Welcome to the Colby-Sawyer Community and the Spring 2014 Getting Started Guide: Parents Edition!

We are very excited about your student arriving on campus and hope the information here 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 can 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, if your student has problems logging in, they should contact our Helpdesk at 603.526.3800 or via e-mail at helpdesk@colby-sawyer.edu.

Important Note: 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.

Things We Need from Your Student

The list below shows the status of required and optional forms that need to be completed before your student arrives on campus.

- Athletic Recreation Interest (ARI) Survey
  - This survey must be filled out and submitted by all students. The survey helps Athletics and Recreation prepare for the student’s arrival on campus and gives them instructions if they are trying out for a Spring varsity sport, and want to be considered for Spring 2014 preseason camp, as to when to contact the head coach. The survey also asks about their interest in instructional/fitness, recreational, club sports and intramurals as well.

- 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.

- Health Physical and Immunization Records:
  - Each student will need to complete a PHYSICAL EXAMINATION/IMMUNIZATIONS form. This form will need to be printed, completed by their Health Care Provider, and returned to
Baird Health and Counseling. 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.

• Course Registration
  o 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. If your student needs any help along the way, contact the Registrar’s Office at registrar@colby-sawyer.edu or 603.526.3673. The Registrar’s Office is open Monday and Friday 8:00 - 5:00 and Tuesday through Thursday 10:00 - 5:00. We're here to help, so feel free to contact them if your student gets stuck or has any questions.

• Emergency Contact Information & Missing Student Inquiry Form
  o 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. Please contact the Office of Student Development at (603) 526-3755 or studentlife@colby-sawyer.edu if you have any questions. To review Colby-Sawyer College's missing student policy in its entirety, please visit our website: [http://www.colby-sawyer.edu/campus-life/Campus_Safety/Policies/missingperson.html](http://www.colby-sawyer.edu/campus-life/Campus_Safety/Policies/missingperson.html).

• FERPA (Family Educational Rights and Privacy Act) Release Form
  o 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.

• Financially Clear:
  o Spring semester bills are due before students arrive on campus. Please refer to [this link](http://www.colby-sawyer.edu/campus-life/Campus_Safety/Policies/missingperson.html) for more information about your student’s bill.

• Housing Application:
  o All Residential Students need to complete a housing survey that will help to match them with a compatible roommate and housing assignment. Student will not be placed in housing until they are financially clear. Students entering for Spring 2014 should not expect their housing assignment until Mid-January. Waiting to place students until later gives us the greatest number of options to make compatible matches for incoming students.

• Transcripts:
  o Most current high school and college (if applicable) transcripts must be turned into Colby-Sawyer before your student arrives on campus. If you have any questions please [contact us](http://www.colby-sawyer.edu/campus-life/Campus_Safety/Policies/missingperson.html).
• Access Resources Application for Disabilities:
  o Enrolled students seeking accommodations or support services should complete an Access Resources Application on their myColby-Sawyer site. 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.

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
• Academic Development Center Services
• Parent and Family Relations Website and on Facebook
• International Student Services
• Parking Permits
• SmartCard Account - "Safe, Easy, Convenient"
• Transportation Options
• What is Information Resources? (Technology & Library Services)
• National Student Services Property Insurance and Student Insurance Group Property Insurance

Check-In and Orientation: Monday January 20th, 2014

New Student Check-In
Who: New Entering Students, both resident and commuter
What: Official Check-In for the spring semester
When: Monday, January 20th, 2014  Check-In: 9 a.m. - 12 p.m.
Where: Wheeler Hall, Ware Student Center
What do I get and Who will be available:
  o The following will be at Check-In
    • Clearance Card
    • Orientation Schedule
    • College ID/SmartCard
    • Room Key
    • Academic Advisor Assignment

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