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Calling All Artists	5	Some of you may be wondering about the outcome of our reaccreditation visit by our regional accrediting association—The New England Association of Schools and Colleges (NEASC). We had our visit by the accrediting team in October and their report and our comments on the report were submitted to the NEASC Board in January. We met with the NEASC Board on March 1 at which time the Board members were allowed to ask questions, after which they take a vote. We received word on March 5 that Charter Oak has been reaccredited for another ten years. We found the visit and report very positive and helpful, as well as reaffirming. Again, I want to thank all of you who provided us with comments during the process.
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Summer Course Offerings

Thinking about taking a distance learning course this summer? The eight-week summer courses begin May 29, 2007 and end July 21, 2007. This course list is tentative and may be modified. Current students will receive a catalog in the mail, but you can also find the catalog and register through our Web site, <http://www.charteroak.edu>

Registration begins April 2, 2007

ACC 101	Financial Accounting	HCA 401	Regulatory and Accrediting Agencies and Requirements for Health Care Organizations
ACC 102	Managerial Accounting	HCA 450	Leadership in Health Care Administration
ASE 255	Introduction to After School Care and Education	HIS 350	Contemporary China History, Politics and Culture
ASE 398	After School Field Experience Practicum	IDS 102	Prior Learning Portfolio Development
BIO 105	Introduction to Nutrition	IDS 400	Grant Writing
BIO 110N	Biology I with Lab	IT 100	Computer Literacy
BUS 250	International Business	MA 100	Elementary Algebra
BUS 341	Risk Management and Insurance	MA 101N	Contemporary Mathematics
CHEM 101	Introduction to Chemistry with Lab	MGT 450	Leadership Practices
COMM 326	Effective Personal and Organizational Communication	MGT 460	Fundamentals of Project Management
CRJ-SCI 210	Introduction to Forensic Science	MGT 462	Effective Project Management
CRJ 205	Controversial Trials and the Criminal Justice System	MGT 464	Mastering Project Management
ECE 215	Behavior Management for Early Childhood Professionals	MUS 130	Survey of Jazz Styles
ECE 220	Early Childhood Music for Early Childhood Professionals	PHIL 201	Ethics in America
ECE 250	Administration and Supervision of Early Childhood Programs	PHIL 485	Personal Values and Organizational Ethics
ECE 310	Speech and Language Development	PS 150	Introduction to American Government
ECE 399	Child Care Practicum	PS 210	Controversies in Law and Politics
ECO 101	Introduction to Microeconomics	PS 300	The Modern Presidency
ECO 102	Introduction to Macroeconomics	PS 350	International Terrorism
ENG 101	English Composition	PSA 330	Cultural Diversity in Public Safety
ENG 102	English Composition and Research	PSA 335	Group Dynamics in Public Safety
ENG 102A	Research Paper Writing Techniques	PSA 410	Political & Legal Systems for the Public Safety Professional
ENG 302	World Literature for Children	PSA 445	Strategic Planning in Public Safety
ENG 303	The American Novel	PSY 319	Psychology of Gender
ESC 111	Introduction to Earth Science	PSY-ECE 301	Psychology of Play
HCA 101	Intro to Health Care Systems and Administration	PSY 321	Social Psychology
HCA-FIN 211	Health Care Finance	PSY 335	Psychology of Exceptional Children
HCA-PHI 301	Contemporary Ethical Issues in Health Care	SOC 210	Sociology of the Family
HCA-ECO311	Economy of Health and Health Care	SOC 350	Children, School and the Community
HCA 321	Continuous Quality Improvement in Health Care	SOC 449	Social Problems and Their Impact on the
HCA 350	Transcultural Competency in Health Care Administration		



Distance Learning Office has a new fax machine!

Please note that the Distance Learning Office has a new fax machine and number:
860-832-3997



Academic Counselors at Conferences

Ron Banks, Associate Director of Corporate Enrollment and Academic Services, hosted a roundtable discussion at the 2006 Council for Adult and Experiential Learning (CAEL) International Conference in Boston in November, 2006 entitled “Collaborative Relationships between Colleges and Corporations.”

Delores Bell, Coordinator of the Women in Transition program, also hosted a roundtable discussion at the same conference entitled “Women Empowered by Education”

Linda Larkin, Director of Academic Services, and Ann Marie Gagnon, Academic Counselor, will be presenting on March 22 at the National ACADemic Advising (NACADA) Region 1 conference to be held in North Conway, New Hampshire. The name of the program is: “Rx for Retention: Virtual Student Orientation” The presentation will introduce a model of an accessible, on-demand orientation using online technology (Blackboard) to educate just-in-time learners about the protocols, resources and requirements of our institution. In addition to the model, they will discuss COSC’s objectives for offering a virtual orientation and background details on design and development.



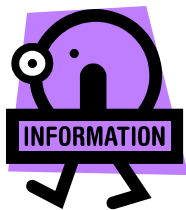
New Concentrations Approved

Charter Oak State College is pleased to announce the creation of new concentrations in Child and Youth Development; Public Administration, and Interior Design Management. Another option has been added to the Child Studies concentration: Montessori Studies for Graduates of Associate Degree Programs in Early Childhood/Montessori Option or ECE Degree and AMS Montessori certificate.



Project SAIL Partnership

We are pleased to announce that Charter Oak State College has become a partner of Project SAIL (Specialty Asynchronous Industry Learning), a Sloan Foundation supported organization. As a Project SAIL partner, our Project Management certificate program is made available to students nationwide. We have submitted two additional certificate programs, Computer Security and Public Safety Administration Level I & II, for inclusion in the Project SAIL program. We hope to have all of our certificate programs and several concentrations available through Project SAIL in the near future. For more information on Project SAIL, please visit <http://www.league.org/league/projects/sail/index.htm>.



Student Information Week Activities

Monday, **March 19**, 2007

Session 1: 11:30—1:30 p.m. EDT

Session 2: 5:30—7:30 p.m. EDT

Returning to Learning: A Workshop for Women Who Want To Go Back To School is an opportunity for participants to explore a new, holistic approach to learning based on women's ways of knowing. In an experiential, inspiring (and fun) two hour session, Barbara Bennett and Donna Berman, authors of *Fork in the Road: A Companion For Women Who Are Going Back To School Later In Life (And Those Who Want To)*, will present the model they have developed out of Barbara's experience of going back to school at age 42, three kids, a husband and a dog in tow. The workshop will cover ways to confront the unique emotional and psychological challenges women face as they return to school, as well as creative and helpful ways to conceptualize and approach study, research and writing.

Barbara Bennett has studied Body-Centered Gestalt Therapy for twelve years at Hartford Family Institute. She returned to school in 2003 to complete her BA and is currently working on her master's degree in Marriage and Family Therapy. She has explored and worked hard at creating a balance between her academic, professional and personal life, seeing blocks to writing and learning as doorways to creativity and general well-being.

Rabbi Donna Berman, Ph.D., is the Executive Director of the Charter Oak Cultural Center in Hartford. She went back to school at age 37 to get her doctorate in Religion and Social Ethics. In her dissertation, she developed a method for doing Jewish Feminist Ethics. She has taught at Molloy College, Wesleyan University and Hartford Seminary. A social activist, she has committed her life to finding ways to help empower women.

**There is limited seating so
Registration is REQUIRED**

Register for either session using one of the following methods:

Phone: 860-832-3855

E-mail: info@charteroak.edu

Or complete the form on our website: <http://www.charteroak.edu/news/womenlearn.cfm>

Directions: <http://www.charteroak.edu/directions>

Tuesday, March 20, 2007, 7:00 p.m. EDT Online Master's Degrees

Have you found that online education works for you? Are you exploring master's degree programs offered online? If so, join us for a webcast featuring several unique opportunities.

Hear representatives from the University of Connecticut's master's in **Gifted and Talented Education**, Quinnipiac University's master's in **Organizational Leadership**, and Saint Joseph College's master's degrees in **Biology** and in **Nutrition** describe their programs. Find out how to apply, admissions criteria, and costs. Call in questions during this live webcast.

Go to the COSC Web site at <http://www.charteroak.edu> and click on "Online Master's Degree Panel Discussion" at 7:00 p.m. EDT, on March 20th. During the webcast, we will take your questions at (860) 832-3802.

Wednesday, March 21, 2007, 7:00 p.m. EDT eTutoring Chat

Join Carolyn Rogers, Associate Director of eTutoring and Online Services, and Academic Counselor, Paige Pelton, in the Charter Oak State College chat room to talk about this free online service. Learn how to access tutor expertise in writing, math, statistics and accounting. If you are a Charter Oak matriculated student, learn how to use eTutoring to review drafts of your Concentration Plan of Study rationale and your Academic Autobiography. You will receive helpful feedback within 24-48 hours.

Find out more about this service by going to the Charter Oak State College website at <http://www.charteroak.edu> and click on "eTutoring Chat" at 7:00 p.m. EDT, on March 21st.



Calling all artists!

The Alumni Association will be hosting an art exhibit featuring the work of Charter Oak alumni and current students. You are invited to submit a piece of work (or more) for the exhibit. The event will be open to Charter Oak students and graduates, family and friends and the

community at large. An opening of the exhibit and cocktail reception will be held Thursday, April 26 from 5:30-7:30 p.m. The exhibit will run through May 25. This will provide exposure for your work to a variety of college and community audiences. If you would like to participate by exhibiting your work and can be available the evening of the event, please contact Lori Gagne Pendleton, at lpendleton@charteroak.edu or 860-832-3858. Please respond no later than **March 15**. Space is limited.



Can you help us spread the word?

The College often hears that we need to do a better job at making Charter Oak State College known. Most of our students are referred to us by satisfied graduates or current students. We utilize various marketing venues including radio, newspaper and the Internet. In addition, the Admissions Office staff makes presentations to businesses, civic/social groups and other educational organizations. If you have an idea of someone we should contact or if you can invite us to do a presentation at your place of employment or for an organization with which you are involved, please contact Lori Gagne Pendleton, Director of Admissions, at lpendleton@charteroak.edu.



From your Student Association

“Our Journey to Success: The Road Ahead”

“It's not so much which road you take, as how you take it.” When I saw this quote from Charles de Lint, a contemporary author, poet and musician, I realized how clearly those words describe how we, as adult learners, are taking a journey to reach our goals. Sometimes that journey is circuitous, sometimes it is straightforward, but always, we decide on our path to meet our individual needs. Charter Oak allows us the flexibility to reach our educational goals in so many ways, with incredible flexibility. What a terrific opportunity!

Your Student Association is working behind the scenes to bring you valuable educational sessions to help you on your journey to your degree. Each of us is a student as well as an Association board member. When we do our activity planning, we put on our “student hats” to test whether the idea is a useful and helpful one. In mid-March, we host the Student Information Week which has sessions designed to give you additional information to help you on your journey to your degree. As always, we ask for your feedback on how we can continue to have the Student Association be relevant to you and your studying goals. One way is to post discussion items on the Student “e-Lounge” which can be found in the Student Association section of the Charter Oak State College website. The e-lounge is an electronic gathering place where you can ask for help, make suggestions and connect with your fellow students. Take some time and navigate to that part of the website and share your thoughts with us at <http://www.charteroak.edu/>

As you continue on your personal journey on your road to success, feel free to share your suggestions with other students using the tools we have available to us. Your Student Association will continue to leverage the resources provided by Charter Oak to help you. May you find success on whatever road you take on your journey.

Kathie Read, President, Charter Oak State College Student Association



Graduation News

Criteria for Letters Confirming Your Graduation

We receive a number of requests from students asking that a letter be sent to a college or to an employer verifying the date of their graduation. We are more than happy to honor this request. However, you should **not** make the request unless the following criteria have **ALL** been met:

1. Your academic autobiography or your concentration and essay has been **approved**.
2. You have submitted your graduation application and survey (see deadlines for submission).
3. You have completed **all** academic requirements (contact your academic counselor).
4. **All** of your transcripts have been **received** by Charter Oak.
5. **All** fees have been paid (including the graduation fee).
6. **All financial aid requirements** have been completed.

When you have met the above criteria, requests should be made in writing to the Academic Vice President, Dr. Shirley Adams, 55 Paul J. Manafort Drive, New Britain, CT 06053 or email sadams@charteroak.edu. The request should include the name, title and address of the recipient.

Graduation Process

Immediately following each graduation date, we send a complimentary transcript to those graduates indicating the date of graduation plus a letter attesting to the fact that you have graduated. This letter or the complimentary transcript is the proof that most employers are seeking. Graduate schools will require an official transcript, which you can request to be sent from the Charter Oak State College Registrar's Office.

Diplomas, which are rarely required as proof of graduation, are awarded only once a year at the annual ceremony in June. While the diploma is, for many, the eagerly awaited symbol of completion, it is the transcript or letter attesting to graduation that other interested parties usually require. Should you decide not to attend this celebration, the diploma will be mailed to you immediately following the ceremony. For more graduation information and forms, please go to <http://www.charteroak.edu/advising/graduation.cfm>

Graduation Deadlines

The graduation application and the graduation survey can be downloaded from our web site at <http://www.charteroak.edu/advising/graduation.cfm> They are also mailed to you by the Registrar's Office. They can be mailed to the attention of Gale Terrill, 55 Paul Manafort Drive, New Britain, CT 06053 or faxed to her attention at (860) 832-3999.

PLEASE pay attention to these DEADLINES. They are strictly enforced.

Note that faculty must **APPROVE** your Concentration Proposal and Essay or Academic Autobiography **FOUR MONTHS** in advance of the transcript deadline.

Graduation Date	Application Deadline	Transcript & Fee Deadline
Jan. 31	Oct. 31	Dec. 31
March 31	Dec. 31	Feb. 28
May 31	Feb. 28	April 30
July 31	April 30	June 30
Sept. 30	June 30	Aug. 31
Nov. 30	Aug. 31	Oct. 31



Annual Commencement Ceremony

The annual commencement ceremony will take place at 2:00 p.m. on Sunday, June 3 in Welte Auditorium on the campus of Central Connecticut State University, which is adjacent to Charter Oak State College.

The Student and Alumni Associations will host a brunch at 11:15 a.m. A reception will follow the ceremony. Information about the brunch and ceremony will be mailed in mid-April to Charter Oak students who have completed or plan to complete degree requirements between July 2006 and May 31, 2007. The brunch invitation for all other students is on page 15 of this newsletter. Reservations for the brunch are required. Be sure to make your reservation early because we have had to turn people away in the past.

Information on ordering caps and gowns will be mailed this month (March). If you do not receive the information, contact Gale Terrill at gterrill@charteroak.edu.



Graduation Singer Wanted!

For the past several years, we have had a member or members of our graduating class sing the National Anthem and America the Beautiful to open and close the ceremony. The ceremony is scheduled for Sunday, June 3rd on the campus of Central Connecticut State University beginning at 2:00 p.m. The ceremony concludes between 3:30 and 4:00 p.m. If you would like more information or if you would like to audition, please contact Gale Terrill at gterryll@charteroak.edu. Arrangements can be made for those students who are unable to audition in person.



Honorary Degree Recipients

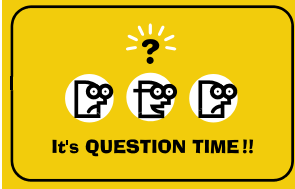
Diane Smith is the co-host of the Morning Show on WTIC-AM. Prior to coming to WTIC, she was a news anchor and reporter at WTNH-TV in New Haven, CT for more than 16 years. She also produces programs for Connecticut Public Television including her popular series, “Positively Connecticut” and has written a book based on that series, which was published in 2000, “Absolutely Positively Connecticut.”

Ms. Smith is active in promoting Connecticut business and tourism; she has been a spokesperson for Easter Seals and women’s health issues; and she serves on the boards of the Women’s Campaign School and IMPAC-CT State University Award for Young Writers.

Ms. Smith has been nominated for an honorary degree because she gives freely of her time to promote women’s issues and a number of health issues. She also uses her radio program to help promote many events in the Greater Hartford community, contributing to the vitality of the Greater Hartford area. She is an expert at interviewing and makes the interviews she conducts for her radio program a learning experience. She is a lifelong learner and her work encourages others to continue learning.

Juan Figueroa is President of the Universal Health Care Foundation of Connecticut. Prior to assuming this position in 2003, Mr. Figueroa served as general counsel for the Puerto Rican Legal Defense and Education Fund in New York City where he saw the organization through major changes including the addition of a policy unit. In 1988, he was elected to the Connecticut General Assembly from Hartford and he served his district for five years.

Mr. Figueroa has distinguished himself in his career. However, most importantly, his life is guided by some of the same values that are important to Charter Oak—access and opportunity. His work has always focused on access for all whether serving as the head of the Universal Health Care Foundation, working for the Commission on Human Rights and Opportunities, leading the Puerto Rican Legal Defense and Education Fund or serving in the General Assembly. This also characterizes his philanthropic activities.



Your Commencement Ceremony Questions Answered

What are the Charter Oak State College school colors?

The school colors are green and white.

When will I receive the graduation invitation?

Graduates of July 2006, September 2006, November 2006, January 2007, March 2007 and May 2007 are considered members of the Class of 2007. In April, you will receive an invitation to the graduation ceremony, brunch and reception. The packet will include directions to the ceremony and a reservation card for the brunch.

There is no limit to the number of guests who may attend the ceremony, but the brunch is limited to the first 220 reservations.

What is the “brunch?”

Graduates and their guests will have an opportunity to attend a brunch that begins at 11:15 a.m. the morning of the commencement ceremony. The cost is \$16.00 per person (**including the graduate**) and **seating is limited to 220 graduates and their guests.**

If you are interested in attending, please make your reservations as soon as possible by contacting Linda Larkin at 860-832-3841 or llarkin@charteroak.edu. **The reservation deadline is Friday, May 25th.**

Where can I stay if I'm coming from out of state?

Charter Oak State College has made arrangements for a special room rate at the Farmington Courtyard by Marriott for those who plan to attend the ceremony. Mention Charter Oak in order to receive the special \$109 per night rate. **You must reserve by May 1st!** For reservations call 800-321-2211 or go to <http://marriott.com/hotels/travel/bdlhf-courtyard-hartford-farmington/>

Note: There is no bus service from the Marriott to CCSU on Sunday, but taxi service is available.

Transportation from Bradley International Airport:

Tunxis Cab 860-675-6040 provides 7 day service to and from Bradley International Airport at a cost of \$50. You can make advance reservations and they accept all major credit cards or Airport Taxi Service 860-673-4250A or Valley Cab Co. 860-232-9730. They also provide local cab service. Taxi service is also available from ground transportation service coordinators located at counters on the lower level curbside of Terminal A and next to baggage reclaim area two in Terminal B. Taxis are normally available 7 a.m. to midnight. Outside these hours, taxis can be called from airport phones or hailed from the curb outside baggage reclaim.

Bus: *Connecticut Transit* (tel: (860) 525 9181) runs buses between the Old State House in Hartford and the airport. *Valley Transporter* (tel: (413) 253-1350) offers a door-to-door shuttle service running hourly from both terminals; desks are located in the baggage reclaim areas of both terminals. *Thomas Transport* (tel: (603) 352 -5550) also offers a scheduled shuttle service from the airport. For more information on bus services, call the *Connecticut Bus Association* (tel: (860) 272 9955).

Avis, Budget, Hertz and *National* are all represented at the airport. The car park is located next to long-term car park 3 and is served by shuttle buses running from the terminals, daily 24 hours.

What about my guests?

There is no limit to the number of guests you may bring to the ceremony and no tickets are required. Your guests should enter the Welte Auditorium through the front doors. We recommend that you ask one of your guests to hold any items you don't want to worry about during the ceremony such as a purse or jacket.

What is the reception following the ceremony?

After the ceremony, a reception will be held for all graduates and their guests in the ballroom of the Student Center which is located to the right of Welte Auditorium. At the reception you will pick up your diploma, have a chance to purchase a class ring and other Charter Oak memorabilia and meet Charter Oak staff. Light refreshments will be served.

How do I order my cap and gown?

All students who have had their degrees conferred between July 2006 and March 31, 2007 and those **who plan to graduate in May** will receive cap and gown ordering information in the mail in March, **if they have submitted a graduation application by February 28, 2007.**

You must purchase a gown, cap and tassel in order to participate in the ceremony. Caps, gowns and tassels are black. Cost is \$18. A \$10 late fee is added for attire ordered after the deadline.

<http://www.charteroak.edu/Forms/graduation/CapAndGownOrder.doc>

What is the deadline for ordering the cap and gown?

To receive the proper size gown, orders must be received **no later than Friday, April 13, 2007.**

There is a \$10 late fee for orders received after that date. <http://www.charteroak.edu/Forms/graduation/CapAndGownOrder.doc>

Where and when do I get my cap and gown?

Your cap and gown will be sent to Charter Oak State College. You will be directed to meet in the Student Center on the campus of Central Connecticut State University at 12:30 p.m. **the day of the ceremony** to receive your cap and gown. Please be sure you know whether you are receiving an Associate, Bachelor of Arts, or Bachelor of Science degree.

If I earned honors will I receive an honors cord?

Only those students who have a confirmed conferral date between July 2006 and May 2007 and have earned honors will receive a gold honors cord when they **participate** in the ceremony and will have honors indicated in the program. If you earned honors and will not be able to participate in the ceremony, you may purchase an honors cord for \$6.00.

If you choose to participate and **HAVE NOT COMPLETED DEGREE REQUIREMENTS**, honors cannot be calculated by the time of the commencement ceremony. **If you do participate and have honors confirmed when you complete requirements**, the cord will be mailed to you with your diploma. Your name with honors will be included in next year's program as you will officially be a member of that graduating class and if you request a copy of the 2007-2008 program we will mail it to you next June.

How should the cap and tassel be worn?

The cap should be placed squarely on the top of your head (not the back) and the tassel should be placed to the **RIGHT** side of the cap.

What if I don't plan to attend the ceremony; can I order a tassel?

Yes, graduates will have the opportunity to purchase a commemorative 2007 tassel. Cost is \$5.00.

Will my name appear in the program?

If you have a confirmed conferral date between July 2006 and May 2007 your name will be in the program. If you choose to participate and **HAVE NOT COMPLETED DEGREE REQUIREMENTS**, your name will appear in the program **ONLY IF YOU INDICATE AT LEAST TWO WEEKS PRIOR** to the June 3rd ceremony that you wish to participate. You will not receive a diploma. Your name will also be included in next year's program as you will officially be a member of that graduating class, and if you request a copy of the 2007-2008 program we will mail it to you next June.

Where is the ceremony held?

The ceremony is scheduled for Sunday, June 3, 2007 at 2:00 p.m. in the Welte Auditorium on the campus of Central Connecticut State University in New Britain, Connecticut (across the street from Charter Oak State College). Directions and a map are included with your graduation invitation.

Where do I park?

Parking is available behind Welte Auditorium, the Student Center and in two nearby parking garages. The parking garage closest to Welte (#40 on the campus map at http://www.ccsu.edu/campus_map/Default.htm allows easier access to the auditorium and does not require the use of the elevator. It is recommended that students and their guests who have difficulty walking or are wheelchair-bound, park in this garage.

What time should I arrive for the ceremony?

Graduates are asked to arrive at 12:30 p.m. The ceremony commences at 2:00 p.m.

What time is the actual ceremony?

The ceremony starts at 2:00 p.m. **SHARP!**

What time does the ceremony end?

Between 3:30 and 4:00 p.m. Graduation is usually 1.5 hours.

What if I or my guests have a disability?

If you or your guests require special seating arrangements or are hearing impaired, contact Linda Larkin at 860.832.3841 or llarkin@charteroak.edu to make special arrangements.

What about photographs?

The ceremony will be broadcast over the Internet and a professional photographer will also take individual photographs of each graduate. The proof will be mailed to your home within 5 to 7 days following the ceremony. You may place orders or obtain answers to questions about the photos at <http://www.chappell.com> or 641-472-6892.

The ceremony will be Web cast on the World Wide Web. This will allow family members or friends who cannot attend, to see you graduate. The link to this real time broadcast will be found on the College's Web site at <http://www.charteroak.edu>.

When do I receive my diploma?

At the ceremony you will receive a diploma cover. **If your degree conferral date is May 31, 2007 your diploma will be mailed to you approximately 4-6 weeks following the ceremony.**

All other graduates may pick up their diplomas at the reception immediately following the ceremony. Diplomas are distributed by the Charter Oak State College Academic Counselors.

How do I get my diploma if I don't attend the ceremony?

Diplomas will be mailed to graduates (classes of July 2006, Sept. 2006, Nov. 2006, Jan. 2007, March 2007 and May 2007) **following the ceremony.**

If you do not receive your diploma by the end of June, notify Gale Terrill at 860.832.3838 or at gterrill@charteroak.edu.



Scholarships Available

*Charter Oak State College
Foundation Scholarships*

Charter Oak State College Foundation is accepting applications for two scholarships to be given to Charter Oak students in good standing. These awards are need-based and consider information related to the following criteria: amount of income, assets, number of dependents, employment status, fixed expenses, personal circumstances such as disability, single parent status, etc. In addition, each scholarship has specific criteria described below.

The Harris-Wiener Family Scholarship Fund was established in 1998 by Charter Oak State College President Merle W. Harris and her husband David to assist needy women who want to continue their education, particularly women wishing to pursue careers in education, social service or public service. This year, the award will be in the amount of \$500 and can be used to cover tuition, fees, books or other educational expenses.

The **Beverly and Rodney Hawes, Jr. Scholarship** has been established to recognize a Charter Oak student pursuing a business concentration who has demonstrated qualities of leadership and commitment to community and is considered to possess the potential to make positive contributions within a business environment. This year, the scholarship award is in the amount of \$800 and can be used to assist in covering the cost of tuition, fees, books or other educationally-related expenses. Mr. Hawes was the recipient of a Charter Oak Honorary Doctoral degree in June, 2003.

Application deadline for these scholarships is May 1, 2007. Contact Harry White at hwhite@charteroak.edu for an application. Award notification will be made on or about August 1, 2007.

***Alumni Association
Undergraduate Scholarship***

This scholarship recognizes a currently matriculated Baccalaureate candidate who exemplifies the mission of the College and who shows academic promise and financial need. The scholarship can be used to cover the cost of tuition, fees, books or other educational expenses. The average annual award is \$500.

Application deadline for this scholarship is May 1, 2007. Contact Lori Pendleton at lpendleton@charteroak.edu for an application. Award notification will be made on or about August 1, 2007.



BUFFET BRUNCH

Sponsored by the Student Association
and Alumni Association

Come and meet fellow students and alums and honor this year's
graduates at the Annual Student/Alumni Brunch.

Central Connecticut State University
Memorial Hall
Sunday, June 3, 2007
Brunch is served at 11:15 a.m.

MENU

Fresh Fruit Salad

Grand Marnier French Toast accompanied
by Flavored Butters & Maple Syrup

Creamy Scrambled Eggs
with Garlic & Herb Cheese

Sliced Baked Ham with Garlic & Herb Roasted
Red Potatoes

Pasta Primavera

Mixed Greens Dressed with Balsamic Vinaigrette

Raspberry, Corn, Blueberry Streusel
and Spiced Carrot, Raisin & Nut Muffins and assorted breakfast pastries

Coffee-Regular, Decaf and Hazelnut and Tea
Orange, Cranberry, and Apple Juice & Sparkling Water

**Adults \$16.00 Children 10 and under \$8.00
4 and under FREE!**

RESERVATION FORM (REQUIRED)

Please make checks payable to Charter Oak State College. **RSVP by May 25th.** Mail to: Linda Larkin,
Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053-2142. Questions? Contact
Linda Larkin @860-832-3841 or llarkin@charteroak.edu

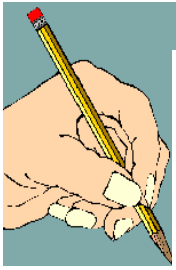
_____ @\$16.00 per adult

_____ @\$8.00 per child (10 & under)

_____ @FREE (4 & under)

Name: _____

Address: _____



TESTING NEWS



Fee Increase for DANTES Exams

The new DANTES fee is \$70.00. The Charter Oak administration fee is \$35.00 for COSC students taking the exam at the Charter Oak State College offices.

Web Sites for CLEP & DANTES

DANTES: <http://www.getcollegecredit.com>

CLEP: <http://www.collegeboard.com/clep>

Helpful information on preparing for the CLEP computer-based exams can be found at <http://collegeboard.com/student/testing/clep/prep.html>



Taking DSST/DANTES Exams Outside of Connecticut

Sometimes students find it difficult to connect to someone at a college or university who handles the DSST/DANTES exams. Often this is a result of the relatively small number of these exams that are administered at that institution and occasional staff changes. Here are five tips if you should find yourself in this situation:

Don't give up. Often, if one person can't assist you in registering to take an exam at an institution, there is someone else who can. Check the DSST web-site to get the list of open test centers in your area http://www.getcollegecredit.com/participating_institutions.html

- If they appear to be unfamiliar with the tests, ask if there may be someone who might be better able to assist you.
- The most likely offices that deal with exams might be a designated testing office, the counseling department or the continuing education division. Try to speak with someone from one of those areas about your interest in taking a DSST/DANTES test. Specifically ask about the *DSST/DANTES* program so they can better understand your request.

- If you are located too far away from an established test center, consider requesting that your local college become a DSST/DANTES site. The DSST program would be happy to work with staff at that institution to help them become an authorized test center.
- Once you have been able to register to take an exam at a center, be sure you keep your appointment to take the exam. Test centers do not permit food, drink or cell phones in the examination room. Test administrators are more likely to help you in the future if you keep up your end of bargain.
- Have your Charter Oak State College school code ready when you arrive to take the exam. The Charter Oak State College school code is **9928**. Using this code will ensure that your score will be sent to our institution in a timely manner.

Please use the following internet address for information on how to register for the CLEP, DANTES, COSC, and TECEP exams:

<http://www.charteroak.edu/Advising/testadminschedule.cfm>

Test Administration Schedule 2007		
Month	CLEP (Administered on Tuesdays and Saturdays)	Correspondence, COSC, DANTES, TECEP, Distance Learning
April	10 (9 a.m. & 12 p.m.) 14 (9 a.m., 12 & 2 p.m.) 21 (9 a.m., 12 & 2 p.m.)	14 (9 a.m. & 12 p.m.) 21 (9 a.m. & 12 p.m.)
May	8 (9 a.m. & 12 p.m.) 12 (9 a.m., 12 & 2 p.m.) 19 (9 a.m., 12 & 2 p.m.)	5 (8:30 a.m. & 11:30 a.m.)* 19 (9 a.m. & 12 p.m.)
June	9 (9 a.m., 12 & 2 p.m.) 12 (9 a.m. & 12 p.m.) 23 (9 a.m., 12 & 2 p.m.)	9 (9 a.m. & 12 p.m.) 23 (9 a.m. & 12 p.m.)
July	7 (9 a.m., 12 & 2 p.m.) 10 (9 a.m. & 12 p.m.) 21 (9 a.m., 12 & 2 p.m.)	7 (9 a.m. & 12 p.m.) 21 (9 a.m. & 12 p.m.)
August	4 (9 a.m., 12 & 2 p.m.) 14 (9 a.m. & 12 p.m.) 18 (9 a.m., 12 & 2 p.m.)	4 (9 a.m. & 12 p.m.) 18 (9 a.m. & 12 p.m.)
September	8 (9 a.m., 12 & 2 p.m.) 11 (9 a.m. & 12 p.m.) 22 (9 a.m., 12 & 2 p.m.)	8 (9 a.m. & 12 p.m.) 22 (9 a.m. & 12 p.m.)
*No DANTES exams in New Britain on this date		
Distance Learning Examination Schedule Spring 2007		
Distance Learning Courses	Date	Place and Time
Spring Term	Sat., March 17 Mid-term Sat., May 5 Final	DiLoreto Hall, Room 001 Central CT State Univ., New Britain 8:30 & 11:30 a.m.

Annual Notification of Rights under FERPA for Charter Oak State College

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the **Registrar** written requests that identify the record(s) they wish to inspect. The College official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the Registrar shall advise the student of the correct official to whom the request should be addressed.

The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask the College to amend a record that they believe is inaccurate or misleading. They should write the College official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the College decides not to amend the record as requested by the student, the College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the College in an administrative, supervisory, academic or research, or support staff position; a person or company with whom the College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the College discloses education records without consent to officials of another school in which a student seeks or intends to enroll.

The right to file a complaint with the U.S. Department of Education concerning alleged failures by **Charter Oak State College** to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue, SW, Washington, DC 20202-4605.

In accordance with FERPA, the College has designated the following categories of information as "directory information" which at the College's discretion may be released without consent of the student: student's name, address, degree program and concentration (major area of study), dates of attendance, and degrees and awards received. A student may request that directory information not be released without his or her written consent. Such requests must be submitted in writing to the registrar and must include the student's name, address, social security number, date and signature.