As the semester heads toward its halfway mark, we wanted to take this opportunity to send out the following information to all students.

CLASS REGISTRATION SCHEDULE: Dates may be subject to change
Listed below is the registration schedule, also available at https://www.oldwestbury.edu/academics/calendar

<table>
<thead>
<tr>
<th>SPRING 2023 EARLY REGISTRATION on the Web (connect.oldwestbury.edu):</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, October 3</td>
</tr>
<tr>
<td>Wednesday, October 12 to Tuesday, October 18</td>
</tr>
<tr>
<td>Tuesday, November 1</td>
</tr>
<tr>
<td>Monday, November 7</td>
</tr>
<tr>
<td>Friday, November 11</td>
</tr>
<tr>
<td>Wednesday, November 16</td>
</tr>
</tbody>
</table>

BILL PAYMENT:

FINANCIAL AID: All students are required to re-apply for financial aid each year.
- For Spring semester students the recommended deadline to submit all relevant paperwork is **Mon, Oct 31**

BURSAR: You must be financially clear with the Office of the Bursar through these payment options:
- Credit Card: Old Westbury accepts VISA, MasterCard and Discover credit card payments which are processed online using the web credit card payment option available on your E-Bill which can be accessed via ConnectOW.
- Check: Check payments can be made on-line via the ConnectOW portal.

CHECKING STUDENT HOLDS:
1. Some account holds are listed under "My Alerts" within connect.oldwestbury.edu
2. All holds are listed under: Registration> View Holds
   - To clear the hold you must work with the department or individual who initiated the hold.
   - For example, if you have an outstanding bill, the Bursar may place a hold on your account.

ACADEMIC SUPPORT RESOURCES:
The College offers a number of academic and student support services. All staff and faculty associated with these functions work together to assist students in understanding and meeting the College's requirements. While the list is not exhaustive, we hope that you will use these services as needed to address any academic concerns or issues.

**Academic Advisement**

Microsoft (MS) Teams can be accessed through Office 365/Outlook email on a laptop/tablet using connect.oldwestbury.edu or the Microsoft Teams app which can be downloaded on smartphone or desktop.

**FIRST-YEAR STUDENTS**
- **(First Year Experience (FYE) and Community Action Learning and Leadership Program (CALL))**
  - Please follow the directions in the email from the First Year Experience program to create an in-person advising appointment or Distance Academic Advisement appointment. First-year advises students for their entire first-year at OW into their sophomore year, working as a liaison between departments and students
  - Monday – Friday 8:30am – 5:00pm
  - **Any questions please contact**, guzzardil@oldwestbury.edu. All staff members can be contacted through Zoom, Teams, their OW email, or their direct phone lines

**SOPHOMORES**
- Please follow the directions in the email ("Schedule Your Advising Appointment") from the Academic Advisement Center to create a Remote or In Person Academic Advisement appointment. Any questions please contact, advising@oldwestbury.edu

**ARTS & SCIENCES JUNIORS/ SENIORS**
- Please contact your faculty advisor to arrange a Remote or In Person Academic Advisement appointment. Any questions please contact, advising@oldwestbury.edu

**EOP FIRST YEAR AND SOPHOMORE STUDENTS**
- Students will receive and email to create a Distance Academic Advisement appointment with their EOP Counselor. The best ways to communicate with the office will be through email, phone, or Teams.
  - Always available virtually through MS Teams, appointments will be scheduled through MS Teams.
  - All EOP staff can be contacted by sending an email or leaving a voicemail.
  - Monday – Friday there will be someone physically in the office

**SCHOOL OF BUSINESS**
- Please follow the directions in the email from the School of Business concerning Distance Academic Advisement. Any questions please contact School of Business office 516.876.3331 or contact
  - Joel Feiner, feiner@oldwestbury.edu
  - or Lorraine Todisco, todisco@oldwestbury.edu

**SCHOOL OF EDUCATION**
- Please contact your faculty advisor or Rhea Jules, julesr@oldwestbury.edu to arrange a Distance Academic Advisement appointment. Please note, First Year and EOP students interested in the School of Education are required to meet with the First Year Experience and EOP advisors.

**SCHOOL OF PROFESSIONAL STUDIES**
- Please contact Rhea Hitter, hitterr@oldwestbury.edu or at 516-876-3998 to arrange an Academic Advisement appointment.
Office of Services for Career Planning and Office of Residential Disabilities
Wellness Services
University Police
Tutoring Center
Math Redesign
Student Health
Math Learning Center
Psychological Conduct (OSSD)
Affairs
Affairs
Mailroom
Math Learning Center
Math Redesign Lab
Office of Residential Life
Office of Student Conduct
Office of Services for Students with Disabilities (OSSD)
Student Health Center
Student Union
Smarthinking
Tutoring Center
Writing Center
University Police

STUDENT SERVICES
Microsoft (MS) Teams can be accessed through Office 365/Outlook email on a laptop/tablet using connect.oldwestbury.edu or the Microsoft Teams app which can be downloaded on smartphone or desktop.

Career Planning and Development
Please email careereplanning@oldwestbury.edu for questions or concerns
• Students can find contact info on their OW website or through MS Teams
• They will also be launching a new career management system through Panther Career Link (powered by Handshake) more info to come on their webpage

Counseling and Psychological Wellness Services (CPW)
Will continue to provide all students with individual psychotherapy, couples therapy, and psychiatric services.
• All sessions are conducted through tele-health, done by video chat (MS Teams) or by phone.
• Monday – Friday 9:00am – 5:00pm
• Best way to schedule an appointment is to email counselingcenter@oldwestbury.edu (if it is an emergency that requires an appointment ASAP, please indicate that in the email, and they will do their best to accommodate)
• Middle Earth Café is a new Mental Health service is now freely available to the students of Old Westbury. You may call at 518-442-5777 from Mon to Thurs (1pm to 12am) & Fri to Sun (24 hr)

Division of Student Affairs
• Monday - Friday 8:30-5pm (EST).
• All inquiries can be made through the Division of Student Affairs Virtual Front Desk on MS Teams

Mailroom
Please do not send packages if you are not going to be on campus, university will not incur cost from forwarding
• Monday – Friday 8:30am – 3:30pm
• Accessible email: realmutob@oldwestbury.edu and wendelkend@oldwestbury.edu
• Accessible phone #:’s: (516) 876-2580 and (516) 876-3233

Math Learning Center
Please email the Director, Chris McManus, with any questions: mcmansu@oldwestbury.edu
The Math Learning Center provides tutoring in all Math courses except MA1010, MA1020 and MA2050. CIS/MIS tutoring is also offered. Details can be found on our website at www.tinyurl.com/ownmath

Math Redesign Lab
Please email the Coordinator, Meredith Bernstein, with any questions: bernsteinm@oldwestbury.edu
The Math Redesign Lab offers tutoring in L229 for the following courses: Powertrack Math, College Algebra and Quantitative Decision Making.
• Hours: Mondays through Thursdays 8am - 7pm.

Office of Residential Life
• Monday – Friday 9am - 5pm (EST)
• All inquiries can be made through email: reslife@oldwestbury.edu or call at 516.876.3210

Office of Student Conduct
• Monday – Friday 9:00am – 5:00pm (Student Union 303)
• Accessible email: studentconduct@oldwestbury.edu

Office of Services for Students with Disabilities (OSSD)
Stacey DeFelice, Director, defelices@oldwestbury.edu
Natalie Caesar, Accommodations Coordinator, caesar@oldwestbury.edu
Blanca Schneider, Senior Counselor, schneiderb@oldwestbury.edu
Malini Kumar, Secretary, kumar@oldwestbury.edu or
• MS Teams: Stacey DeFelice or Natalie Caesar or Malini Kumar
• Accessible phone #:’s: (516) 828-5666

Student Health Center
• Monday & Tuesday 8:30am – 7:00pm; Wednesday – Friday 8:30am – 5:00pm
• Can contact for an appointment or to talk to a nurse by phone at 516-876-3250, or email studenthealth@oldwestbury.edu; Open for in-person and/or virtual appointments
• Visit SHC web pages for info about services, immunization requirements, & opportunities for student engagement: https://www.oldwestbury.edu/division/office-student-affairs/student-health-center

Student Union
The Student Union is managed by the Center for Student Leadership and Involvement (SU 309). The virtual student union is currently up and running through MS Teams and we are also hosting programs in person in the Student Union.
• For any questions about programs in the Student Union, please email the CSLI staff at CSLI@oldwestbury.edu
• For the most up to date info and hours of the Union, you can visit our website (https://theunionatsunyow.weebly.com/) or follow us on Instagram @SUNYOWSU
• For all upcoming events, check out oldwestbury.presence.io (Panther Connect)

Smarthinking
Please email the Tutoring Center Coordinator, Marisa Glaser, with any questions: glaserm@oldwestbury.edu
The tutoring topics include Mathematics, the Sciences, Business, Spanish, and using MS Office. Smarthinking can be accessed through the home page of Blackboard.
• Tutoring is offered through Pearson/ Smartthinking’s online tutoring services.

Tutoring Center
Please email the Tutoring Center Coordinator, Marisa Glaser, with any questions: glaserm@oldwestbury.edu
The tutoring center offers tutoring in person in the Tutoring Center, Campus Center H201, and online through Microsoft Teams for business, natural sciences, social sciences and humanities. Course and tutor availability are posted on the Tutoring Schedule tab of the Tutoring Center MS Teams.
• Hours are available Monday- Wednesday, 11am-7pm & Thursday 10am-5pm

Writing Center
The Writing Center offers assistance with writing for any class
Any questions, please call 516-876-3093 or email the Director, Dr. Jody Cardinal, cardinal@oldwestbury.edu
• Schedule an appointment here: https://oldwestbury.myconline.com
• Hours: Monday - Thursday: 11am-6pm (F2F or online) and 6-8pm (online only)
• Friday: 11am-4pm (F2F or online)

University Police
Best way to communicate with UP is to stop in headquarters or to approach any officers
• Contact # 516.876.333 (Open 24/7)