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Words by: Jennie E. Dennehy
Music: 16th century folktune; 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

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 - code **Eastern** for the next campus blood drive or contact Nancy Brennan at brennann@easternct.edu, 860-423-0856, for more information.

Please click the following link for building Codes for course locations

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

Off campus locations that can be removed from the handbook:

Off-Campus Locations

3-Rivers	Three Rivers Community College
CAPITAL CC	Capital Community College
MCC	Manchester Community College
NFA	Norwich Free Academy

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

- To obtain a parking permit, you must submit an application through the T2 parking system (https://easternct.t2hosted.com/cmn/auth_ext.aspx). Once registered you will receive a digital parking permit.
- 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. Fines may be paid within 30 days of the issuance of the violation through the T2 portal (https://easternct.t2hosted.com/cmn/auth_ext.aspx). 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 can be filed through the T2 parking portal (https://easternct.t2hosted.com/cmn/auth_ext.aspx). An appeal must be initiated within 10 days of the violation. Payment of the fine will be deferred pending outcome of the appeal.

Club and Organization Mail

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 Organizations Suite in the Student Center, 108.

Directions to Eastern

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

Distribution of Student Paychecks

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 completed forms must be returned to the payroll office with an Eastern ID. If a student does not opt for direct deposit, the paycheck will be mailed, from the State Comptroller's Office to the address listed in Core-CT. 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 in person to the payroll office with an Eastern ID.

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

Items Allowed/Not Allowed In Residence Halls

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

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

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, 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, Visa, MasterCard, Discover card or through a tuition-payment plan. Credit Card payments can be made on-line via your student account or at the Bursars Office and will be assessed a 3% 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. A hold may be placed on your account. 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)
- Registration Fee: Nonrefundable $60
- ***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 30th 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 1st 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/.

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.

What is Eastern Alert?
Eastern Alert is the university's emergency notification system, powered by Everbridge. It delivers timely alerts via text, email, phone, and other methods during critical situations affecting the campus community.

Who is enrolled?
All current students, faculty, and staff are automatically enrolled using their Eastern email address. You can customize how you receive alerts by logging into the Eastern Alert portal.

What types of emergencies are covered?
Eastern Alert is used for major university-wide incidents, such as:

- Campus closures (e.g. snow days)
- Severe weather (e.g. hurricanes or tornadoes)
- Fire or hazardous material emergencies
- Safety/security threats
- Evacuation or lockdown alerts

More localized events (e.g. a fire alarm in one building) will be communicated through other means such as email or PA systems.

How will I recognize a message from Eastern Alert?
Messages will begin with:
"EASTERN ALERT", followed by a brief, clear message.
Examples:

- *Eastern Alert. Eastern is closed today (date). Essential staff should report.*
- *Eastern Alert. A campus-wide lockdown has been issued. Seek shelter immediately.*
- *Eastern Alert. Evacuate (location) immediately.*

What devices can receive alerts?
You can register:

- Cell phones (text and/or voice)
- Landline phones
- Email addresses
- TTY-enabled devices

Can my family receive alerts?
Yes. You may add your parent or guardian's phone number or email address to your Everbridge profile. Please note that Eastern Alert is a closed system—only those with a connection to the university may be added manually.

Are there any costs?
Enrollment is free. However, depending on your phone plan, standard charges may apply for receiving texts or voice messages.

How is my privacy protected?
Your contact information is stored securely by Everbridge and will never be sold or shared. Only authorized University personnel can access this information.

How do I update my contact preferences?
You are responsible for managing your contact preferences. Visit Eastern Alert Preferences to:

- Add or remove phone numbers or email addresses
- Choose your preferred notification methods
- Keep your contact info up to date

Will there be tests of the system?
Yes. The university conducts periodic tests (At least one per semester). You may be notified in advance, and test messages will be clearly marked.

What happens after I leave Eastern?
When you are no longer affiliated with the university, your Eastern Alert account will be deactivated automatically. You can remove non-Eastern contacts (such as your cell phone) at any time.

Need help?
For questions or assistance with your Eastern Alert account, contact:
easternalerts@easternct.edu
(860) 465-5735

Also available:
Weather Hotline: (860) 465-4444 or toll-free (800) 578-1449
During storms, updates are posted daily at 6:30 AM (day schedule) and 2:00 PM (evening schedule), or as needed.

Manage Preferences