

# **CEPS PARENT RESOURCE BOOKLET**

**CEPS Student Affairs Office  
Kingsbury Hall  
Room W283  
603-862-3537**

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College Web Site  
[www.ceps.unh.edu](http://www.ceps.unh.edu)

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# CEPS DEPARTMENTS

Robert Henry, Associate Dean  
 Academic Counselor  
 862-3537, Kingsbury W283  
 Dean's Office e-mail address: dean.ceps@unh.edu

Department	Chair	Office	Phone
Chemical Engineering	S.S.T. Fan	KING W301A	2-3656
Admin. Assistant: Nancy Littlefield	<a href="mailto:nbl@cisunix.unh.edu">nbl@cisunix.unh.edu</a>		2-3654
Chemistry	C. Bauer	PARS 132	2-3619
Admin. Manager: Cindi Rohwer	<a href="mailto:clr@christa.unh.edu">clr@christa.unh.edu</a>		2-1795
Civil Engineering	J. Benoît	KING W177	2-1419
Admin. Assistant: Claire Euloth	<a href="mailto:claire.euloth@unh.edu">claire.euloth@unh.edu</a>		2-1411
Computer Science	P. Hatcher	NESM 310	2-2678
Admin. Assistant: Rachel Toussaint	<a href="mailto:rachelt@cs.unh.edu">rachelt@cs.unh.edu</a>		2-3778
Earth Sciences	J.M. Davis	JAMS 121	2-1718
Admin. Assistant: Nancy Gauthier	<a href="mailto:nancy.gauthier@unh.edu">nancy.gauthier@unh.edu</a>		2-1720
Electrical & Computer Engineering	J.R. LaCourse	KING 247	2-1324
Admin. Assistant: Kathy Reynolds	<a href="mailto:kathy.reynolds@unh.edu">kathy.reynolds@unh.edu</a>		2-1358
Mathematics	E. Grinberg	NESM G22	2-5772
Admin. Assistant: Jan Jankowski	<a href="mailto:janj@cisunixa.unh.edu">janj@cisunixa.unh.edu</a>		2-2320
Mechanical Engineering	T. Gross	KING 134	2-2445
Admin. Assistant: Tracey Harvey	<a href="mailto:tjharvey@christa.unh.edu">tjharvey@christa.unh.edu</a>		2-1353
Physics	D. Meredith	DEM 210	2-2063
Admin. Manager: Katie Makem	<a href="mailto:c_makem@unhf.unh.edu">c_makem@unhf.unh.edu</a>		2-2669
CEPS Undeclared	Robert Henry Associate Dean	KING 223	2-3131

**The Family Educational Rights and Privacy Act  
of 1974 (FERPA)  
Also known as the  
Buckley Amendment**

The following is considered "**directory information**" and may be released to the public if there is not a non-disclosure form on file:

1. Student's name, address, telephone, and e-mail address
2. Major
3. Participation in officially recognized activities and sports
4. Weight and height of athletic team members
5. Dates of attendance
6. Degrees received
7. Most recent previous educational institution attended by student
8. Class
9. Honor rolls

All other information, academic, financial, disciplinary, non-academic, student employment, or medical, is CONFIDENTIAL. It cannot be given or made available to anyone other than an appropriate University official without the student's written permission. Refer all outside requests for information about a student to the Registrar's Office unless you have a written release from the student in your possession. Non-disclosure forms are kept on file in the Registrar's Office

*Note to parents: by law we cannot discuss you son or daughter's academic progress, grades, or status. If you would like this information you need to talk to your son or daughter. If they are willing they can give us written permission to talk to you. Please refer to <http://www.unh.edu/registrar/faq/buckley.html> for more information.*

<b>Expectations - All student are expected to:</b>	
Academic	<ul style="list-style-type: none"> <li>• Attend all classes</li> <li>• Hand in all homework and laboratory assignments</li> <li>• Do ones own work</li> <li>• Seek help from faculty / teaching assistants as needed</li> <li>• Empower student to take ownership of their academic life</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Be respectful of others in your daily life</li> <li>• Follow all regulations of the university &amp; Durham</li> <li>• Be watchful of the needs of others in your daily life</li> </ul>
<b>Common Questions</b>	
Student needs assistance	<ul style="list-style-type: none"> <li>• See faculty and / or teaching instructor of the course</li> <li>• See departmental advisor</li> <li>• Seek help from Free Academic Support Resources</li> </ul>
Drop/add a course	<ul style="list-style-type: none"> <li>• Student consults with their academic advisor</li> <li>• Fill out Drop/Add forms (available in dean's office) <ul style="list-style-type: none"> <li>◦ Signed by instructor first, then advisor</li> </ul> </li> <li>• Student delivers completed form to the Registrar's Office by the published deadlines.</li> </ul>
Student is not doing well in a course	<ul style="list-style-type: none"> <li>• Student should contact the faculty or teaching assistant for the course.</li> <li>• Student should seek out support services (listed next)</li> <li>• <b><i>Most important is to let them handle it.</i></b></li> </ul>
Free Academic Support Resources	<ul style="list-style-type: none"> <li>• CFAR (Center for Academic Resources)</li> <li>• MaC Center (Mathematics Center)</li> <li>• SWE (Society of Women in Engineering)</li> <li>• Pi Mu Epsilon (Math Honor Society)</li> <li>• Tau Beta Pi (Engineering Honor Society)</li> <li>• University Writing Center</li> </ul>
Other Free Support Centers	<ul style="list-style-type: none"> <li>• UNH Counseling Center,</li> <li>• University Advising and Career Center</li> <li>• ACCESS Office (supports students with disabilities)</li> </ul>
Progress Report	<ul style="list-style-type: none"> <li>• Students receive mid-semester evaluations for their first two semesters only.</li> <li>• These evaluations are available on WEBCAT.</li> </ul>
Withdrawing from UNH	<ul style="list-style-type: none"> <li>• Student should start at the Registrar's Office.</li> <li>• To return a student needs to reapply to the university</li> <li>• Review the Students Rights, Rules &amp; Responsibilities online at <a href="http://www.unh.edu/student/rights">www.unh.edu/student/rights</a>.</li> </ul>

<b>Common Questions</b>	
Petitioning for variances in academic policy	<ul style="list-style-type: none"> <li>• Student meets with their advisor to discuss situation.</li> <li>• A petition is filled out by the student               <ul style="list-style-type: none"> <li>◦ Signed by the course instructor(s) involved</li> <li>◦ Signed by the student's advisor.</li> </ul> </li> <li>• Student brings form to CEPS Dean's Office.</li> <li>• Forms are available in CEPS Student Affairs Office (Kingsbury 223) and online</li> </ul>
Scholarships available for CEPS students	<ul style="list-style-type: none"> <li>• List available on the CEPS Web site <a href="http://www.ceps.unh.edu/academics/scholarships.htm">www.ceps.unh.edu/academics/scholarships.htm</a></li> <li>• Student must apply to be considered for scholarships</li> <li>• Information and applications available at CEPS Dean's Office</li> </ul>
CEPS Foreign Exchange Programs	<ul style="list-style-type: none"> <li>• 2 formal exchange programs: Budapest, or Scotland.</li> <li>• More information is available at <a href="http://www.ceps.unh.edu/highlights/wide.html">www.ceps.unh.edu/highlights/wide.html</a></li> </ul>
Scholastic Warning	<ul style="list-style-type: none"> <li>• When a student's semester GPA or cumulative GPA is less than 2.0</li> <li>• A student should meet with their major advisor to discuss the situation and required modifications</li> <li>• UNH does not have "academic probation".</li> </ul>
Can I be suspended without receiving a warning?	<ul style="list-style-type: none"> <li>• Yes. Any time a student's cumulative GPA falls below 2.0 it is possible that they will be suspended.</li> <li>• Student has the right to appeal this decision. Meet with their major advisor and /or Associate Dean.</li> <li>• Refer to Students Rights, Rules &amp; Responsibilities. <a href="http://www.unh.edu/student/rights">www.unh.edu/student/rights</a></li> </ul>
Academic actions	<p>Based on ones academic performance, a student can be:</p> <ul style="list-style-type: none"> <li>• Excluded, suspended or dismissed</li> <li>• Refer to Student Rights, Rules &amp; Responsibilities. <a href="http://www.unh.edu/student/rights">www.unh.edu/student/rights</a></li> </ul>
Graduation requirements	<ul style="list-style-type: none"> <li>• There are departmental, college and university requirements.</li> <li>• Student works with their advisor in making sure that all graduation requirements are met.</li> <li>• Refer to Undergraduate Catalog regularly</li> </ul>
<b><i>Mailboxes</i></b>	<ul style="list-style-type: none"> <li>• <b><i>All Students have a Granite Square Station box #</i></b></li> <li>• <b><i>All UNH correspondence goes to the mailboxes</i></b></li> <li>• <b><i>Most Students have a departmental mailbox also</i></b></li> <li>• <b><i>Students need to check both mailboxes regularly</i></b></li> </ul>

### Important Telephone Numbers

ACCESS (handicapped services) .....	862-2607
ALCOHOL/DRUG ASSISTANCE - 8:00 - 4:30 .....	862-3823
- After hours .....	862-1530
ATHLETICS .....	862-1850
BANKS    New Hampshire Federal Credit Union .....	868-2085
Ocean National Bank .....	868-5574
Federal Savings Bank .....	868-1111
BOOKSTORES    UNH Bookstore .....	862-2140
Durham Book Exchange .....	868-1297
CAMPUS SECURITY .....	862-1427
Emergency    On Campus .....	911
Off Campus .....	911
CENTER FOR ACADEMIC RESOURCES .....	862-3698
CEPS STUDENT AFFAIRS OFFICE .....	862-3501
CHAPLAINS: Lev Ba'Esh (Jewish) .....	742-3976
David Mark (Jewish) .....	436-5301
Angelo Pappas (Greek Orthodox) .....	436-2733
Robert Byron (Catholic) .....	862-1310
Amy Hickey (Catholic) .....	862-1310
Mary Beth Nazarro (Catholic) .....	862-1310
Terry Sharbaugh (Evangelical) .....	868-1027
Mary E. Westphal (Protestant) .....	868-1230
Michael Bradley (Episcopal) .....	868-2785
Larry Brickner-Wood (UCC) .....	862-1165
CHOW LINE (menu for dining halls) .....	862-2469
COAST/KARI-VAN .....	862-2328
COPY CENTERS    MUB Copy Center .....	862-1984
McConnell Hall .....	862-2460
COUNSELING CENTER .....	862-2090
DIVISION OF STUDENT AFFAIRS .....	862-2053
DEAN'S OFFICES	
College of Engineering and Physical Sciences .....	862-3501
Continuing Education and Summer Session .....	862-4234
Health and Human Services .....	862-1178
Liberal Arts .....	862-2062
Life Sciences and Agriculture .....	862-1450
University Advising Center .....	862-2064
Whittemore School of Business .....	862-3885
UNH-Manchester .....	641-4321
EXCHANGE PROGRAMS (national) .....	862-3485
FINANCIAL AID OFFICE .....	862-3600
HONORS PROGRAM .....	862-3928
INTERNATIONAL STUDENT ADVISOR .....	862-3491

LEGAL ASSISTANCE (Attorney Joanne Stella) .....	312-2465
MATH CENTER.....	862-3576
MULTI-CULTURAL STUDENT AFFAIRS OFFICE.....	862-2050
RECREATIONAL SPORTS .....	862-2031
REGISTRAR .....	862-1505
RESIDENTIAL (housing and billing) .....	862-2120
ROTC: Aerospace .....	862-1480
Army .....	862-1078
SHARPP (Sexual Harassment & Rape Prevention Program).....	862-3494
STORM LINE.....	862-0000
STUDENT BILLING .....	862-2230
STUDENT SENATE.....	862-1494
SUMMER SCHOOL REGISTRATION .....	862-2015
TRAFFIC SERVICES (permits) .....	862-1010
UNH COMPUTER STORE .....	862-1328
UNIVERSITY ADVISING CENTER.....	862-2064
WHITTEMORE CENTER OFFICE .....	862-4000
TICKET MASTER.....	868-7300
WRITING CENTER.....	862-3272

## Resources for Parents

### UNH Parents Association

<http://www.unh.edu/parents/>  
(603) 862-3585

**Parenthesis** –The Parents Association Newsletter

**Parent's Handbook**

**Parent's Weekend 2005 – October 21-23**

### Other Resources

**The Inside Scoop** –Information for first year students and their parents

<http://www.unh.edu/insidescoop/parents.htm>  
<http://www.unh.edu/insidescoop/parents2.htm>

**Residential Life –Parents' Page** including how to get updates from your son or daughter's hall director

<http://www.unh.edu/residential-life/parents.htm>  
(603)862-2268

**The New Hampshire** –You can read it online or get a subscription

<http://www.tnhonline.com/>  
(603)862-1490

***Letting Go: A Parent's Guide to Understanding the College Years***

By Karen L. Coburn & Madge L. Treeger, Harper Perennial, 1997