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

Welcome to the Spring Semester!

We are in the midst of preparing our self study for the reaccreditation visit by our regional accrediting agency, New England Association of Schools and Colleges (NEASC), which will take place in the fall. As part of that process we put together some highlights of the last 10 years. I thought I would share them with you so you can see how Charter Oak has grown and evolved. If you wish to read the entire document, go to <http://www.charter oak.edu/About/NEASCStandards/NEASCStandards.cfm>.

- As a result of a statutory change in 1996, the Board increased from seven to nine members.
- In the fall of 1996, the Board invited colleges across the state to form the Connecticut Distance Learning Consortium, which now provides the infrastructure and other support for the Charter Oak Distance Learning program.
- Charter Oak offered its first online course in the spring of 1998. Charter Oak now has the highest online enrollment of all of the state's public institutions in courses offered in five-week, eight-week and semester length formats.
- The Charter Oak State College Foundation launched its first endowment campaign in 1998 with the goal of raising \$750,000 in five years. The College has met that goal and has now raised \$1 million, making it able to increase its funding of grants to students with financial need, scholarship support, and support for program innovations.
- The College moved into its new building in the spring of 1999, which provided the space needed to expand its program and services.
- In the fall of 1999, the College received approval to participate in Federal Financial Aid (Title IV) programs. This afforded students with financial need access to the Charter Oak program.
- Using the resources from Foundation and corporate grants, the College created its Women in Transition degree completion program in 1999 to assist single mothers, in low paying jobs, with college credit but no degree.
- In 2000, technology became an important tool to reach its student body, located throughout the state and across the nation. Technology is used to web cast graduations and student workshops. Technology also is used for live chats with prospective and matriculated students.

*Continued from Page 1*

- In 2001, a new Student Information System was developed for internal use. In 2004 the system was expanded to provide students with web access to their status reports and other information.
- For the first time in 2001, the Connecticut General Assembly appropriated Student Financial Aid dollars to the College. A special grant program was legislated in 2002.
- To meet the library needs of its distance learning students, access was provided to Connecticut's Digital library (iCONN) in the fall of 2001. In 2005, membership in the Jones e-global library enhanced the College's library services.
- To provide additional student services e-tutoring was introduced in 2001 and writing assessment and computer-literacy assessment instruments were added in 2005.
- Through comprehensive faculty review processes, General Education requirements have been modified twice during the ten year period to better reflect societal needs and accreditation requirements.
- In 2004, the College introduced a two-step requirement for approval of student concentrations (Concentration Plan of Study) and graduation (the Academic Autobiography). These writing requirements provide the student with better advisement earlier in the Charter Oak program and a method of assessing student learning prior to graduation.

I hope you are having a good semester. If you have taken the time to read all or parts of our draft self-study and have provided feedback, I want to thank you. Your input is very valuable because it helps us provide better services to our students.

Sincerely,

*Shirley M. Adams*

Shirley M. Adams



## Summer Course Offerings

Thinking about taking a distance learning course this summer? The eight-week summer courses begin May 30, 2006 and end July 22, 2006. Please go to <http://www.charteroak.edu/DistanceLearning/index.cfm> for the latest updates, the course schedule, and to register.

### **NEW! Medical Terminology course**

ACC 101: Financial Accounting  
ACC 102: Managerial Accounting  
ASE 255: Introduction to After School Care and Education  
BIO 105: Introduction to Nutrition  
BIO 110N: Biology I with Lab  
BUS 120: Business Law  
BUS 250: International Business  
CHEM 101: Introduction to Chemistry with Lab  
COMM 326: Effective Personal and Organizational Communication  
CRJ 205: Controversial Trials and the Criminal Justice System  
CRJ-SCI 210: Intro to Forensic Science  
ECE 215: Behavior Management for Early Childhood Professionals  
ECE 220: Early Childhood Music for Early Childhood Professionals  
ECE 250: Administration and Supervision of Early Childhood Programs  
ECE 310: Speech and Language Development  
ECE 399: Child Study Practicum  
ENG 099: Criterion Writing Assessment  
ENG 101: English Composition  
ENG 102: Composition and Research  
ENG 102A Research Paper Writing Techniques  
ENG 302: World Literature for Children  
ENG 303: The American Novel  
ESC 111: Introduction to Earth Science  
HCA 101: Introduction to Health Care Systems and Administration  
HCA-PHIL 301: Contemporary Ethical Issues in Health Care  
HCA-ECO 311: The Economics of Health and Health Care  
HCA 330: Terrorism and Disaster Management for Health Care Administrators  
HCA 401: Regulatory and Accrediting Agencies and

Requirements for Health Care Organizations  
 HCA 411: Health Care Law  
 HCA 450: Leadership in Health Care Administration  
 HCA 499: Strategic Management in Health Care Administration  
 HIS 350: Contemporary China: History, Politics and Culture  
 IDS 400: Grant Writing  
 IT 100: Computer Literacy  
 IT 101: Introduction to MIS  
 IT 135: Introduction to Computer Security  
 IT 335: Computer Systems Security  
 IT 435: Network Security Management  
 MATH 100: Elementary Algebra  
 MED 105: Medical Terminology  
 MGT 325: Organizational and Group Dynamics  
 MGT 450: Leadership Practices  
 MGT 460: Fundamentals of Project Management  
 MGT 462: Effective Project Management  
 MKT 350: Studies in Entrepreneurship  
 MUS 130: Survey of Jazz Styles  
 NUR 190: LPN to RN Articulation Bridge Course  
 PHIL 201: Ethics in America  
 PHIL 485: Personal Values and Organizational Ethics  
 POL SCI 150: Introduction to American Government  
 POL SCI 210: Controversies in Law and Politics  
 POL SCI 300: The Modern Presidency  
 POL SCI 350: International Terrorism

**PSA Courses: Session 1: May 30- July 1:**

PSA 305\*: Ethics in Public Safety  
 PSA 355\*: Human Resources in Public Safety  
 PSA 335\*: Group Dynamics

**PSA Courses: Session 2: July 3- August 5:**

PSA 315\*: Human and Community Service Delivery  
 PSA 330\*: Cultural Diversity  
 PSA 420: Applied Information Systems  
 PSY-ECE 301: Psychology of Play  
 PSY 319: Sociology of Gender  
 PSY 321: Social Psychology  
 PSY 335: Psychology of Exceptional Children  
 PSY 319: Psychology of Gender  
 SOC 311: The Sociology of the City  
 SOC 350: Children, School and the Community  
 SOC 449: Social Problems and Their Impact on the Workplace

*\* formerly a 400-level course*

**NON-CREDIT Certificate Programs**

HCN 100NC: Introduction to Home Care Nursing  
 HCN 100NC-T1: Tutorial One-Clinical Practice in the Home Care Environment  
 HCN 100NC-T2: Tutorial Two-Home Regulations and Documentation Requirements  
 PHAR 101NC: Pharmacists Refresher Course



**Charter Oak Instructor Writes Book for Online Learners**

Susan Deane, BSN, MSN, who teaches Introduction to Nutrition, the RN Refresher course and the LPN Refresher course at Charter Oak State College, has written a book for students considering online education. *Online Education: Is it for You?* is a short, easy-to-read guide to help students decide if online learning is for them. The book provides a clear description of online education, guidelines on how to select the “right” program and tips for succeeding in the online learning environment.



Susan obtained her bachelor’s degree in nursing from a distance education program and believes that online education “can give many people the opportunity to obtain their professional and personal goals that would not otherwise be possible.” Susan is dedicated to helping others achieve their educational goals.

**Student Information Week: March 20—March 25**

Activities and workshops are planned to assist students in their journey toward completing a degree at COSC. While these activities and workshops are on-ground, they will be offered online in the upcoming months.

**Monday, March 20<sup>th</sup>, 6 to 8 p.m. New Student Orientation**

Join fellow students, alums, and staff for dinner and discussion to help you navigate your way to completing your degree.

**Tuesday, March 21<sup>st</sup>, 7 to 8 p.m.**

**How to Use Citations and Avoid Plagiarism**

Dr. Maryanne LeGrow will show you how to properly cite materials (hard copy and online resources) using both the MLA and APA styles.

**Wednesday, March 22<sup>nd</sup>, 7 to 8 p.m.**

**How to Write an Effective Resume**

John Brubaker will lead this workshop in which you will learn how to “put your best foot forward” with a powerful resume.

**Thursday, March 23<sup>rd</sup>, 6:30 to 8:30p.m.**  
**Admissions Prospective Student Activity**

Please contact the College at 860 832-3800 for more information.

**Need Help Writing your CPS Rationale and your Academic Autobiography?**

Look for monthly online chats with faculty who are eager to help you do your best on these two important documents. We will e-mail dates, times, and directions to access the chat room.



**New! Credential in After School Education**

The start of Spring Term 2006 marked the inauguration of Charter Oak's new Credential in After School Education, a professional certification program developed through a collaboration among Charter Oak State College, the Connecticut School-Age Care Alliance, the Connecticut After School Network, and Connecticut Charts-a-Course. The credential establishes educational and experiential competency standards for specialists in the care and education, outside of school hours, of children, ages 5-14.

The Credential targets enhancement of teaching expertise, program management and professional skills that enable after school personnel to provide safe and healthy learning environments; promote appropriate physical, intellectual, social, and emotional development in children; establish positive and productive relationships with families; and ensure well-run, purposeful programs that are responsive to participant needs. Requirements for the credential include two courses focused on the needs of children ages 5-14, two courses in program development and supervision, and documented experience in after-school care. Students with a minimum of 240 hours of experience may take a

1-credit practicum course culminating in development of a professional resource file. Students without experience may take a 3-credit field experience course to earn the 240 hours and to develop the professional resource file. ASE 255: Introduction to After School Care and Education is

the required first course. The remaining courses, which may be completed in any order, are: ASE 265: Child Development: The Middle Years; ASE 260: Program Environment and Curriculum Development in After School Programs; and ASE 270: Supervision and Leadership in After School Education.

All courses required by the Credential in After School Education are offered on line by Charter Oak State College. Course schedules and fees are at <http://www.cosc.edu/distancelearning/creditcourses.cfm>.

For more information contact Dr. Maryanne LeGrow, at 860-832-3846 or <mailto:mlegrow@charteroak.edu>.



**Annual Graduation Ceremony**

The annual graduation ceremony will take place at 2 p.m. on Sunday, June 4, 2006 in Welte Auditorium on the campus of Central Connecticut State University, adjacent to Charter Oak State College.

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, 2005 and April 30, 2006. 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 <mailto:gterrill@charteroak.edu>.



## ASK MS. INFORMATION

### Dear Ms. Information:

I'm trying to log in to my Blackboard course, but my password doesn't work. Could I be using the wrong password?

### Dear Student:

During your Charter Oak experience, you've probably been provided with more than one set of logins and passwords for one thing or another, which can lead to confusion. In the near future, Charter Oak hopes to have a computer system where one password will work for everything; but until that happens, here's a guide so you'll know which login to use in a given situation.

**Charter Oak Login:** If you've applied to Charter Oak or have matriculated, we've sent you a login/password to sign on to the "Learners" section of our web site, <http://www.charteroak.edu>, where you can look at your Status Report, see transcripts received and fees paid and so on. The login consists of the first five letters of your last name (or less if your name is shorter than five letters) plus the last five digits of your social security number. An example would be "Smith63579". The password is an eight-digit number like "10006598". This information is stored in your student record in the Charter Oak database and if you misplace it, your advisor or the front desk (860-832-3800) can look it up for you.

**Blackboard Login:** If you've taken an online course with Charter Oak, we sent you a Blackboard login/password so you could get into your courses at <http://bb1.ctdlc.org>. The login consists of "co\_" plus your last name followed by the last four digits of your social security number, e.g., "co\_Smith3579". The password is simply your first name in lower case letters, like "mary". If you lose this information, contact Distance Learning at 860-832-3837, 832-3812 or <mailto:dlinfo@charteroak.edu>.

**CTDLC Registration Login:** If you've used the online registration (or "e-commerce") system at <http://www.ctdlc.org/Courseoffer/index.html> to register for Charter Oak courses, it will have

assigned you a login/password to use when you return to register in a future semester. If you have a login/password written down that doesn't match your Charter Oak or Blackboard login, it may be for this system. For help with online registration, call 860-832-3887 or 866-462-8352 (toll free outside the Hartford area) or email <mailto:support@ctdlc.org>.

So the moral of the story is, keep track of your passwords! If you can't find the correct password, contact one of the departments mentioned above and they will look it up for you.



## Jones e-Global Library

COSC students and faculty have a new free online library resource available to them. Besides **iCONN.org**, students will be able to access the Jones e-global library, a suite of online research tools that covers all major academic disciplines and key business areas.

### Resources include:

- Ask an Online Librarian. Chat with a librarian in real-time, about your research needs, 24/7.
- Online tutorials to help learners navigate libraries, the Internet and electronic databases.
- Program Resources to find information resources for any subject.
- Research guides to familiarize learners with key academic disciplines plus major business topics.
- Articles—full-text from magazines and journals.
- Government Resources—access to more than 325 websites with nearly 150,000 full-text government documents and 775 government agencies.
- Financial Aid information.
- Career Development sites for tips on interviewing and a place to post a resume.
- Technical Support, 24/7, via phone or email.
- Search—allows learners to search terms to help locate resources needed to complete research.

Students can access the resource at <http://www.charteroak.edu/advising/student-services.cfm>. Students who have BlackBoard passwords can enter by using their BB username and password. All others, including faculty, can use the following:

Username: CharterOak  
Password: cosc

## 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.



# TESTING NEWS

## 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>

## 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.

Go to <http://www.registerblast.com/cosc>

Select the desired exam from Choose Exam page.

Click "Continue" button at the bottom of the page.

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.

Cart page will appear again. If information is correct, click "Checkout" button

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. You 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.

Payment Information screen: Complete the credit card information.

Click "Complete Purchase"

When registration process is complete, an email will be sent verifying information, payment and testing

date. The email receipt is required on day of testing.

**Important . . . Very Important!** Click "log out" so you 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 \$245 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.

## Taking Exams For Distance Learning Courses From Other Institutions

Our testing office will be happy to schedule and proctor any exams for our Connecticut students who are taking distance learning courses from other colleges at no charge. Please call our testing office at (860) 832-3822 and indicate if the exam you need to take is an on-line exam or a paper based exam. At that time you will be scheduled on one of our regular Saturday test dates. Then, complete and mail the required proctor forms to the university offering the course clearly stating the date of the exam. Call our test office a few days prior to the exam date to be sure the exam materials arrived on time.

## Examination Deadline For May 2006 Graduation

Please plan to take your examinations using the timeframe below if you plan on meeting the May graduation deadline.

CLEP: Mid-April

DSST/DANTES: April 2

EXCELSIOR: Mid-April for multiple choice;  
March 1 for essay exams.

THOMAS EDISON (TECEP): March 1

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	11 (9 a.m., 12 & 2 p.m.) 14 (9 a.m. & 12)	11 (9 a.m. & 12 p.m.) 18 (8:30 a.m. & 11:30 a.m.)*
April	1 (9 a.m., 12 & 2 p.m.) 4 (9 a.m. & 12 p.m.) 22 (9 a.m., 12 & 2 p.m.)	1 (9 a.m. & 12 p.m.)  22 (9 a.m. & 12 p.m.)
May	9 (9 a.m. & 12 p.m.) 13 (9 a.m., 12 & 2 p.m.) 20 (9 a.m., 12 & 2 p.m.)	7 (8:30 a.m. & 11:30 a.m.)*  20 (9 a.m. & 12 p.m.)
June	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.)
<b>*No DANTES exams in New Britain on these dates.</b>		
<b>Distance Learning Examination Schedule Spring 2006</b>		
<b>Semester</b>	<b>Date</b>	<b>Place and Time</b>
Spring Term	Midterm: March 18 Final: May 7	Central Conn. State Univ. 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 **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 <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 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 **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



## Your Commencement Ceremony Questions Answered

### What are the school colors?

The school colors are green and white.

### Where is the ceremony held?

The ceremony is scheduled for Sunday, June 4, 2006 and is held in the Welte Auditorium on the campus of Central Connecticut State University in New Britain, Connecticut. Directions and a map are included with your graduation invitation.

### How do I order my cap and gown?

All students who have had their degrees conferred between July 2004 and March 31, 2005 and those **prospective** May graduates will receive cap and gown ordering information in the mail in March, **if they have submitted a graduation application by February 28, 2006**. 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. The forms will be mailed to students, but can also be found at <http://www.charteroak.edu/Forms/index.cfm>.

### What if I received honors?

A gold honor cord will be included with your cap and gown package.

### When will I receive the graduation invitation?

Graduates of July 2005, September 2005 and November 2005, January 2006, March 2006 and May 2006 are considered as members of the Class of 2006. You will be receiving an invitation to the graduation ceremony, brunch and reception in April. The packet will include directions to the ceremony as well as a reservation card for the brunch. There is no limit to the number of guests who may attend the ceremony. 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 at 11:30 a.m. the morning of the commencement ceremony. The cost is \$16 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 to avoid being disappointed. **Reservation deadline is Friday, May 26<sup>th</sup>**

### What time should I arrive for the ceremony?

Graduates are asked to arrive at 1:00 p.m.

### What time is the actual ceremony?

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

### What time does the ceremony end?

Graduation is usually 1.5 hours, no more than 2 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 <mailto:llarkin@charteroak.edu> or 860-832-3841 and special arrangements will be made to accommodate you and your guests.

### What about my guests?

There is **no limit** to the number of guests you may bring to the ceremony and **no tickets are required**.

### What about photographs?

The ceremony will be broadcast over the World Wide Web and a professional photographer will take individual photographs of each graduate

### When do I receive my diploma?

At the ceremony you will receive a diploma cover. If your degree conferral date is May 31, 2006 your diploma will be mailed to you approximately 4-6 weeks following the ceremony.

All other graduates can pick up their diplomas at the reception that immediately follows the ceremony.

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

Diplomas will be mailed to graduates (classes of July, 2005, Sept. 2005, Nov. 2005, Jan. 2006, March 2006 and May 2006) approximately three weeks **following the ceremony**. If you do not receive your diploma by the end of June, notify Gale Terrill at <mailto:gterrell@charteroak.edu>.



# BUFFET BRUNCH

RESERVATION FORM (REQUIRED)

**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 4, 2006  
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, Spiced Carrot, Raisin & Nut Muffins  
plus assorted breakfast pastries

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

**Adults \$16 Children 10 and under \$8**

**4 and under FREE!**

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**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 at 860-832-3841 or <mailto:llarkin@charteroak.edu>

\_\_\_\_\_ @\$16 per adult

\_\_\_\_\_ @ \$8 per child (10 & under)

\_\_\_\_\_ @FREE (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  
U.S. Postage  
**PAID**  
Hartford CT  
Permit No. 1413

## **Scholarships Available**

Applications are being accepted for three 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 scholarship award will be in the amount of \$500 and can be used to cover tuition, fees, books or other educationally-related expenses.

The **Sgt. George R. Dingwall Scholarship** was established in memory of a Charter Oak graduate who lost his life in the line of duty as a law enforcement officer in Middletown, CT. The scholarship is open to full-time law enforcement officers from any geographic region within the United States with preference given to residents of Connecticut. This year, the scholarship award is in the amount of \$500 and can be used to cover tuition, fees, books or other educationally-related 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 \$500 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, 2006. For an application, contact Harry White at 860-832-3863 or <mailto:hwhite@charteroak.edu>. Award notification will be made on or about August 1, 2006.