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## Alma Mater

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Words by: Jennie E. Dennehy  
Music: 16th century folk tune  
Westphalia, Prussia

New England's hills are fair and green  
Alma Mater, mother dear,  
With oak and laurel's tangled screen,  
Alma Mater, mother dear.  
We've spent the happy days among  
These beauties which the bards have sung,  
While to thy guiding hand we've clung,  
Alma Mater, mother dear.

Thy gentle voice has soothed us oft,  
Alma Mater, mother dear;  
On aching brows thy touch was soft,  
Alma Mater, mother dear.  
Yet firm and fearless, straight and true,  
You taught us still the right to do.  
Oh, all our best we owe to you,  
Alma Mater, mother dear.

## American Red Cross Blood Drives

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Eastern has four blood drives every academic year, two in the fall and two in the spring semesters. The dates for the fall blood drives are September 26 & 27 and November 29 & 30. All blood drives are held in the Betty Tipton Room of the Student Center. The Center for Community Engagement and the Office of Campus Ministry are co-sponsors of the drives in conjunction with the American Red Cross. Please visit their website at [www.redcrossblood.org](http://www.redcrossblood.org) - code **Eastern** for the next campus blood drive or contact Nancy Brennan at [brennann@easternct.edu](mailto:brennann@easternct.edu), 860-423-0856, for more information.

## Building Codes for Course Locations

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Please click the following link for building Codes for course locations

<https://www.easternct.edu/registrar/forms/building-codes.html>

## Campus Parking

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Eastern has designated parking facilities for its students, faculty, and staff. Therefore, we ask that anyone parking on campus observe the following regulations:

- In order to obtain a parking permit, you must submit an application form (along with a copy of your valid vehicle registration, and proof of enrollment-valid student I.D. or current semester schedule) to the University Police Department. Once this information has been verified, you will be issued the appropriate parking permit. For a student permit application, go to: <https://www.easternct.edu/police/documents/2021-2022-parking-permit-application-rev0604122021.pdf>. A copy of campus parking regulations is issued with each permit. All members of the Eastern community are expected to be aware of these regulations and to abide by them.
- Resident first-year students with less than 24 total credits, are not permitted to have vehicles on campus.
- Students are required to park their vehicles in designated student parking lots and are not permitted to drive to and from classes, except for disabled students with special permission.
- Parking fines are assessed for violations of campus parking regulations in amounts approved by the Board of Regents. If not paid within 10 business days, a fine doubles. Fines may be paid by mail or at the Bursar's Office in the Support Services Center. All parking fines are deposited into an appropriate scholarship account within the operating fund.
- An appeal may be filed with the Parking Appeals Board; appeal forms are available from the University Police Department or at [https://www.easternct.edu/police/documents/form\\_parking\\_appeal\\_online.pdf](https://www.easternct.edu/police/documents/form_parking_appeal_online.pdf). An appeal must be initiated within 10 days of the violation and may be mailed to or handed in at the Eastern Police Department Records Office. Payment of the fine will be deferred pending outcome of the appeal.

## Club and Organization Mail

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All Clubs and Organizations have a university email address that may be used for Student Organization business. A student organization email directory can be found on the [Student Activities Website](#). Any mail or packages sent to Clubs or Organizations may be delivered to the Student Activities Office, Student Center, room 224.

## Directions to Eastern

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Directions to Eastern can be obtained on the Eastern website at <http://www.easternct.edu/map/driving-directions/>



## Distribution of Student Paychecks

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Student workers are paid on a bi-weekly basis. Students should enter their time in Core-CT time and labor timesheet module and should reach out to their supervisors if assistance is needed. Instructions are located on the payroll website. Students should opt for direct deposit to the bank of their choice. The forms are located on the payroll website and should be submitted electronically from an Eastern email address to [payroll@easternct.edu](mailto:payroll@easternct.edu). If a student does not opt for direct deposit, the paycheck will be mailed, from the State Comptroller's Office to the home address provided on your Student Employment paperwork. The payroll office is open from 8:00-5:00 Monday through Friday. Paychecks are no longer available for pick up in the payroll office. All paycheck information, regardless of direct deposit or live paycheck, can be viewed online by all employees in Core-CT. Students may obtain tax forms on the payroll website and completed forms should be submitted electronically from an Eastern email address to [payroll@easternct.edu](mailto:payroll@easternct.edu).

The ECSU Payroll website is <https://www.easternct.edu/fiscal-affairs/payroll.html>.

## Items Allowed/Not Allowed In Residence Halls

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For a list of items allowed and not allowed in the residence halls at Eastern, please refer to the [housing website](#) where you can find a copy of the current housing contract.

## Lost and Found

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Lost and Found is located at the University Police Department. Eastern is not responsible for the loss of personal property.

## Payment of Tuition and Fee Bills

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As with any school or institution, there are many rules and regulations regarding tuition and fees. If you or your family members have questions about any of the following information, please call the Bursar's Office in the Alvin B. Wood Support Services Center at ext. 55255, or off-campus at (860) 465-5255.

### **Non-Payment of Bill:**

If you fail to pay your student account bill or any monies due and owing Eastern Connecticut State University by the scheduled due date, Eastern Connecticut State University may place a financial hold on your student account, preventing you from future course registration and/or receipt of other University services, transcripts of grades or other official papers. Eastern Connecticut State University may assess a late payment charge in the amount of \$50.

Your account may be referred to a collection agency and the university may no longer accept direct payments. You are responsible for paying the collection agency fee which may be based on a percentage at a maximum of fifteen percent (15%) of your delinquent account balance, together with all costs and expenses necessary for the collection of your delinquent account. Your delinquent account may also be reported to one or more of the national credit bureaus.

When Financial Aid Awards are received, they will be automatically applied to the student account. Students may pay by cash, check, American Express, MasterCard, Discover card or through a tuition-payment plan. Credit Card payments can only be made on-line via your student account and will be assessed a 2.95% convenience fee. Eastern also offers a monthly payment plan where you can pay your semester's bill in up to 5 monthly installments. For more information go to: <https://www.easternct.edu/fiscal-affairs/bursar/the-eastern-payment-plan.html>

### **Returned Checks:**

If a check made out to Eastern is returned for any reason, a \$20 bad-check penalty will be posted to your account, along with the outstanding balance. The Bursar's Office will place a restriction on your account until payment is received. If a check is returned, Eastern reserves the right to ask that payment be made by certified check, bank check, money order, or cash. Students who repeatedly issue bad checks will be reported to Campus Police and subject to Student Conduct action.

### **Refund Policy:**

A student wishing to withdraw from Eastern must coordinate the withdrawal through the Advising Center. This is important because the date on the withdrawal form filed with the Advising Center becomes the student's official withdrawal date, which affects the refunding of fees. Tuition, State University fee, University General fee, Student Activity Fee, and the balance of housing fees are refundable as follows:

#### **Refund Policies for Full-Time Fees:**

- **Application Fee:** Nonrefundable
- **Admissions Binder:** Nonrefundable \$200 (applied to tuition fee)
- **Housing Binder:** Nonrefundable \$250 (applied to housing fee)
- **Tuition and Fees:**
  - Prior to the first day of classes: 100%
  - During the first week of classes: 90%
  - During the second week of classes: 60%
  - During the third and fourth week of classes: 40%
  - No refund after the fourth week of classes
- **Housing Fees:**
  - Prior to the first day of classes: 100%
  - During the first week of classes: 90%
  - During the second week of classes: 60%
  - During the third and fourth week of classes: 40%
  - No refund after the fourth week of classes

### **Annual Housing Contract:**

Eastern has an annual housing contract, which binds students to campus housing for the entire academic year (fall and spring semesters) when a student pays the non-refundable housing deposit and/or completes the housing application and receives a housing assignment. New incoming and returning students have until June 30<sup>th</sup> to cancel their request for housing for the upcoming academic year. New incoming spring semester students and new requests for housing for continuing students in the spring have until December 1<sup>st</sup> to cancel their request for housing. After those dates, students must file an appeal to request to be released from the contract. If the Housing Cancellation Review Committee does not approve a request to be released, the student remains assigned to housing and is responsible for paying all fees associated with housing. Any student removed from living on campus in a residence hall for disciplinary reasons via the University's Student Conduct process shall not be issued any refund of

any Housing fees.

For more information and the appeal forms, please visit this link, <http://www1.easternct.edu/housing/annual-contract/>.

**Meal Plans\*:**

- Meal Plan refunds are made on a prorated basis only upon withdrawal from the University or upon withdrawal from University housing, at the option of the student and with concurrence of the University.

\*No refund of housing or meal plan fees will be made for weekend absences or meals missed.

**NOTE:** Refunds for students receiving financial aid under Title IV are made according to Public Law 102-325, Section 484B, of the Higher Education Amendments.

**Check or cash payments on student accounts should be mailed or delivered to the Bursar's Office:**

Eastern Connecticut State University  
83 Windham Street  
Willimantic, CT 06226-2295  
c/o Bursar's Office, Wood Support Services Building  
Phone: on campus at ext. 55255, or off-campus at (860) 465-5255

### **Vending Machines**

Vending Machines on-campus no longer accept the Eastern EXPRE\$\$ CARD. The machines are equipped with readers that will accept MasterCard, Visa, Discover and American Express debit and credit cards, *ApplePay*, *GooglePay* and cash. The ability to use EXPRE\$\$ CASH may be available in the future.

## Weather Hotline

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Eastern has a weather hotline telephone service with information on delays, changes, or class cancellations due to inclement weather or emergencies. When weather conditions necessitate canceling classes or closing Eastern, the hotline posts information no later than 6:20 a.m.

The hotline numbers: (860) 465-4444, (800) 578-1449 (toll-free)

Information regarding evening classes is available no later than 1 p.m. The hotlines are updated daily.

During inclement weather, Eastern encourages students, faculty, and staff to listen to local radio and television stations for information about cancellations or closures at Eastern. This information is also available on the Eastern web site at [www.easternct.edu/easternalert/](http://www.easternct.edu/easternalert/)

Directions for updating Eastern Alert contact information can be obtained on the Eastern Knowledgebase website at <https://easternct.makekb.com/entry/460/>

