



## Student Identification Card

**Day College Students:** The ID card is official identification for the entire enrollment period and must be carried at all times while on campus or when representing Salem State College outside the campus. The card is not transferable and may not be altered in any way other than validation.

It must be presented when requested by a properly authorized and identified college representative. The card (multi-colored background) may be used to withdraw books from the College Library, purchase tickets, or gain admission to College sponsored events and to use college facilities and services. The first ID card is issued free of charge and must be obtained during the student's first semester at SSC. Anytime thereafter, obtaining an ID card will be treated as a replacement. The card must be validated each semester.

## ID Replacement Policy

If the ID card is lost or stolen, a replacement may be obtained at the Registrar's Office with proper identification. A fee must be paid to Fiscal Affairs prior to obtaining the replacement.

# SUPPORT SERVICES

## Staying in College

Staying in college becomes challenging at times for some students who must work or who have personal or financial problems which make it difficult to continue their education. It is important for these students to know that dropping out of college may not be necessary; Salem State College has committed its resources and services to assist students in completing their degree programs.

Many services and programs are available at no charge: The Academic Advising Center, The Learning Center, Writing Center, Mathematics Laboratory, Reading Laboratory, Computer Literacy Laboratory, Alternatives for Individual Development, Student Support Services, Developmental Skills, the Counseling Center, the Office for Students with Disabilities, Center for Adult and Lifelong Learning, and Student Life offer support, advising, counseling, and referrals for students in need of encouragement and assistance.

In addition, Salem State College uses the Freshmen Testing Program to identify students needing services or special placement in Composition or Mathematics. Freshmen should also visit the Counseling Center or Career Services to examine the results of the Strong Interest Inventory which assesses major career potentials. Each student is assigned an Academic Advisor who will work personally with him or her in planning course and program selections.

The College has provided other options for students who feel they cannot continue full-time: leave of absence, part-time day status, and part-time study through the Evening Division. Salem State College wants students to fulfill their academic goals and to earn their degrees — and the College wants to help students to stay in college if they believe that is the right choice for them.

## Academic Advising Center

Academic Advising is the foundation upon which a student develops his or her academic program. Through Academic Advising, students identify and explore the educational opportunities available at Salem State College. Meeting regularly with an academic advisor, students plan their programs, complete degree requirements, and benefit from a mentor/mentee relationship with a member of the faculty or of the Academic Advising Center professional staff.

Day College Undergraduate students who have declared a major are assigned a faculty advisor in his or her discipline. Day College Undergraduates who are Undeclared majors are assigned to a faculty advisor through the Interdisciplinary Studies Department. Day College Undergraduate students must sched-

ule an appointment with the faculty academic advisor at least once each semester during the Advising/Registration period to review the major flow sheet or academic program and to select courses for the following semester. These students must obtain the signature of the faculty advisor in order to register for classes.

Continuing Education Undergraduates are advised by the professional advisors of the Academic Advising Center. Continuing Education students can arrange an appointment with a professional advisor as needed, but should do so at least once an academic year.

The advisor/advisee relationship is mutually beneficial and critical to the student's academic success. Through contact with advisees, the advisor develops an understanding of and empathy for student issues and trends. Students who are uncertain of their major, minor, or academic and career goals, should discuss their concerns with their faculty advisor or the Chairperson of their major department and/or with the professional staff of the Career Services Center and the Academic Advising Center.

Students on Academic Warning or Probation, or who have been Academically Dismissed, must meet with a member of the Academic Advising Center professional staff to review their options and to plan courses of study which will improve their academic achievement. Students who plan to take a Leave of Absence or Withdrawal from the College must also meet with a member of the Academic Advising Center professional staff.

Faculty advisors can be contacted through the appropriate academic department where their offices and phone numbers are available. The Academic Advising Center is located on the first floor of the Administration Building. Advisors are available at the Center Monday through Thursday, 9:30 a.m. to 8:00 p.m., and Friday, 9:30 a.m. to 4:00 p.m. Appointments are made by calling (978) 542-7049.

## College Bookstore

The College Bookstore is located on Central Campus. In addition to textbooks and supplies needed for courses at Salem State College, the bookstore also has computer software, paperback books, stationery, greeting cards, assorted gifts and various clothing items.

For further information, and hours of operation contact the Bookstore at (978) 741-3808.

## Computer Literacy Laboratory

The Computer Literacy Laboratory is housed in the Computer Classroom of the Department of Interdisciplinary Studies (LIB 334). The Laboratory is available for general use by students during posted times. For information, contact the Department of Interdisciplinary Studies at (978) 542-6280.

## Computer Science Department – Computer Laboratories

MH203 is a networked laboratory PC/dumb terminal laboratory with access to a DEC Alpha and to Salem Net. It is used primarily by students enrolled in Computer Science courses. Laboratory hours and supervision are through MH 205.

MH205 is a fully networked PC (IBM-compatible) laboratory (no Macintosh units). It is used to support courses taught within the Computer Science Department; PC's are password-restricted to students in CSC courses. MH205 is open 8:00 a.m.-10:00 p.m., Monday-Friday and 9:00 am-3:00 p.m., Saturday during the Fall and Spring semesters; summer hours vary. A supervisor is available whenever the lab is open.

## Information Technology

Academic Computing has 5 general-purpose open computer laboratories, Meier Hall 210, Sullivan Building 109C, Harrington Building 100 (South Campus), CC129 (Central Campus), Ellison Campus Center Internet Kiosks. All PC's are networked with



Windows 98 and in MH210 there are 5 G3 Macs in addition to the PC's. Central Campus is running XP and has floppy, Zip and CDRW's. Hours are posted outside of each lab, and can be found on the user support web page. A current validated college ID is required for admittance. Open lab hours are based on the schedules of other college services such as the Library. Additional hours on holidays will be posted. Usually when the College is closed for inclement weather so are the labs.

The E-Mail package in use on campus is Execmail. It is a graphical user interface IMAP package that allows the user to organize the mail, use the mouse as well as the keyboard to navigate, and customize each individual's account. The browser most commonly used on campus is Netscape. The College also supports MS Office '97-2000 for word processing and spreadsheets.

Computer Technology is widespread throughout the campus. Check the Salem State College website for further information on Information Technology or to find more information about our Open Access and departmental computer labs. The address is <http://www.salemstate.edu/infotech>

To contact Information Technology for general information call 978-542-2036. Help is provided to students and faculty on the supported hardware and software platforms; for assistance contact the Help Desk at 978-542-2036. To contact the Lab Coordinator call 978-542-6871.

To contact labs directly to confirm lab hours and software call the following numbers:

MH210	978-542-7059
HB100	978-542-6663
SB109C	978-542-6750
Ellison	978-542-8144

**The First Year Seminar**

All students entering the College as Undeclared Freshmen are required to enroll in the First Year Seminar (IDS 108/109). Others may enroll in the First Year Seminar for elective credits.

The program provides an interdisciplinary approach to intellectual discourse, academic skills development and community building. Students will find the transition to college smoother as they develop study and research skills, learn to access the resources of the College, and grow in awareness of the diverse character of the College Community.

For more information, refer to the course descriptions for IDS 108/109 under the Interdisciplinary Department.

**Instructional Media Center**

The service departments of the Instructional Media Center are located on the first floor of Meier Hall, and the second and third floors of the Library on North Campus. The Center consists of an equipment loan service, multi media production room, preview area, and audio studio (LI 312), a media presentation materials production lab, darkroom, and photo studio (LI 207), three large group screening rooms for media presentations, and distance learning (MH 120, SB 106, and HB 223), a video production and editing department (MH 114), a media repair service (MH 126), and the administrative office (MH 105).

The Media Center is greatly involved in the production of non-print materials in cooperation with students, faculty, and administration. The television studio is fully equipped to produce instructional tapes designed and directed by students for credits in all areas of academic study. Faculty members can develop their own instructional videotapes in the studio or on location with Media Center staff assistance. Fully interactive (Picture Tel) videoconferencing is available at North Campus (MH 120), and South Campus (HB 223). One way video, two way audio (Satellite) videoconferencing is available at two North Campus locations (MH 120 and Forten Hall).

Facilities are available for the production of multi media presentations using a wide variety of computer hardware and software, as well as audio, slide/tape programs, transparencies, and displays. Many types of audiovisual equipment are available for faculty and students to use. Classrooms are equipped with an overhead projector, vcr/tv system, and a screen. All areas have full-time experienced staff who provides assistance and training as needed in equipment operation and use.

These materials are directly available to faculty and students for individual study and to supplement classroom presentations. Assistance is provided in locating titles for purchase and rental of videotapes from commercial distributors.

**The Media Center's hours of operation are:**

**Media Services**

Monday-Thursday	8:30 a.m.-7:30 p.m.
Friday	8:00 a.m.-4:30 p.m.

**Video Services**

Monday-Thursday	8:30 a.m.-5:00 p.m.
Friday	8:30 a.m.-5:00 p.m.

**All other areas**

Monday-Friday	8:30 a.m.-5:00 p.m.
---------------	---------------------

**LEARNING CENTER PROGRAMS AND SERVICES**

The Learning Center houses academic, counseling, developmental and support programs, as well as tutorial and high school programs:

- Alternatives for Individual Development Program (A.I.D.)
- Student Support Services Program (SSSP)
- Developmental Skills Program (DSP)
- McNair Scholars Program
- Upward Bound Program (UBP)
- Enrichment Activities to Ready Local Youth (EARLY)
- Minority Multicultural Affairs Program
- Tutorial Program
- Entering Student Testing

These programs provide a variety of support services in a flexible setting that is responsive to student needs. The Learning Center also maintains an extensive collection of individualized and self-paced instructional materials and equipment. These provide students with the opportunity for programmed practice and learning in such diverse areas as reading and study skills, writing, math, science, computers and counseling.

The Learning Center is located on the fourth floor of the Library and is open Monday through Friday from 8:30 a.m.-5:00 p.m. For more information about the Learning Center, contact (978) 542-6215.

**Alternatives for Individual Development Program (AID/ACCESS)**

The A.I.D./ACCESS program is a state grant-funded program, which provides alternative admissions opportunities for talented minority, low-income and educationally disadvantaged students, whose lack of traditional academic preparation might restrict their access to a college education. These students are chosen for their academic potential and desire to improve their academic skills.

Once admitted, A.I.D./ACCESS students become part of the Student Support Services Program (SSSP) (federally funded) and are offered a variety of support services to enhance their potential to succeed. These services include:

1. Six-week Summer Residential Program
2. Reading/Study Skills Support



3. Science/Study Skills Support
4. Math/Computer Science Support
5. Writing/Communication Support
6. Individual/Group Counseling
7. Academic/Career Advising
8. Course Tutorials

Support Services are selected for each student according to their individual needs.

### Academic Regulations for Students Entering as Freshmen under the A.I.D./ACCESS Program

Students enrolled at Salem State College in the Alternatives for Individual Development Program are subject to the following academic regulations:

1. Students enrolled in A.I.D./ACCESS must enroll in a minimum of 12 semester hours of course work, in conjunction with enrollment in skills development classes, tutorials and regularly scheduled academic counseling. These students will be considered full-time students and eligible for residence hall space and all state, federal and private financial aid and scholarship programs.
2. A student actively enrolled in A.I.D./ACCESS will be graded according to the normal grading system of the College, and all grades will be recorded on the student's transcript; however, academic credits will not be granted for courses in which the student receives grades below C-, nor will such grades be included in the student's cumulative grade point average.
3. Students actively enrolled in A.I.D./ACCESS will not be considered by the Selective Retention Committee for academic dismissal or academic probation.
4. Students may be enrolled in A.I.D./ACCESS for no more than four semesters. Upon leaving A.I.D./ACCESS, students become subject to the standard academic policy of the College for subsequent semesters.
5. At the end of each academic year, the Director of A.I.D./ACCESS will report on the academic progress of students enrolled in A.I.D./ACCESS to the Vice-President, Academic Affairs, and to the Academic Policies Committee.
6. Any student whose academic achievement falls below the required level of performance mandated by Salem State and whose participation in A.I.D./ACCESS does not meet program criteria will be subject to immediate dismissal from the College. This decision will be made by the Program Director in consultation with the Vice President, Academic Affairs.

Alternatives for Individual Development is located in the Learning Center on the fourth floor of the Library. To learn more about the A.I.D./ACCESS Program, contact (978) 542- 6215.

### Student Support Services Program

The Student Support Services Program provides comprehensive support services to eligible part-time and full-time matriculated students. This includes students from low-income backgrounds, those whose parents did not graduate from a four-year college, and those with learning/physical disabilities.

Student Support Services offers eligible students comprehensive basic skills training, developmental education opportunities, counseling and a variety of support services. All program activities are designed to meet students' individual needs and to enable them to develop the skills and direction they will need to fulfill their educational and vocational goals.

#### 1. Reading and Study Skills Services

Students who need reading skills improvement can enroll in

reading classes designed to increase their reading efficiency. The materials used in these classes are adapted from many of the required freshman courses and cover the skills needed for both the humanities and sciences. Study Skills classes are available to help students strengthen their study habits and to learn new study techniques. Reading enrichment services further develop and enhance student's skills through critical thinking and challenging materials.

#### 2. Science and Study Skills Services

Students enhance their understanding of science by learning specific study skills geared toward science. Complex concepts are clarified and presented in a simplified manner. Lab work, as well as lecture material, is covered in the tutorials.

#### 3. Writing and Grammar Services

The Writing Program is designed to address students' needs in the areas of composition and research. Grammar/ESL students are exposed to grammatical rules, sentence structure, punctuation and editing. Through supportive activities students are encouraged to brainstorm, pre-write, outline, compose, edit and revise.

#### 4. Mathematics and Computer Science Services

Mathematics and Computer Science skills development is available through individualized and small group support. Students may also use the Mathematics and Computer Science services to prepare for future mathematics and computer courses. Students taking mathematics courses can sign up for tutorials that provide assistance with problems and concepts presented in class.

#### 5. Computers

Advanced technology and the demand for computers is increasing. Individualized support classes help Student Support Services students to further develop their knowledge of computers and enhance basic programming skills. The Learning Center Computer Lab encourages students to write and revise papers as well as enrich their academic skills using computerized software programs.

#### 6. Testing and Needs Assessment

Student Support Services students are provided with diagnostic evaluations to measure their skills in reading, study skills, math, computers and writing. A learning development program is then designed for each, on the basis of an analysis of the student's strengths and weaknesses in each of these skills.

#### 7. Student Development Services

Student Support Services students are provided with a comprehensive student development services program tailored to meet their individual needs. This includes, among other things, personal counseling, academic planning, financial aid counseling, and guidance in course selection and registration. Career counseling is available to help students choose majors and/or minors. Interest tests are available for those who wish to explore career possibilities.

Students at Salem State College enrolled in the Student Support Services Program are subject to the following academic regulations:

1. Students enrolled in Student Support Services must enroll in a minimum of 12 semester hours of course work, in conjunction with enrollment in academic support services, skills development classes and/or counseling.
2. Freshmen and sophomores actively enrolled in Student Support Services will be graded according to the normal grading system of the College, and all grades will be recorded on the students' transcripts; however, with the program grading privilege, academic credits will not be granted for courses in which the students receive below C-, nor will such grades be included in the students' cumulative grade point averages.



3. Students receiving the grading privilege through Student Support Services will not be considered by the Selective Retention Committee for academic dismissal or academic probation. However, students may be dismissed from the Program by the Vice President, Academic Affairs, upon the recommendation of the Director of the Student Support Services Program if they do not progress at a rate which ensures their graduation from the College within a reasonable period of time.
4. Students may receive the Student Support Services grading privilege for no more than four semesters. Students then become subject to the standard academic policy of the College for subsequent semesters.
5. The Director of Student Support Services will report on the academic progress of students enrolled in Student Support Services to the Vice President, Academic Affairs, at the end of each academic year.

**8. Course Tutorials**

Active Student Support Services students who need help in particular courses are provided with individualized assistance from a qualified tutor.

A student in the Student Support Services Program must remain in good standing in the Program according to the terms of the signed Program Agreement.

Student Support Services is located in the Learning Center on the fourth floor of the Library (LIB436). To apply for Student Support Services, or to learn more about the Program, contact (978) 542-6215.

**Developmental Skills Program (D.S.P.)**

The Developmental Skills Program is a Salem State College Program designed for freshmen who need further basic academic skills training. Students are selected for the Program by their Scholastic Aptitude Test (SAT) scores, which must be 530 or below in Verbal and 500 or below in Math; and by diagnostic testing prior to admission.

D.S.P. begins with a six-week Summer Institute that gives students a head start on the academic year. Academic skills are developed and reinforced through Algebra, Composition, Speech, Reading & Study Skills and Health.

During the academic year, basic skills instruction is coordinated with the students' schedules by enrolling them in pre-selected sections of regular freshmen classes such as History, Composition, Speech, Psychology and Algebra. These degree credits courses are combined with basic skills labs and academic support by use of a reading lab, writing lab, and math lab, as well as tutorial assistance in all subjects.

Beyond their first year, D.S.P. students who are low-income and first-generation may be eligible for additional services through SSSP. These students are then given academic support for their remaining years at Salem State College.

The Developmental Skills Program is located in the Learning Center on the fourth floor of the Library. To learn more about the Developmental Skills Program, contact (978) 542- 6215.

**McNair Scholars Program**

The McNair Scholars Program encourages outstanding qualified juniors and seniors in all majors who are members of minority groups, which are underrepresented, in doctoral programs in the United States to enter graduate school. Particular focus is on African-American/Black and Hispanic/Latino students.

As a McNair Scholar, students deepen their knowledge of research problems and methodologies in their field of study, develop writing and presentation skills and build career goals. Faculty mentors and peer advisors assist students in identifying appropriate graduate schools, gaining acceptance to a graduate program and obtaining financial support for graduate education.

Selected students are supported up to and including entrance into any graduate school in the United States through completion of their terminal degree.

The McNair Scholars Program provides enriching experiences including:

1. Motivational workshops
2. Professional internships
3. \$2,800.00 per summer stipend
4. Skill-building seminars
5. Arrangement of graduate school interviews

In addition to attending scheduled activities, students are required to write reports and a research paper for publication, attend a national or regional conference and share program experiences to assist and support new participants.

The McNair Scholars Program is located in the Learning Center on the fourth floor of the Library. For additional information or program applications, contact (978) 542- 6772.

**Upward Bound Program (UBP) Enrichment Activities for Ready Local Youth (E.A.R.L.Y.)**

The overall goal of the Upward Bound and E.A.R.L.Y Program is to generate the skills and motivation necessary for success beyond high school among educationally and economically disadvantaged youths, particularly underrepresented racial/ethnic minorities.

The key to the success of Upward Bound and E.A.R.L.Y. has been the individualized approach to Program activities. The Programs are designed to serve fifty students from Lawrence High School (UBP) and twenty-five students from Salem High School (E.A.R.L.Y.) Students are selected and assessed on an individualized basis and are matched with Program services and activities. An individualized educational plan is developed, reviewed and updated to ensure that the proper balance of academic skills development, academic advising, content subject exposure, career interests, cultural activities and individualized counseling is maintained. Upward Bound and E.A.R.L.Y. students are exposed to critical thinking, study skills, test-taking techniques, SAT preparation workshops, micro-computers and a wide variety of workshops/seminars that have a motivational focus.

The Upward Bound and E.A.R.L.Y Programs include three components:

1. After School Academic Year Component
2. Six-week Summer Residential Component
3. Saturday Component

The Upward Bound and E.A.R.L.Y Programs are part of the Learning Center on the fourth floor of the Library. For additional information or program applications, contact (978) 542- 6778 for the Upward Bound Program and (978) 542- 6023 for the E.A.R.L.Y Program.

**Multicultural Affairs Program**

The Office of Multicultural Affairs' critical concern are the recruitment and retention of multicultural students, as well as the development of multicultural presence and awareness on Campus. Throughout the year, programs such as Kwanzaa Week, African-American History Month, Martin Luther King Convocation, Hispanic Week and International Week are encouraged, supported and coordinated. Special events such as informational speakers, workshops, fairs and social events are conducted to enhance the awareness of different cultures and facilitate multiculturalism.

The Office of Multicultural Affairs is located on the fourth floor of the Library, LIB401. For additional information, contact (978) 542- 6213.



### Tutorial Program

The Tutorial Program is free to all full-time and part-time students attending Salem State College. Assistance is available in all courses depending on the number of qualified tutors and the availability of funds.

The objectives of the Tutorial Program are to increase a student's academic success by providing her/him with a qualified tutor and to help students become independent, self-confident and more efficient learners.

The Tutorial Program is located in the Learning Center on the fourth floor of the Library. For applications to be a tutor or to request tutorial services, contact (978) 542- 6215.

### Entering Student Testing

Testing occurs during Orientation. These tests are used to determine students skills development needs in reading, writing, math and computer literacy.

Testing also occurs throughout the year on an individual basis to satisfy competency-based skills requirements.

Testing services are located in the Learning Center on the fourth of the Library. For more information, contact (978) 542-6215.

## INFORMATION AND SERVICES FOR STUDENTS WITH DISABILITIES

Salem State College is committed to providing students with disabilities with a living and learning experience at the College which assures them equal access to all programs and facilities of the College, which makes all reasonable academic aids and adjustments for their disabilities and provides them with maximum independence and the full range of participation in all areas of college life.

*All students with disabilities should identify themselves and provide requested and appropriate written documentation to the Director, Office for Students with Disabilities, (978) 542-6217, as soon as possible after acceptance to assure accommodation of their disability and smooth coordination of available services.*

*No otherwise qualified person may be excluded from or denied any program, course of study or any other offering of the College, solely on the basis of disability.*

### General Information for Students with Disabilities

1. Elevator keys may be obtained by contacting the Office for Students with Disabilities, (978) 542-6217, or Equal Opportunity and Human Rights, (978) 542-6106
2. Special Parking Permits may be obtained by contacting Campus Police, (978) 542-6511. Those with Registry of Motor Vehicles plates or placards receive priority in parking. Temporary Special Parking Permits are available for a limited time.
3. Arrangements for priority registration or to move classes to accessible locations may be made by contacting the Office for Students with Disabilities, (978) 542-6217.
4. Students seeking academic aids and adjustments should contact the Office for Students with Disabilities, (978) 542-6217.
5. Most major buildings have ramps. Many of the restroom facilities have been adapted for use by persons with disabilities. Most buildings now have elevators or chair lifts. Contact the Office for Students with Disabilities regarding facilities.
6. Special arrangements can be made for students who need routine assistance, e.g. injections, examinations, laboratory tests, from the Health Services Office, (978) 542-6413.
7. Athletics/Intramurals: for students with disabilities who wish to become involved with intercollegiate or intramural

athletic activities as scorers, timers, statisticians, ticket collectors or sellers, sports writers, etc. please contact the Athletic Director or Intramural Coordinator at (978) 542-6570.

8. Food Service: The Food Service may be contacted for information or for special arrangements which are possible during periods of inclement weather, (978) 542-6444.
9. Housing: Early knowledge of students with disabilities who plan to live in campus residence halls will allow for arrangements to be made for appropriate room locations. Call (978) 542-6416.
10. Transportation: The College has specially equipped buses with lifts which transport students to and from the North Campus, South Campus and the O'Keefe Center. For information, call Campus Police (978) 542-6511.
11. Compliance: Concerns regarding the institution's compliance with the Americans with Disabilities Act, ADA, or Section 504 of the Rehabilitation Act of 1973, and specific complaints should be addressed to the Director, Equal Opportunity and Human Rights, (978) 542-6106.
12. A handbook for Students is available from the Office for Students with Disabilities, (978) 542-6217, and Equal Opportunity and Human Rights, (978) 542-6106.

### Use of Tape Recorders

Students, who because of disability, need to use tape recorders in the classroom should contact the Office for Students with Disabilities, (978) 542-6217. There is a written agreement pertaining to the use of tapes.

Other students who wish to tape record classes should contact the Academic Affairs Office, MH214, (978) 542-6240.

## LIBRARY SERVICES

### Hours

The Library is open seven days a week. Hours are: Monday-Thursday, 8 a.m.-midnight. Friday 8 a.m.-5 p.m.; Saturday, 9 a.m.-5 p.m.; and Sunday, 2 p.m.-11 p.m. Any changes in hours will be posted in the lobby of the Library. During final exam periods the library is open extended hours for study purposes only.

### Books

The Salem State College Library provides a core collection of over 300,000 volumes of print materials to support the academic programs offered by the college. In addition to its own collection, the library provides access to other library collections electronically and through membership in several consortia. Students, faculty and staff of Salem State College with a current validated ID may borrow library materials from Salem State or through interlibrary loan. Salem State College Library materials circulate for three weeks and may be renewed a total of two times.

### Periodicals

The library has a collection of over 14,000 electronic journals and 800 print journals with backfiles for most of these. The Periodicals List is available on the SSC Library web page.

### Reference Services

Reference librarians are available for assistance with research needs seven days a week, including evenings and weekends. Students in need of reference assistance should inquire at the reference desk on the first floor. For in-depth research assistance, an appointment may be scheduled with a reference librarian.

### Electronic Resources

The library web page provides direct links to our databases, the library catalog, staff and departmental information, directions to the library, and Internet resources. The address of the SSC Library web page is <http://www.salemstate.edu/library>. Most



databases are available by using a web browser from either on or off campus.

**Library Catalog**

The library's online catalog accesses over three million items in the NOBLE database. NOBLE, (North of Boston Library Exchange) is a consortium of academic and public libraries located north of Boston. The NOBLE catalog and the library Web page serve as a gateway to the Internet and World Wide Web.

**Interlibrary Loan**

SSC Library offers interlibrary loan to obtain materials available in other libraries. ILL forms are available at the circulation desk upon presentation of a validated Salem State ID. ILL requests may also be made electronically from the SSC Library Web Page or by e-mail to "moreland@noblenet.org". NOBLE requests are delivered by courier usually within a few days. Requests for materials outside of NOBLE may take from one to two weeks. Students should plan ahead so that there is enough time to fill these requests before research projects are due.

**Reserves**

Items placed on course reserve are available at the circulation desk. A current validated ID or library card is necessary to borrow materials. Students may borrow two items at any one time. Items circulate for two hours, twenty-four hours or seven days as requested by the instructor.

**Users with Disabilities**

The library offers reasonable accommodations to users with disabilities. For the visually impaired the library offers an Optelec print enlarger, audio books, and Zoom, a reading/voice output software on one workstation. In addition, the library has Jaws for Windows and Kurtzweil 3000 software with scanner. The library also offers e-mail reference from its web page to assist hearing impaired users.

**THE MATH/COMPUTER LAB**

The Math/Computer Lab is a place for students to meet and work on mathematics assignments or study for exams with their classmates. The department recognizes the diversity in the mathematical preparation of its students and has provided this service to help students become more competent and confident in mathematics

The Math Lab is a place where students can receive informal tutoring in mathematics. The tutoring staff consists of undergraduate students who have a special interest in mathematics and are competent in the introductory undergraduate mathematics courses. There is no fee and no reservations are needed for Math Lab services. All students in Day and DCE courses are welcome.

The Computer Lab provides an environment for students to explore technology in mathematics. There are several T1-83 graphing calculators available for student use within the Lab. Additionally, there are several Gateway 2000 computers with a variety of mathematics programs and applications for student use.

The Math Computer Lab is located in Sullivan Building 306. Hours of operation are posted each semester, including some evening hours. The Math Lab is supervised by a full-time staff associate. The Computer Lab is managed by a computer assistant. The Math/Computer Lab can be reached by phoning (978) 542-6348.

**THE PRESCHOOL**

**History**

The Preschool was established in 1970. It was one of the first campus based preschools on a Massachusetts State College Campus. The Program is state **licensed** through the Office for

Children's Services. The Preschool is also **accredited** by the National Academy of Early Childhood Programs which is achieved by only 5% of programs nationally.

**Program**

The purpose of the Preschool is to provide a high quality education program to children. The program is based on developmentally appropriate practices, with low teacher/child ratios (1:6), small group size, (15 children), and high educational and training requirements for staff. Parents are encouraged to become actively involved in the Preschool.

The Preschool also serves as a Lab School by providing Salem State College students and faculty opportunities for observations, projects and research.

The Preschool is organized under the academic area of the Schools of Human Services.

**Staffing**

Consistency among teachers and children is very important in our program.

**The Coordinator** provides the administrative leadership and supervises the staff.

**The Head Teacher** is responsible for the development and implementation of the curriculum and for the supervision of the **Teacher** and **Part-time Teacher Assistants**, student teachers and field work students and volunteers.

**Location**

The Preschool is located in a self-contained cottage on the hill behind the Upper South Campus next to the Alumni House. The Office is located on the 1st floor of the Alumni House. To reach the Preschool follow Route 1A/Rt. 114 South from the Main Campus-off 262 Loring Avenue.

**Enrollment**

*The children of full-time students at Salem State College receive first priority and, with space permitting, faculty, staff and community may enroll.* Morning, afternoon, and full day sessions are available. The minimum enrollment option is attending 2 days for at least 3 hours each day. Student parents enroll based on their class schedules and program arrival and departure times.

**Registration**

A \$50.00 registration fee is required at registration.

Checks made payable to: **SSC Preschool Program.**

All registration is by appointment only and includes a brief interview with the Coordinator, completion of all forms and a tour of the Center. All children are required to visit the Center before they attend, and to meet the Head Teacher. All forms must be on file before a child can attend.

Registration is held 3 times a year for each term:

FALL TERM: Registration held in March for September enrollment.

SPRING TERM: Registration held in December for January enrollment.

SUMMER NATURE PROGRAM: Registration held in March for July Enrollment - 6 week program.

**Fees**

\$4.50 - Full-time Salem State College student rate per hour, per child.

\$5.00 - Standard rate - faculty, staff and community per hour, per child.

Fees are based on a weekly rate and paid once a month. No refunds due to illness, holiday closings, inclement weather, staff



training days, labor strikes or other legitimate conditions.

Sliding fee slots and voucher slots are available to income eligible parents through the ChildCare Circuit, Salem Community Partnership and the Campus Grant.

For information contact the Coordinator at (978) 542-6408 or see our website at: [www.salemstate.edu/humnsvc/preschool/](http://www.salemstate.edu/humnsvc/preschool/).

### READING LABORATORY

The Reading Laboratory staff are prepared to work with students who are having difficulties with assigned readings for any reason. The approach is diagnostic, prescriptive and individualized. Interested students may also improve study skills e.g. test taking, note taking and the SQ3R reading method. The Reading Laboratory is located on the fourth floor of the library and is open Monday through Friday, 9:00 am-5:00 p.m. For more information call (978) 542-6717.

### SUPPLEMENTAL INSTRUCTION

Supplemental Instruction, (SI), assists students in successfully completing certain required courses. Supplemental Instruction sessions are offered twice weekly to review, organize and clarify lectures as well as textbook and additional readings. Attendance is voluntary and the service is offered to SSC students free of charge.

Courses that offer Supplemental Instruction are identified in the Master Schedule by a (+) to the left of the catalog number.

Contact the Academic Advising Center, (978) 542-7049, for additional information.

### WRITING CENTER

The Writing Center (MH223) provides students with individualized assistance in writing. Tutors in the Center direct their instruction to the student's own particular writing needs, which can range from basic grammatical problems to broader concerns, such as planning a format or developing an approach to a particular writing task.

The Center operates either by appointment or on a walk in basis. If a tutor is not immediately available, arrangements will be made for a tutoring conference as soon as possible.

Students who confront writing problems in any of their courses or who anticipate difficulties with required written work are urged to make use of the Writing Center. The Center will also assist students who simply want to develop their writing skills more fully. For further information contact the Writing Center at (978) 542-6491.

