2005 - 2006
FAMILY Guide
Colby-Sawyer College
Dear Parents and Families,

If you are the parent or family member of an incoming student, welcome to the Colby-Sawyer community. If you are the parent or family member of a returning student, welcome back.

This booklet is designed to assist you in navigating your way through your years with Colby-Sawyer. It is a guide that will help you understand the college’s policies and procedures and know where to go when you desire information.

I hope you enjoy this edition of the Family Guide. It includes a calendar that highlights important dates and deadlines with space for you to add your own notes; advice to you, as parents, from members of the class of 2005; data which describes the social atmosphere on campus; local directory information; and details about the resources for your students on campus.

If you find that the answers to your questions are not contained within these pages, please do not hesitate to call or e-mail Parent and Family Relations.

Joseph L. Chillo
Vice President for Enrollment and College Relations
## Colby-Sawyer Family Guide

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2005 - 2006 CALENDAR
FALL SEMESTER 2005

Fall Tuition and Fees Due ...........................................................Aug. 15
New Students Arrive/Orientation Begins ....................................Sept. 9
Convocation .................................................................................Sept. 9
Returning Students Arrive ...........................................................Sept. 11
First Day of Classes .....................................................................Sept. 12
Deadline to Add/Drop Classes ...................................................Sept. 19
Family Weekend ...........................................................................Oct. 7-9
Fall Recess (no classes) ...............................................................Oct. 17 & 18
Deadline to Withdraw from Classes ...........................................Nov. 9
Spring Registration .....................................................................Nov. 14-17
Thanksgiving Recess (begins after last class) ...............................Nov. 22
Classes Resume ............................................................................Nov. 28
Spring Tuition and Fees Due ......................................................Dec. 1
Last Day of Classes .....................................................................Dec. 16
Reading Day ..................................................................................Dec. 18
Final Examinations ......................................................................Dec. 17, 19-21

SPRING SEMESTER 2006

New Students and Returning Students Arrive ............................Jan. 22
First Day of Classes .....................................................................Jan. 23
Deadline to Add/Drop Classes ...................................................Jan. 30
Winter Recess (no classes) ...........................................................Feb. 20
Returning Student Fall Registration Deposit Deadline ..............Mar. 1
Spring Recess (begins after last class) ...........................................Mar. 10-19
Classes Resume ............................................................................Mar. 20
Deadline to Withdraw from Classes ...........................................Mar. 29
Fall Registration ...........................................................................April 3-5
Free Application for Federal Student Aid (FAFSA) Deadline ...April 15
Last Day of Classes .....................................................................May 2
Reading Days ...............................................................................May 4 & 7
Final Examinations .....................................................................May 3, 5, 6, 8
Commencement ..........................................................................May 13
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Family Guide 2005-2006

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<td>6</td>
<td>Final Exams</td>
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<td>Commencement</td>
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<td>Last Day of Classes</td>
</tr>
</tbody>
</table>

- **Sunday, May 6**: Final Exams
- **Saturday, May 5**: Final Exams
- **Friday, May 4**: Final Exams
- **Thursday, May 3**: Last Day of Classes
- **Wednesday, May 2**: Final Exams
- **Tuesday, May 1**: Final Exams
- **Monday, April 30**: Final Exams
- **Saturday, April 29**: Final Exams
- **Friday, April 28**: Final Exams
- **Thursday, April 27**: Final Exams
- **Wednesday, April 26**: Final Exams
- **Tuesday, April 25**: Final Exams
- **Monday, April 24**: Final Exams
- **Sunday, April 23**: Final Exams
- **Saturday, April 22**: Final Exams
- **Friday, April 21**: Final Exams
- **Thursday, April 20**: Final Exams
- **Wednesday, April 19**: Final Exams
- **Tuesday, April 18**: Final Exams
- **Monday, April 17**: Final Exams
- **Sunday, April 16**: Final Exams

**Commencement**: Saturday, May 6
## Telephone Directory of Primary Campus Offices

During normal business hours, Colby-Sawyer’s main number, (603) 526-3000, can connect you to the appropriate office. If the operator is unavailable, or if the college is closed, an automated directory provides student, faculty and staff extensions.

<table>
<thead>
<tr>
<th>Office</th>
<th>Telephone number (603 area code)</th>
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</thead>
<tbody>
<tr>
<td>Academic Dean and Academic Advising</td>
<td>526-3761</td>
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<tr>
<td>Academic Development Center</td>
<td>526-3711</td>
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<tr>
<td>Admissions</td>
<td>526-3700</td>
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<tr>
<td>Alumni and Community Relations</td>
<td>526-3727</td>
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<tr>
<td>Athletics</td>
<td>526-3610</td>
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<tr>
<td>Baird Health and Counseling Center</td>
<td>526-3621</td>
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<tr>
<td>Bookstore</td>
<td>526-3715</td>
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<tr>
<td>Business Office - Student Accounts</td>
<td>526-3744</td>
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<tr>
<td>Campus Activities Office</td>
<td>526-3759</td>
</tr>
<tr>
<td>Career Development</td>
<td>526-3764</td>
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<tr>
<td>Citizenship Education</td>
<td>526-3752</td>
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<tr>
<td>Dean of Students Offices</td>
<td>526-3758</td>
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<tr>
<td>English Language and American Culture Program</td>
<td>526-3719</td>
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<tr>
<td>Facilities</td>
<td>526-3699</td>
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<tr>
<td>Financial Aid</td>
<td>526-3717 or (800) 272-1015</td>
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<tr>
<td>Hogan Sports Center</td>
<td>526-3600</td>
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<tr>
<td>Information Resources</td>
<td>526-3626</td>
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<tr>
<td>Library Circulation Desk</td>
<td>526-3685</td>
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<tr>
<td>Mailroom</td>
<td>526-3771</td>
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<tr>
<td>Parent and Family Relations</td>
<td>526-3978 or (888) 514-8262</td>
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<tr>
<td>Parents Fund</td>
<td>526-3729</td>
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<tr>
<td>Registrar</td>
<td>526-3673</td>
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<tr>
<td>Residential Education</td>
<td>526-3755</td>
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<td>Safety, EMERGENCY</td>
<td>526-3300</td>
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<tr>
<td>Safety, Non-emergency</td>
<td>526-3675</td>
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<tr>
<td>Sodexho Food Services</td>
<td>526-3770</td>
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<tr>
<td>Telephone Service</td>
<td>526-3100</td>
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</tbody>
</table>
Parent and Family Relations

At Colby-Sawyer College we recognize the important role that parents and family members play in the daily lives of our students. We believe the partnership between parents and family members and the college is important because we ultimately share the same goal: student success. Parent and Family Relations at Colby-Sawyer College seeks to guide and support you during your time as the parents and family members of a Colby-Sawyer student.

Staying Connected
We realize that you may not learn as much about Colby-Sawyer from your student as you might like. Therefore, Parent and Family Relations publishes a bi-monthly electronic newsletter that is sent to parents whose e-mail addresses are on our distribution list. The e-newsletter contains information such as important dates and deadlines, highlights of campus life and answers to questions parents frequently ask. We would also send a message to the parents on this list should there be an emergency on campus, or a situation about which we would need to inform you promptly. To subscribe to this service, please visit the following link: http://www.colby-sawyer.edu/parents/parentinformation.html. Alternatively, you may also send your name, the name of your student and your e-mail address to us at parents@colby-sawyer.edu.

We also help parents to stay connected through our Web site, www.colby-sawyer.edu/parents. There you will find links to areas of the Colby-Sawyer Web site you may be looking for, information about our office, scenes of campus and other resources for parents.

Getting Involved
Opportunities exist for parents to become involved with Colby-Sawyer through the Harrington Center for Career Development, Admissions Office and Parents Fund. If you would like to help a current student with his or her career exploration and development or speak with prospective parents from your area, please contact Parent and Family Relations. If you would like to learn more about the Parents Fund, please contact Beth Cahill in the Advancement Office at (603) 526-3729 or ecahill@colby-sawyer.edu.

“The best thing my parents did was get involved with what I was doing. They asked questions about what excited me and were there when things were tough; they encouraged me every step of the way.”

Kristin Deree, class of 2005
**Asking For Help**
You may contact Parent and Family Relations to ask any questions you have. We will either answer them or refer you directly to the people who can.

Parent and Family Relations  
Colby-Sawyer College  
541 Main Street  
New London, NH 03257  
(603) 526-3978  
(888) 514-8262  
parents@colby-sawyer.edu

**Campus Events**
Please mark your calendars for the following events. Also check the Colby-Sawyer Web site frequently to learn about other events you may wish to attend. You can access the campus master calendar from www.colby-sawyer.edu.

If you are planning on staying locally during any events, plan to make your lodging reservations well ahead of time.

**New Student Orientation (September 9, 2005)**
This is the day when new students will be moving in and getting settled on campus. There will be opportunities to sign up for an account with a local bank and purchase books. This day also includes a session for parents on the role they can play in their student’s transition to college, as well as a chance to meet the president and members of the faculty and staff. For a complete orientation schedule, check www.colby-sawyer.edu/campus-life/orientation. Move-in day for returning students is September 11, 2005.

**Family Weekend (October 7-9, 2005)**
Enjoy time on campus and in the surrounding Lake Sunapee region with your Colby-Sawyer student and other members of your family. Many events will be planned on campus such as a family fair with vendors, games, and contests; presentations by faculty; athletic contests; and a family, faculty and staff social. Watch for future mailings and check the Family Weekend Web site at www.colby-sawyer.edu/campus-life/campus_activities/family_wknd.html.

**Commencement (May 13, 2006)**
Commencement is the culmination of a student’s experience at Colby-Sawyer College. It is a beautiful time of year on campus and there are many historical and traditional events that take place. Additional commencement information will be posted at www.colby-sawyer.edu/campus-life/commencement.
Care Package Ideas

Is your student celebrating a birthday? Was she on the winning team in the latest basketball game? Did he ace that exam? Does she miss home and wonder if you miss her? Is he recovering from the latest virus going around? A care package from you can soothe the flu or help celebrate a special day or achievement.

Parent and Family Relations partners with C.B. Coburn and Not Just Balloons to offer gift packages, cakes, and balloons for special occasions and holidays. To order call (866) 908-4438.

Some of the care-package offerings include: A Teddy Bear Treat; Bouquet of Balloons; Balloon Surprise; Birthday Bash in a Box; The Snack Attack; Cheese Basket; CSC Survival Kit; Birthday Cake; and Valentine and Easter Specials.

All of these can be modified and substitutions can be made. Call C.B. Coburn and Not Just Balloons for a full description of each package.

Your package will be delivered to Colgate Hall. Someone will call your student to let him or her know that a special package has arrived. Orders should be placed one week before the selected delivery date. Deliveries cannot be made on weekends.

Other assorted Colby-Sawyer merchandise can be added to the above packages. Additional items include, but are not limited to: CSC collapsible umbrella, CSC tote bag, CSC playing cards, CSC key chain, CSC mouse pads, CSC luggage tags, CSC golf balls, CSC assorted clocks and a CSC cotton throw. These items can be viewed on the Alumni and Friends page of the CSC Web site under marketplace.

A percentage of the proceeds from the sale of these packages goes to the Colby-Sawyer Annual Fund. If you have any questions, please contact Parent and Family Relations at (888) 514-8262 or parents@colby-sawyer.edu

Area Resources

Lodging
Hotels, Motels, and Resorts
Best Western Sunapee Lake Lodge, Newbury (800) 606-5253
Burkehaven Lodge, Sunapee (800) 567-2788
Georges Mills Cottages, Sunapee (603) 763-2369
Lake Sunapee Country Club (Fairway Motel) (603) 526-0202
Lakeview Motor Lodge at Mt. Sunapee, Newbury (800) 882-8807
Lamplighter Motor Inn, New London (603) 526-6484
Mountain Edge Resort, Newbury (603) 763-4600
Owl’s Nest Lodge, Andover (603) 735-5159
Sunapee Harbor Cottages, Sunapee (866) 763-5052
Twin Lake Village, New London (603) 526-6460
Inns and B&Bs

Arbor Brook Bed & Breakfast, Newport (603) 863-2545
Back Side Inn, Goshen (603) 863-5161
Blue Acorn Inn, Sunapee (603) 863-1144
Blue Goose Inn, Newbury (603) 763-5519
Colonial Farm Inn, New London (800) 805-8504
Cutter’s Loft Bed & Breakfast, Goshen (603) 863-1019
Dexter’s Inn, Sunapee (800) 232-5571
Follansbee Inn on Kezar Lake, North Sutton (800) 626-4221
Foxstand Estate, Springfield (603) 763-2122
Hide-Away Inn, New London (800) 457-0589
Highland Lake Inn, Andover (603) 735-6426
Inn at Danbury, Danbury (603) 768-3318
Inn at Pleasant Lake, New London (800) 626-4907
Inn and Ragged Edge Farm, Wilmot (603) 735-6484
Knowlton House, Sunapee (603) 763-5113
Maple Hill Farm, New London (800) 231-8637
Mountain Lake Inn, Bradford (800) 662-6005
New London Inn, New London (800) 526-2791
Rosewood Country Inn, Bradford (800) 938-5273
Shaker Meetinghouse, New London (603) 763-3122
Sunapee View Bed & Breakfast, Newbury (603) 763-4212
The Harbor House, Sunapee (603) 763-3323
The Inn at Sunapee, Sunapee (800) 327-2466

Dining

Casual, Less Expensive

The Anchorage at Sunapee Harbor, 17 Garnet Street, Sunapee (603) 763-3334
Bellisima Brick Oven Trattoria, Route 103, Newbury (603) 763-3290
China City Restaurant, The Gallery Shopping Center New London (603) 526-2838
Flying Goose Brew Pub & Grille, Route 11, New London (603) 526-6899
Jack’s Coffee, 207 Main Street, New London (603) 526-8003
MacKenna’s Restaurant, New London Shopping Center, New London (603) 526-9511
Murphy’s Grill, Route 103, Newbury (603) 763-3113
North End Pub, New London Shopping Center, New London (603) 526-2875
Peter Christian’s Tavern, 186 Main Street, New London (603) 526-4042
Pizza Chef, 394 Main Street, New London (603) 526-9201
Subway, Main Street, New London (603) 526-6123
Wildberry Bagel, 217 Main Street, New London (603) 526-2244
Less Casual, More Expensive
Back Side Inn, 1171 Brook Road, Goshen (603) 863-5161
Colonial Farm Inn, 499 Andover Road, New London (603) 526-6121
Hide-Away Inn, Twin Lake Villa Road, New London (800) 457-0589
Inn at Danbury, 67 NH Route 104, Danbury (603) 768-3318
Inn at Pleasant Lake, 853 Pleasant Street, New London (800) 626-4907
Millstone American Bistro, 74 Newport Road, New London (603) 526-4201
New London Inn, 353 Main Street, New London (603) 526-2791
Old Courthouse, 30 Main Street, Newport (603) 863-8360
Potter Place Inn, 88 Depot Street, Andover (603) 735-5141
The Inn at Sunapee, 125 Burkehaven Hill Road, Sunapee (603) 763-4444
Traditions at Lake Sunapee Country Club,
288 Country Club Lane, New London (603) 526-6040

Religious Services
Baptist
First Baptist Church, 461 Main Street, New London (603) 526-6511
Sunshine Baptist Church, 314 Sunapee, Newport (603) 863-5164
Lake Sunapee Baptist Church, Sunapee (603) 863-5630
Wilmot Baptist Church, Village Road, Wilmot (603) 526-9213

Catholic
Our Lady of Fatima, Main Street, New London (603) 526-4484
St. Theresa’s Catholic Church, Henniker (603) 428-3325
Aquinas House, Catholic Student Center at Dartmouth College, Hanover (603) 643-2154

Christian Science
Christian Science Reading Room, South Pleasant Street, New London (603) 526-2075

Congregational
South Congregational Church, 20 Church Street, Newport (603) 863-3729
First Congregational Church of Wilmot, North Wilmot Road, Wilmot (603) 763-3379

Episcopal
St. Andrews Episcopal Church, 15 Gould Road, New London (603) 526-6344
Episcopal Church of the Epiphany, Cheney Street, Newport (603) 863-1786

Evangelical
Trinity Bible Church, Route 114, South Sutton (603) 927-4384

Jehovah’s Witness
Kingdom Hall of Jehovah’s Witnesses, Route 11, Wilmot (603) 526-6198
Jewish
Temple Beth Jacob, 67 Broadway, Concord    (603) 228-8581
Roth Center for Jewish Life at Dartmouth College, Hanover    (603) 646-3359

Methodist
United Methodist Church, 17 Park Street, Newport    (603) 863-4590
Sunapee Community Methodist Church, Sunapee    (603) 763-4301

Presbyterian
Kearsarge Community Presbyterian Church, 170 Route 11, New London    (603) 526-4800

Unitarian Universalist
Unitarian Universalist Kearsarge Fellowship, New London    (603) 526-9602

Florists
Christie's Indoor Garden, New London    (603) 526-2401
Distinctive Floral Designs, New London    (603) 526-2398

Banks
Lake Sunapee Bank    (603) 526-2535
Ledyard National Bank    (603) 526-7725
Mascoma Savings Bank    (603) 526-9306
Sugar River Savings Bank    (603) 526-2060

An Automatic Teller Machine, serviced by Lake Sunapee Bank, is located in the Dan and Kathleen Hogan Sports Center.

Automotive Repair
Auto Advisors Service and Repair, Springfield    (603) 763-4466
Lauridsen Auto Body Inc., New London    (603) 526-6267
Marshall’s Garage, Elkins    (603) 526-6231
Walker Automotive, Wilmot    (603) 526-4716

Groceries/Markets
Shaw’s, Concord    (603) 228-0770
Hannaford, Concord    (603) 228-2060
Hannaford, New London    (603) 526-6951
Price Chopper, West Lebanon    (603) 298-9670
Shaw’s, West Lebanon    (603) 298-0388

Pharmacies
Colonial Pharmacy, New London    (603) 526-2233

Department Stores
Sears, Steeplegate Mall, Concord    (603) 229-0108
JC Penney, Steeplegate Mall, Concord    (603) 225-6463
Target, Concord  (603) 227-0809  
Wal-mart, Concord  (603) 226-9312  
Wal-mart, West Lebanon  (603) 298-5014  
K-Mart, West Lebanon  (603) 298-8086  
JC Penney, West Lebanon  (603) 298-5971  
Kohls, West Lebanon  (603) 298-6780  

For an updated list of local resources, or for additional assistance in finding them, please visit the New London-Lake Sunapee Region Chamber of Commerce Web site www.newlondonareanh.com. You may contact the chamber of commerce by telephone at (603) 526-6575 or (877) 526-6575.

How to Reach Your Student

Telephone
You can reach your student in his or her residence hall room by dialing 1 + (603) (if dialing from out-of-state) 526 and his or her assigned four-digit extension. The main Colby-Sawyer College operator at (603) 526-3000 can connect you with your student during business hours. An automated telephone directory is also accessible at this number. If necessary, you may also be in touch with Campus Safety at (603) 526-3675 or, in an EMERGENCY, at (603) 526-3300.

Mail
Student’s name  
Colby-Sawyer College  
541 Main Street  
New London, NH 03257  

Your student has an individual mailbox in the Ware Campus Center. Mail is sorted alphabetically, so it is not necessary to write the student’s residence hall room number or individual post office box number on the item you are sending. The campus mail center is open Monday-Friday from 10 a.m. - 12:30 p.m. and from 2 - 4 p.m. During vacation periods, students may have first-class mail forwarded to another address.

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.

“From my first few moments on campus I was welcomed as a friend, not only by students, but also by the faculty, staff, and, it seemed, everyone who wandered through campus from day to day. From early morning racquetball games to mid-afternoon ski trips, or late night coffee breaks, I found the people who would help me, make me laugh, teach me, inspire me, and guide me. These people and their willingness to accept me for who I am and what I do, have become an extended family, just as Colby Sawyer has become a home away from home.”

Jonathan Emmons, class of 2005, excerpt from 2005 Commencement speech.
Year-By-Year Timeline

Although each student is an individual and will have different goals and needs during his or her college years, there are certain common experiences shared by most students based upon their progress toward graduation. Below is a list of developmental milestones common to the student’s particular year and specific actions a student might take to meet those goals.

First-Year Students

Experiences:

- Adjustment to college and introduction to the academic and social community
- Self-assessment of strengths and areas in need of improvement
- Development of a plan for meeting liberal education requirements
- Beginning documentation of learning through the portfolio process
- Academic skill development.

Actions:

- Get to know the academic advisor and professors through individual meetings.
- Set academic goals and communicate those with the academic advisor.
- Get to know the campus activities such as clubs and organizations (the clubs fair is in mid-September).
- Establish a specific routine for meeting academic requirements. Students are expected to spend two hours a week preparing and studying for each hour per week spent in class.
- Become familiar with campus resources, for example, the Susan Colgate Cleveland Library/Learning Center, Harrington Center for Career Development and Community Service, the Academic Development Center at James House, and the Baird Health and Counseling Center.

Second-Year Students (Sophomores)

Experiences:

- Further self-assessment and goal setting, with particular reference to selecting a major
- Analysis of further proficiency development needs and realistic planning
- Development of major acceptance portfolio
- Deepening of campus and community involvement.

Actions:

- Clarify academic plans, including an academic major (the major acceptance deadlines are October 14, 2005 and March 3, 2006).
• Integrate goals and interests with the opportunities in campus life by joining clubs and organizations.
• Reflect upon progress towards academic requirements through meetings with the academic advisor.
• Consider a junior-year study-abroad program at the Office of Academic Affairs and International Programs.

Third-Year Students (Juniors)
Experiences:
• Continued educational, professional, and life self-assessment planning, including substantial internship planning
• Preparing for the next step: graduate school, career
• Planning for and assuming roles in mentoring younger students and in leadership in the campus and wider community.

Actions:
• Integrate academic plans with career plans with the academic advisor and major programs.
• Begin to clarify career goals and test career choices through the Harrington Center; select an internship.
• Work towards competence in chosen field of study through conversations and interviews with professors, potential employers and off-campus experts.
• Assume campus leadership responsibilities.

Fourth-Year Students (Seniors)
Experiences:
• Achievement of the outcomes of the major and of the total educational experience
• Development of the capstone experience and final portfolio
• Transitioning out: planning and self-assessment
• Career and/or graduate school search continues
• Leadership and mentoring – giving back to college and community.

Actions:
• Work with the Harrington Center and academic advisors to prepare a résumé, improve interviewing skills, prepare graduate school applications.
• Conduct a degree-audit interview with the academic advisor.
• Prepare for Commencement! (May 13, 2006).
Colby-Sawyer College, founded as a coeducational academy in 1837, and engaged in higher education since 1928, is an independent, coeducational, residential, undergraduate college that strives to provide programs of study which innovatively integrate liberal arts and sciences with professional preparation. Through all of its programs, the college encourages students of varied backgrounds and abilities to realize their full intellectual and personal potential so they may gain understanding about themselves, others and the forces shaping our rapidly changing and pluralistic world.

For an explanation of, and further information about, the Colby-Sawyer College Mission Statement and academic program, please refer to the following Web pages: www.colby-sawyer.edu/about/mission.html and www.colby-sawyer.edu/academic/admin/liberal_education.html.

Academic Policies and Resources

Colby-Sawyer College offers a liberal arts education that prepares students not only to be specialists in their chosen fields, but also to be well-informed and active citizens in our society. A liberally educated person has a broad understanding of human life and possesses the skills and the knowledge to contribute constructively to society.

“Parents need to keep in mind that students need to live - to go out, make mistakes, and become better people for their choices - to explore and discover who they are. If I have learned anything, it’s that I needed space, but also the love and support of my parents to figure things out, to find out what I want and who I am.”

Sara Downey, class of 2005

Academic Expectations

Students are expected to attend all scheduled classes and to be in touch with their professors when an unavoidable absence occurs. Regardless of their other activities, students are responsible for completing all course requirements on time and to the best of their abilities. Furthermore, students are expected to adhere to the highest standards of academic integrity, including the appropriate use and citation of the work and ideas of others.

Major Course Requirements

When students declare a major, they receive materials detailing the major course requirements for their program. Students are bound by the major course requirements that were in force at the time they were accepted into the major through the major acceptance process. This usually occurs during the sophomore year.
Residence Requirements
At least 50 percent of the required courses for a particular degree, including the final 30 credit hours, must be Colby-Sawyer sponsored, whether taken on or off campus. Off-campus experiences sponsored by Colby-Sawyer include internships and enrollment through Colby-Sawyer at a New Hampshire College and University Consortium (NHCUC) campus.

Graduation Requirements
To graduate, students must complete the liberal education, major program and residence requirements. Students must earn a minimum cumulative grade point average (GPA) of 2.0 and must have completed a minimum of 120 credit hours for the baccalaureate degree or 60 credit hours for the associate degree. (Some departments require a higher grade point average in the major and/or more than 120 total credit hours.) Specific information can be found in the College Catalog: www.colby-sawyer.edu/academic/admin/catalog.html.

Course Credit and Course Load
All courses are calculated on the basis of semester credit hours. A typical full-time student enrolls for 12 to 18 credit hours each semester (four to six courses). Fifteen credits (five three-credit courses) is considered a normal course load. Students living in residence halls must maintain a full course load throughout the semester. In extraordinary circumstances, students may petition the assistant dean of students for permission to remain in the residence halls with a reduced load. Students enrolling for more than 18 credit hours must have the permission of the academic dean and must pay for the additional credits.

Grading System
A four-point letter grade system is used to indicate student achievement. Each letter grade has the following numerical quality-point value:

A = 4.0  A - = 3.7
B + = 3.3  B = 3.0  B - = 2.7
C + = 2.3  C = 2.0  C - = 1.7
D + = 1.3  D = 1.0  D - = 0.7
F = 0.0

Students in most degree programs are allowed to take one elective course each semester, a maximum of two per year, on a pass/fail basis. Major courses and courses that fulfill the liberal education program must be taken for a letter grade.
The standard minimum satisfactory academic standing for all students is a 2.0 cumulative grade point average (GPA), which translates to a “C” average.

**Academic Progress Reports**
Professors confer at any time during the semester with a student believed to be in academic difficulty. Academic progress reports may be issued by professors to inform students of their progress in a course at mid-semester, and a mid-semester warning is given to students whose mid-semester grade is below a “C”. Copies of these notices are sent to the student and the academic advisor. Students should confer with both the professor and academic advisor in order to determine the best method of ensuring their academic progress and success. In cases of severe academic difficulty (several notices issued to a student), the college will take whatever actions are in the best interest of the student.

**Release of Educational Records**
Colby-Sawyer College releases educational records (grades and letters of academic status such as Dean’s List, academic probation, suspension and dismissal) to students, and encourages students to share this information with their parents or guardians. Students considered to be dependent (as defined for Internal Revenue Service purposes) provide name and address information for parents and guardians to the Academic Dean’s Office. Students who attain Dean’s List status or are in academic jeopardy will have copies of grades and letters concerning academic status sent to their designated parents or guardians. Students over 18 years of age who are independent and who wish their educational records released to parents or guardians must sign a waiver form made available by the academic dean. Such waivers must be signed each academic year. Annually, the academic dean will provide all students with a form asking them to specify if they are dependent or independent and to designate the correct names and addresses to which grade reports are to be sent.

**Academic Probation and Suspension**
Students whose cumulative GPA is below the minimum standard (see Grading System) will be placed on academic probationary status and notified in writing of their probationary status. Academic probation indicates that students must improve their performance or risk suspension or dismissal at the conclusion of the next academic semester. These students must meet with their advisors to plan a strategy to improve their academic performance. Students on academic probation also risk losing their financial aid or tuition remission assistance.

Students on probation who do not achieve the minimum GPA at the conclusion of the next semester, or students with exceptionally low GPAs, are subject to suspension or dismissal from the college. Students whose semester performance is satisfactory, but whose cumulative GPA remains unsatisfactory at the conclusion of the second
semester, are also subject to suspension or dismissal following notification of proba-

bation. Students who are suspended are eligible to reapply to the college after a
specific period of time, normally one semester or one year. Decisions to readmit will
be made by the academic dean. Students who are dismissed from the college may
not be readmitted.

**Leave of Absence**

Colby-Sawyer allows students to interrupt their study for one or two semesters for an
Educational Leave of Absence (ELOA). Students may apply for an ELOA to study at
another approved institution in the United States or abroad and may request that
the grades and credits be accepted by Colby-Sawyer College.

Students who choose to take an ELOA should have an exit interview with the direc-
tor of academic affairs and complete the application for an Educational Leave of
Absence. Also, students must have exit interviews with other appropriate offices.

Applications are available from the Office of Academic Affairs. The academic dean
must approve an ELOA in advance.

Students who will be absent from the college for reasons other than an ELOA are
recommended to withdraw from the college.

**Withdrawal Policy**

Students who do not register for courses for the fall semester by June 1, or by Janu-
ary 1 for the spring semester, will be administratively withdrawn from the college
effective the last day of the semester for which they were enrolled. Students who
choose to withdraw from the college should have an exit interview with the director
of academic affairs and complete the Application for Withdrawal form.

A student who wants to re-enroll within one year after a student-initiated withdrawal
must submit a written request for reinstatement to the Registrar’s Office. Students
who want to return after one year away from the college must re-apply to the college
through the Admissions Office.

**English Language and American Culture Program (ELAC)**

ELAC is a program for international students interested in a college education in
the United States. The program supports international students through English as
a Second Language (ESL) courses, international student advising, advice concerning
immigration, and support with acculturation issues.

For information about the English Language and Culture Program, please refer to
the on-line information at: www.colby-sawyer.edu/international.
The Wesson Honors Program
The Colby-Sawyer Wesson Honors Program allows students to pursue advanced interdisciplinary study throughout their four years at Colby-Sawyer College while providing opportunities for in-depth learning and challenging discussion. The Wesson Honors Program creates an environment in and out of the classroom conducive to intellectual exploration and creativity for highly motivated students who select this optional intensive experience in the liberal arts.

Entering students are admitted to the Wesson Honors Program based on superior academic performance in high school or at another college and by expressed interest in the program. Current students who are on the Dean’s List or who express strong interest in the program may apply to the Wesson Honors Program coordinator for admission.

The Dean’s List
Students who achieve a minimum GPA of 3.5 for a semester are placed on the Dean’s List. In order to be placed on the Dean’s List, students must be full-time and registered in a minimum of 12 credits of graded courses. Students and their families receive written notification upon a student’s being named to the Dean’s List.

Study Abroad
Students are strongly encouraged to study abroad at some time during their undergraduate years. Colby-Sawyer is an institutional associate of the Institute for Study Abroad of Butler University. The institute offers programs in countries such as: Argentina, Australia, Chile, Costa Rica, Cuba, England, Ireland, New Zealand, Northern Ireland and Scotland.

Career Development and Community Service
The Harrington Center for Career Development has career exploration and job placement resources, as well as information concerning internship sites for students, job listings, and service learning and community service opportunities. The staff of the Harrington Center co-administers the college’s student employment program, training student employees and supervisors and maintaining personnel files on student employees.

New students are encouraged to follow a planned succession of activities that help them assess their interests and abilities, coordinate majors with career fields, participate in videotaped interview practice sessions, conduct long-range graduate school planning, and identify internship and community service opportunities to enhance their job search success. Upon completion of the program, students should be able to identify and achieve goals, make well-informed decisions, and implement appropriate and professional job search strategies.

The Harrington Center maintains an active community service program. Some of these volunteer experiences include: New London Hospital, local nursing homes,
tutoring at local schools, Habitat for Humanity, Special Olympics, Alternative Spring Break trips and seasonal projects like Thanksgiving baskets, holiday toy drives and the ABC Quilt Project.

For a complete listing of services provided by the Harrington Center please see www.colby-sawyer.edu/campus-life/career. For more information about what types of careers can come from different academic majors, please see www.colby-sawyer.edu/campus-life/career/whatcani.html.

Academic Development Center
The Academic Development Center is a tutoring facility designed to provide all Colby-Sawyer students with academic support services. The center offers individualized tutorials in reading, writing and study skills, as well as in specific courses, and is staffed by both professional and peer tutors.

Tutorials can be obtained through an appointment or on a walk-in basis and are free of charge to Colby-Sawyer students. The center also offers support services for students with learning disabilities to assure accessibility of all college programs. These services emphasize development of student strategies, appropriate academic accommodations and self-advocacy skills. Students and families are strongly urged to make special needs known to the Academic Development Center.

The Academic Development Center publishes Disability Services and College Transition: A Guide for Students and Families. This resource discusses the transition from high school to college for students with disabilities, the spectrum of disability support in higher education and a useful overview of Colby-Sawyer's services. If you would like a copy, please contact the Academic Development Center.

For more information about the Academic Development Center, please visit the Web pages at: www.colby-sawyer.edu/campus-life/jameshouse.

Computers on Campus
All students are assigned network and e-mail accounts for the duration of their attendance at Colby-Sawyer College. These accounts are free of charge. Students are expected to be familiar with and apply Student Handbook guidelines as they apply to computer usage.

Colby-Sawyer College has purchased campus license agreements from Microsoft, ESET (NOD32 Antivirus System), and Webroot (Spy Sweeper). These licenses give the college the right to provide a full copy of the Microsoft Office Professional Suite of products, NOD32 Antivirus System and Spy Sweeper to every student.

All residence halls are connected to the campus Ethernet network. There is no charge for network service on campus. Wireless access is available in the library, Lethbridge Lodge and Ware Campus Center.
There is a remote access “gateway” available for students who want to connect to network resources from off-campus. To access the gateway, students should go to the Colby-Sawyer College home page and click on “Off-Campus Access.”

All students have free use of the computer labs. The two labs are located in Colgate Hall and the Susan Colgate Cleveland Library/Learning Center. Both labs are equipped with a high-speed laser printer and are staffed by student monitors. Lab computers have full access to the campus network, the Internet, and e-mail.

Information Resources staff can assist students with configuring their network connections from the residence halls and the installation of college-provided software. Students are responsible for keeping their computers up to date and free of viruses and other threats. The college does not provide hardware service for student-owned computers, so we encourage students to keep current with support contracts offered by their hardware vendor.

Colby-Sawyer College has initiated a student notebook purchase program. This program is designed to help students make a smooth transition to their new college environment by pre-configuring a notebook computer with all the Colby-Sawyer College licensed software. You can view details of this program at http://www.colby-sawyer.edu/information/technology/SNaPP.html.

Student Life

Members of the Colby-Sawyer College community are provided a living, learning and working environment that is inclusive and caring. Students, faculty and staff who join Colby-Sawyer College become members of a unique academic community with strong traditions and a commitment to developing personal excellence.

Campus Activities

At Colby-Sawyer, we strongly believe that learning occurs both inside and outside of the classroom; thus students are encouraged to be involved in co-curricular activities. Students can get involved in a variety of campus groups and organizations. There are approximately 35 recognized college clubs and organizations that students can join. If there is not a club that suits your student’s need, he or she can speak with staff in the Campus Activities Office to learn how to start a new club or organization. For a list of current clubs and organizations, please see the following link: www.colby-sawyer.edu/campus-life/clubs. The Campus Activities Office facilitates the activities of student clubs and organizations and oversees Family Weekend and Mountain Day. You will be receiving information from the Campus Activities Office about Family Weekend 2005, which will be held on October 7-9.

“With so many endeavors in which to partake, it’s easy for each person to find a place in the college community.”

Monica Michaud, class of 2005
**Campus Safety**

Colby-Sawyer College provides 24-hour campus safety coverage throughout the year. Campus Safety professionals work to create an atmosphere that is safe and conducive to a positive residential learning environment. Campus Safety services include: crime prevention programs and information, fire safety, supply and processing of ID cards, vehicle parking and registration, regular campus patrols monitoring the safety and security of community members and physical plant, policy enforcement, safety escorts, lost and found services, disabled motorist assistance, Operation Engrave key control and management, and college-van driver registration. Campus Safety personnel administer Rape Aggression Defense (RAD) training, Sexual Assault and Violence Education (SAVE), and Help and Observation in a Protected Environment (HOPE).

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**The Social Norm**

Students often believe that their peers are drinking more than they actually are. Every two years, the Office of Citizenship Education (OCE) surveys students on campus to find out about their behaviors regarding drug and alcohol use, as well as how they perceive the behaviors of others on campus. The (OCE) then uses this information to inform students about the actual behaviors. Some recent statistics are listed below.

- Most students (58%) report they party one time a week or less. 87% of students say they party two times a week or less. However, most students perceive that their peers party 3 times a week or more.
- 54.7% of students had consumed alcohol only three to five days out of the 30 days prior to the survey. 59.8% perceive that their peers consumed alcohol at three to ten times this amount.
- 96% of students do not always drink when they party. However, only 34% of students think that to their peers, partying can mean socializing without alcohol.
- 84.7% feel getting drunk is not ok if it interferes with academics or other responsibilities

When you talk to your student about the social atmosphere of college, and he or she tells you “everyone else is doing it,” everyone is not making high-risk choices. Everyone is not partying every night, getting drunk every night, or missing classes.

*A drink is defined as 12oz of beer, 4-5 oz of wine, or 1 oz of liquor.

Data taken from the New Hampshire Higher Education Alcohol and Other Drug Committee Survey collected February 2005. N=262, Males 38.3%; Females 61.7%; First-Years 32.2%, Sophomores 30.3%, Juniors 20.3%, Seniors 17.2%; Residential Students 88.9%.
Citizenship Education
The policies and procedures of the college comprise the Code of Community Responsibility, which exists to clarify standards within the college community. The Citizenship Education Office educates community members about their individual rights and responsibilities and works to uphold the college’s Code of Community Responsibility. This office also provides ongoing educational programming about other citizenship issues, such as voting and the use of alcohol and other drugs.

Any violation of a Colby-Sawyer College policy is a violation of the Code of Community Responsibility. The most serious and/or sensitive cases are heard through an administrative hearing. An Administrative Hearing Panel is composed of two faculty and or staff members and one or two students. The Community Council hears less sensitive cases. The Council is comprised of eight students, two staff members and two faculty members. Academic violations of the code of community responsibility (plagiarism, cheating, etc.) are handled by the Academic Dean’s Office. The Code of Community Responsibility and details of the college judicial process can be found in the Student Handbook, which is online at www.colby-sawyer.edu/campus-life/student-handbook.html.

Residential Education
Our eleven residential living facilities range in capacity from 35 to 115 students. Students select rooms in the spring through a seniority lottery system, and new students are assigned housing by the Residential Education Department. All first-year students are required to live on campus for one year. Exceptions may be granted for students living within a 30-mile radius of the college and upper-class transfer students. On-campus housing is available for unmarried, traditional-age students only.

Every residence hall has undergraduate resident assistants (RAs) who serve as peer advisors to the students in the hall. RAs get to know students on an individual basis and work with them to create positive, supportive communities in the halls through programming, intervention and referral. Resident assistants are supervised by resident directors (RDs), professional staff members who live on campus and facilitate community development in one building or a cluster of buildings. RDs serve as role models, resources and advisors, and they are responsible for developing community within the halls, planning educational and social programming, meeting with students involved in conduct violations and ensuring that the halls are safe and healthy learning environments. The hall staff reports to the director and assistant director of residential education, who provide training and consultation to assist them in cultivating a positive residence hall environment.

During normal college vacations, the residence halls are closed and, unless special permission is received, students are expected to vacate their rooms 24 hours after their last class or exam, or at 7 p.m. on the last exam day, whichever comes first. Traditional vacation periods include Thanksgiving recess, recess between semesters and spring recess. Students are expected to formally check out with a member of
the Residential Education staff and vacate their rooms 24 hours after their last class or final exam of the academic year. Graduating students may remain in their rooms through Commencement. The Residential Education Office is unable to accommodate requests for early arrival during either the fall or spring semester. Please see the calendar at the beginning of this booklet for the specific dates when students may occupy the residence halls.

Each residence hall has a laundry room with machines that operate with the SmartCard (student identification card). All students who plan to use the laundry machines on campus will be required to set up the SmartCard Miscellaneous Account. For more information about the SmartCard, please see page 36.

When there are incidents of damage or vandalism in the hall, the staff works to find the students responsible and bill them directly. When the responsible parties cannot be identified, the cost is divided among the residents of the hall. All charges for residence hall damage will be done on a cost-plus basis when work is completed. When actual cost is not available, an estimate will be provided. For more information about this and other Residential Education policies, please see the Student Handbook and the residence hall room and board contract, which are available online at www.colby-sawyer.edu/campus-life/student-handbook.html. For information about what to bring to campus, please see the Residential Education new student information page at www.colby-sawyer.edu/pdf/resedinfo.pdf.

**Sodexho Food Service**
All students living on campus have a 21-meal per week plan. All meals are served in the dining hall, located on the lower level of the Ware Campus Center. The Sodexho staff is dedicated to providing students with top-quality food in a nutritionally balanced diet. Special meals and theme dinners are offered a number of times each academic year.

Does your student have a food allergy or specific dietary need? Sodexho will work to accommodate him or her. Please have him or her make an appointment to speak with Mike Heffernan, General Manager of Sodexho.

**Baird Health and Counseling Center**
The Baird Health and Counseling Center provides holistic, primary health and counseling services to all full-time matriculated students. Health services at the Baird Center include: the treatment of common acute and chronic problems; physical exams, including well-person exams and contraceptive services; immunizations; and allergy injections. Counseling services include: separation anxiety, relationship problems, eating disorders, substance abuse and a number of other issues young adults face. The professional staff includes nurse practitioners, an R.N., professional counselors, an office manager and a consulting physician. Referrals to outside physicians and agencies are available through the Baird Center. After-hours emergencies are referred to New London Hospital Out-Patient Department, one mile from campus.
Matriculating students enrolled in at least nine credits are required to have complete medical records, including a health history, a physical exam and an up-to-date immunization record on file in the Baird Health Center. All full-time, matriculated Colby-Sawyer students have a health insurance policy, which will provide coverage up to $1000. All students are encouraged to have additional private coverage that would coordinate with the college policy. An additional policy can be purchased through the college’s insurance agent.

Athletics and Recreation
Colby-Sawyer maintains a high-quality program of club, intramural/recreational and varsity athletics and has a reputation for success in sports throughout the state and region. Available club sports include women’s softball, rugby, Nordic ski racing, ice hockey, and cycling. Other active groups include the running club, golf club, snowboard club and outing club. New club teams may be formed in response to student interest combined with coaching support and activity funding. Intramural sports, offered at the individual and team level, include three-on-three basketball, floor hockey, volleyball and flag football. Intercollegiate Division III Varsity competition for women is offered in Alpine ski racing, basketball, lacrosse, riding, soccer, swimming and diving, tennis, track and field, and volleyball. Varsity competition for men is offered in Alpine ski racing, baseball, basketball, riding, soccer, swimming and diving, tennis, and track and field.

Finances and Financial Aid
Tuition and Fees
The annual comprehensive fee includes full-time study during the fall and spring semesters, admission to all co-curricular events at student rates and access to all student services. The fees for 2005-2006 are as follows:

Full-time non-resident student, comprehensive fee......$24,700
Full-time resident student, comprehensive fee, based on shared room......$34,190
Tuition .....$24,700
Board........$4,210
Room ......$5,280

Room charges are based on shared occupancy. Some rooms have additional charges per year as shown below:
Single room......$500
Single room with private bath......$900
Shared room with private bath......charges vary
Applied music classes carry an additional fee of $200/credit hour.

Students should plan to spend an estimated $1,750 per year on books, supplies and personal expenses. Students who receive scholarships and loans to help pay for books should be aware that money may not be immediately available when students arrive in early September.
**Tuition Payments**

The college bills the fall semester charges in July and the fall semester tuition charges are due August 15, 2005. Spring semester charges are billed in November and spring semester tuition charges are due December 1, 2005. The college bills on a monthly basis, providing a statement of all activity for the month until the account is paid in full.

Colby-Sawyer College requires that all students be financially cleared before they arrive on campus. The college must receive full payment, notice of an approved federal loan and/or enrollment in the Tuition Management Systems payment plan before the due dates.

**Refunds**

Refunds are issued on a credit balance statement only. All requests for refunds must be submitted in writing to the Business Office. Refunds are handled through the Accounts Payable Office. Please allow two to four weeks for processing.

**Loan and Scholarship Checks**

Loan and outside scholarship checks that are co-payable to the student and the college will be credited to the student’s account. No refund will be made until such time as the student’s account shows a credit balance. Students are advised to plan living and bookstore expenses accordingly.

**Tuition, Room, and Board Refunds for Withdrawal**

The college has adopted the following tuition refund policy for those students who withdraw, less any Colby-Sawyer refunds.

<table>
<thead>
<tr>
<th>Time of Withdrawal</th>
<th>Refund Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to the first day of classes</td>
<td>100%</td>
</tr>
<tr>
<td>Within the first week of classes</td>
<td>75%</td>
</tr>
<tr>
<td>Within the second week of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Within the third week of classes</td>
<td>25%</td>
</tr>
<tr>
<td>After the third week of classes</td>
<td>0%</td>
</tr>
</tbody>
</table>

The Registrar’s Office will determine the official date of withdrawal. No refunds for tuition, fees or housing are given for administrative withdrawals such as, but not limited to, disciplinary action that results in the suspension or dismissal of a student. In addition, no refund will be granted for students who lose their residency privileges due to an administrative action.

Federal law dictates that when a student who has received federal financial aid withdraws from the college during the semester, the college is required to calculate any portion of the student’s federal aid that must be returned back to the appropriate federal program. This may mean that the student will now owe the college money. Students are strongly urged to contact the Business Office before they withdraw.
**SmartCard Account**
The SmartCard is the student’s ID card. This card will give students access to campus buildings and allow them to make on-campus purchases. Students may fund one or more of the following accounts: Bookstore, Dining (for use in Lethbridge Lodge, meals for guests in the dining room and pizza delivery), and/or Miscellaneous (used for laundry, copy and vending machines). Students will need to open a Miscellaneous Account if they plan to do laundry on campus. Students and parents will have 24/7 online availability to check their account balance(s) and/or to add funds to their account(s) using a credit card. A $25 minimum deposit is required to open each account.

To establish or add funds to a SmartCard account you may:
1. Go online to http://onlinecardoffice.com/colby-sawyer. Type in the Colby-Sawyer student identification number found on the student bill, excluding the letter “P”. Use the pin number 1111 for first-time log on.
2. Visit the Business Office on campus with cash, check, or credit card.
3. Contact the Business Office over the phone at (603) 526-3454 and provide them with your credit card information.
4. Send a check payable to SmartCard to Colby-Sawyer College, SmartCard, 541 Main Street, New London, NH 03257. Please include the student’s name, home phone number, student ID#, zip code and account(s) to be activated.

SmartCard balances are brought forward from semester to semester and are non-refundable until a student graduates or withdraws from the college. Cash withdrawals are not allowed and funds cannot be moved between accounts. Refunds on SmartCard purchases will be credited back to the account. For more information, please contact the Business Office at (603) 526-3454 or by e-mail at smartcard@colby-sawyer.edu.

**Financial Aid**
If your student was awarded financial aid, he or she should already have received Colby-Sawyer’s Financial Aid Award Guide. This publication should help you better understand your student’s financial aid award. Financial aid awards are determined on an annual basis. Therefore, if your student did not apply for financial aid this year, he or she can still do so in the future. To meet Colby-Sawyer’s financial aid deadline each year, please be sure to check with the Financial Aid Office in order to meet the required deadlines.
Please be aware that those who meet the above deadlines will be awarded financial aid first. Should your student not meet the deadlines, his or her financial aid application will be considered late and financial consideration will be given only after all on-time applications have been reviewed. Students will receive a reminder about these deadlines before leaving for winter break.

“We’re a family here, too. We take care of each other, we pick on each other, we yell at each other, and, for the most part, we love each other.”

Jenni Beaulieu, class of 2005
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