Dear Student,

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

**SPRING 2022 CLASS REGISTRATION SCHEDULE:** Dates may be subject to change

Listed below is the registration schedule, also available at [https://www.oldwestbury.edu/academics/calendar](https://www.oldwestbury.edu/academics/calendar)

<table>
<thead>
<tr>
<th>Spring 2022 EARLY REGISTRATION on the Web (connect.oldwestbury.edu):</th>
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<tbody>
<tr>
<td><strong>Tuesday, March 1, 2022 (All day)</strong></td>
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<td><strong>Saturday, March 12, 2022 (All day)</strong> to <strong>Friday, March 18, 2022 (All day)</strong></td>
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<td><strong>Monday, March 28, 2022 (All day)</strong></td>
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<td><strong>Monday, March 28, 2022 (All day)</strong></td>
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<td><strong>Thursday, March 31, 2022 (All day)</strong></td>
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<td><strong>Monday, April 4, 2022 (All day)</strong></td>
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<td><strong>Thursday, April 7, 2022 (All day)</strong></td>
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<td><strong>Friday, April 8, 2022 (All day)</strong></td>
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**FALL 2022 BILL PAYMENT:**

- **FINANCIAL AID:** All students are required to re-apply for financial aid each year. For the new academic year, the deadline to submit all relevant paperwork is **Friday, April 15th**.
- **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.

  
  Office of the Bursar  
  Office of Financial Aid  
  Campus Center, Room H-100  
  Campus Center, Room H-100  
  Phone: (516)876-3168  
  Phone: 516-876-3224  
  Email: bursar@oldwestbury.edu  
  Email: financialaid@oldwestbury.edu

**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.

<table>
<thead>
<tr>
<th>Academic Advisement SPRING 2022</th>
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<tbody>
<tr>
<td>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.</td>
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</tbody>
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**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
  - Accessible phone #’s: (516) 876-3458
  - Any questions please contact, guzzardi@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 from the Academic Advising Center to create an Academic Advisement appointment. Any questions please contact, advising@oldwestbury.edu

**ARTS & SCIENCES JUNIORS/ SENIORS**

- Please contact your faculty advisor in your department to arrange an 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

**MATH LEARNING CENTER**

- Please email the Director, Chris McManus, with any questions: mcmanusc@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/owmath](http://www.tinyurl.com/owmath)
**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 careerplanning@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

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

- **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

- **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, caesarn@oldwestbury.edu
  - Malini Kumar, Secretary, kumarm@oldwestbury.edu
  - MS Teams: Stacey DeFelice or Natalie Caesar or Malini Kumar
  - Accessible phone #:’s. (516) 628-5666

- **Student Health Center**
  - Can contact for an appointment or to talk to a nurse through phone (516-876-3250). Visit SHC web pages for info about COVID 19 clearance, student services, immunization requirements, and opportunities for student engagement
  - Monday & Tuesday 9:00am – 7:00pm; Wednesday – Friday 9:00am – 5:00pm
  - Open for in-person and/or virtual appointments

  - The Student Union is managed by the Center for Student Leadership and Involvement (SU 309)
  - For any questions about programs in the Student Union, please email the CSLU staff at CSLI@oldwestbury.edu
  - 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 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)

- **Transportation**
  - Transportation services will be running for those students who will need to come to campus

- **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)