

Colby·Sawyer College

Parent & Community Partnerships

Welcome to the Colby-Sawyer Community and the Fall 2016 Getting Started Guide: Parents Edition!

We are very excited about your student arriving on campus and hope the information below provides you with a valuable resource as your student prepares for the Colby-Sawyer adventure. I have adapted the student "Getting Started Guide" so that you know what the college is expecting of your student. This information needs to be completed by the student themselves.

Log-On Information for Students:

Students should be checking their Colby-Sawyer e-mail frequently. This is the primary way the college will be communicating with your student. They should have received the network log-in information shortly after depositing with the college. If they have not received this information they should check-in with their Admission Counselor. Once they have the log-in information, your student should follow these steps:

- Your student will access the entering student checklist by logging into myColby-Sawyer at: <https://my.colby-sawyer.edu/student/Pages/Home.aspx>
(Your student must log into myColby-Sawyer using the College's Domain Name, "colbys\" in front of your username EXAMPLE: colbys\first.last along with your newly changed password.)
- Log in with his or her username and password and then click on the Student tab.
- Click on "Getting Started Guide Checklist"
- This will get your student to his or her active check list.

Not all of the checkmarks are automatic. Some of the checkmarks do not appear until information has been verified and we have run some reports on our end. Your student should check again in a few days to see if they change. If your student is not getting an error message when filling out the information then the task is done.

If your student has problems logging in or with their Colby-Sawyer e-mail, they should contact our Helpdesk at 603.526.3800 or via e-mail at helpdesk@colby-sawyer.edu.

Important Notice: Failing to resolve issues with below requirements prior to check in day may result in your students' inability to stay on campus. If your student receives an e-mail or voice mail regarding missing information or sees a yellow exclamation mark in the Getting Started Guide, he or she must contact that office. This contact information can be found under "Important Contact Information". Your students should be checking their Colby-Sawyer e-mail account frequently, as this is where communication from the college will be sent. If you have any questions please [contact us](#).

Things We Need from Your Student

The list below shows the forms and tasks that need to be completed before your student arrives on campus.

- Information Resources: Acceptable Use Policy
 - This form must be filled out and submitted by all students. The form explains the appropriate and inappropriate uses of Colby-Sawyer's technology resources.
 - **Information Resources Contact Information:** 603.526.3800 or helpdesk@colby-sawyer.edu

- Creating a Safe Campus Training
 - Students will be asked to verify that they have read and understand our [Code of Community Responsibility and Conduct process](#).
 - **Citizenship Education Contact Information:** 603.526.3752 or rdavis@colby-sawyer.edu

- Financial Services:
 - Student bills will be available on Power Campus Self Service on June 15.
 - Fall semester bills are due on July 15, 2016. Spring Semester Bills will be due December 1.
 - Please refer to [this link](#) for more information about your student's bill.
 - **Financial Services Contact Information:** billing@colby-sawyer.edu or 603.526.3744

- FERPA (Family Educational Rights and Privacy Act) Release Form
 - Colby-Sawyer College releases information to students regarding their educational records including, but not limited to: grades earned and letters of academic status such as dean's list, academic probation, suspension, and dismissal. Students are encouraged to share this information with their parents or guardians. Under the regulations of FERPA, the college may disclose education records, without consent, to either parent/guardian if at least one of the parents/guardians has claimed the student as a dependent on the parent's/guardian's most recent tax return. Student must indicate on this form whom the college can communicate with about these matters. The college is unable to discuss these items with you unless your student has filled this out with your contact information.
 - Your student can also give you access to PowerCampus to view his or her class schedule, grades, and billing information. Follow [this link](#) to view instruction on how to do that.
 - **Registrar Contact Information:** registrar@colby-sawyer.edu or 603.526.3673

- Housing Application:
 - Colby-Sawyer currently has a two year residency requirement. Students need to complete a housing application, which they can access through the Getting Started Guide, which will help to match them with compatible roommates. They can also use this system to find their own roommates or request placement with a friend. Housing assignments will be made throughout the summer and will be sent out through Colby-Sawyer e-mail. Frequently Asked Questions (FAQ's) for new students can be found by [clicking here](#).
 - **Residential Education Contact Information:** residential@colby-sawyer.edu or 603.526.3755

- **Course Registration**
 - Entering Students will have a step-by-step process that they need to follow in order to register for their classes. Please encourage your student to register as soon as possible since classes are on a first come/first served basis. They will just follow the instructions and take it one step at a time. The Registrar's Office is open Monday thru Friday 9:00 - 5:00. We're here to help, so feel free to contact them if your student gets stuck or has any questions.
 - **Registrar Contact Information:** registrar@colby-sawyer.edu or 603.526.3673

- **Transcripts:**
 - Most current high school and college (if applicable) transcripts must be turned into Colby-Sawyer before your student arrives on campus.
 - **Registrar Contact Information:** registrar@colby-sawyer.edu or 603.526.3673

- **Emergency Contact Information:**
 - Each student will need to complete this form with Primary and Alternate contacts in case of an emergency or a report of a missing student. It is the student's responsibility to keep this information updated.
 - **Office of Student Development Contact Information:** studentlife@colby-sawyer.edu or 603.526.1777

- **Health History Form:**
 - Each student needs to complete an online health history form. Students may need your knowledge about their own and your family's health history to complete this form.
 - **Baird Health and Counseling Center Contact Information:** bhcc@colby-sawyer.edu or (603) 526-3621

- **Health Physical and Immunization Records:**
 - Each student will need to complete a PHYSICAL EXAMINATION/IMMUNIZATIONS form. <http://www.colby-sawyer.edu/assets/pdf/BHCC-peimm.pdf> . This form will need to be printed, completed by their Health Care Provider, and returned to Baird Health and Counseling by fax: 603.526.3453 or scan to email: BHCC@colby-sawyer.edu. Remind your Health Care Provider that the following form is the only form that will be accepted for college entrance. The Physical Exam must be completed by a Health Care Provider within one year of Colby-Sawyer College entrance. Varsity athletes must have an exam within 6 months of first team practice. The student status will be updated when it is received and reviewed.
 - **Baird Health and Counseling Center Contact Information:** bhcc@colby-sawyer.edu or (603) 526-3621

- **Access Resources Application:**
 - Enrolled students seeking accommodations or support services should complete an Access Resources Application on their myColby-Sawyer site. Services do not follow the student from high school or occur automatically on enrollment. Applicants must submit documentation (testing from a qualified evaluator) verifying the disability and the need for services or accommodations. Individualized Education and 504 Plans also provide helpful information and may be submitted with the documentation. Students may either attach documentation to the application(s) before submitting or mail it separately to Access Resources. Please follow this [link](#) for more information.
 - **Access Resources Contact Information:** accessresources@colby-sawyer.edu or 603.526.3711

Other Important Resources

- [CSC Alerts](#) *Please note that if parents are interested in getting these alerts themselves, they need to ask the student to add their contact information to the student account*
- [Academic Calendar](#)
- [What Does Your Student Need to Bring?](#)
- [Campus Directory](#)
- [Student Learning Collaborative](#)
- Parent and Family Relations [Website](#) and on [Facebook](#)
- Campus [Parking](#)
- [SmartCard Account](#) - "Safe, Easy, Convenient"

- [Dining Board Plan Options](#)
- [Transportation Options](#)
- [National Student Services Property Insurance](#) and [Student Insurance Group Property Insurance](#)
- [E&R Laundry Service](#)

Check-In Process

Who: New Entering Students(including transfer students),both resident and commuter

What: Official Check-In for the fall semester

When: Friday, September 2, 2016 from 9 a.m. - 2 p.m.

Where: Wheeler Hall, Ware Student Center

What do I get and Who will be available?

- Check In Card (make sure your student has completed all of the required information, otherwise he or she will need to visit offices with the check in card before your student can officially check in)
- Orientation Schedule
- College ID/SmartCard (If your student hasn't already received it)
- Room Key
- Academic Advisor Information
- Information Resources staff will be available to assist with computers
- Local Banks, Pharmacies, E&R Laundry Services, Smartcard staff, Parent and Community Partnerships, and more.

What if I can't make it? If you know you can't be here for Check-in, you should contact Student Activities. Late arrivals please check in with Campus Safety.

New Student Orientation: Keep checking the [Website](#) for more information. There will also be orientation sessions for Parents on Check-In day. A schedule of events will be available later in the summer.

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