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### From the Desk of the Vice President of Academic Affairs

Welcome to the Spring Semester!

All of us at Charter Oak know that our students work hard and long to accomplish their educational goals. Many maintain excellent grade point averages while juggling family, career, and educational responsibilities. As a result, we wanted to be able to offer these students the opportunity to gain national recognition for their accomplishments. One of the ways of doing this was for Charter Oak to become a member of Alpha Sigma Lambda (ASL), the premier national honor society for non-traditional students. I am pleased to inform you that Charter Oak's application was accepted and we now have a chapter, Chi Omicron.

ASL was established in 1945-46 by Dr. Rollin B. Posey, Dean of University College at Northwestern University. Currently there are nearly 300 institutional chapters in the United States. "The primary goal of ASL is to provide a means of recognition for the efforts of those students who are waging the battle to maintain high standards in scholarship despite the conflicting demands of education, career, and family." (ASL letter)

Linda Larkin, Director of Academic Services, will be our honor society sponsor. We will hold our first induction in June. She will send an application for membership to all those who are eligible.

Our distance learning course enrollment continues to grow. We processed over 1000 individual course registrations this semester, and the number will continue to grow as we continue the Term II registration process. This spring we offered a number of new courses: Mass Media in America; the American Novel, Introduction to School Age Care; Financial Management; The Claims Environment; Health Care Law; Computer Literacy; and Elementary Algebra, an algebra refresher course. We have a number of new courses planned for fall: Sociological Theory; Business Law; American Art; Speech; Women in Society; History of the American Indian; and International Business.

I hope your semester is going well.

Sincerely,

Shirley M. Adams  
Vice President for Academic Affairs



## Spring 2005 Term II Accelerated Courses

It's not too late to register for Spring 2005 Term II courses. Deadline for registering is March 11, 2005. Information on registering and course descriptions can be found at <http://www.charteroak.edu>.

ACC 102	Managerial Accounting
COMM 326	Effective Personal & Organizational Communication
ECE 250	Administration & Supervision of Early Childhood Programs
ECE 255	Introduction to School-Age Care
ECE 399	Child Study Practicum
ECO 101	Introduction to Microeconomics
FIN 210	Financial Management
HCA 111	The Claims Environment
HCA 201	Health Care Quality Concepts & Principles
HCA 301/PHIL 301	Contemporary Ethical Issues in Health Care
HCA 311	Economics of Health and Health Care
HCA 321	Continuous Quality Improvement in Health Care
HCA 450	Leadership in Health Care Administration
IT 100	Computer Literacy
MGT 315	Organizational Behavior
MGT 370	Operations Management
MGT 451	Team Leadership
MGT 461	Human Resource Management
MGT 462	Effective Project Management
PHIL 485	Personal Values & Organizational Ethics
PSA 405	Ethics in Public Safety
PSA 435	Public Safety Group Dynamics
SOC 449	Social Problems & Their Impact on the Workplace

ENG 102	Composition and Research
ENG 102A	Research Paper Writing Techniques
ENG 302	World Literature for Children
ESC 111	Introduction to Earth Science
HCA 101	Introduction to Health Care Systems & Admin.
HCA	Health Care Finance
HCA/PHIL 301	Contemporary Ethical Issues in Health Care
HCA 450	Leadership in Health Care Administration
HCA 499	Strategic Management in Health Care Admin.
HIS 350	Contemporary China: History, Politics & Culture
IT 100	Computer Literacy
IT 101	Introduction to Management Information Systems
MATH 100	Elementary Algebra
MGT 450	Leadership Practices
MGT 460	Fundamentals of Project Management
MKT 250	Fundamentals of e-Commerce
PHIL 485	Personal Values & Organizational Ethics
POL SCI 150	American Government
POL SCI 250	Ethics in International Relations
POL SCI 300	The Modern Presidency
PSA 410	Political and Legal Systems in Public Safety
PSA 445	Strategic Planning in Public Safety
PSY 321	Social Psychology
PSY 335	Psychology of Exceptional Children
SOC 311	The Sociology of the City Online
SOC 350	Children, School & the Community
SOC 449	Social Problems & Their Impact on the Workplace

Enrollment in Charter Oak distance learning courses has come a long way since they were first offered in 1998. Total enrollment in those initial courses was 19 students! This spring, enrollment at the time of publication of this newsletter is 1013 credit course registrations and registration is continuing for the Term II courses. This is a 21% increase over the Spring 2004 semester and still growing!



## Summer Course Offerings

Thinking about taking a distance learning course this summer? The eight-week summer courses begin May 31, 2005 and end July 23, 2005. Here is a list of the proposed summer courses. Please check <http://www.charteroak.edu> for the latest updates.

ACC 101	Financial Accounting
ACC 102	Managerial Accounting
BIO 105	Introduction to Nutrition
COMM 326	Effective Personal & Organizational Communication
CRJ 205	Controversial Trials & the Criminal Justice System
ECE 250	Admin. & Super. of Early Childhood Programs
ECE 399	Child Study Practicum



## Free Online Tutoring Available

Charter Oak State College, through the Connecticut Distance Learning Consortium, provides free online tutoring to students taking Charter Oak courses. Tutoring in spring 2005 will be offered in several different areas, including accounting, mathematics, statistics and writing. To set up a free eTutoring account, go to <http://www.eTutoring.org> and follow the easy directions.



**Student Information  
Week:  
March 21—March 24**

Each year, your Student and Alumni Associations, in conjunction with the Offices of Admissions and Academics, put together a week of events to enhance your experience as a student at COSC. These are our plans for the week of March 21, 2005.

**Monday, March 21, 2005 — 7- 8 p.m.**  
*How to Write a Successful Concentration Essay or the Academic Autobiography—The Experts Are Waiting to Help*

Join members of the COSC faculty for an informal discussion of the concentration essay. Bring your questions and get expert advice. Not only will you get some helpful hints, but you'll also have the opportunity to meet other students who are struggling with the same issues you are. Milk and cookies will be served to calm any lingering nervousness! Limited seating - reservations required: Call Linda Larkin at (860) 832-3841 or email her at <mailto:llarkin@charteroak.edu>.

**Tuesday, March 22, 2005—6 p.m.**  
*Oh No! I've Got to Write a Term Paper!*

Has it been a while since you've had to write a term paper? Are you unsure about what to do first? Let us walk you through the steps and we'll pay particular attention to proper format for citations. Plagiarism is a serious academic issue and even though it may be unintentional, improper citations, or lack of them, can lead to serious penalties. This workshop will help you avoid that and it will help you develop a working plan of how to complete your research assignment. Free of Charge. Reservations required: Call Linda Larkin at (860) 832-3841 or email her at <mailto:llarkin@charteroak.edu>.

**Wednesday, March 23, 2005 — 6 p.m.**  
*It's minus four degrees outside—I'm not going to the library tonight! How to use the Virtual Library and Other Online Sources of Information—A Hands-on Workshop.*

Kitty Tynan, Head of Reference Services at the University of Hartford's Mortenson Library, will be

at Charter Oak to bring you up-to-date on current tools for library and Internet research. In addition, she'll teach you how to easily search for information using electronic resources. Come to learn, ask questions and prepare yourself to write a well-researched and documented paper. Reservations required: Call Linda Larkin at (860) 832-3841 or email her at <mailto:llarkin@charteroak.edu>.

**Wednesday, March 23, 2005 — 6:30 p.m.**  
*Teach Connecticut—Alternate Routes to Certification*

Considering a career change to teaching but not sure how to make it happen? Representatives from the Alternate Route to Certification, the Connecticut Technical School System and the Bureau of Teacher Certification will give you the facts on how to become certified to teach in Connecticut. College and University representatives will also be on hand to talk to you about their alternative and/or accelerated programs which cater to the adult learner. A Troops to Teachers Coordinator will discuss financial incentives for members of the military. Wednesday, March 23, 6:30 p.m. To reserve a spot, call Admissions at (860) 832-3855.

**Thursday, March 24, 2005 — 7 – 9 p.m.**  
*Want to earn college credit for your learning from work/life experience? Learn how at our Portfolio Assessment Workshop*

A presentation by COSC's Dr. Maryanne LeGrow, Assessment Coordinator. See examples of successful portfolios, and have your questions answered. This is a perfect opportunity to decide if this method of earning credit is right for you. **A non-refundable fee of \$35, which includes the Portfolio Assessment Handbook, is due March 18, 2005.** Please mail the registration form on page 4 with credit card authorization or check (payable to COSC) to: Dr. Maryanne LeGrow, Charter Oak State College, 55 Paul Manafort Drive, New Britain, CT 06053-2150. Questions? Contact Dr. LeGrow at 860-832-3846 or email <mailto:mlegrow@charteroak.edu>. **Deadline: March 18. Register Early! Seating is limited.** Can't make the workshop? Order a taped copy for \$12.00.

**Student Information Week Workshops  
Registration Form**

**Please reserve seats by Friday, March 18th**

**Mail:** Charter Oak State College  
55 Paul Manafort Drive  
New Britain, CT 06053-2150

**Telephone:** (860) 832-3841(Linda Larkin)

**E-mail:** <mailto:llarkin@charteroak.edu>

**FAX:** (860) 832-3999

**I will attend the following workshops:**

- How to Write a Successful Essay/Academic Autobiography—FREE (3/21/2005)**
- Writing a Term Paper—FREE (3/22/2005)**
- How to Use the Virtual Library—FREE (3/23/2005)**
- Alternate Routes to Certification—FREE (3/23/2005)**
- Portfolio Assessment Workshop (03/24/05)—\$35**  
(mail to Dr. Maryanne LeGrow)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Daytime telephone \_\_\_\_\_

E-mail \_\_\_\_\_

**Payment Method:**

- Check enclosed and made payable to “Charter Oak State College”

Credit Card:

- Visa                       Master Card                       Discover

Name that appears on card \_\_\_\_\_

Card Number \_\_\_\_\_

Expiration Date \_\_\_\_\_

Signature \_\_\_\_\_



## What is Public Information?

Charter Oak State College has designated certain information as “directory information,” which the College can release without your consent. Information in this category is as follows: your name, address, degree program and concentration, dates of matriculation, and degrees and awards received from the College. **Any other information about you is confidential and can only be released with your written consent.** You are the only person with whom the College will discuss your confidential information. Excepted are members of the Board of the College and College staff, including Consulting Faculty, who have access to such information in connection with their official duties. If anyone, other than you, wants information on your progress, the College will not talk with that person without your written consent and written signature. The College Registrar and your advisor have a Release of Information form that is available upon request.

By writing to the Registrar you may also request that that directory information not be released without your written consent. When writing, always include your name, address, social security number, date, and signature. **Since your written signature is required, this request cannot be sent by email.** Requests should be sent to the attention of the Registrar by postal mail or faxed to (860) 832-3999.



## Staff Update

The College is pleased to welcome the following new staff members:

### Academic Affairs:

Brian Donohue, Bridgepoint Education Program Coordinator

Sarah Shafer, Academic Counselor (part-time)  
Bridgepoint Education Program

Kyrsia Napiorkowski, Academic Counselor  
(part-time) Bridgepoint Education Program

### Enrollment Services:

Rebecca Carlson, Student Services/Development

Assistant  
Regina James, Admissions Assistant (part-time)  
Bridgepoint Education Program  
Brian Ledbetter, Admissions Counselor  
Carolyn Rogers-Ward, Admissions Counselor  
(part-time)

Suzanne Mathews, Admissions Associate  
Kara Wilks, Admissions Counselor (part-time)  
Bridgepoint Education Program

### Business Office:

Stephanie Chenkus, Associate, Finance &  
Administration (part-time)  
Irene Childs, Associate for Business Services

### Financial Aid:

La’Shawn Jennings, Financial Aid Counselor

### Information Technology:

James Henry, Student Information Systems  
Administrator

Kevin Coe, Network Specialist (part-time)  
Bridgepoint Education Program

### Registrar’s Office:

Amy Luby, Assistant Registrar

Anita Sparrow, Assistant Registrar, (part-time)  
Bridgepoint Education Program

## Annual Graduation Ceremony



The annual graduation ceremony will take place at 2:00 p.m., Sunday, June 5, in Welte Auditorium on the campus of Central Connecticut State University, which is adjacent to Charter Oak State College. The Board for State Academic Awards has chosen to honor Dr. Borden W. Painter and Richard Weaver-Bey by awarding them honorary doctorates.

Dr. Painter, a history professor and alumnus of Trinity College, who has also served as Acting President of that College, is being honored for his service to Charter Oak State College as a member of the core faculty, a member of the Board of the Charter Oak Foundation, and President of the Foundation. His leadership was instrumental in growing the Charter Oak endowment fund.

Mr. Weaver-Bey, President/CEO of the Greater Hartford Realty Management Corporation, is being recognized for his community service and numerous charitable endeavors, as well as serving as a mentor

and role model. He serves on numerous boards, including St. Francis Hospital, the Amistad Foundation and the Artist's Collective.

The Student and Alumni Associations will host a brunch at 11:15 a.m. preceding the ceremony. 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 May 31, 2004 and April 30, 2005. The invitation for all other students is on page 11 of this newsletter. Reservations for the brunch are required. **Be sure to make yours 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 860-832-3838 or <mailto:gterrill@charteroak.edu>.



## Student Association News

We are pleased to announce that at the Student Association's annual meeting held on June 6, 2004, the following slate of officers was unanimously elected to serve a term of two years:

President	Timothy Kulig
Vice President	Trudi LeBron
Secretary/Treasurer	Carlos Esidore

Watch for events that this group has planned for the Spring Student Information Week.

### From the Student Association President:

Hello fellow students! I trust everyone is having a wonderful winter.

We spend a lot of time planning and hosting student service events online and at our New Britain administration building, and this year we would like to once again, extend beyond central CT and offer some programs to our large Fairfield County area student population. Your Student Association officers and board are in the midst of making plans

for both the Student Information Week events and for a workshop to be held later this spring in the southern part of the state.

I have recently had the privilege of being elected as the Student Representative to the Board for State Academic Awards. I feel that being connected to the Board through the Student Association will give students a more direct voice with the administrators of Charter Oak. I do, however, need you to help me help you. If there's anything you wish to communicate to the Board or the administration, please don't hesitate to drop me an email at <mailto:tkuligcosc@yahoo.com> and I will promptly make your voices heard.

Your fees make these programs possible, so consider taking advantage of these events and offering your input for future activities so that the Student Association can help make the most of your experience at Charter Oak State College.

Timothy Kulig  
President – Student Association  
Student Representative – Board for State Academic Awards



## Women in Transition Honors

On November 18, 2004 the Charter Oak State College Foundation and the American Association of University Women of Connecticut (AAUW) hosted a benefit reception honoring Governor M. Jodi Rell for her work in promoting opportunity, education, and equity for women and girls. Funds raised from the event were used to establish a scholarship in the Governor's name and to add to the WIT (Women in Transition) Endowment program, a program which supports single mothers in their educational pursuits. Sonja Harris was awarded the scholarship based on her continued academic success while raising a son and working full time. We applaud Sonja for her perseverance and encourage her to continue to excel in her pursuit of a Bachelor of Science degree. As a part of the Women in Transition program, Sonja truly is a woman with purpose.

## 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:

1. 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.

2. 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.

3. 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.

4. 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.



## TESTING NEWS

### On-Line Test Registration Available in February

Charter Oak State College has partnered with *RegisterBlast* to enhance our web page with the addition of on-line test registration for those students taking CLEP and DSST/DANTES exams **at our New Britain location**. This tool will assist students in several ways. It will:

- Provide students with the convenience of online registration.
- Allow for the acceptance of major credit cards and personal checks online.
- Eliminate the need to mail or fax in forms of any kind.
- Offer exam registration for a specific day and time, all in a user-friendly format.
- Provide rapid confirmation of your registration for exams.
- Provide drop-down lists for instant access to the available test sessions.
- Provides links to CLEP and DSST sites for the most accurate information on those exams.

We look forward to offering this service for our students.

### FAQ's on Testing

Here's a sample of what is on the popular "Frequently Asked Questions" section of our website:

#### **Q: I took my exam at Charter Oak State College; don't you keep the score?**

A: No. Charter Oak State College is only a test center for your exam. Only if you designate Charter Oak State College as your score recipient will we be sent your official exam score from the testing program.

#### **Q: How long does it take to receive my exam score?**

A: CLEP scores are shown immediately (with the

exception of English Composition with Essay) with the official scores mailed from CLEP in approximately two weeks. DSST (DANTES) scores are sent approximately 4 weeks after the test date.

#### **Q: If I don't pass an exam, when can I retake it?**

A: In most cases, you will need to wait at least 6 months to re-take an exam.

#### **Q: What exam should I take?**

A: The determination is made by you and your academic advisor.

For more popular FAQ's go to <http://www.charteroak.edu/advising/testingFAQ.cfm>

### We're a Top 100 CLEP Testing Center!

Charter Oak State College has been recognized by the College Board as being among the 100 college test centers who led the nation in the number of College-Level Examination Program (CLEP) exams administered. There are more than 1300 test centers across the country.

### Library copies of Official DANTES Test Preparation Guide

The Charter Oak State College library has several copies of the DSST book "The Official DSST Test Preparation Guide" published by Thompson Learning. This publication covers eight DSST exam titles: Business Math, Ethics in America, Financial Accounting, Human Resource Management, Introduction to Business, Organizational Behavior, Personal Finance and Principles of Supervision. It features pretests and posttests for each exam, a subject overview and practice sets for mastering test-taking skills.

Check with your advisor regarding the exam you are planning to take, and then call our office to see if you can borrow the book. Books are loaned on the honor system for up to 3 months. Please return all books promptly so that others may benefit.

For information on how to register for the CLEP, DANTES, COSC, and TECEP exams, go to <http://www.charteroak.edu/Advising/testadminschedule.cfm>.

<b>Test Administration Schedule</b>		
<b>Month</b>	<b>CLEP (Administered on Tuesdays and Saturdays)</b>	<b>Correspondence, COSC, DANTES, TECEP, Distance Learning</b>
March	5 (9 a.m., 12 & 2 p.m.) 22 (9 a.m. & 12 p.m.)	5 (9 a.m. & 12 p.m.) <b>19 (8:30 a.m. &amp; 11:30 a.m.)*</b>
April	2 (9 a.m., 12 & 2 p.m.) 16 (9 a.m., 12 & 2 p.m.) 19 (9 a.m. & 12 p.m.)	2 (9 a.m. & 12 p.m.) 16 (9 a.m. & 12 p.m.)
May	21 (9 a.m., 12 & 2 p.m.) 24 (9 a.m. & 12 p.m.)	<b>7 (8:30 &amp; 11:30 a.m.)*</b> 21 (9 a.m. & 12 p.m.)
June	11 (9 a.m., 12 & 2 p.m.) 18 (9 a.m., 12 & 2 p.m.) 21 (9 a.m. & 12 p.m.)	11 (9 a.m. & 12 p.m.) 18 (9 a.m. & 12 p.m.)
July	9 (9 a.m. & 12 p.m. & 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.)
<b>*No DANTES exams in New Britain on these dates.</b>		
<b>Distance Learning Examination Schedule Spring and Summer 2005</b>		
<b>Distance Learning Courses</b>	<b>Date</b>	<b>Place and Time</b>
Spring Term	Mid-term: March 19 Final: May 7	Central Conn. State Univ. 8:30 a.m. & 11:30 a.m.
Summer Term	Saturday June 26 & August 8	Charter Oak State College Main Office 9 a.m. & 12 noon



# GRADUATION NEWS

## Letters Confirming Graduation

Should you need verification of your impending graduation, either for acceptance to graduate school or for employment purposes, you can request a letter attesting to your status after you have paid the graduation fee. Such requests should be made in writing to the Academic Vice President, Dr. Shirley Adams, or send your request via US mail to 55 Paul J. Manafort Drive, New Britain, CT 06053-2150 or via email to <mailto:sadams@charteroak.edu>. The request should include the name, title and address of the recipient.

Immediately following each graduation date you can expect to receive a complimentary transcript indicating your graduation date, and 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 COSC 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.

## Graduation Deadlines

Submit the form below to Gale Terrill when you are **three** months prior to completing graduation requirements. **PLEASE** pay attention to **DEADLINES** that are strictly enforced. Note that faculty must **APPROVE** your Concentration Proposal in **advance of the transcript deadline**.

Graduation Date	Notification 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

RETURN THIS NOTICE **THREE MONTHS PRIOR TO THE GRADUATION** FOR WHICH YOU PLAN TO QUALIFY to: Gale Terrill, COSC, 55 Paul Manafort Drive, New Britain, CT 06053

Please provide all the information requested (**PLEASE PRINT**)

Name \_\_\_\_\_

Address \_\_\_\_\_

Daytime Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

E-Mail \_\_\_\_\_

Social Security Number \_\_\_\_\_

Your advisor's name \_\_\_\_\_

I plan to graduate:     January 31     May 31     September 30  
                                   March 31     July 31     November 30

I will be requesting the following transcripts to be sent to Charter Oak for credits to fulfill graduation requirements:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



# 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 5, 2005  
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  
Shrimp, Clams, Mussels & Scallops  
served in a casserole with linguine

Mixed Greens Dressed with Balsamic Vinaigrette

Raspberry Corn, Blueberry Streusel, Spiced Carrot,  
Raisin & Nut Muffins and assorted breakfast pastries  
Coffee-Regular, Decaf & Hazelnut and Tea  
Orange, Cranberry, Apple Juice & Sparkling Water

**Adults: \$16.00 Children 10 and under: \$8.00**  
**4 and under: \$5.00**

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### RESERVATION FORM (REQUIRED)

Please make checks payable to Charter Oak State College. RSVP by May 27th.

Mail to: Linda Larkin, Charter Oak State College, 55 Paul J. Manafort Drive, New Britain, CT 06053-2150.

Questions? Contact Linda Larkin @860-832-3841 or <mailto:llarkin@charteroak.edu>

\_\_\_\_\_ x \$16.00 per adult

\_\_\_\_\_ x \$8.00 per child (10 & under)

\_\_\_\_\_ x \$5.00 per child (4 & under)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**CHARTER OAK STATE COLLEGE**  
*Board for State Academic Awards*  
**55 Paul J. Manafort Drive**  
**New Britain, CT 06053-2150**

NON PROFIT ORG  
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**PAID**  
Hartford CT  
Permit No. 1413

### **Scholarships Available**

Applications are being accepted for two scholarships available 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 **John and Elizabeth Blennerhassett Scholarship**, established by Charter Oak graduate Susan Sweeney, is open to working adults who show academic promise and financial need. 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 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 wanted 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.

Application deadline for both scholarships is May 1, 2005. For an application, contact Harry White at 860-832-3863 or <mailto:hwhite@charteroak.edu>.