



# CGCE Newsletter

The College of Graduate & Continuing Education

Volume 1, Issue 1

Sept-Oct, 2008

## *Message From the Dean*

Congratulations on choosing to pursue your education at the University of Scranton!

As the Dean of the College of Graduate and Continuing Education, my role is to view programs and academic departments from an institution-wide perspective and to articulate a vision that supports the needs of the adult learner.

Working in consultation with the deans of the other colleges, CGCE establishes policies that define good practice in adult programs, high quality in curriculum, excellence in student selection, and rigor in faculty appointments.



O'Hara Hall

CGCE serves as an advocate for the intellectual development of the adult learner, promotes the collective academic involvement of adult students and faculty, and assures that faculty members serve their appropriate role as academic and professional mentors.

If you have questions about the college or any of its programs, please feel free to contact us! We are always looking for motivated and qualified students who want to make a difference.

With best wishes,

W. Jeffrey Welsh, Ph.D.  
Dean of the College of Graduate and Continuing Education

### **CGCE Newsletter**

will be issued throughout the academic year to keep you informed about matters of importance to adult undergrad & graduate students. If you have comments or questions, please let us know by writing to [simkoe2@scranton.edu](mailto:simkoe2@scranton.edu).

## *Welcome Back*

We hope everyone is enjoying the start of the Fall 2008 semester! The College of Graduate & Continuing Education is eager to begin a new academic year. Located in O'Hara Hall, CGCE provides its services for adult learners as undergraduates, graduates, and students seeking non-credit programs. CGCE began this year with

over 1,000 new, returning and online students. Inside this newsletter, you will find specific contact information for each department within CGCE to further assist your needs as you prepare for the academic year. Be sure to keep in contact with your advisor/mentor as you prepare your course of study.

## REFERENCE GUIDE TO THE COLLEGE OF GRADUATE AND CONTINUING EDUCATION

The College of Graduate and Continuing Education is dedicated to serving adult students, whether they are interested or involved in, undergraduate, graduate or professional development non-credit programming. For greatest efficiency, CGCE has combined various office functions. The units within the College are briefly described below with contact information for your convenience. CGCE is located on the first and second floors of O'Hara Hall.

Dean:	Jeffrey Welsh	941-6300 welshj2@scranton.edu
Dean's Secretary:	Marianne Black	941-6300 blackm2@scranton.edu

### Admissions and Recruitment (570) 941-7600

The Office of Admissions and Recruitment is dedicated to identifying prospective undergraduate and graduate students who are interested in The University of Scranton. This office is responsible for the recruitment of all international students. Through, marketing research, advertising activities, and in-person activities, the staff is committed to recruiting excellent students.

Director/Assistant Dean:	James Goonan	941-6304 goonanjl@scranton.edu
Assistant Director:	Jeanne Ruane	941-4285 ruanej2@scranton.edu
Admission Clerk:	Lucy Grissinger	941-7600 grissingerl2@scranton.edu
Admission Clerk:	Carmen Sheridan	941-5813 sheridanc1@scranton.edu

### Student Services and Advising (570) 941-7580

The Office of Student Services and Advising is responsible for supporting all academic Deans' offices, the faculty, staff and students in matters relating to adult student programming, advising, registration, and academic progress. In addition, this office serves all visiting students, High School Scholars, and those seeking Liberal Studies degrees, certificates or associate degrees.

Assistant Dean:	Meg Cullen-Brown	941-6379 cullenbrowm2@scranton.edu
Advisor:	Philip Yevics	941-6631 yevicsp2@scranton.edu
Advisor:	Ginger Egan	941-7580 eganv2@scranton.edu
Records Analyst:	Mary Ann Kuzdro	941-7600 kuzdrom1@scranton.edu
Secretary:	Sheila Strickland	941-7580 stricklands3@scranton.edu
Clerk Receptionist:	Elsa Williams	941-7600 williamse6@scranton.edu

### Online and Off Campus Programming (570) 941-4260

The Office of Online and Off Campus Programming coordinates activities involving all graduate and adult undergraduate online and off campus programming. These include the Scranton Education Online Program, the transition Doctor of Physical Therapy, and the MBA online master's degree programs.

Assistant Dean:	Regina Bennett	941-4281 bennetr1@scranton.edu
Assistant Director SEOL:	George Jones	941-4286 jonesg5@scranton.edu
Clinical Practice Director SEOL:	Ivan Shibley	941-6376 shibleyi3@scranton.edu
Secretary SEOL:	Dolores Rozelle	941-4269 rozelled2@scranton.edu
MBA online Admissions Clerk:	Adam Szydowski	941-4260 szydlowskia2@scranton.edu
Admissions Clerk SEOL:	Theresa Borgia	941-4260 borgiat2@scranton.edu
Secretary to Asst. Dean:	Kara Dale	941-4260 dalek2@scranton.edu

### Professional Training and Development (570) 941-7582

The Center for Professional Training and Development is responsible for non-credit programming that serves the community and region. The Center offers a wide variety of non-credit, professional development activities in the areas of technology, management and skill development.

Director:	Michele Davis	941-7251 davism6@scranton.edu
Administrative Assistant:	Susan Falbo	941-7582 falbos1@scranton.edu
Secretary:	JoAnn Pane	941-7582 panej2@scranton.edu
Instructors:	Richard Walsh	941-7582 walshr3@scranton.edu
	Jack Williams	941-7582 williamsj4@scranton.edu

## Meet the Representatives

As part of University governance, there are a variety of committees on which adult undergraduate and graduate students serve. The following is a brief description of the committees and the names of student representatives:

### **Committee on the Status of Women**

*Assists the administration in identifying the concerns of women at the University*

**Representative:** Casey Thran

### **University Review Board**

*Assists the administration in judiciary matters at the University*

**Representatives:** John Forte, Joe O'Connell  
Patricia McGowan, MaryAnn Smith

### **Parking Committee**

*Reviews parking ticket appeals*

**Representative:** Amy Martin

### **President's Cabinet**

*Advisory group to the president*

**Representatives:** Jim Donovan, Erin Simko

## The Graduate & Continuing Education Student Organization

The purpose of the Graduate and Continuing Education Student Organization is to serve the needs of the adult learner by representing the adult student body in the affairs at the University of Scranton. The organization provides a forum for the expression of student views and interests. All graduate and adult undergraduate students who are in good academic standing are encouraged to join! All Graduate Assistants are automatic members of the GCESO. The first meeting is on Monday, October 20 on the fifth floor of Brennan. The meeting will provide information about the organization and about upcoming elections for two officers: one from the adult undergraduate population and one from the graduate student population. All adult learners who are interested are welcome to attend the meeting. Anyone with questions can contact Virginia Egan at [eganv2@scranton.edu](mailto:eganv2@scranton.edu)

## Registration Information:

### **On Campus - Intersession & Spring Courses 2009**

The online schedule and registration materials for Intersession and Spring 2009 (on-campus undergraduates & graduates) will be available on [October 1](#). It can be found by going to the Registrar's Website:

[http://matrix.scranton.edu/academics/ac\\_ro.shtml](http://matrix.scranton.edu/academics/ac_ro.shtml)

### **Reminder for Undergraduate Adult Students:**

Please remember to pick up your registration packet on the second floor of O'Hara Hall after October 1

### **Special Spring 2009 Term—Scranton Education Online Students (SEOL) & MBA Online Program**

SEOL—Contact your student representatives at [www.uscranton.com](http://www.uscranton.com) for registration info and deadlines.

MBA Online—Contact Dr. Kingsley Gnanendran (570-941-4190), [skg355@scranton.edu](mailto:skg355@scranton.edu)

## Here's how to have your university e-mail account forwarded to your primary e-mail account:

Folders    Inbox    Sent    Trash    Drafts    Addresses    Options

1. Click the options tab in your UofS account:
2. Click on settings:
3. Click Mail Forwarding and type your mail e-mail address:

#### **Mail Forwarding**

Forward copies of new messages to (one address per line):

Type your main e-mail address here.

4. Click Save Changes

## Student Services & Resources

<b>Office of Student Services &amp; Advising</b>	<b>Help Desk:</b>	941-4357 or 941-HELP
Location: O'Hara Hall, 2 <sup>nd</sup> floor		
Phone # 941-7600	<b>Library:</b>	941-7526
Open: Mon-Thurs 8:30am – 7:00pm & Fri 8:30am - 4:30pm	<b>Registrar:</b>	941-7721
<b>Career Services</b>	<b>Bursar:</b>	941-4062
Location: Ciszek Hall		
Phone # 941-7640	<b>Public Safety:</b>	941-7888
Open: 8:30am – 4:30pm	<b>Book Store:</b>	941-7454
<b>Counseling Center</b>	<b>University General Info:</b>	941-7400
Location: McGurrin Hall, 2 <sup>nd</sup> floor		
Phone # 941-7620		
Open: 8:30am – 4:30pm		

### Useful links:

#### **All Downloadable Forms & Brochures**

<http://academic.scranton.edu/department/gradsch/forms-brochures.html>

#### **Application for Degree**

<http://lynx.scranton.edu/commencement/gdegree.html>

#### **Scranton Education Online Application for Degree**

<http://lynx.scranton.edu/commencement/gdegree-online.shtml>

#### **Employer Deferment Form**

<http://matrix.scranton.edu/docs/gs-comprehensive-examination-ontampus.pdf>

#### **Graduate Credit Transfer Recommendation**

<http://matrix.scranton.edu/pdf/gs-credit-transfer-recommendation.pdf>

#### **Registrar's Office**

[http://matrix.scranton.edu/academics/ac\\_ro.shtml](http://matrix.scranton.edu/academics/ac_ro.shtml)

#### **Schedule Change Form for on Campus Programs Only**

<http://matrix.scranton.edu/pdf/gs-schedule-change.pdf>

#### **Student Address Correction Form**

<https://lynx.scranton.edu/forms/sacf.pdf>

#### **Transcript**

[http://matrix.scranton.edu/academics/ac\\_ro\\_transcript.shtml](http://matrix.scranton.edu/academics/ac_ro_transcript.shtml)

#### **On Campus Student Application for Comprehensive Examination**

<http://matrix.scranton.edu/docs/gs-comprehensive-examination-ontampus.pdf>

#### **SEOL Student Application for Comprehensive Examination**

<http://matrix.scranton.edu/docs/gs-comprehensive-exmiation-online.pdf>

### *RoyalNews*

Issued every Tuesday,  
check out the  
RoyalNews for  
student events and  
information on  
campus:

[http://  
academic.scranton.edu/  
organization/  
royalnews/](http://academic.scranton.edu/organization/royalnews/)

### *Tell us about it!*

If there is something  
you'd like to see posted  
in this newsletter, don't  
hesitate to tell us about  
it. Send us your  
comments and  
suggestions to help us  
inform you of what you  
would like to know  
about. Contact us at  
[simkoe2@scranton.edu](mailto:simkoe2@scranton.edu)