



**From the Desk of the
Vice President for Academic Affairs**

INSIDE Update

The Class of 2005..... 2

New Distance Learning
Courses..... 2

Student Association
Meeting..... 2

Online Course Workshop... 3

New Honors Criteria..... 3

New Certificate
Programs 3

Information Available
24/7 4

Testing News 5

Testing Schedule..... 6

Criteria for Letters Confirming
Your Graduation 7

Student e-Lounge 8

Congratulations to all of those who graduated! It was heartwarming and exciting to see the proud graduates and their families at the graduation brunch, the ceremony, and the reception following the ceremony. Trudi LeBron, a very talented member of the graduating class, opened the ceremony with a wonderful rendition of “The Star Spangled Banner” and closed with “America the Beautiful.”

We had a record number of graduates, 517. Of those, 53.6 % were female. The average age was 40 and the ages ranged from 19 to 70. It was a fairly diverse class: 20 percent were students of color, and students came from 37 states plus Puerto Rico and two foreign military bases. We had three married couples and two students who earned both their associate and bachelor degrees in the same year. Most of the graduates work in Business/Industry, followed by Education, and the majority of degrees were awarded with a concentration in Individualized Studies.

As part of the ceremony, we inducted our first students, plus faculty and staff as honorary members, into Alpha Sigma Lambda, the Premier National Honor Society for Nontraditional Adult Students. We also awarded two honorary doctoral degrees to Dr. Borden W. Painter, Jr. and Mr. Richard Weaver-Bey. Dr. Painter has served on the faculty of Charter Oak State College and currently serves as a member of the Board of the Charter Oak Foundation. He is a highly respected Trinity College alumnus, professor and administrator, and on two occasion served as their interim president . Mr. Weaver-Bey, a Connecticut native and president of Greater Hartford Realty Management, has earned recognition throughout the community for his business accomplishments as well as his charitable endeavors and service as a mentor and role model.

We are continuing to increase our online course offerings and you will see a number of new courses this fall listed elsewhere in the newsletter. A number of the new courses are in response to your requests. We have three new concentrations: American Studies; Organizational Management; and Organizational Leadership; and three new certificates: a 9-credit certificate in Project Management; a 15-credit certificate in Computer Security, and two 18-credit certificates in Public Safety Administration.

I hope that you are enjoying the summer and that if you are taking courses they are going well.

Shirley M. Adams,
Vice President for Academic Affairs



**Award Recipients for the
Graduating Class of 2005**

Doris G. Cassidy Award Winners:

- Elaine R. Horton, Ridgefield, Connecticut, Bachelor of Arts in Philosophy (3.8 GPA)
 James R. Korenkiewicz, Changloon, Korea, Bachelor of Science in Individualized Studies (3.8 GPA)
 Rick A. Pendzick, Danbury, Connecticut, Bachelor of Science in Individualized Studies (3.6 GPA)
 Michelle P. Rousseau, Cromwell, Connecticut, Bachelor of Science in Literature (3.4 GPA)
 Robert D. Thornton, Byram, Mississippi, Bachelor of Science in Individualized Studies (3.7 GPA)
 Patricia A. Zielinski, Tolland, Connecticut, Bachelor of Science in Individualized Studies (3.9 GPA)

Awards for Outstanding Academic Performance:

- Diane Harrison, Suffield, Connecticut, Bachelor of Science in Individualized Studies (3.9 GPA)
 Yelena Maksimova, West Haven, Connecticut, Bachelor of Science in Individualized Studies (3.9 GPA)

Alpha Sigma Lambda Induction Students:

- | | |
|----------------------|-------------------|
| Paul Aurelia | Tracy Perreault |
| Angela Bors | Sarah Rivard |
| Eneida Dejesus | Nadine Szymkowicz |
| Elizabeth Essensfeld | David Trupkin |
| Wendy Hodge | Marybeth Wallett |
| James McGraw | Richard Wilcox |

Faculty and Staff:

- | | |
|-------------------|------------------|
| Donald W. Brodeur | Sandra W. Morgan |
| Merle W. Harris | Ann P. Taft |
| Linda M. Larkin | Robert Zabek |

D'Amato Graduate Studies Award:

- Cecelia Ann Peppers-Johnson, Hartford, Connecticut, Bachelor of Science in Individualized Studies, Class of 2002



New Fall 2005 Distance Learning Course Offerings

The following new courses will be offered this fall:

TERM I 8-WEEK COURSES

- August 29, 2005 to October 22, 2005
 BUS 120: Business Law
 ECE 310: Speech and Language Development
 SOC 450: Social Theory

TERM II 8-WEEK COURSES

- October 24, 2005 to December 17, 2005
 ECE XX: Behavior Management for Early Childhood Professionals
 ECE 220: Early Childhood Music for Early Childhood Professionals
 ECE 260: Program Environment & Curriculum Development in After School Programs
 IT 220: Networking & Data Communications

ON-LINE 15-WEEK COURSES

- August 29, 2005—December 10, 2005
 ENG 099: Criterion Writing Assessment
 FA 201: Survey of American Art History
 HIS/SOC 240: History & Sociology of the American Indian
 MKT 220: Principles of Marketing
 SOC 215: Women in American Society

8-WEEK COURSES (see catalog and/or website for start and end dates)

- IDS 400: Grant Writing
 IT 135: Introduction to Computer Security
 IT 335: Computer Security Systems
 IT 435: Network Security Management

Fall registration begins July 5 and runs through August 19, 2005. 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>

**Student Association Meeting—
Dinner's On Us!**

Come and meet your fellow students on **Wednesday, September 14th at 6 p.m.** Academic Counselor, Ann Marie Gagnon, will do a short presentation, **"Tips on Time Management for the Adult Student"**. As has been our tradition, the first meeting of the Student Association includes dinner

free of charge—**Reservations Required.** Please call Linda Larkin at (860) 832-3841 or e-mail her at <mailto:llarkin@charteroak.edu> by September 12th.

Are you thinking about taking an online course but are unsure about your ability to navigate it? Let us help you!

Join us on Monday evening, August 22nd, from 6:00 p.m. to 8:00 p.m. for hands-on instruction. You'll be guided through a course site and we'll show you how to send email with attachments, make postings and enter a threaded discussion – all the tasks that you need to master to ensure success at online learning. This is not, however, an Introduction to Computing course. You do need to have some familiarity with computers. **For reservations** please call Linda Larkin at (860) 832-3841 or email her at <mailto:llarkin@charteroak.edu>.

The workshop will be held at Central Connecticut State University's Robert Vance Academic Center – Room 003, Paul Manafort Drive, New Britain, CT . Parking is available in the attached garage. Directions to CCSU and Vance Hall can be found at http://www.ccsu.edu/viewbook/find_us.html.

If you are from outside the area and cannot attend the workshop but wish to have some questions answered about on-line courses, **please join us Tuesday, August 16th in the COSC chat room at <http://www.charteroak.edu> from 6:30 p.m. to 7:30 p.m.** Sue Israel and Karen Severino of the Distance Learning Office will be happy to answer your questions about what it's like to take an online course. If your question is of a technical nature (i.e., what browser do I use to access my course?), a CTDLC Help Desk staffer will be in the chat room to assist. If you've taken a distance learning course and would like to share your experiences with those who might be considering one, please join us.

New Honors Criteria

As an incentive for students to excel, and as a means of recognizing outstanding achievement, the Academic Council approved the following honors award criteria:

Honors in General Scholarship to those students who have earned a minimum of 60 graded credits and have attained a QPA of 3.5 or higher.

Charter Oak State College Honors for students who have taken a minimum of 30 credits at Charter

Oak, or through exams that yield letter grades, and have earned a 3.5 or higher in those credits.

Associate degree students will be eligible for **Honors in General Scholarship** by earning a QPA of 3.5 or higher with a minimum of 30 graded credits.

New Certificate Programs

Certificate programs are designed for adults who are interested in learning a specific set of skills and gaining knowledge in a certain area, but may not want to earn a degree. Certificate programs are eligible for financial aid. Credits earned will apply towards a Charter Oak State College associate or baccalaureate degree.

Certificate in Computer Security

The certificate in Computer Security is designed for those students who have a background in computers and or security but want to specialize in the area of computer security. All courses are available online through Charter Oak.

Certificate Requirements:

IT 101 Intro. to MIS.....	3 credits
IT 135 Intro. to Computer Security.....	3 credits
IT 220 Networking and Data Communications.....	3 credits
IT 335 Computer Security Systems.....	3 credits
IT 435 Network Security Management.....	3 credits
Total	15 credits

Certificate in Health Care Studies

Students earn the 27-credit certificate by successfully completing, with a grade of C or better, the following online courses offered by Charter Oak State College (COSC) and partnered regionally accredited colleges such as Rio Salado College (RSC).

Certificate Requirements:

HCC130AA Health Care Today (RSC).....	0.5 credit
HCC130AB Workplace Behavior in Health Care (RSC).....	0.5 credit
HCC130AC Wellness and Personal Safety (RSC).....	0.5 credit
HCC130AD Communication and Teamwork in Health Care Organizations (RSC).....	0.5 credit
HCC130AE Legal and Ethical Issues in Health Care (RSC).....	0.5 credit

HCC130AF Decision Making Health Care Setting (RSC).....	0.5 credit
HIT170 Medical Terminology for Allied Health (RSC)	3 credits
HC 201 Management of Quality Health Care (COSC)	3 credits
ECO 311 The Economics of Health and Health Care (COSC)	3 credits
HIT1XX Health Care Information Technology (RSC)	3 credits
TQM101 Quality Customer Service (RSC)	3 credits
HES100 Healthful Living (RSC)	3 credits
Approved natural science elective (RSC or COSC)	3-4 credits
HCA 101 Introduction to Health Care Systems (COSC).....	3 credits
Total	27 credits

Certificate in Project Management

The certificate in Project Management enables students to consider the final step of preparing for the pinnacle of professional certification with the Project Management Institute (PMI).

Certificate Requirements:

MGT 460 Fundamentals of Project Management.....	3 credits
MGT 462 Effective Project Management	3 credits
MGT 464 Mastering Project Management...	3 credits
Total	9 credits

Certificate in Public Safety Administration

There are two certificates in Public Safety Administration—Level I and Level II. The Public Safety Administration certificates are designed for the person who works in public safety and already has a bachelor’s degree or who is not interested in a bachelor’s degree at the present time. The Level I and Level II certificate courses comprise the concentration in Public Safety Administration.

Certificate Requirements:

Level I: Certificate in Public Safety Administration

Prepares the public safety professional for an entry level supervisory/management position.

PSA 430 Cultural Diversity	3 credits
PSA 400 Leadership in Public Safety	3 credits
PSA 435 Ethics in Public Safety.....	3 credits
PSA 445 Strategic Planning.....	3 credits

PSA 435 Group Dynamics	3 credits
PSA 455 Human Resources.....	3 credits
Total	18 credits

Level II: Certificate in Public Safety Administration

Enhances the skill of the public safety administrator. (Level I must be completed before taking Level II).

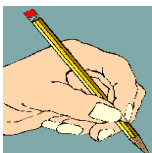
PSA 425	3 credits
PSA 410 Political and Legal Systems for the Public Safety Professional	3 credits
PSA 415 Human and Community Service Delivery	3 credits
PSA 420 Applied Information Systems.....	3 credits
PSA 440 Research	3 credits
PSA 450 Psychology of Personal Development	3 credits
Total	18 credits

24/7 Information

At Charter Oak, we know how frustrating it is when you need information but can’t get your questions answered because it is outside of business hours. In an effort to have more information available to our students on a “self serve” basis, we’ve made our database adult student-friendly.

On the back of your COSC ID card, you will find a Web ID and a Web Password. This will allow you to access your information in the database. Go to the COSC website at <http://www.charteroak.edu> and click on the word *more* in the *Charter Oak Learners* section, to the Academics and Advisement screen. There, you will find a *Student Log In* section where can enter your ID and Password. If you’ve forgotten your ID and password information, you will find a button to click on that will allow you to retrieve it once you’ve entered some information that ensures that **you** are the one asking for it.

In the database, you will be able to view your status report, see which transcripts have arrived and when, and verify receipt of the fees that you have paid. If you’ve lost your Distance Learning Course Schedule or your Student Handbook, it’s there. As always, your advisor is happy to hear from you and to answer your questions, but we recognize that our independent learners want just that—independence and flexibility.



TESTING NEWS

Web Sites for CLEP & DANTES

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

CLEP: <http://www.collegeboard.com/student/testing/clep/about.html>

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

On-Line Test Registration Steps

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**. Here is a short outline of how to register.

- a. Go to <http://www.registerblast.com/cosc>.
- b. Select the desired exam from Choose Exam page.
- c. Click "Continue" button at the bottom of the page.
- d. Select Dates page will appear. Choose appropriate test date. Click "Add to Cart". User Login will appear.
Option 1: First time users will click "here" to register. *
Option 2: Students that have already registered will enter username and password.
- e. Cart page will appear again. If information is correct, click "Checkout" button
- f. Final Review page will appear.
Option 1: First time users will click "here" to register. *
Option 2: Students that have already registered will enter username and password.
* "Here" link will take you to a page named User Information. Students will complete the registration page which asks questions including First Name, Last Name, etc. Once all information is entered, click "Submit" at the bottom of the page.
- g. Payment Information screen: Complete the credit card information.
- h. Click "Complete Purchase"

- i. When registration process is complete, inform student that an email will be sent verifying information, payment and testing date. Let student know that the email receipt is required on day of testing.
- j. **Important . . . Very Important!** Click "log out" so new students can be registered on the computer. Also retain a copy of your username and password for future exams.

Fee increase for TECEP

Thomas Edison State College has informed us that they will be increasing the fees for their (TECEP) exams. Therefore, in 2005-06 Charter Oak State College will be charging \$225 for these exams. If you wish to take these exams, you must contact the Charter Oak State College testing office and register at least 7 weeks prior to your test date.

FAQ's on Testing



Here is a sample of what is on the popular "Frequently Asked Questions" section of our web site at <http://www.cosc.edu/Advising/testingfaq.cfm>:

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: Will Charter Oak State College provide a grade for passing my exam?

A: Because DSST (DANTES) exams are standardized, "*normed*" exams, Charter Oak State College will issue a grade for passing those exams. CLEP exams are not scored in the same manner and therefore no grade other than "P" can be issued for CLEP exams. **You must be a student of Charter Oak or part of our credit registry to receive any grade or credits from Charter Oak State College.**

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		
Month	CLEP (Administered on Tuesdays and Saturdays)	Correspondence, COSC, DANTES, TECEP, Distance Learning
August	6 (9 a.m., 12 & 2 p.m.) 9 (9 a.m. & 12 p.m.) 20 (9 a.m., 12 & 2 p.m.)	6 (9 a.m. & 12 p.m.) 20 (9 a.m. & 12 p.m.)
September	10 (9 a.m., 12 & 2 p.m.) 13 (9 a.m. & 12 p.m.) 24 (9 a.m., 12 & 2 p.m.)	10 (9 a.m. & 12 p.m.) 24 (9 a.m. & 12 p.m.)
October	1 (9 a.m., 12 & 2 p.m.) 15 (9 a.m., 12 & 2 p.m.)	1 (9 a.m. & 12 p.m.) 22 (8:30 a.m. & 11:30 a.m.)*
November	5 (9 a.m., 12 & 2 p.m.) 8 (9 a.m. & 12 p.m.) 19 (9 a.m., 12 & 2 p.m.)	5 (9 a.m. & 12 p.m.) 19 (9 a.m. & 12 p.m.)
December	3 (9 a.m., 12 & 2 p.m.) 6 (9 a.m. & 12 p.m.)	3 (9 a.m. & 12 p.m.) 10 (8:30 a.m. & 11:30 a.m.)*
*No DANTES exams in New Britain on these dates.		
Distance Learning Examination Schedule Fall 2005		
Distance Learning Courses	Date	Place and Time
Fall Term	Mid-term: October 22 Final: December 10	Central CSU 8:30 a.m. & 11:30 a.m.



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 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 via e-mail to <mailto:sadams@charteroak.edu>. The request should include the name, title and address of the recipient.

Graduation Process

Immediately following each graduation date you can expect to receive a complimentary transcript indicating your 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 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. For more graduation information and forms, please go to <http://www.cosc.edu/advising/graduation.cfm>.

Graduation Deadlines

The graduation application and the graduation survey can be downloaded from our web site at <http://www.cosc.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 **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

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

NON PROFIT ORG
U.S. Postage
PAID
Hartford CT
Permit No. 1413



You asked for it – the Student e-Lounge!

Earning a degree through a distance learning college need not be a lonely experience. Did you know that Charter Oak State College has approximately 1600 matriculated students? Nearly every state and several foreign countries are represented in your student body. You are employed in a myriad of different careers (including professional NFL football players, corporate executives, registered nurses, and ship builders) and you have attended an astounding number of different colleges prior to your matriculation at Charter Oak.

You are an interesting group of people from varied backgrounds who share a common goal. **You've chosen to complete your college degree, and you've chosen to do so at a unique institution that allows for lots of independence and individualization.** What we've heard from our students was that they would like a way to connect with each other. Are you curious about how others have prepared for exams or portfolios? Do you wonder about finding study materials or where to apply for grad schools? Go to the electronic student lounge so that you can network, chat, share information, and support each other.

Using the e-Lounge is simple. Just go to <http://www.cosc.edu/advising/studentassociation/elounge.cfm> and click on "Enter e-Lounge"

Respond to another student's posting or start your own. This is your lounge! Get e-connected!