

### *Time Limit for Thesis*

A student has a maximum of two years to satisfactorily complete and file the necessary copies of the thesis and the abstract with the dean of the student's school so that the student may receive the appropriate approval or credit for the thesis, providing it is completed within the six year time limit for fulfilling degree requirements.

### *Final Date for Filing Thesis*

The approved thesis and the required number of copies of the abstract must be filed with the dean of the student's school by March 1, June 1, or November 1 for graduation in May, August, or January, respectively.

### *Dissertation Information*

Students in the Ed.D. program should visit the Web site ([wcsu.edu/edd](http://wcsu.edu/edd)) or contact the Ed.D. graduate coordinator at (203) 837-9121 for information about the dissertation process.

### **Guidelines for a Second Master of Science Degree in Education**

Western Connecticut State University does not offer a sixth year degree in education. It does offer students an opportunity to get a second master's degree for an additional 30 credits.

Other criteria for obtaining a second master's degree include:

1. Credits earned toward the first master's degree cannot be credited toward the second master's degree.
2. Admission into a specific master's degree program is required. You may concentrate in special education, curriculum, reading or instructional technology but not repeat a concentration and course that you took previously.
3. ED 500, Contemporary Education, must be retaken if the course was taken more than five years ago.
4. Students must meet with their adviser and acknowledge the program requirements before being admitted into a second master's program.
5. Second master's degree students do not need to repeat ED 501 and ED 592. However, they must complete a six credit-hour approved project (approval given by the Dean of Graduate Studies and the program coordinator) or work on a six credit-hour approved thesis (approval given by the Dean of Graduate Studies and the program coordinator).
6. Students with a master's degree or equivalent from another accredited institution of higher education must adhere to the appropriate master's degree requirements. In case of a duplicate degree required course, a course substitution may be granted with the approval of the graduate program coordinator.

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## **Midtown and Westside Computer Centers**

University Computing (UC) supports a diverse computing environment consisting of Windows servers, Windows desktops and laptops, PCs and compatibles, Unix, and Apple computers. Various computer facilities and technology classrooms exist on each of WestConn's campuses.

The computer centers, located in the Westside Classroom Building, Room 117, on the third floor of the Westside Campus Center, and at Midtown on the first floor of the Haas Library, offer 30 to 66 desktop computers (PC and Mac) in each facility. These facilities support a variety of software packages for student convenience including: Microsoft Office, Visio, FrontPage, Visual Studio, Firefox, Internet Explorer and more. These facilities also support specialized software on various machines per academic requirements and are equipped with both black & white and color laser printers, as well as color scanners. Each computer center is equipped with one or more group workstations and graphic stations which offer Photoshop, Illustrator, Acrobat and OmniPage.

The machines in the computer centers are connected to the university's network, which allows data and applications to be shared and provides access to the various file servers and/or UNIX systems throughout the campus. All full-time, part-time and graduate students must have a valid WestConnect Card to use the computer facilities at WestConn. These facilities are staffed with student computer center assistants during operational

hours, which are posted each semester, intersession and break. The computer center assistants' main responsibility is to monitor the facilities and provide assistance whenever possible. Students who need extensive help should visit the Student Technology Training Center.

To learn more, visit [www.wcsu.edu/technology](http://www.wcsu.edu/technology) and select "Classroom/Labs."

### **Student Technology Training Center**

The Student Technology Training Center (STTC) is located on the Midtown campus in the Student Center, Room 225. This facility provides students with a comfortable environment in which to learn technology. The primary goal of the STTC is to improve student life outside the classroom by creating and maintaining an environment in which all students can empower themselves with a practical understanding of current technology. This facility provides tutorials, hardware and software, workshops and individualized attention. The STTC, funded by the student technology fee, is not designed to be a classroom or lab. To this end, the roles and goals of the facility are:

- to be a valuable technological resource to all students, regardless of their level of knowledge of computers and technology;
- to provide an environment in which students feel comfortable exploring and learning a variety of new technologies;
- to provide the necessary technological and intellectual tools;
- to empower students with a better understanding of today's technology;
- to integrate student life with technology in an effort to better prepare students for today and tomorrow's classroom and business environments; and
- to improve student morale outside the classroom, in an effort to increase retention at the university.

The staff of the STTC are dedicated to facilitating the technological empowerment of the university's student body. Students who visit the STTC can learn about Microsoft Office products, various graphic design software packages, computer equipment and peripherals, the Internet and Webpage design. This facility has the same variety of hardware and software as the Midtown and Westside computer centers.

To learn more, visit the STTC's Web site at [www.wcsu.edu/sttc](http://www.wcsu.edu/sttc). If you have any questions or would like to make an appointment with a staff member, call (203) 837-8715.

### **Midtown and Westside 24-Hour Labs**

There are three 24-hour labs, open seven days a week and holidays throughout the year for student convenience. One lab is located in the Westside classroom building, Room 247c. The other labs are located on the Midtown campus in the Student Center, Room 214, and in the Science Building, Room 127. These facilities support desktops and/or Macintosh desktops and are equipped with at least one black and white laser printer in each facility. To gain access to these labs, students must swipe their WestConnect Card through the facility's card reader. The 24-hour labs are not staffed but are monitored and maintained regularly. It is the responsibility of each student to use these facilities in accordance with CSUS and WestConn's computer policies. These facilities support the same software as the staffed computer centers.

To learn more, visit [www.wcsu.edu/technology](http://www.wcsu.edu/technology) and select "Classroom/Labs." To report any problems, or if you have any questions, please call the UC Help Desk at (203) 837-8467.

### **Student Accounts/Resources**

All WestConn students are eligible for the following accounts:

*Windows Account* — Students who wish to use any of the computer facilities at WestConn (computer centers, technology classrooms, 24-hour labs, etc.) or access the wireless network must obtain a Windows account. Registered students can receive a Windows account at any staffed computer center. Your WestConnect Card is required. To learn more about Windows accounts, visit [wcsu.edu/technology](http://wcsu.edu/technology) and select "WestConn Windows Account."

*File Share* — UC provides students with network file storage where they may save their academic-related documents and data. Students automatically receive a file share when their Windows account is created or password is reset. To learn more about file shares, visit [wcsu.edu/technology](http://wcsu.edu/technology) and select “Fileshares.”

*WestConnduit Account* — WestConnduit is the university’s campus portal, which provides access to grades, course schedules, academic history and financial aid information. WestConnduit allows students to register for classes and make payments to their account. To access this information in WestConnduit, select the “Banner (my info and more)” tab.

Additional features include access to Blackboard Vista, WestConn’s online course management system, campus and personal announcements, the campus events calendar and convenient links to other university resources. Students also will find a convenient link to the WestConn e-mail login page from within WestConnduit.

To learn more about WestConnduit, visit [wcsu.edu/technology](http://wcsu.edu/technology) and select “WestConnduit.”

*E-Learning at WestConn* — Blackboard Vista is a course management system that enables efficient delivery of online education. Many faculty members use Blackboard Vista to enhance their on-ground courses. Students may access their Blackboard Vista courses through WestConnduit ([westconnduit.wcsu.edu](http://westconnduit.wcsu.edu)) by selecting the “Academic Tools” tab and then select “login to Blackboard Vista.” To learn more about Blackboard Vista, visit [wcsu.edu/technology/vista](http://wcsu.edu/technology/vista).

*WestConn E-mail (ConnectMail)* — Effective August 1, 2009, the Connecticut State University System (Western, Eastern, Southern and Central) has an e-mail policy that states: “E-mail will be considered an official means for communication. All students will be issued a university e-mail for university business. To get your ConnectMail Account (username and password), please visit a staffed computer center.” To access your ConnectMail, you may either log on to WestConnduit and select the “E-mail” icon in the upper right hand corner, or visit [connect.wcsu.edu](http://connect.wcsu.edu). For more information about WestConn E-mail, visit [wcsu.edu/technology](http://wcsu.edu/technology) and select “WestConn E-mail.”

*Help* — If you need assistance using any of these accounts/resources, please visit a staffed computer center for help or visit the Student Technology Training Center for more individualized assistance or visit [wcsu.edu/helpdesk](http://wcsu.edu/helpdesk).

## **WestConn is Wireless**

WestConn is 100 percent wireless, including residence halls (ResNet) and wireless printing. For locations and more information, visit [wcsu.edu/technology](http://wcsu.edu/technology) and select “Wireless.” To use the wireless network, your laptop (or PDA, Pocket PC, tablet, etc.) must be equipped with a wireless network adapter. WestConn’s Wireless Network uses an SSID of “WestConn” for easy connection. You will be prompted to log in (required) using your Windows Account credentials. To use the WestConn Wireless Network and Wireless Printing you must have a WestConn Windows Account. To learn more about the Wireless Network and wireless printing, please visit [wcsu.edu/technology](http://wcsu.edu/technology) and select “Wireless.”

## **Computers in Residence Halls (ResNet)**

Any student who owns a computer with built-in ethernet and/or wireless capability can connect to our residence hall network. Once connected, students will be required to log in using their Windows Account credentials, install Cisco Clean Access, install a supported anti-virus program and install Windows critical updates. Splitters and cables can be obtained at any of our staffed computer centers. For more information, please visit [wcsu.edu/resnet](http://wcsu.edu/resnet).

## **Your Technology Fee at Work**

Students can get free copies of Microsoft Office 2007 Enterprise, Office 2008 for Mac and Windows Vista Business with Service Pack 1 from our staffed computer centers. Students can also download McAfee Anti-Virus for both Mac and PC. For more information, visit [wcsu.edu/technology](http://wcsu.edu/technology) and select “Current Students.”

## **Technology Classrooms**

We are proud to say that all WestConn classrooms are equipped with technology, offering an ideal hands-on learning environment for both students and instructors. Two types of technology classrooms exist at the university. One type includes the basic standardized technology, including a projector, instructor workstation, VCR/DVD and laptop connection. The other is a multi-station technology-equipped classroom containing the basic standardized technology described above and also includes student workstations and a printer. For more information on WestConn's technology classrooms, visit [wcsu.edu/technology](http://wcsu.edu/technology) and select "Classrooms/Labs."

## **Information Technology Guidelines and Policies for Computer Use**

Go to [wcsu.edu/technology/students](http://wcsu.edu/technology/students) to learn more about computer policies in effect at WestConn.

They are as follows:

- Policies & Guidelines for Computer Use
- CSU Network Policy
- Electronic Monitoring Notice
- Computer Center Usage Rules & Policies
- CSUS Email Policy
- Wireless Policy
- Information Security Policy.

As new policies become effective they will be listed on this website.