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From the Desk of the Provost

I want to take a few minutes to impress upon you the importance of participating in your courses on a regular basis. All colleges are under tighter scrutiny due to changes in regulations at the federal level, particularly regulations surrounding financial aid. Colleges are not allowed to disburse financial aid dollars to students who are not actively participating in their courses. Logging in does not constitute participation. You must be involved in threaded discussions, turn in an assignment, and have work that can be documented, if needed.

To assist with this requirement we have implemented a product called Starfish. Starfish sends automatic notices to students who are not logging into their courses or not participating to the minimum standards set by their instructors. If Starfish notifies us that a student has not logged in during the first week or after 10 days, we take action. We can also look into the course to see if work has been submitted or if there has been participation in the threaded discussions. If the student has not been actively participating, the student could be administratively withdrawn from the course, lose financial aid or end up owing the College money. If a student gets a notice from Starfish that he/she has been inactive, it is not enough to just log in. The student needs to go in and actually do the missed work, if the instructor allows this option.

If you know you will not be able to log into your course and have made arrangements with your instructor about completing work, please be sure **to alert the Academic Counseling Office** with proof of this arrangement. You will still get the automated emails, but it will prevent unnecessary further actions from the Registrar's Office.

In one of the previous issues of Update, I mentioned that Charter Oak is now part of the Board of Regents (BOR), along with the 12 community colleges and the four state universities. The main topics they are dealing with that impact students are transferability and general education. Our student and faculty representatives to the various BOR committees are doing a great job representing our unique mission and the interests of their constituencies.

For those of you who are completing your final degree requirements this academic year, commencement is less than 3 months away! You can find more information about how to participate in the June 3rd ceremony elsewhere in this issue as well as in your Charter Oak e-mail account. I hope to see many of you there!

Shirley M. Adams

UPDATE is edited by
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 Commencement
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 to the Provost
 Undergraduate Studies



New College Policy will affect students who do not pay the college fee

Effective immediately, the college is implementing a new policy of placing holds on the accounts of matriculated students who do not pay the semester-based College Fee to remain as active students. The college will advise students through their Charter Oak email of the cut-off date by which payment of the fee must be received in the Business Office.

Students have the option of withdrawing from the college before the cut-off date in order to have the fee removed from their account. To withdraw the student must complete the withdrawal form available at <https://acorn.charteroak.edu/ics/Students/Forms.jnz> and submit the form to the Registrar's office.

Students who do not withdraw and do not pay by the advertised cut-off date will become liable for the college fee charge and their account will be placed on hold until payment is received. If a student's account status is changed to hold, the student will be issued a warning or may be denied access if an attempt is made to register for courses or transact any other business with the college.

Students who return to the college after withdrawing will be required to re-enroll according to the College's re-entry policy and will be subject to any new academic policies and re-enrollment fees that are in effect at the time of re-enrollment.



Commencement is June 3, 2012

Are you planning to complete
your degree in
March or May?

You Won't Be Invited
Unless You Apply!



Graduation Application





AVOID the \$10 Late Fee!

Order your cap and gown by April 15, 2012

If you wish to participate in Charter Oak's annual graduation ceremony you must purchase a cap, gown and tassel.

To order the cap, gown and tassel package OR a tassel and pay by credit card it must be done online no later than SUNDAY, APRIL 15, 2012. Your cap and gown will be sent directly to Charter Oak. You will receive an e-mail in May on where and when to pick up your cap and gown on graduation day. If you order a tassel, it will be mailed to you after the ceremony.

- Go to [Cap and Gown Order Form ONLINE](#)
- Complete the form and click "Jump to Secure Payment Form" at the bottom of the page.
- After you complete the payment you will be able to print or email your receipt and your cap and gown order will be complete.

To order your cap, gown and tassel package and pay by check.

- Go to [Cap and Gown Order PRINT & MAIL](#)
- Complete the Name and Address Block (w/phone number and student I.D. number)
- Height and Weight (to insure a proper fitting gown)
- Cap, gown and tassel package **(\$30)**
- **Please make check payable to Charter Oak State College.** Mail the check and measurement/order form to:

Charter Oak State College
 Attn: Gale Terrill
 55 Paul Manafort Drive, New Britain, CT 06053
no later than SUNDAY, APRIL 15, 2012.

- If you are **not planning on attending the ceremony**, you can order a tassel for \$5.00. Please check "Tassel Only" on the order form and enclose a check for \$5.00. It will be mailed to you after the ceremony.

- If you are planning to attend the ceremony and already have a black cap and gown, you must purchase a 2012 tassel AND inform Gale Terrill of your intent to participate.

More information can be found on our web site at: <http://CharterOak.edu/Graduation>

Gale R. Terrill, Commencement Coordinator, gterrill@charteroak.edu

More answers to your questions can be found on our web site at:

[Graduation Frequently Asked Questions](#)



Reminder! New Graduation Dates

Beginning August 2012, Charter Oak will award degrees three times a year (on May 31, August 31, and December 31) instead of six times a year. Diplomas will also be issued three times a year, 4-6 weeks after the May, August and December conferral dates.

Please note that your degree will not be awarded if you have an outstanding balance on your account. To receive your di-

ploma, you must also have completed your financial aid exit interview (if applicable). If you have any questions, please contact Paul Morganti, Associate Registrar, at pmorganti@charteroak.edu.

The annual commencement ceremony will be the first Sunday in June.



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 Associate Registrar, Paul Morganti, 55 Paul J. Manafort Drive, New Britain, CT 06053, or email pmorganti@charteroak.edu. The request should include the name, title and address of the recipient.





Undergraduate Program News

Select your Summer courses NOW!

Thinking about taking an online course this summer? Registration begins on March 26th, 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 summer courses, click on <http://acorn.charteroak.edu>. On the right side of the screen, click on the Course Search option and choose Summer 2011-2012 from the drop down menu.



Course Evaluation Survey Made Easy!

The Office of Institutional Effectiveness has worked with various College committees to simplify Charter Oak’s new online course evaluation survey. The new survey has only four questions and a comment section and takes only a couple minutes to complete. Students are asked to share their overall opinions on their courses and instructors, say whether a particular course’s student learning outcomes (SLOs) were taught, and state whether they learned the course material. We hope that this change will result in an even larger percentage of students participating in the online course evaluation this year. Students’ overall ratings of their courses and instructors were positive this past year – 80% of students rated the “overall effectiveness of their instructor” as “High” or “Very High,” and 81% of students rated the “overall effectiveness of their course” as “High” or “Very High.”

In addition to the overall ratings, students provided valuable comments about their classes. The insights that students provided played a significant role in helping Charter Oak continue to enhance its courses while preserving the things that the school does best.

We would like to remind students that the Office of Institutional Effectiveness will **email links to the online course evaluation survey during the final week of instruction** in each sub-term. The students will have 2 weeks to complete the surveys.

If you have any questions about the course evaluation system, please contact Cris Dittrich, Research Associate for the Office of Institutional Effectiveness at cdittrich@charteroak.edu.

Student News and Services



Student Association News: Make a Difference

Each year your Student Association sponsors events (both on-ground and online) to enrich your experience at Charter Oak. These events are planned by the Student Association officers and board members. This is a volunteer group that is small in number, but they make important decisions. Please consider joining. The time commitment is minimal (just 2 or 3 meetings a year) and you do not need to be in CT. We are happy to conference you in using the computer.

What does this group do? They plan programs that they believe would be beneficial and of interest to their fellow students. The more students who participate in decision-making, the greater the chances of making choices that will spark the interest of the student body. Last year we sponsored several webcasts on job related topics such as “what’s hot and what’s not” in the job market, interviewing skills and using social media for professional growth.

Do you have some ideas that you think we should implement? No ideas now, but you’re interested in dialoging with other Charter Oak students? Let us know you want to join. Contact Linda Larkin, Director of Academic Services, at llarkin@charteroak.edu or telephone her at 860.515.3841.



Electronic Billing Statements

Charter Oak is now offering electronic statements in partnership with CASHNet. Students will begin receiving monthly emails directing them to their billing statement. The statements are accessible at any time in PDF format through the ACORN system. When the bill is ready to be viewed, students receive a message through their college e-mail accounts directing them to log in to their ACORN account. Once logged into

ACORN students will navigate to the “Make a Payment Tab”. They will then be able to see the Statement by clicking on the “Pay Now” link and viewing the section named “Charter Oak Electronic Billing Statement”.

All students are expected to check their college e-mail accounts regularly for statement notification and other college information. The College does not follow up on returned e-mails if there is a problem with the student’s email. It is therefore the student’s responsibility to ensure the billing statement has been viewed.

To familiarize yourself with the new statement, please view our guide to E-statements [here](#).





Online Career Building Workshop Tuesday, April 17 at 7 p.m.

Join Dr. Daryl Capuano's Career Building Workshop

Check your [Charter Oak email account](#) and the website <http://www.charteroak.edu> for information on an exciting **ONLINE** event scheduled for Tuesday, **April 17, 2012 at 7 p.m.** led by **Dr. Daryl Capuano**, Political Science instructor at Charter Oak. He is also the CEO of The Learning Consultants, an educational consultancy, which provides career counseling among other services. Daryl guides his clients onto career paths that "fit" their efforts to find both practical and happy work.

This **Career Building Workshop** is designed to provide you with a deeper knowledge of how you can create career happiness through the understanding of your inner motivations. While The Learning Consultants employs a variety of career profiling methodologies, such as Myers-Briggs, this workshop will introduce The Enneagram, as it is both the most powerful and least well known of popular profiling systems. "Know Thyself" is the first step to finding career happiness. This workshop will provide a practical framework for using deeper self-knowledge on your career journey.

This interactive workshop is sponsored by the Student Association and will be available to you **free of charge**. Check your Charter Oak email in late March for more information and the link to join the discussion.



National Student Clearing House

We are happy to announce that as a member of the National Student Clearinghouse, Charter Oak has just completed an agreement to participate in Student Self Service.

With this service students can perform a wide range of enrollment verification activities via ACORN for free, including:

- ⇒ Print enrollment certificates
- ⇒ View enrollment history
- ⇒ Check enrollment verifications that the Clearinghouse has provided to their student service provider on their behalf

Student Self-Service provides the convenience of free and easy access to enrollment verifications and information. To access this information please login to your ACORN account, click on the 'Students' tab and then select "Verification of Enrollment" from the menu on the left.



Test Administration Schedule

May 2012 – January 2013

CLEP & DSST Exams are held at 85 Alumni Road in Newington, CT
 Pathways/Early Childhood Exams are held at the main office at 55 Paul Manafort Drive

MONTH	CLEP	DSST/DANTES	COSC Pathways
May	(F) 4 (11:30)	(F) 4 (11:00 a.m.)	(S) 12 (2:00)
	(S) 5 (9 a.m., 11:30 a.m. & 1:45 p.m.)	(R) 10 (10:00 a.m. & 12:30 p.m.)	(S) 19 (2:00)
	(R) 10 (10:30 a.m. & 1:00 p.m.)	(S) 12 (9 a.m. & 11 a.m.)	
	(F) 18 (11:30)	(F) 18 (11:00 a.m.)	
June	(S) 19 (9 a.m., 11:30 a.m. & 1:45 p.m.)		
	(F) 8 (11:30)	(F) 8 (11:00 a.m.)	(S) 9 (2:00)
	(S) 9 (9 a.m., 11:30 a.m. & 1:45 p.m.)	(R) 14 (10:00 a.m. & 12:00 p.m.)	
	(R) 14 (10:30 a.m. & 12:45 p.m.)	(F) 15 (11 a.m.)	
July	(F) 15 (11:30 a.m.)	(S) 23 (9 a.m. & 11 a.m.)	(S) 23 (2:00)
	(S) 16 (9 a.m., 11:30 a.m. & 1:45 p.m.)		
	(F) 6 (11:30)	(F) 6 (11:00 a.m.)	
	(S) 7 (9 a.m., 11:30 a.m. & 1:45 p.m.)	(S) 14 (9 a.m. & 11 a.m.)	(S) 14 (2:00)
August	(R) 26 (10:30 a.m. & 12:45 p.m.)	(R) 26 (10:00 a.m. & 12:00 p.m.)	
	(F) 27 (11:30 a.m.)	(F) 27 (11:00 a.m.)	(S) 28 (2:00)
	(S) 28 (9 a.m., 11:30 a.m. & 1:45 p.m.)		
	(R) 9 (10:30 a.m. & 12:45 p.m.)	(R) 9 (10 a.m. & 12 noon)	(S) 11 (2:00 p.m.)
September	(F) 10 (11:30 a.m.)	(F) 10 (11 a.m.)	(S) 18 (2:00 p.m.)
	(S) 11 (9 a.m., 11:30 a.m. & 1:45 p.m.)	(S) 18 (9 a.m. & 11 a.m.)	
	(F) 24 (11:30 a.m.)	(F) 24 (11 a.m.)	
	(S) 25 (9 a.m., 11:30 a.m. & 1:45 p.m.)		
October	(R) 6 (10:30 & 1:00)	(R) 6 (10 a.m. & 12:30)	
	(F) 7 (11:30)	(F) 7 (11 a.m.)	(S) 8 (2:00 p.m.)
	(S) 8 (9:00, 11:30 & 1:45)	(F) 14 (11 a.m.)	
	(F) 14 (11:30)	(S) 15 (9 a.m. & 11 a.m.)	(S) 15 (2:00 p.m.)
November	(S) 22 (9:00, 11:30 & 1:45)		
	(S) 6 (9:00, 11:30 & 1:45)	(R) 18 (10 a.m. & 12:30)	
	(R) 18 (10:30 a.m. & 1:00 p.m.)	(F) 19 (11 a.m.)	(S) 13 (2:00 p.m.)
	(F) 19 (11:30)	(S) 20 (9 a.m. & 11 a.m.)	(S) 20 (2:00 p.m.)
December	(S) 27 (9:00, 11:30 & 1:45)		
	(R) 1 (10:30 a.m. & 1:00 p.m.)	(R) 1 (10 a.m. & 12:30 p.m.)	(S) 3 (2:00 p.m.)
	(F) 2 (11:30)	(F) 2 (11 a.m.)	
	(S) 10 (9 a.m., 11:30 a.m. & 1:45 p.m.)	(S) 3 (9 a.m., 11 a.m.)	(S) 17 (2:00 p.m.)
January 2013	(F) 16 (11:30 a.m.)	(F) 16 (11 a.m.)	
	(S) 17 (9 a.m., 11:30 a.m. & 1:45 p.m.)		
	(S) 1 (9 a.m., 11:30 a.m. & 1:45 p.m.)	(R) 6 (10 a.m. & 12:30 p.m.)	(S) 8 (2:00 p.m.)
	(R) 6 (10:30 a.m. & 1:00 p.m.)	(F) 7 (11 a.m.)	(S) 15 (2:00 p.m.)
January 2013	(F) 7 (11:30 a.m.)	(S) 8 (9 a.m. & 11 a.m.)	
	(S) 15 (9 a.m., 11:30 a.m. & 1:45 p.m.)		
	(R) 3 (10:30 a.m. & 1:00 p.m.)	(R) 3 (10 a.m. & 12:30)	(S) 5 (2:00)
	(F) 4 (11:30 a.m.)	(F) 4 (11 a.m.)	
January 2013	(S) 5 (9 a.m., 11:30 a.m. & 1:45 p.m.)	(S) 19 (9 a.m. & 11 a.m.)	(S) 19 (2:00)
	(F) 25 (11:30 a.m.)	(F) 25 (11:00 a.m.)	
	(S) 26 (9 a.m., 11:30 a.m. & 1:45 p.m.)		

All **CLEP & DSST/DANTES** are administered at 85 Alumni Road in Newington, CT.

Pathways exams are administered at the main office, 55 Paul Manafort Drive, New Britain.

(R) Thursday (F) Friday (S) Saturday

