

Office of the Dean of Academic Affairs  
845-687-5092

TO: Spring 2016 Evening Students and Faculty

FROM: The Office of the Dean of Academic Affairs

**PLEASE READ THIS INFORMATION**

Welcome to a new semester of evening classes. We hope it will be a successful experience.

**CLASS CANCELLATION** – If a class must be canceled for emergency reasons (e.g., instructor’s illness) class members will be notified via their [@my.sunyulster.edu](mailto:@my.sunyulster.edu) e-mail. If there is a possibility the College will close due to inclement weather, please listen to the radio for a general cancellation announcement, and check the portal. Cancellations due to inclement weather will be announced by 7:00 a.m. for day classes and by 3:00 p.m. for evening classes. Cancellations will be on the portal at [@my.sunyulster.edu](mailto:@my.sunyulster.edu) and our website at [www.sunyulster.edu](http://www.sunyulster.edu).

**EMERGENCY** – Anyone who needs to contact you in an emergency while you are in class should call our Public Safety Office at (845) 687-5221. By dialing 687-5221 they will be speaking directly with a Public Safety Officer. An officer will be sent to your classroom to contact you. It is helpful in such a situation for the caller to have the correct course title, instructor, or building name and room number of the class in which you are enrolled. Students and Faculty can also receive New York SUNY Alerts. All class cancellations and other important information will be sent out on NY SUNY Alert. Students and Faculty may sign up for the NY SUNY Alert on the portal. To sign up for the NY SUNY Alerts go to: Student Resources Tab; Student Links (lower right hand corner); Register for SUNY Ulster Alerts.

**SAFETY & SECURITY OFFICE** – Students should apply for and receive ID cards and parking permits in HAS 134. Phone (845)687-5023.

**CAMPUS CRIME STATISTICS** - The crime statistics for the College, as required under the Clery Act, are available on the college web page and in print at the Department of Public Safety Office located in Hasbrouck Hall, lower lobby.

**COLLEGE NURSE** – There is no College Nurse on duty after 4:00 p.m. In an emergency requiring assistance, dial ext. 5221 or 911 from any campus phone. In addition, after dark there are blue lights on the outside of certain buildings and parking lots that indicate where emergency calls can be made directly to Public Safety.

**The REGISTRAR’S OFFICE**, located in Vanderlyn Hall, Room 206 is open from 8:30 a.m. to 4:30 p.m., Monday through Friday. **The Office will remain open until 6:00 p.m. on Tuesdays when classes are in session.** SUNY Ulster PORTAL (<http://my.sunyulster.edu>): In order to obtain your academic information, such as grades, SUNY Ulster email, financial aid, and general campus updates, you will need to access the Portal. If you do not yet have your Portal login credentials please follow the instructions on the Portal Login Page. If you have trouble accessing the portal contact the Helpdesk at 687-5169.

**CAFETERIA** services are located in the main level of Vanderlyn Hall and are available for evening students from 5:00 p.m. to 7:30 p.m. for hot entrees and until 8:00 p.m. for coffee and snacks, Monday through Thursday.

**The BOOKSTORE (in Vanderlyn Hall, Room 149):**

**January 18-Monday, Closed for Martin Luther King Day**

**January 19-21-Tuesday through Thursday - 8:00 a.m. – 6:30 p.m.**

**January 22-Friday - 8:00 a.m. – 5:00 p.m.**

**January 25-January 29-Tuesday through Friday - 8:00 a.m. – 5:00 p.m.**

**Regular Hours Resume Feb 1-Monday - Thursday - 8:30a.m. – 4:00 p.m.**

**Friday - 8:30 a.m. – 2:00 p.m.**

Order online from [www.sunyulstershop.com](http://www.sunyulstershop.com)

**LIBRARY FACILITIES:** The library located on the Stone Ridge campus is open from 8:00 a.m. to 7:00 p.m., Monday through Thursday, 8:00 a.m. to 4:00 p.m. on Friday and 9:00 a.m. to 3:00 p.m. on Saturday. Holiday hours will be announced. Reference librarians are available when the library is open and can be contacted by telephone at [845-687-5208](tel:845-687-5208) and by text at [845-243-2275](tel:845-243-2275). Student I.D.'s, obtained from the Public Safety Office, HAS 133, are required to borrow materials from the library.

Access to off-campus library services are found by logging in to the Portal, <http://my.sunyulster.edu> and clicking on the **library tab**. Services provided include the library catalog, databases containing full-text articles and streaming media, access to the interlibrary loan request system and the ability to chat with a reference librarian 24/7.

**COMPUTER FACILITIES** are available at the Stone Ridge Campus (in Hasbrouck 220). Computer labs are available only to current SUNY faculty, staff and students, who must log in to the computers with their Portal credentials. Please check the Portal under the Student Resources tab within the Student Links for the “Computer Labs” for up to date computer lab availability. Or go to: [http://people.sunyulster.edu/portal/computer\\_labs.html](http://people.sunyulster.edu/portal/computer_labs.html).

**ENROLLMENT AND SUCCESS CENTER-** The Enrollment and Success Center located in Vanderlyn Hall; Room 119 is open from 8:30 a.m. to 4:30 p.m. Students may seek academic, career, transfer, veterans services and personal counseling and/or referrals. Evening appointments may be made during the semester by calling 687-5022.

**AUDIO-VISUAL EQUIPMENT** – For projectors, TV’s, VCR’s, etc. to be used on campus, **instructors** should call the OIT Help Desk (ext. 5169) or write the helpdesk at [helpdesk@sunyulster.edu](mailto:helpdesk@sunyulster.edu). Instructors please include the date and time the equipment is needed and the time that the class ends, so the equipment may be picked up promptly. **Instructors please call in your reservations 48 business hours in advance** of the date and time the equipment is needed.