The Graduate and Continuing Education Student Organization

We are excited about the development and progress we are making in shaping The Graduate and Continuing Education Student Organization (GCESO). As you know the purpose of GCESO is to serve the needs of the adult learner (both undergraduate and graduate) and to represent these needs to the University. It will provide a forum for the expression of student views and interests in the affairs at the University. Virginia Egan, academic advisor in CGCE, will serve as the organization’s moderator. We strongly encourage your participation in this important endeavor.

An outline of the by-laws has been created in order to follow the proper protocol for upcoming elections. A by-law committee will meet in the future to discuss any further amendments.

If anyone is interested in working with the By-Laws Committee, please email Virginia Egan at eganv2@scranton.edu.

We will be holding elections for the following positions: President, Vice President, Treasurer and Secretary. If you would like to nominate a student within CGCE (undergraduate or graduate) or if you would like to nominate yourself, email eganv2@scranton.edu. Once we receive all of the nominations, we will provide information regarding the election process. The deadline for submitting nominations is February 6, 2009.

The College of Graduate and Continuing Education is very excited about the developing organization. We look forward to working with the adult learners to establish a greater presence at the University.

Registration Reminder!

Registration for on-campus students for Intersession and Spring 2009 began on Friday, October 24. Adult undergraduates must make an appointment with their advisor and Graduate students must make an appointment with their mentor to discuss appropriate course selection.

Scranton Education Online students (SEOL) should contact their student representatives at www.uscranton.com for registration information for the Special Spring 2009 Term. MBA online students should contact Dr. Kingsley Gnanendran at skg335@scranton.edu for registration information.
Important Information for On-Campus Education Majors

All student teaching candidates must have the following on file with the Education Department:

- Criminal History Clearance (Act 34)
- Child Abuse Clearance (Act 151)
- FBI Fingerprint Clearances (Act 114)

in order to enter Pennsylvania schools or be placed at a field experience site that would permit them direct contact with students. This includes any and all University of Scranton clinics or tutoring sessions.

Praxis Series I & II tests are required for Pennsylvania Teacher Certification

Praxis Tests Information—Undergraduate Students
After completing 48 semester hours, a student must also have passed the Praxis Series I examinations (PSST Reading, Writing, Mathematics). The Praxis Series II test must be taken before the student begins student teaching.

Praxis Tests Information—Graduate Students
Students pursuing a first teaching certificate must pass the Praxis Series I (PSST Reading, Writing, Mathematics) within the first seven credits of graduate study. Failure to meet this requirement will preclude continuing in the program until the requirement is met. Also, students must pass the Praxis Series II specialty test(s) before they begin student teaching. The Director of Field Placement will not accept applications for the graduate student teaching unless accompanied by passing scores on the Praxis Series II specialty test(s).

Visit [http://www.ets.org/praxis](http://www.ets.org/praxis) to view the required tests and to register for the tests. The website will also provide information about the testing locations. Students should consult with their mentors if they experience any confusion or difficulty when registering for a test or viewing test requirements.

Comprehensive Examinations for Graduate Students in Education
Students pursuing a Master’s degree in the Department of Education and Scranton Education Online must pass the comprehensive examination before being awarded a Master’s degree. The examination is taken near the end of the student’s program of study. Students must apply to take the examination by the deadlines given in the academic calendar. Scranton Education Online (SEOL) and on-campus graduate students can obtain the comprehensive application online by clicking on the link on the last page of this newsletter. On-campus students could also obtain the Application for Comprehensive Examination form available in the Office of Student Services and Advising in O’Hara Hall 201.

The Director of the student’s program determines eligibility for the examination. Students should consult with their mentor regarding the nature of the examination in their field. Should a student fail one or more parts of the comprehensive examination, the student may retake the part(s) failed on the next scheduled exam date.

On Campus Comprehensive Examination Date for Spring 2009:
Last Day to Register: Friday, April 3, 2009
Exam Administered: Saturday, April 18, 2009
Important Information for MBA Graduate Students

MBA Modules
As students review their registration options for the Intersession and Spring Terms, please be mindful that the MBA modules are offered online in the Special Spring 2009 Terms. If you are required to complete any of the modules as a condition of your degree program, you must obtain your mentor’s signature on a paper registration form and submit it to The Office of Student Services and Advising on the second floor of O'Hara Hall.

Below is a link to the Registrar’s Office. Under Registration and Course Schedule, click on Course Schedule Search. Choose the Special Spring 2009 Term and and click on MBA Inter-disciplinary and then Search at the bottom of the page. You will be able to access a full listing of the MBA modules for Spring 2009.

http://matrix.scranton.edu/academics/ac_ro.shtml

Please contact your mentor if you have any questions regarding your degree requirements. If you have any problems regarding the registration process you can contact the Office of Student Services and Advising at (570) 941-7580.

The Counseling Center

McGurrin Hall, 2nd floor Phone # 941-7620
Open: 8:30am – 4:30pm Monday—Friday

The Counseling Center provides in-house, free and confidential counseling to groups and individual students regarding:
- Major and/or career making decisions
- Relationship troubles with family, friends, or romantic partners
- Stress from academic/social pressures
- Loss of a loved one or other bereavement
- Sexual assault/harassment
- Misuse of alcohol and other drugs
- Problems with food and nutrition

(Please note: the Counseling Center does not provide online therapy services.)

Sometimes talking about the stresses of life can make a difference in your learning experiences. The Counseling Center is staffed by psychologists, licensed counselors and a licensed social worker who are available to help make the most of your experience at the University.

Students can call to make an appointment for a single visit or arrange to speak with a counselor on an on-going basis. Students may also drop by the Center, and a counselor will be available within a few minutes. All information about a student’s counseling is confidential. After office hours, you may speak with the counselor-on-call by calling Public Safety at 941-7777.
The Weinberg Memorial Library

Hours:
8 am—11:30 pm: Monday through Thursday
8 am—10 pm: Friday
Noon—8 pm: Saturday
Noon—11:30 pm: Sunday

Location: Linden & Monroe
Phone: (570) 941-4000
Homepage: http://scranton.edu/resources/re_li.shtml

The Pro-Deo Room: 1st Floor—open 24 hours.
Royal Card required for access

Distance Learning is Great for Adult Learners!

Adult learners can still access the library’s resources without having to go to the library. Distance learning students are eligible for library services, including home delivery of books and articles.

Click on the link for the following options:
http://academics.scranton.edu/department/wml/librarydistancebrochure.pdf

- How to access the library’s database
- Different options for accessing articles/online journals
- How to obtain books
- How to use the Library’s ILLiad system
- How to contact a librarian through chat, email, or telephone for Research help

What is ASK A LIBRARIAN?

Ask a librarian is a reference service that enables patrons to ask questions about research, library resources, and library policies from a remote location via email or live chat.

IM a librarian on AIM, Yahoo, MSN, or Google at uofsrefdesk Sun—Fri 4pm-10pm
Email a librarian for assistance when accessing a database or when researching an assignment by going to our website.

You can also access the Harvard Business School Review by selecting “Our Journals” on the Library’s Homepage

Harry and Jeanette Weinberg Memorial Library
Office of Career Services

Office Hours
8:30am—4:30pm Monday & Friday
8:30am—6:30pm Tuesday, Wednesday, & Thursday
Walk in Appointments—Fridays: 9am—3pm

Location Ciszek Hall, 1120 Mulberry Street
Phone: 570.941.7640
Email Careers@scranton.edu

Looking for a new job to better suit your interests?
How can you improve your resume for that job interview?

The Office of Career Services can help you!

Individual career counseling is provided for students and alumni who need assistance with career decision making. Counselors guide students through self-assessment, career research, and practical experience to help them obtain information needed for good career decisions.

- Resume Writing
- Cover Letter Writing
- Job Search Assistance and Career Options
- Graduate/Professional School Application
- Interview Skills Development

Recruiting Program
The recruiting program consists of numerous ways for students to interact with employers from various industries. This program includes on-campus interviews, resume mailings, and information sessions for employers who are seeking students for part-time, summer, internship, and full-time positions.

Check out the opportunities on the website!
http://www.scranton.edu/careers

- Post your resume online
- Search for jobs and internships
- Online workshops

Students and Alumni - Register / Log In
Post Your Resume, Search for Jobs and Internships
Employers - Register Today!
Post openings, search for student/alumni resumes,
REFERENCE GUIDE TO
THE COLLEGE OF GRADUATE AND CONTINUING EDUCATION

The College of Graduate and Continuing Education (CGCE) is dedicated to serving adult students interested or involved in adult undergraduate or graduate credit programming, or professional development non-credit programming. For greatest efficiency, CGCE has combined various office functions. The five 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’s Office
The Dean’s Office coordinates activities of all units within the college, works with faculty, staff and students in the area of program development and program management and interacts with the community and others concerning programming initiatives. This office is responsible for determining resolution of policy issues and facilitating communication among the academic departments and units enrolling and/or working with graduate students, adult undergraduate students and professional development clients. The Dean’s Office manages the graduate assistantship program and commencement activities.

Dean: Jeffrey Welsh 941-6300 welshw2@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 adult undergraduates, on-campus graduate students, as well as high school scholars who are interested in The University of Scranton. This office is also responsible for the recruitment of all international students. Through marketing research, advertising activities and in-person consultations, the staff is committed to recruiting and admitting excellent students.

Director/Assistant Dean: James Goonan 941-6304 goonanj1@scranton.edu
Assistant Director: Jeanne Ruane 941-4285 ruanej2@scranton.edu
Assistant Director: Adam Szydlowski 941-4286 szydlowskia2@scranton.edu

Student Services and Advising (570) 941-7580
The Office of Student Services and Advising is responsible for managing all functions in matters relating to graduate and adult undergraduate degrees; credit certification programs; non-traditional student advising, registration and academic progress; and adult student support services. In addition, this office serves all visiting students, senior audits, and High School Scholars.

Assistant Dean: Meg Cullen-Brown 941-6379 cullennbrownm2@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 941-7600 7580 striicklands3@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 and supports activities involving all graduate online and off campus programming. These include the Scranton Education Online Program, the transition Doctor of Physical Therapy, the online MBA degree program and the Hong Kong MBA program.

Assistant Dean: Regina Bennett 941-4281 benetttr1@scranton.edu
Assistant Director SEOL: George Jones 941-4286 jonesg5@scranton.edu
Clinical Practice Director SEOL: Ivan Shibley 941-6376 shibleyj3@scranton.edu
Secretary SEOL: Dolores Rozelle 941-4269 rozelled2@scranton.edu
MBA online Admissions Clerk: Adam Szydlowski 941-4260 szydlowskia2@scranton.edu
Admissions Clerk SEOL: Theresa Borgia 941-4260 borgiaj2@scranton.edu
Secretary to Asst. Dean: Kara Dale 941-4260 dakalek2@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
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 at simkoe2@scranton.edu

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-oncampus.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

Schedule Change Form for on Campus Programs Only

Student Address Correction Form
https://lynx.scranton.edu/forms/sacf.pdf

Transcript Request
http://matrix.scranton.edu/academics/ac_ro_transcript.shtml

On Campus Student Application for Comprehensive Examination
http://matrix.scranton.edu/docs/gs-comprehensive-examination-oncampus.pdf

SEOL Student Application for Comprehensive Examination
http://matrix.scranton.edu/docs/gs-comprehensive-exmination-online.pdf

Have a Happy Holiday!!!