

What's Inside?



From the Desk of the Vice President for Academic Affairs, Dr. Shirley Adams

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As you approach your graduation date, you will be asked to complete and submit the Graduation Survey, which has several purposes. First, we need to know how you'd like your name printed on your diploma! More importantly, the data gathered from the survey helps the College improve its programs and services to students. We used the data to help us prepare our ten-year accreditation review, and we will be using the data as we embark on our next strategic planning process.

I thought I would share some of the results of the 2005-06 data with you. The top five reasons given by Charter Oak students were, in order of importance: flexibility of the program, acceptance of credits, the opportunity to complete their degree quickly, the type of concentration, and the availability of distance learning courses.

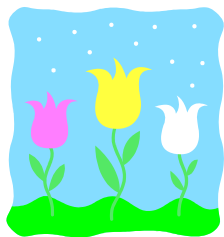
Over 96% of the respondents reported that they were very satisfied or satisfied with the services and policies of Charter Oak. The top seven services (marked very satisfied) were amount/level of credit awarded for prior college/experience; timeliness of response by academic advisor once enrolled; variety of ways to earn credit; timeliness of response of admissions staff; quality of academic advising once enrolled; general education requirements; and requirements to complete the concentration. Areas that received less than 80% satisfied/very satisfied were level of financial aid (73.3%); timeliness of response by financial aid (65.9%) and the service from the suggested book provider (79.9%). The students from our partnership program had rated these last three services lower than the other Charter Oak students (percentage given is the combined response).

Overall, the students were pleased with our general education requirements (93.4%) and more than 94% of students ranked themselves as competent or very competent in all of the general education areas.

Ninety-six (96%) of the students who took Charter Oak's distance learning courses rated those services as satisfied or very satisfied.

Charter Oak was pleased that this year's survey results were consistent with past year's results and that the areas that were in need of improvement, had improved. Previous results showed that we needed to improve our book store and library services, which we changed. This year's results are better, however, we will re-evaluate again after one more year. We have also changed our financial aid processing so we hope that it will also provide better services to the students.

As you can see, we value your input so it is very important that you take the time to complete and submit the Graduation Survey. If you are within two months of your anticipated date of graduation, please download the survey at <http://www.charteroak.edu/advising/graduation.cfm>, answer the questions honestly, and mail, fax or e-mail it to Gale Terrill, Graduation Coordinator (see page 7). We'll be glad you did!



New Distance Learning Courses For Spring 2007

The following new online courses will be offered during the Spring 2007 semester (January 22 - May 5)

Spring registration begins November 13. The catalog with all of the Spring offerings can be found at <http://www/cosc.edu/distancelearning.cfm>:

ANTH 102: Introduction to Cultural Anthropology
BUS 330: Contract Administration and the Steward Supervisor Relationship
BUS 341: Risk Management and Insurance
PSY 336: Abnormal Psychology
SOC 320: Urban Youth in American Society

Plus a new non-credit nursing course:

NUR 103NC: Introduction to Perioperative Nursing Online/Clinical

New Core Faculty Members



Barbara A. Boccaccio is the Department Chair for the Social Sciences and a Professor of Human Services and Psychology at Tunxis Community College.

She has a Ph.D. in Professional Higher Education Administration with cognate areas in educational psychology and organizational behavior from the University of Connecticut. She has a M.Ed. in Guidance and Psychological Services from Springfield College and a B.A. in Social Welfare from California State University. Her teaching includes course in theories of counseling, psychology, abnormal psychology, psychology of adjustment, criminology, juvenile delinquency, and sociology.

Lisa M. Bigelow is the Associate Director of the Center for International Education and adjunct professor in the Finance Department at Central Connecticut State University where she teaches international financial management and principles of finance. She has her M.B.A. and a B.S. in International Business from Central Connecticut State University. She also teaches online courses for Charter Oak State College, Saint Joseph College and Post University.

Henry T. Ulrich "Ted" is an assistant professor in Business at the University of Connecticut Tri-Campus. His specialty areas are small business

management and strategic analysis. He has a Ph.D. in Organizational Management from the University of Rhode Island; M.B.A. in Business Administration from Harvard University, and a B.A. in Economics from Marietta College in Ohio.

Stuart S. Miller is Professor of Hebrew, History, and Judaic Studies in the Department of Modern and Classical Languages and the Associate Director, Center for Judaic Studies and Contemporary Jewish Life at the University of Connecticut. He has a Ph.D. in Near Eastern Studies and History with a specialization in Roman/Talmudic Palestine, M.A. in Near Eastern Studies and History with a specialization in Judaica, and a B.A. in Near Eastern Languages and Literatures, all from New York University.

Adele M. Miller is an Assistant Professor in the Department of Mathematical Sciences at Central Connecticut State University. She has an A.B. in Mathematics from Wells College in New York; M.A.T. in Mathematics from Teachers College, Columbia University; and an Ed.D in Mathematics and Science Education from the University of Massachusetts. In addition to having teaching experience in such courses as developmental mathematics, calculus, applied calculus with trigonometry, mathematical problem solving and modeling, and introduction to computers and computing, she has 30 years of practical experience in designing, coding, and maintaining software, she has taught online, and she has taught both traditional and non-traditional students.

Richard Calder is the Founder and President of Compare International Ltd. In addition to teaching project management courses for Charter Oak, he is an associate lecturer and e-Tutor with the European Business School of the University of Surrey in England. He has a B.E. in Engineering (Mechanical/Aeronautical) from the University of Canterbury, New Zealand and an M.B.A. from University of Durham, England.

Janet Lanci is an Assistant Professor in Human Services at Housatonic Community College. She has her A.S. in Human Services from Housatonic Community College; B.S. in Developmental Psychology from Liberty University in Lynchburg, Virginia; M.S. in Counseling from the University of Bridgeport; M.O.T in Online Teaching Certificate from University of Illinois; and she is working on her Ph.D. in General Psychology from Capella

University. She is a licensed professional counselor and holds a number of FEMA certificates

Gayle van Dijk is an online instructor for Charter Oak in early childhood education. She also is an adjunct professor for Post University and has completed their Online Teaching Certification. She has over six years of teaching experience and over 16 years of work experience in the early childhood field and is currently Team Leader at the West Haven Child Development Center in West Haven. She has a B.S. and M.S. in Early Childhood Education from Southern Connecticut State University. She holds both Professional Educator Pre-K through Grade 6 and Head Teacher certificates. Gayle has developed and taught courses for Charter Oak.



Welcome New Staff Members!

Dr. Barry Vroeginday, Director of Distance Learning

Carole Weisberg, Coordinator, Programs for Early Childhood and Youth Educators

Miranda Jennings, Director of Institutional Research

Michael Williams, Business Office Associate



Non-Traditional Student Week 2006!

Throughout the year, Charter Oak State College celebrates its adult students and their commitment to reaching their educational goals, but most especially, during Non-Traditional Student Week. During this special week beginning November 6th, COSC will be offering the following events and workshops. Please join us! For more information contact 860-832-3841 or email <mailto:larkin@charteroak.edu>.

Securing Your Future in Law Enforcement: The Positive Influence of Degree Completion

Monday, November 6th, 6:30pm - 8pm EST

A panel of experts from Connecticut's municipal and state police communities join Charter Oak staff in discussing the value of higher education and degree

completion in respect to career advancement. Law Enforcement personnel can attend the event in person, at the College, or via webcast at <http://www.charteroak.edu/police>.

How to Navigate COSC's Online Library

Tuesday, November 7th, 6:30 p.m.

COSC's Dana Hoffman will take you on a tour of <http://www.iconn.org> (CT's Digital Library) and Jones e-Global Library. We'll show you how to access and use these powerful search tools in researching your papers. Free of charge. For reservations call Linda Larkin at (860) 832-3841 or <mailto:llarkin@charteroak.edu>.

Ever Think About Becoming a Teacher in Connecticut?

Wednesday, November 7th, 6:30 p.m.

Charter Oak State College and the Alternate Route to Certification program may be able to help you and lots of other successful adults make this career change. Hear presentations and receive information packets from representatives of Charter Oak State College, the Alternate Route to Certification and the CT Department of Education. This event will be webcast live at <http://www.charteroak.edu>. For reservations, please call (800) 842-0229

To Be Announced

Thursday, November 8th



Women in Transition Fundraiser

The Charter Oak State College Foundation

cordially invites you to join the members of our Honorary Committee for a Nonevent Fundraiser in support of the Charter Oak State College Women in Transition Program

The College will not be able to co-sponsor a formal reception this fall due to staff involvement in its ten-year accreditation review. However, there is still a need to support a program that is achieving its goals by helping others to achieve theirs.

If you would like to donate to this worthy program, please contact Marlene Woodman at <mailto:mwoodman@charteroak.edu> or 860-832-3876 to request an "invitation."



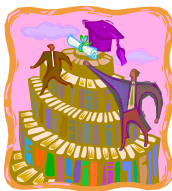
Scholarships Available

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 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.

The Beverly and Rodney Hawes Endowed Scholarship for “Making a Difference in Business” was established June 2003. Income from the fund supports scholarships to be given periodically to a Charter Oak State College student who is pursuing a Business concentration or an Individualized Studies concentration with a business focus, and who demonstrates qualities of leadership and a commitment to community.

Application deadline for these scholarships is May 1, 2007. Award notification will be made on or about August 1, 2007. For an application contact Harry White at <mailto:hwhite@charteroak.edu> or 860-832-3863.



“Getting to the Goal Line— Teamwork”

It’s that time of year again – the transition to cooler weather, shorter days and spectacular autumn colors always make my thoughts turn back to school. For me, and perhaps many of you, the thought of back to school is definitely invigorating (much like these frosty morning temperatures!) but can also be challenging. Before we know it, the many demands on our lives

have the potential to distract us from our goals of completing our college degree.

But fellow students, you are not alone! Your Student Association is a valuable team member, ready to support your college degree efforts. This academic year will be full of events and resources for you.

In September, we hosted our Annual Student Dinner and heard from Academic Counselor Ann Marie Gagnon on ways to keep our eye on the donut and not the hole – a good reminder to see the positive in our busy lives. The Student Association has contributed to the College’s improved technology of Web casting by funding electronic equipment costs. In November, we are hosting several events in celebration of Non-Traditional Student Week.

As students of Charter Oak State College, you have incredible resources, literally right at your fingertips. Watch for more activities and tools to help you stay focused on your personal goal line.

But just like any good team, WE also need YOUR help. How can we be even more effective for you? The Student Association Board members and I would love to hear from you - send us your suggestions on how your Association can help get you to the end zone. Visit the Student Association page at <http://www.charteroak.edu/advising/studentassociation/index.cfm> and send us a note - we welcome your ideas!

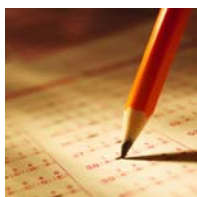
Kathie Read
Student Association President



Final Print Issue!

This is the final issue of *Update* that you will receive in your “snail mail” box. We are going electronic! You will be receiving the March issue (and all subsequent issues) of *Update* as a pdf attachment that can be opened using Adobe Reader (if you do not have Adobe Reader you can download it for free at <http://www.adobe.com/products/acrobat/readstep2.html>).

Please, please update your e-mail address by notifying <mailto:swregistrar@charteroak.edu>



TESTING NEWS

DANTES News

* Fee Increase

As of October 1, 2006, the new DANTES fee is \$70. The Charter Oak administration fee remains \$35 for COSC students. Thomson Prometric, the parent company of the DSST/DANTES tests is offering Internet-Based Testing (IBT) for their exams starting this fall. Examinees will now be able to get immediate test results after they complete their exams. Charter Oak State College will be an administration site for IBT exams once we have equipment to support the change.

Expired Exams

CLEP has retired its Trigonometry and Algebra and Trigonometry exams.

New Exams Available!

Faculty has approved sixty Thomas Edison State College exams to be administered at Charter Oak State College in New Britain. For a list of available exams and the registration form, go to <http://www.charteroak.edu/test>.

Several new Excelsior College Examinations have been approved by ACE:

- Cultural Diversity*, 3 credits, upper division
- Juvenile Delinquency*, 3 credits, upper division
- Social Psychology*, 3 credits, upper division

Before taking any exam, remember to check with your academic counselor!

Letter Grades for Test Scores

Letter grades for DSST/DANTES test scores are assigned according to the score ranges of those students in the field-testings of the exams who achieved an *A*, *B* or *C* in their courses.

Web Sites for CLEP & DANTES

Save time and money and get the latest information on these examinations at:

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

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

CLEP English Composition with Essay exam

scores as well as Essay exams offered through Excelsior College and the DANTES Public Speaking exam will be available no sooner than 4-7 weeks after you take the exam. Please note this delay when planning these exams for graduation.

TECEP exam score reports are mailed to Charter Oak about two months after the exam has been taken. Charter Oak administers TECEP exams only to our matriculated students.

For other college's correspondence/distance learning exams, call our testing staff in advance to make an appointment prior to ordering the exam from the university, and please let us know if the exam will be paper-based or on-line. Charter Oak administers other college's correspondence/distance learning exams only to our enrolled students.

Complete and mail required forms to the university offering the course. **Please clearly state the date of the exam.** To be sure the exam has arrived on time, call us at 860-832-3822 a few days ahead.

To register for a **CLEP or DSST/DANTES** exam please use our on-line test registration if you are taking exams at our New Britain location. Go to <http://www.registerblast.com/cosc> and click on the "Tips" icon for steps to register. If you have a disability and need special accommodations, arrangements must be made by calling just after you scheduled an exam. If you are a Charter Oak State College student outside of Connecticut, please check the CLEP and DSST/DANTES web site for the testing center nearest you.



Testing FAQs

Q: I need more assistance to complete my self-study for a CLEP or DSST/DANTES) exam. What should I do?

Commercial test preparation guides are available in larger bookstores or on line. They may provide some secondary assistance in your study regimen. If you need even more structure, you might consider the *istudysmart* study program.

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

Test Administration Schedule December 2006—July 2007			
<i>Month</i>	<i>Date</i>	CLEP (administered on Tuesdays & Saturdays	Correspondence, COSC, DSST/DANTES, TECEP and Distance Learning
January	Saturday the 6 th	9 am, 12 pm, 2 pm	9 am, 12 pm
	Tuesday the 9 th	9 am, 12 pm	
	Saturday the 20 th	9 am, 12 pm, 2 pm	9 am, 12 pm
February	Saturday the 3 rd	9 am, 12 pm, 2 pm	9 am, 12 pm
	Tuesday the 6 th	9 am, 12 pm	
	Saturday the 24 th	9 am, 12 pm, 2 pm	9 am & 12 pm
March	Saturday the 10 th	9 am, 12 pm, 2 pm	9 am, 12 pm
	Tuesday the 13 th	9 am, 12 pm	
	Saturday the 17 th		8:30 am & 11:30 am *
April	Tuesday the 10 th	9 am, 12 pm	
	Saturday the 14 th	9 am, 12 pm, 2 pm	9 am, 12 pm
	Saturday the 21 st	9 am, 12 pm, 2 pm	9 am, 12 pm
May	Tuesday the 8 th	9 am, 12 pm	8:30 am & 11:30 am *
	Saturday the 12 th	9 am, 12 pm, 2 pm	
	Saturday the 19 th	9 am, 12 pm, 2 pm	9 am, 12 pm
June	Saturday the 9 th	9 am, 12 pm, 2 pm	9 am, 12 pm
	Tuesday the 12 th	9 am, 12 pm	
	Saturday the 23 rd	9 am, 12 pm, 2 pm	9 am, 12 pm
July	Saturday the 7 th	9 am, 12 pm, 2 pm	9 am, 12 pm
	Tuesday the 10 th	9 am, 12 pm	
	Saturday the 21 st	9 am, 12 pm, 2 pm	9 am, 12 pm

* No DANTES exams in New Britain on these dates.



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, **but 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:

Dr. Shirley Adams
Vice President of Academic Affairs
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.

The 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 require an official transcript,

which you can request 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

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

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Student Log In is now even easier – Just Look to the Right!

You may have noticed that www.charteroak.edu has been going through some changes! We've updated our look and added a host of new features designed to help you find information quickly.

These great new features – Search, Quick Links, an A to Z index, and the new green “Login” button can all be found at the top right-hand corner of the home page.

To quickly access your COSC Student Information, click on the “Login” button on the top right of the green bar to be taken to a screen where you can enter your username and password.

**Remember to visit the site regularly for Current News & Events
and to easily access your Student Information.**

