a vibrant faith community where students, faculty, staff, trustees, alumni, friends and visitors of all religious traditions feel safe, supported and welcomed. This includes a focus on Catholic social teaching, a robust liturgical life, vibrant religious education, hospitable ecumenical and interfaith programming and outreach and programming.

The Office of Mission, Ministry & Interfaith Dialogue, located on the 5th floor promotes the active engagement of the St. Francis College community in articulating our Catholic Franciscan culture and mission while recognizing, respecting and embracing those of other faith traditions. The Office offers programs and activities that bring awareness and support to the college's mission and ministry while embedding the Franciscan charism and traditions throughout the campus.

Mission, Ministry & Interfaith Dialogue collaborates with other departments and outside organizations in establishing programs that supports a welcoming atmosphere and celebrates religious and social diversity, including differences in economic backgrounds, lifestyle, gender, race, ethnicity, political affiliation, sexual orientation, and intellectual views. There is a significant interest in nurturing the unique gifts of all members in accordance with the mission and values of our Catholic, Franciscan tradition. The Office is responsible for guiding a common vision and sense of shared Franciscan Catholic mission, ministry and identity across campus and seeing that the mission is imbued throughout all curricular and co-curricular activities. These activities include, but are not limited to the College's annual celebration of St. Clare & St. Francis Week, as well as opportunities for pilgrimages to Assisi, Rome and along the Camino de Santiago.

### Campus Ministry

Under the direction of, and in collaboration with the Office of Mission, Ministry & Interfaith Dialogue, Campus Ministry welcomes students, staff and faculty from all religious traditions. It is responsible for addressing the spiritual, religious and pastoral needs of the entire St. Francis College community and fosters our Catholic, Franciscan values. The Director of Campus Ministry is available daily for the pastoral care, spiritual and moral growth of all members of our campus community. The College Chapel is always open for private prayer and personal reflection. The Interfaith Prayer Room, is another sacred space available for prayer and personal meditation. In addition, there are regularly scheduled Masses throughout the academic year as well as Advent, Lenten and other faith-based prayer services and activities. Retreat opportunities are provided during the year and sacramental preparation is offered for students who are interested in becoming members of the Catholic faith. Campus Ministry sponsors the College choir as well as volunteer and service learning projects. Through these efforts, Campus Ministry strives to invigorate the atmosphere of hospitality, mercy and justice at St. Francis College.

### Proof of Immunization

Appropriate documentation as described below must be presented to the Office of Admissions upon application for admission or re-admission to the College or as soon as practicable thereafter. No student will be permitted to complete his or her initial registration for classes until the documents are on file. Complete information is available from the Dean of Students Office.

Specifically, all students born on or after January 1, 1957, must provide proof of immunity against measles, mumps, and rubella in accordance with New York State Public Health Law §2165. Proof of immunity consists of a certificate signed by a physician or health care provider

that documents measles, mumps, and rubella immunity. The certificate must specify the type of vaccine and the dates (month, day, and year) of administration, or the date of disease diagnosis, if any, or the date of serologic testing and results, if any. A student health record that properly documents the immunization history described above is acceptable as proof of immunity. Persons may be exempt from measles, mumps, and rubella vaccinations if a physician certifies in writing that the immunizations may be detrimental to their health or they hold genuine and sincere religious beliefs that are contrary to immunization and submit a notarized statement to that effect. In addition, on July 22, 2003, Governor George Pataki signed New York State Public Health Law §2167 requiring St. Francis College to maintain for each student a signed response to the receipt of meningococcal disease and vaccine information, including information on the availability and cost of meningococcal meningitis vaccine (Menomune®).

***Modifications to our current vaccination policy are made in accordance with local, state and federal public health requirements and recommended practices. Students and members of the SFC Community are asked to keep up with any health guidance that is shared with them.***

### Measles

Students must have two doses of live measles vaccine (administered after 1967); the first dose must have been received on or after the first birthday and the second dose received at or after 15 months of age and at least 30 days after the first dose. Combined measles, mumps, and rubella vaccine (MMR) is recommended for both doses, or physician diagnosis of disease or serologic evidence of immunity.

### Mumps

Students must have one dose of live mumps vaccine received on or after the first birthday or physician diagnosis of disease or serologic evidence of immunity.

### Rubella

Students must have one dose of live rubella vaccine received on or after the first birthday or serologic evidence of immunity.

### Meningococcal Meningitis

We must collect either a record of meningococcal immunization within the past ten years or acknowledgment of meningococcal disease risks and refusal of meningococcal meningitis immunization by the student.

### Student Counseling Center

The College has professional counselors on campus several hours each day during both the fall and spring semesters. These men and women offer personal counseling and assistance in dealing with personal problems of all kinds, help with anxiety and stress management, adjustment to college life and its demands, and advice on interpersonal and family issues. Their office is located in, room 7205.

### Student Health Services

The Student Health Services office is staffed by a professional nurse Monday through Friday, 9 a.m. to 5 p.m. The medical suite, in the student lounge in room 7205, is equipped to provide emergency first-aid attention and contains cots and other short-term facilities. Appointments can be made with a local general practitioner when necessary. Several hospitals are in the immediate vicinity of the College. The nurse is available for general health and nutrition counseling on a walk-in basis and by appointment. The office handles student accident insurance claims and sponsors the semi-annual blood drive.

## Student Activities and Publications

Students are able and encouraged to participate in a wide variety of extracurricular activities at the College that accommodate many interests. Campus organizations give students the opportunity to grow socially and intellectually and offer ways for students to demonstrate and sharpen leadership skills.

Students may request direct information on our clubs and organization in the Office of Student Affairs, room 6101.

### Student Publications

*The Accendo* is the Honors Program Newsletter published in Spring and Fall. It carries articles written by Honors students and information about the program and its activities.

*The Cord* is the student handbook, which contains the traditions, policies, procedures, and regulations of the College. Also included are descriptions of student services and activities. It is published annually to acquaint students with life at St. Francis College.

*The Franciscan* is the College's student yearbook. It is an annual summary of student life with an emphasis on the graduating seniors and their contributions to the life of the College.

*SFC Today.com* is the online College student newspaper. It contains feature articles, editorials, and College sports information.

### Clubs and Organizations

Accounting Society  
Active Minds Club  
African Cultural Club  
Anime Club  
Asian Cultural Club  
Biology Newsletter  
Caribbean Student Association  
Chemistry Club  
Christian Club  
College Chorus  
Dance Team  
Economics Society  
Education Society  
English Club  
Entrepreneur Club  
Environmental Club  
Finance Club  
Green House Club  
Honors Club  
Information Technology Club  
Italian Historical Society  
Investment Club  
Latin American Society  
LGBTQ Club  
Math Club  
Model UN Club  
Muslim Student Association  
My Brother's Keeper  
Physician Assistants Club  
Pre-Medical and Health Professions Club  
Psychology Club  
Scandinavian Club  
St. Thomas More Pre-Law Society  
Science and Botanical Society  
Sociology & Criminal Justice Club

Students Against Destructive  
Student Ambassador Program  
Student Gov't. Association  
The Troupers  
The Voice  
Video Game Club

### Social Fraternities and Sororities

# *Alpha Phi Delta* is a scholastic and social fraternity, whose Beta Sigma chapter was founded at St. Francis College in 1961. Alpha Phi Delta is a national fraternity.

# *Alpha Sigma* is a regional, social sorority that was founded at St. Francis in 2006. Its primary philanthropy is breast cancer awareness.

# *Epsilon Sigma Phi* is community serviced based sorority, whose local philanthropy is centered on Sloan Kettering Memorial.

# *Kappa Theta Nu Sorority* is a local chapter founded at SFC in Spring 2009. Primary philanthropy is childhood diabetes.

# *Mu Sigma Upsilon* is a regional, multi-cultural, social sorority, whose chapter was founded at St. Francis College in 2007.

# *Tau Kappa Epsilon* is a national, social fraternity whose charter was established during Spring 2010.

### Duns Scotus Honor Society

The Duns Scotus Honor Society aims primarily to encourage among students a love of and desire for excellence in scholarship and service to College. Its secondary aim is to honor and recognize worthy students who, by outstanding attainment, have won the esteem of their fellow students, members of the administration, and faculty.

To be eligible for membership, a student must have completed 60 credits and two years of residence at the College. Applicants must have an index of 3.7 and show satisfactory evidence of distinguished participation in at least two extracurricular activities at the College. Upon requesting the membership application, prospective candidates will be given a detailed explanation of the requirements for membership. At Commencement, each member wears the red and blue tassel reserved for society members. Membership does not cease at graduation. Alumni and other distinguished persons who have rendered outstanding service at the College may be elected as honorary members.

### National Honor Societies

- *Alpha Kappa Delta* is a national sociology honor society whose purpose is to encourage scholarship among sociology majors, stimulate interest in sociology and sponsor research into social problems. The Xi Chapter was founded at St. Francis College in 1973. Membership is open to juniors and seniors who have completed at least 10 credit hours in sociology and have attained 3.0 both as a cumulative index and index in sociology.
- *Alpha Kappa Psi* is a professional business fraternity whose Zeta Iota Chapter was established at St. Francis in 1964. The fraternity's aims are to further the welfare of its members, foster research in all facets of business, appreciate and demand higher ideals from the business world and promote and advance in college and university courses leading to degrees in business administration. In accordance with these goals, the fraternity annually conducts a professional program intended to educate and broaden the interests of its members.
- *Alpha Psi Omega*, Pi Zeta Chapter of the National Drama Society, was founded at St. Francis College in 1961. Membership is open

to students who have participated in at least two College dramatic productions.

- *Alpha Phi Sigma* is Alpha Phi Sigma is the only Criminal Justice Honor Society for Criminal Justice majors. The society recognizes academic excellence of undergraduate, graduate students of criminal justice, as well as juris doctorate. Its Iota Mu Chapter was founded at St. Francis College in 2008
- *Chi Beta Phi*, Alpha Xi Chapter, is a natural science honor fraternity established in 1969. It is open to junior and senior biology, chemistry, and psychology majors who have a minimum cumulative index of 2.8 and a major or science index of 3.0.
- *Eta Sigma Gamma*, Alpha Chi Chapter, is a national professional honor society in health science (education) whose principal purpose is to elevate the standards, ideals, competence, and ethics of professionally trained men and women in the discipline of health science. The College chapter was founded in 1979. Membership is open to those with a cumulative index of 2.7 who have completed 12 credits in health science with an index of 3.2.
- *Kappa Delta Pi* is a national society dedicated to fostering scholarship among students in education. The St. Francis College Xi Rho Chapter was established in 1978. Membership is limited to juniors and seniors participating in teacher training programs at the College. They must have completed 12 credits in the professional study of education and must have a cumulative index of 3.2.
- *Kappa Mu Epsilon*, New York Theta Chapter of the National Mathematics Honor Society, is a vehicle for discussion and undergraduate research in mathematics. Membership is limited to sophomores, juniors, and seniors who have an index in mathematics of 3.0 and a cumulative index of 2.75 or higher. Members must be mathematics majors and have completed at least 12 credits in mathematics.
- *Omicron Delta Epsilon*, Eta Chapter, is an international economics honorary fraternity. The St. Francis Chapter is limited to juniors and seniors who have a cumulative index of 3.0 and have earned 12 credits in economics with a better than 3.0 average.
- *Phi Alpha Theta* is a national history honor fraternity whose Theta Nu Chapter was established at St. Francis College in 1961. Membership is limited to juniors and seniors who have an index in history of 3.0 and a cumulative index higher than 2.8. Members must have completed at least 12 semester hours of history.
- *Phi Gamma Nu* is a national professional honor society in business. Beta Psi Chapter was established at St. Francis College in 1976. A 3.0 index is required for membership.
- *Phi Sigma Tau* is the international honor society in philosophy established in 1930; the New York Phi chapter was installed in 2004 at St. Francis College. The society aims to promote and honor the work of students and faculty interested in philosophy, and to popularize interest in philosophy among the general collegiate public. Membership is open to all faculty and to students who have completed three college semesters with at least two Philosophy courses and an overall index of 3.0 or greater.
- *Pi Sigma Alpha* is the Political Science National Honor Society. The St. Francis Chapter was established in 2000. Pi Sigma Alpha membership is determined by the achievement of excellence in Political Science. All candidates must have completed 60 college credits and 12 credits in the field of political science while maintaining a minimum of 3.0 quality-point index both in political science overall. The St. Francis chapter was recently recognized as "Best Chapter" in colleges with fewer than 6,000 students.

- *Psi Chi*, the national honor society in psychology, serves to recognize psychology as a diverse science by encouraging students to develop research and clinical interests, attend regional and national conventions, and become familiar with academic and clinical settings in the metropolitan area.
- *Sigma Delta Pi* is the national Spanish honor society whose Zeta Theta Chapter was formed at St. Francis in 1967. Membership is limited to juniors and seniors who have an index in Spanish of 3.0 and rank in the top 35 percent of their class.
- *Sigma Tau Delta* is the national English honor society. Membership is open to students who have completed 12 credits in English and attained an index in English of 3.0.
- *Theta Alpha Kappa* is the national religious studies/theology honor society whose Tau Chapter was formed at St. Francis College in 1978. Membership is limited to students who have completed a minimum of 12 credits in religious studies with a 3.5 average and a cumulative index of 3.0. The purpose of this society is to encourage scholarship among its members; further the pursuit of religious studies on the undergraduate level; and bring students, teachers, and writers of religion together both intellectually and socially.

### Alumni Association

The Alumni Association, founded in 1887, exists to advance the principles and purposes of St. Francis College and benefit present and former students. All former students of St. Francis College become members upon graduation.

The Association fosters and promotes the growth, development, and welfare of the College and advances the social, professional, and economic interests of its members. The Association renders financial aid and sponsors a number of social and educational affairs that serve to stimulate and maintain interest among its members. Through the Association, alumni renew and make new acquaintances among graduates and former students. The Alumni Association can be reached at 718.489.5361 and online. (<http://www.sfc.edu/alumni/contactus/>)

*Terrier*, the College's alumni magazine, is published twice each year and serves as a communication vehicle between the College and its alumni and friends.