

Important Notice!

For ALL Bachelor's Degree Students who Matriculated BEFORE July 1, 2009

IF you are pursuing a bachelor's degree, enrolled before 7/1/2009 and have not submitted and received faculty approval of your Concentration Plan of Study (CPS), contact your Academic Counselor IMMEDIATELY as requirements are changing. For more information see



From the Desk of the Provost

It seems like spring is here already. At least in Connecticut we have had unseasonably warm weather for the last week. Once again, we have had record breaking online enrollments—20% over last spring.

We launched the new capstone graduation requirement in the fall of 2009 for students who matriculated after July 1, 2009. The initial capstone courses were conducted as individual contracts. This spring, two courses were offered for students who needed the individualized or liberal studies capstone. At the end of the term, feedback will be requested from the students who took the courses, and the faculty who taught them, for their suggestions on how the courses might be improved.

Our core and distance learning faculty have noticed a decline in the writing skills of our students, especially in regard to writing a research paper—a requirement in almost all of our courses. This is not unique to our students. Our faculty see it on their own campuses and it is also substantiated by national data. However, they believe if we are going to award students with a degree from Charter Oak, the students need to be able to do college level writing—especially since it is a graduation outcome. Faculty are also concerned that students do not submit their concentration plans of study (CPS) early enough in their academic career to be able to develop a cohesive plan of study. As a result, the students have a difficult time writing their academic autobiography and faculty are hesitant to suggest changes because they do not want to lengthen the students time to graduation. Therefore, the Academic Council has approved the development and offering of a new course for students who matriculate after July 1, 2010. The course will address both concerns—writing skill and concentration plan of study development. I am working with a committee comprised of six faculty members, an academic advisor, and an instructional designer to develop the course. It will then be reviewed by our Assessment Committee and Academic Council for approval.

In the next issue of **UPDATE**, I hope to introduce you to our new Registrar and new Dean of Undergraduate Programs. Pat Derech, our current Registrar, is retiring after 28 years of service, 20 as our Registrar. The Dean's position is a new position related to the expansion of our distance learning offerings, the related need for additional faculty, faculty development, and course monitoring; the need to coordinate two required courses (orientation/foundation course and capstone course), including the hiring and training of faculty; and the mandated assessment requirements for accreditation.

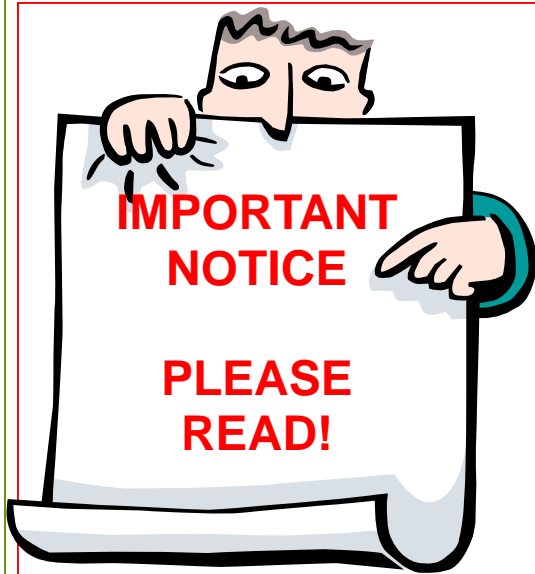
If you have been following the news, you know that the state of Connecticut has a budget deficit. So far Charter Oak has been able to weather the storm. We will try to hold fee increases to 2.5 % for next year. I hope your semester is going well.

Shirley M. Adams, Provost

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UPDATE is edited by
 Gale Terrill, Graduation Coordinator & Assistant to the Provost.



Bachelor's Degree Requirement Change! IF you matriculated before July 1, 2009

EXCEPTIONS ARE:

- IF your Concentration Plan of Study (CPS) has been submitted and approved by faculty, this notice does not apply to you.
- IF you are a bachelor's degree student who matriculated prior to 7/1/2009, and IF you are pursuing one of the following concentrations, this notice does not apply to you:

American Studies
Business Administration
Child and Youth Development
Geography
Health Care Administration

Interior Design Management
Paralegal Studies
Public Administration
Public Safety Administration

If you matriculated prior to 7/1/2009, and **have not received faculty approval for your Concentration Plan of Study (CPS) and **are not pursuing one of the concentrations above**, please read this in it's entirely as degree requirement and grandfathering information is included:**

The requirements for earning a bachelor's degree at Charter Oak State College changed on July 1, 2009. As of that date, all bachelor's degree students who **do not have a faculty reviewed and approved concentration on their records** need to take a capstone course in their area of concentration. In the capstone course, students will complete a paper or a project in which they will demonstrate mastery of the learning outcomes in the chosen concentration. The course must be taken through Charter Oak and may not be transferred in from another college.

The capstone course replaces the Academic Autobiography degree requirement.

If you plan to pursue a concentration not included on the list above and do not wish to take the capstone course, you must meet the following deadlines:

- ◆ Your Concentration Plan of Study (CPS) must be submitted **and approved** by 7/1/2010. **This means that you must submit your CPS to your Academic Counselor NO LATER THAN MAY 1, 2010.**
- ◆ Your concentration must be completed by July 1, 2012.
- ◆ You must submit an acceptable Academic Autobiography no later than July 1, 2012.
- ◆ Please plan to contact your Academic Counselor now to begin the CPS development and approval process.

Concentrations must be submitted for faculty approval no later than 5/1/2010.





Graduation News

Annual Commencement Ceremony scheduled for Sunday, June 6, 2010

The annual commencement ceremony will take place at 2:00 p.m. on Sunday, June 6 in Welte Auditorium on the campus of Central Connecticut State University, which is adjacent to Charter Oak State College.

Information about ordering a cap and gown has been mailed and e-mailed. If you do not receive the information, it can be downloaded from our web site at <http://CharterOak.edu/current/academics/graduation/> For those who can't attend, the ceremony will be web cast and we will read your name, if you desire.

The Student Association will host a brunch at 11:15 a.m. in the Student Center Alumni Hall. Information about the brunch and ceremony will be mailed in mid-April to Charter Oak students who have graduated or plan to complete degree requirements between July 31, 2009 and May 31, 2010. Reservations for the brunch are required. Be sure to make your reservation early because we have had to turn people away in the past

Please plan to attend the reception following the ceremony. You will have the chance to meet your academic counselor as well as the President Ed Klonoski, Provost Shirley Adams and other members of the Charter Oak staff. Light refreshments will be served.



If your prospective graduation date is July 31, 2010, please submit your graduation application and survey immediately, if you have not already done so. This will ensure that your final degree requirements will be tracked and you will not be disappointed!

There is no penalty for submitting your graduation application early, in fact, it's encouraged. This way the Registrar's staff, your academic counselor and the graduation coordinator can be on the lookout for your final transcript(s) or your academic autobiography approval. **You may even be able to graduate sooner than you expect!**

The graduation survey is also very important to help us improve our service and to alert us to any problems that you may have had with your Charter Oak experience. We also like to hear about the good stuff, too! Each survey is read by the Provost and the President, so make your voice heard!

PLEASE NOTE that students will not receive their diplomas if they have a **HOLD** on their record such as not completing the financial aid exit interview or if there is an outstanding balance on their account.





Graduation Fee Deadline !

PLEASE NOTE that students who have not paid the graduation fee AT LEAST one month prior to their anticipated date of graduation, **WILL NOT** have the degree conferred by the Board.

For instance, if you have completed all degree requirements for the May 31, 2010 graduation date and the fee has not been paid by April 30, 2010, your records will not be audited. If the fee is received after April 30, your records will be audited for the next degree granting date, which is July 31, 2010.

PLEASE PAY ATTENTION TO THESE DEADLINES!!

Graduation Date:	Graduation Application and Graduation Survey due by:	Graduation Fee and Transcript Deadline:
Jan. 31	Sept. 30	Dec. 31
March 31	Nov. 30	Feb. 28
May 31	Jan. 31	April 30
July 31	Mar. 31	June 30
Sept. 30	May 31	Aug. 31
Nov. 30	July 31	Oct. 31



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 Provost, Dr. Shirley Adams, 55 Paul J. Manafort Drive, New Britain, CT 06053 or email sadams@charteroak.edu. The request should include the name, title and address of the recipient.



Distance Learning News



Select your Summer courses NOW!

Thinking about taking a distance learning course this summer? Registration begins on March 29th but you can view the offerings now. **Only payment at time of registration will secure a “seat” in your course.** We recommend that you register early to avoid being closed out of the course you want.

To view a listing of the summer courses, click on this link <http://acorn.charteroak.edu>. On the right side of the screen click on the Course Search option and choose Summer 2009-2010 from the drop down menu (spring is still the default). Please note that you have to scroll **UP** because Summer 2009-2010 is located above Spring 2009-2010 in the dropdown menu.

Please note that in addition to MAT 101, MAT 103: College Algebra; MAT 105: Statistics and MAT 115: Logic, will be offered as **8 week courses** this summer. They will run from May 24—July 17, 2010.



Course Evaluation Survey Office of Institutional Effectiveness

The Distance Learning Office and Office of Institutional Effectiveness introduced a new course evaluation survey system in the fall. Students were asked to complete surveys via email and all response data was collected using new survey software. This system gives the college control over survey content and the ability to generate useful information from student responses. One immediate change under the new system is that all fall instructors received an easy to read summary report that provided benchmarks against other Charter Oak State College courses.

The goal of the new process is to support continuous improvement in Charter Oak State College distance learning and enhance the student experience. Student participation is crucial to effective course evaluation and **we ask that all students complete the surveys in a timely fashion.**

If you have any questions about the new course evaluation survey system, please contact David Hemenway, Director of Institutional Effectiveness at dhemenway@charteroak.edu.



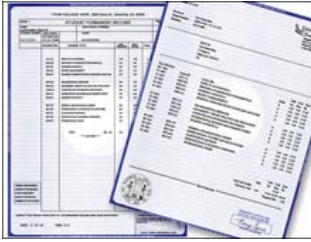


On-Line Registration!

Registering for courses is easy! Just follow these steps:

1. Log into ACORN <http://acorn.charteroak.edu> All current students have accounts.
2. Use the course search function (found on the home and student tabs). Choose the term you want to register for and click "**Search.**"
3. Using the check boxes, check the courses you would like to add and click on the "**Add Courses**" button at the bottom of the page.
4. The next page will confirm your course selection and allow you to search for more courses or drop courses if they are incorrect. You **must** click "**Next Step.**" to proceed.
5. The next page displays the account balance (which might include non-course charges). You **must** click "**Pay Now**" to pay for the courses and complete the registration.
6. Clicking "**Pay Now**" will move you to our payment gateway so you can pay in full or use the payment plan.
7. You will see your "Current Balance." To pay in full you need to click "**Click here to make a payment.**" To use the payment plan, click on "**Installment Payment Plans**" to the right instead, and follow the directions.
8. Click "**Add to basket.**"
9. Click "**Checkout.**"
10. Select one of the payment options. Answer the appropriate questions and "**Continue checkout.**"
11. You will receive an e-mail receipt and be able to e-mail another one or print a copy for your records.

Student News and Services



Everything you need to know about requesting transcripts

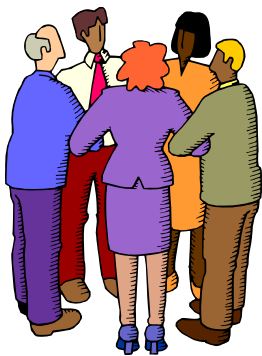
Degrees are conferred on specific dates six times a year, the last day of the months of January, March, May, July, September and November. If you are graduating and need to have your transcript show that you have completed your degree requirements, you need to put a note on your transcript request form saying “hold until after graduation.”

If you need a transcript prior to your graduation date, you might want to ask us to enclose a letter explaining your graduation status. Put a note on the transcript request form to indicate that you need such a letter. The institution to which you are sending the transcript and letter will probably need a transcript sent after the degree has been conferred. If so, you will need to make a second request, noting that we should wait until after the degree has been conferred before sending the transcript. Transcript request forms are available at the following link:

<http://www.charteroak.edu/Current/Forms/TranscriptRequestFromCharterOak.pdf>

The cost of a transcript is \$10 (\$20 for a rush transcript). If you include charge card information, transcript requests can be faxed to our Business Office at (860) 832-3910. Complimentary transcripts are sent to graduates after degrees have been conferred, but they are student copies.

PLEASE NOTE: A hold will be put on the record of anyone who owes a fee or anyone who has not completed the financial aid exit interview. The hold will prevent transcripts and diplomas from being sent out.



Want to Meet Fellow Charter Oak Students?

Do you sometimes wish there was an opportunity to talk with other Charter Oak students as you would if you were on a campus? While we can't replicate the experience of a shared cup of coffee in the cafe, we do offer an alternative. Charter Oak students have an active presence in our eLounge located on Facebook. Here's the link: http://www.facebook.com/CharterOak?v=app_2373072738. No coffee but it's always open. Go make friends!



Student Information Week 2010

Moving Ahead with Confidence!

Your Student Association invites you to attend any or all of the following workshops geared to prepare you to complete your degree and rise to the next level in your career.

Monday, March 22nd

Stuck on How to Get Started with Your Concentration Plan of Study (CPS)? Let the Academic Counselors Help!

Where? Fleet Conference Room: Charter Oak State College

Details to follow: Check your email and the College website <http://CharterOak.edu/>

Reservations Required – limited to 30 participants

Contact Linda Larkin at llarkin@charteroak.edu or 860.832.3841

Tuesday, March 23rd

Write an Effective Résumé – 6:00-8:00 p.m. – Led by Rebecca Danchak*, M.S., M.A., from The Center for Professional Development.

Where? Fleet Conference Room: Charter Oak State College

This workshop will explain the basics of writing an effective résumé as well as various résumé formats that can be used. Participants will learn what résumé format could work best for their particular situation and will learn how to present their strengths, accomplishments and achievements in a way that most effectively demonstrates their qualifications for the job. Strategies for getting started on writing a résumé will also be discussed.

Light dinner will be provided by the Alumni Association.

Reservations Required – limited to 30 participants

Contact Linda Larkin at llarkin@charteroak.edu or 860.832.3841

Wednesday, March 24th

Handle a Job Interview with Confidence – 6:00-8:00 p.m.

Led by Rebecca Danchak*, M.S., M.A., from The Center for Professional Development.

Where? Fleet Conference Room, Charter Oak State College

Interviewing effectively is critical for landing a job. In this workshop, participants will learn about the traits of an effective interview, questions that employers may ask in a job interview and how to handle them, and questions that they, as the job applicant, should be prepared to ask in an interview. Behavioral interviewing and how to handle behavioral questions will be discussed in detail. Strategies for conducting successful phone and web cam interviews will also be reviewed.

Light dinner will provided by the Alumni Association.

Reservations Required – limited to 30 participants

Contact Linda Larkin at llarkin@charteroak.edu or 860.832.3841

*Drawing on skills honed over three decades in career counseling, career enrichment, and higher education administration, Rebecca M. Danchak has worked with scores of individuals, organizations, and corporations to help them achieve greater job satisfaction, productivity, and manage change.



Thursday, March 25th (Online!)

Need some Help with your Academic Autobiography? - 7:00 to 8:00 p.m.

Led by a Charter Oak faculty member

This applies to you if:

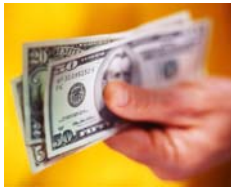
- you are a bachelor's degree student
- who matriculated at the College prior to 7/1/2009, and
- if your concentration does not include a capstone course.

Not sure? Ask your academic counselor.

Where? Online in the chat room at www.charteroak.edu: click on the event under **News & Events**

Join **us** in the chat room for advice and informal conversation on writing your **Academic Autobiography**. Find out what the faculty is looking for when they review your essay. Bring your questions or "listen" in to what others are asking. We're sure you'll find it helpful. Before entering the chat, please review the website information on the Academic Autobiography at:

<http://www.charteroak.edu/Current/Academics/DegreeBasics/academicautobiography.cfm>



Scholarships Available for the 2010-2011 Academic Year

Applications are being accepted for scholarships available to Charter Oak students in good academic standing. Although not all of these awards are solely need-based, need may be considered. Therefore, information is requested regarding 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 **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 those employed in the public safety field from any geographic region within the United States with preference given to residents of Connecticut. **The bi-annual scholarship award is in the amount of \$700.**

The **Beverly and Rodney Hawes, Jr. Scholarship** is available to a Charter Oak student pursuing a business concentration or a concentration with a business focus 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. **Three scholarships are available and each award is \$800.**

The Patricelli Scholarship is available to a Charter Oak Student who is a Hartford resident, Pell eligible (economically disadvantaged), and in good academic standing. **The \$700 scholarship** can be used to cover the cost of tuition, fees, books or other educational expenses.

R. Wayne Clugston Scholarship: This scholarship is available to a Charter Oak Student pursuing a concentration that incorporates academic course work that will prepare him/her for a defined leadership role in a service-based organizations and is considered to possess the potential to make positive contributions within a leadership role in his/her current field of employment or in future employment settings. The scholarship can be used to cover the cost of tuition, fees, books or other educational expenses. **The average bi-annual award is \$700.**

The application deadline for these scholarships is **May 1, 2010**. Award notification will be made on or about August 1, 2010. Contact: Mwoodman@charteroak.edu for a scholarship application form.

