



# Colby- Sawyer College

## July Parent Newsletter



Welcome back to Colby-Sawyer College!

I wish to take this opportunity to welcome you to the new academic year. We strive to help the students enrolled in our programs of study to be strong, positive influences through stewardship, service, and accountability.

I encourage each student to take advantage of the many opportunities available to them as members of our unique educational community.

The Student Activities Office provides some fun and easy ways to initially engage. There are many clubs and groups just awaiting greater participation. The clubs cater to many interests and abilities. You can see what they offer on the college website. I am certain students will find something to pique their interest! Please encourage your student to “check it out!”

Included, in this packet, is some basic information both you, and your student will find helpful.

**\*\*\*Please encourage your student to check their Colby-Sawyer email account frequently.** Crucial information is made available there, providing answers to frequently asked questions and notifications that add to the richness of daily campus life. If students are having difficulty with their email account, please have them contact the IT department ([helpdesk@colby-sawyer.edu](mailto:helpdesk@colby-sawyer.edu)); they are eager to assist. Included in the Admitted Student Portal is The Charger Checklist which will serve as a guide.

Additional information is forth-coming, from many offices regarding procedures and requirements, all to make the transition to the new semester as easy as possible. *Please watch for announcements and move-in information!*

Feel free to contact me, if I can be of any assistance.

*Mary G Messana*

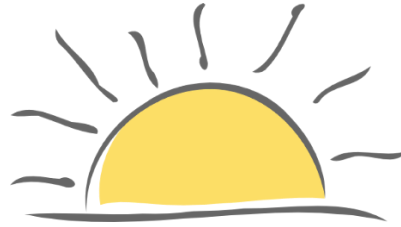
Mary G Messana

Project Coordinator



Colby·Sawyer  
College

EXPLORE. CONNECT. MAKE A DIFFERENCE.



It is a new day at Colby-Sawyer College!

We eagerly welcome all our new and returning students!



Colby·Sawyer  
College

PARENT & FAMILY NEWSLETTER

July, Welcome Edition

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## **Vaccination Requirement**

Students are asked to submit proof of vaccination or medical/religious exemption forms to the student vaccination documentation portal by August 1, 2021. Non-vaccinated and exempt students must wear face masks while in common areas (i.e. hallways, classrooms, bathrooms, events, and the dining hall).

Questions about Colby-Sawyer College's vaccination policy or about the student portal should be directed to [covidvaccine@colby-sawyer.edu](mailto:covidvaccine@colby-sawyer.edu)

**Mark your Calendars!**



**A Colby-Sawyer Tradition**

# **Homecoming Weekend October 15-17!**

## Important News from Residential Education



Hello! Our staff is busy getting the residence halls ready and we can't wait to see you soon! We will be sending students a full list of all the opening and closing dates, as well as information about meal availability, for all vacation periods.

I also want to highlight the recommendation we make to students that they get renter's insurance, which will cover damage to their belongings in the case of flood, fire, or other accidents. Though there are many providers available, two have asked us to provide their contact information to you. You can find more information at [GradGuard.com/learnmore](http://GradGuard.com/learnmore) or [worthavegroup.com/product/college-student-insurance/](http://worthavegroup.com/product/college-student-insurance/).

I do want to add two other thoughts:

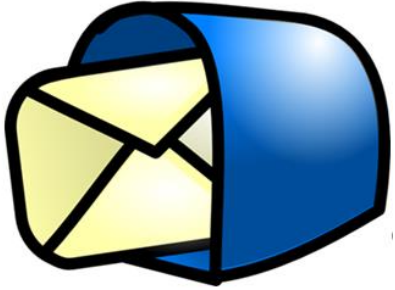
- Occasionally, extenuating circumstances result in changes to room and roommate assignments. If one of these changes affects your student, we will notify them through their Colby-Sawyer e-mail account, so please make sure they continue to check it regularly.
- Our summer schedule makes it difficult for us to honor requests for students to view specific rooms prior to opening.

Please let us know if you have questions or concerns as you get ready to move your student to their new home away from home. You can reach us at [residential@colby-sawyer.edu](mailto:residential@colby-sawyer.edu).

Dave Zamansky

Director of Residential Education

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## Important News from the Mailroom!

Hello!

Soon your student will be receiving their mailbox number and combination with instructions on how to open their mailbox. We will also be sending them correct format to be used to address their mail and packages to the college.

We sell stamps and ship packages using the US Post Office and UPS. Packages that have pre-paid FedEx labels may also be sent from the mailroom.

Students can receive mail and packages through the US Post Office, UPS, FedEx, FedEx Ground, FedEx Home, and DHL. The drivers are not able to enter the residence halls and all packages come to the mailroom for delivery or for pick-up. Keep in mind when ordering large items that your student is responsible for bringing their packages to their room.

Mail to Colby-Sawyer students, faculty or staff (campus mail) may be sent and received through the mailroom at no cost. All students need to do is write the recipient's name on the mail and drop it into the box marked "campus mail."

Students may pay for stamps or shipping using cash, debit or credit card or their SmartCard.

Nancy Staszkievicz  
Mailroom Coordinator  
T: 603.526.3771

Email: [mailroom@colby-sawyer.edu](mailto:mailroom@colby-sawyer.edu)



**THE STABLE**  
COLBY-SAWYER'S CAMPUS STORE

## **Colby-Sawyer's Virtual Bookstore**

Wondering about how to purchase textbooks?

In partnership with BNC Services, Colby-Sawyer offers students a virtual bookstore.

The Stable *does not sell textbooks*. Your student should visit <https://bookstore.mbsdirect.net/colby-sawyer.htm>

to see what books have been assigned for your courses (Please note that not all courses are listed yet; if one of their courses is missing, they can check again in a week or two, or contact the professor directly to inquire).

***BNC Services will offer Colby-Sawyer students free shipping on their purchases from August 16 through August 22.***

## Some helpful Information.....

### What Do I Need to Bring?



At Colby-Sawyer, we encourage students to think about creating a greener campus from the start, by reducing unnecessary purchases, reusing the things they already have, and recycling the things they're not using when they are here. We want them to bring what they need, but not more than they need. It may be a good idea to make purchases after they've been here for a week or two. Once they're settled into their room and their schedule, they'll have a better sense of what they really need. Below is a list of items that we think students might need. We hope you'll find it helpful.

#### Important Documents

##### important stuff

- Insurance information
- Social Security Number (if work-study student, two forms of ID are required)
- Important contact numbers and addresses

#### Personal Items & Bedding

- Shower tote or caddy
- Shower shoes
- Toiletries
- First aid kit (band aids, pain reliever, etc.)



- Extra-long twin sheets (80 inches)
- Pillow and pillow cases
- Blanket and spread or comforter (washable)
- Mattress pad
- Bath and hand towels, wash cloths

#### Desk & Study Items

- Computer, surge protector
- Printer and printer paper and an ink cartridge
- USB storage device (flash drive)
- USB cord for printer
- Daily Planner
- Scissors
- Tape
- Stapler & staples
- Desk lamp

#### Miscellaneous Items

- Wastebasket
- Alarm clock
- Umbrella/rain gear
- Command strips
- Extension cords
- Phone charger
- Power strip with surge protector
- Flashlight and batteries (in case of power outage)
- Small tool kit
- Large sealable totes to store any open food

- Shovel (for vehicle)
- Bed risers (if you plan to elevate your bed)
- Laundry needs (bag/detergent)
- Cleaning supplies

Shared Items Check with your roommate(s) before purchasing these to avoid duplication if you want to have any of these things.

- Small Refrigerator (1200 watts/15 amps or lower, energy star rated)
- Small microwave (1200 watts/15 amps or lower, energy star rated)
- Small floor fan
- Television (streaming in rooms through smart tv or devices like Apple TV, Amazon FireStick, ChromeCast, Roku, Gaming devices, etc.)
- HDMI cable
- Area Rug
- Broom and dustpan
- Small vacuum cleaner
- Floor lamp (overhead fluorescent lights are provided)
- Dry-erase board/markers

### What NOT to Bring



The following violate college policy and are prohibited:

- Candles
- Incense and incense burners
- Cooking appliances with exposed heating elements, such as hotpots and coffee pots
  - Flammable light covers
  - Halogen lamps
  - Any pets other than fish
- Large furniture that you won't be able to take home at the end of the year  
(Please be aware, there is no storage on campus)

Note: Generally, any electrical appliance is prohibited if it is rated over 1200 watts or 15 amps, or if it has an exposed heating element. Note: We receive many questions about curtains. All residence hall rooms are equipped with shades or blinds on windows; curtains are not required.

### Contacting Your Student



BY PHONE: In the event you are unable to contact your student, call Campus Safety at 603.526.3675 or, in an emergency at 603.526.3300.

BY MAIL: Your student has an individual mailbox in the Ware Student Center. The mailing address for students is:

Student's name CSCXXXX (X = student's box #)

541 Main Street

New London, NH 03257

BY EMAIL: Each student has an assigned, individual email address in the campus email system. The domain name for campus is "@my.colby-sawyer.edu."

BY FAX: You may send a fax to your student at 603.526.2135. Please be sure to include the student's name on the cover sheet.

### Academic Calendar 2021-2022

New Students Arrive and Orientation Begins	September 3, 2021
Returning Students Arrive	September 6, 2021
First Day of Classes	September 7, 2021
Add/Drop Classes Deadline	September 14, 2021
Deadline to Remove an Incomplete Grade	September 24, 2021
Pass/Fail Deadline	October 1, 2021
Fall Recess (no classes)	October 11-12, 2021
<b>Homecoming 2021</b>	<b>October 15-17</b>
Deadline for Submission of Midterm Grades	October 27, 2021
Deadline to Withdraw from Classes	November 5, 2021

Spring and Summer Registration	November 8-11, 2021
Residence Halls Close at 7:00pm for Thanksgiving	November 23, 2021
Residence Halls Reopen at 9:00am	November 28, 2021
Last Day of Classes	December 10, 2021
Reading Days	December 11-12, 2021
Final Examinations	December 13-16, 2021
Residence Halls Close at 7:00pm for Holiday Break	December 16, 2021

**Here are some helpful contacts for your files...keep them handy for reference.**

**Help with accessing the Charger Checklist – [helpdesk@colby-sawyer.edu](mailto:helpdesk@colby-sawyer.edu)**

**Charger Checklist Contact Info:**

Access Resources – [accessresources@colby-sawyer.edu](mailto:accessresources@colby-sawyer.edu)

FERPA – [registrar@colby-sawyer.edu](mailto:registrar@colby-sawyer.edu)

Final High School Transcript – [admissions@colby-sawyer.edu](mailto:admissions@colby-sawyer.edu)

Emergency Contact Info – [shenley@colby-sawyer.edu](mailto:shenley@colby-sawyer.edu)

Housing Application – [studentlife@colby-sawyer.edu](mailto:studentlife@colby-sawyer.edu)

Network User Agreement – [helpdesk@colby-sawyer.edu](mailto:helpdesk@colby-sawyer.edu)

Financial Aid – [cscfinaid@colby-sawyer.edu](mailto:cscfinaid@colby-sawyer.edu)

Financial Responsibility – [billing@colby-sawyer.edu](mailto:billing@colby-sawyer.edu)

Tuition Payment – [billing@colby-sawyer.edu](mailto:billing@colby-sawyer.edu)

Health History – [bhcc@colby-sawyer.edu](mailto:bhcc@colby-sawyer.edu)

Physical Exam/Immunizations – [bhcc@colby-sawyer.edu](mailto:bhcc@colby-sawyer.edu)

COVID-19 Vaccine – [covidvaccine@colby-sawyer.edu](mailto:covidvaccine@colby-sawyer.edu)

**\*\*\*\*\* My.Colby-Sawyer Email Help or Network Log-In Help**

If your student hasn't received their email address or network log-in information, or needs help with getting into any of the systems, have them contact ([helpdesk@colby-sawyer.edu](mailto:helpdesk@colby-sawyer.edu)).

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## A Message from Campus Safety

Welcome to Colby-Sawyer!

The Colby-Sawyer community is a special place and we're happy that you will be joining us soon. We know the importance you place on safety, so we'd like to take this opportunity to provide some additional information about Campus Safety at CSC.

The Department of Campus Safety falls under the auspices of the Office of Student Development. The duty of maintaining a safe and secure campus is delegated by Vice President for Student Development and Dean of Students Robin Davis to the Department of Campus Safety. The Campus Safety Office is centrally located in the James House, and has personnel on duty 24 hours a day, 365 days a year. We can be reached via email at [cssafety@colby-sawyer.edu](mailto:cssafety@colby-sawyer.edu) or by calling 603-526-3300 at any time, day or night.

Campus Safety team members are dedicated to the mission of the college and strive to create a safe campus environment, conducive to living and learning. We look for opportunities to educate our students, faculty and staff so they have the tools to positively impact their own personal safety and that of the greater community. Programs like Help and Observation in a Protected Environment (H.O.P.E.) are a direct result of our recognizing a need to help keep our students safe and creating a solution by collaborating with community stake holders.

When we get asked how safe our campus is, we answer that we're as safe as the decisions our community members make each day. Here are some things students can do that will help them take ownership of their personal safety:

- Add Campus Safety's 24/7 telephone number **603-526-3300** to your cell phone contact list and call us whenever you're unsure of what to do or where to get help. Campus Safety can coordinate counseling services after hours, give non-emergency transportation to New London Hospital, provide safety escorts, room access when locked out and myriad other helpful services. Our officers take pride in getting to know each student and we want our students to know we are always available to assist them. Remember to always call 9-1-1 in an emergency.
- Visit <https://colby-sawyer.edu/emergency/> and sign-up for CSC ALERT. CSC ALERT is Colby-Sawyer's emergency alert system which enables the college to send urgent messages to the campus community through cell phones, e-mail accounts, and the Web. The system also includes a desktop alert function that will pop up on most college-owned computers, as well as

alerts on some display screens throughout campus. Students must register for the service, which will enable Colby-Sawyer to send text messages to your cell phone with timely information about emergencies such as college closings/delays, power outages, fires, crime watches, and Homeland Security advisories. Students can add additional numbers to their account so other individuals (like their parents) can receive notifications as well.

- Participate in training opportunities offered by Campus Safety during the academic year, which include A.L.I.C.E (active shooter response) and R.A.D. (Rape Aggression Defense).
- Know that we have an active Emergency Management Team on campus and take emergency preparedness seriously. Visit <https://colby-sawyer.edu/emergency-guidelines> and review the CSC Emergency Guide to learn how to respond to a variety of emergency situations on campus.
- Download the free uSafeUS app. The uSafeUS smartphone app puts resources in the hands of students in the event of an assault, at the moment they are needed. For more information about this app visit <https://usafeus.org/for-parents/>.

While your family prepares for your big move onto campus and all that this exciting transition has to offer, it's a good time to have an open conversation about the risks of underage drinking, drug use (to include marijuana which is not permitted on campus), hazing and sexual assault. We take these issues seriously because they have a direct impact on our student's safety and that is our first priority. You can find out more about our community standards and related policies by reviewing the Code of Community Responsibility on our website at <https://colby-sawyer.edu/assets/student-life/citizenship/code-of-conduct.pdf>.

If you have any questions or concerns please feel free to reach out to us at [cssafety@colby-sawyer.edu](mailto:cssafety@colby-sawyer.edu) or by calling 603-526-3675.

Welcome to the Charger family and thank you for helping us make our campus safe.

*The Department of Campus Safety Team*



## Colby-Sawyer Dining Services

### Answers to First Years' and Transfers' Frequently Asked Questions

#### Do I have to have a meal plan?

All students residing in traditional housing on campus must have a meal plan. First Year students have the Unlimited Plan. This plan allows you to eat as many meals as you care to each day.

#### Are there meal plan options available if I'm a non-residential student?

If you are a non-residential student and would like to sign up for a voluntary board plan, go to <https://commerce.cashnet.com/cashnetg/selfserve/storehome.aspx>. There you can sign up for our Commuter 30, 50/50 or 100/100 Block Plans.

#### How do I add money to my Lodge or campus store account?

You can do this by putting money on your SmartCard. Go to <https://commerce.cashnet.com/cashnetg/selfserve/storehome.aspx>

#### Do on-campus students have guest meals as part of their meal plan?

Yes. Each on-campus student is allotted four guest meals per semester. However, this "guest" must be someone who is **not a resident Colby-Sawyer student**. Guests can also pay the door price for a meal. Guest meals are loaded onto your ID card with the meal plan. You can access your guest meals by

telling the cashier that you would like to use them to pay for your guest or guests. Your regular meal swipes cannot be used for guests.

**What about bag lunches for internships, travel or clinicals?**

Students can pick up ready to go items in Ware Dining Hall before their off campus experience. There are some very early morning hours on Tuesday and Thursday before the clinical programs at Dartmouth Hitchcock for those that do not want to pick up the night before.

**Can I take meals out from the Dining Hall?**

Our reusable Green Box program allows students to take meals out from the Dining Hall. There is an initial fee of \$5.00 for a box but there will be no additional cost if the student brings the box back to the cashier for exchange. Please do not bring your own containers. They are not allowed due to Health Department restrictions.

**I am on a sports team that travels. How will I get meals?**

Typically, your coach will arrange with Dining Services for meals while you are traveling. Coaches will also arrange with Dining Services for early departures or late arrivals.

**Who do I contact about food allergies or dietary restrictions?**

Our General Manager, Leslie Ekstrand will be happy to assist you. Please email [leslie.ekstrand@colby-sawyer.edu](mailto:leslie.ekstrand@colby-sawyer.edu) or call (603) 526-3989 with your concerns or questions.

Leslie Ekstrand,  
General Manager  
Dining Services



# **DINING SERVICES HOURS**

## **FALL 2021**

### **WARE DINING HALL**

**Monday through Friday**

**Breakfast 7 a.m. - 10 a.m.**

**Continental Breakfast 10 a.m. - 11a.m.**

**Lunch 11a.m. - 2 p.m.**

**Grab + Go Only 2 p.m. - 4 p.m.**

**Dinner 4:30 pm - 7:30 p.m.**

**Saturday + Sunday**

**Breakfast 8:30 a.m. - 10 a.m.**

**Continental Breakfast 10 a.m. - 10:30 a.m.**

**Brunch 10:30 a.m. - 1:30 p.m.**

**Grab + Go Only 1:30 p.m. - 4:30 p.m.**

**Dinner 4:30 p.m. - 6:30 p.m.**

### **LODGE KITCHEN**

**Sunday through Friday**

**4:30 p.m. - 10:30 p.m.**

