



# Colby·Sawyer College

**GETTING STARTED GUIDE FOR  
PARENTS & FAMILIES**

**2017 – 2018**

## WELCOME TO COLBY-SAWYER COLLEGE!

We are excited to begin the academic year and look forward to having your student join us.



The *Getting Started Guide for Parents & Families* is intended to provide insight into your student's responsibilities prior to arrival on campus and what to expect during the check-in process and orientation. The guide also includes important information and resources that will help you and your student transition into this exciting new chapter of your lives.

Faculty and staff across campus are here to provide assistance. Please reach out with questions and we will be sure to connect you with the appropriate offices and individuals.

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# Your Student's Responsibilities

Colby-Sawyer's online "Getting Started Guide Checklist" is where your student will find the forms and applications required by Colby-Sawyer before arriving on campus, as well as other important information, links and resources. The checklist can be found on Colby-Sawyer's private network, [my.colby-sawyer.edu](https://my.colby-sawyer.edu), which is restricted to the internal community. Your student must use their personal log-in information to access the checklist using the following steps:

1. Connect with myColby-Sawyer at <https://my.colby-sawyer.edu/student/Pages/Home.aspx>

Please note: When off campus, your student must log in using the college's domain name, "colbys\" in front of their username. For example: colbys\first.last along with their password.

2. Select the "Student" tab.
3. Click on "Getting Started Guide Checklist" to access the checklist.

If your student has not received log-in information, they should contact their Admissions Counselor.

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Your student can contact the helpdesk at 603.526.3800 or [helpdesk@colby-sawyer.edu](mailto:helpdesk@colby-sawyer.edu), if they are having difficulty logging onto [my.colby-sawyer.edu](https://my.colby-sawyer.edu) or their Colby-Sawyer email account.

# Getting Started Guide Checklist

Listed below are the forms and tasks that must be completed before your student arrives on campus, as indicated in their online checklist:



## **Acceptable Use Policy**

This form explains the appropriate and inappropriate uses of Colby-Sawyer's technology resources.

Information Resources: 603.526.3800 or  
[helpdesk@colby-sawyer.edu](mailto:helpdesk@colby-sawyer.edu)

## **Creating a Safe Campus**

Students must complete a survey verifying they have read and understand the Code of Community Responsibility found at [colby-sawyer.edu/responsibility-conduct](http://colby-sawyer.edu/responsibility-conduct) and the Sexual Misconduct Policy and Procedures found at [colby-sawyer.edu/sexual-misconduct](http://colby-sawyer.edu/sexual-misconduct).

Citizenship Education: 603.526.3752 or  
[cwhite@colby-sawyer.edu](mailto:cwhite@colby-sawyer.edu)

## **Financial Aid**

Go to [colby-sawyer.edu/tuition-payment](http://colby-sawyer.edu/tuition-payment) for more information about your student's account.

Financial Aid: 603.526.3717 or  
[cscfinaid@colby-sawyer.edu](mailto:cscfinaid@colby-sawyer.edu)

## **FERPA Release Form (Family Educational Rights and Privacy Act)**

Colby-Sawyer releases information to your student 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. Your student is encouraged to share this information with you. Under the regulations of FERPA, the college may disclose education records, without consent, to either a 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. Your student must indicate on this form with whom the college can communicate about these matters. The college is unable to discuss these items with you unless your student has filled out this form with your contact information.

Registrar’s Office: [registrar@colby-sawyer.edu](mailto:registrar@colby-sawyer.edu) or 603.526.3673

### **Housing Application**

Colby-Sawyer has a four-year residency requirement. Your student must complete a housing application to help 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 sent to your student’s Colby-Sawyer email address. Frequently Asked Questions (FAQs) about new student housing can be found at [colby-sawyer.edu/housing-faq](http://colby-sawyer.edu/housing-faq).

Residential Education: [residential@colby-sawyer.edu](mailto:residential@colby-sawyer.edu) or 603.526.3755

**Your student should pay attention to these icons as they work on their checklist:**

 **Incomplete or In Progress**

- 1) An item that has not been addressed by your student.
  - OR
  - 2) An item that has been submitted but not yet verified by our staff.
- Please note, some items may take up to five business days for verification.

 **Complete**

Submitted information has been verified by staff and is complete.

 **Error**

The item is incomplete and your student must contact the appropriate office to resolve the issue prior to move-in day. Your student should check their Colby-Sawyer email account frequently for messages regarding missing information.

### **Course Registration**

There is a step-by-step online process for class registration. Please encourage your student to register as soon as possible since classes are on a first come, first-served basis. If your student has questions, the Registrar's Office is open Monday thru Friday 9 a.m. - 5 p.m.

Registrar's Office: [registrar@colby-sawyer.edu](mailto:registrar@colby-sawyer.edu) or 603.526.3673

### **Transcript**

High school and college (if applicable) transcripts must be turned into Colby-Sawyer before your student arrives on campus.

Registrar's Office: [registrar@colby-sawyer.edu](mailto:registrar@colby-sawyer.edu) or 603.526.3673

### **Emergency Contact Information**

Your student must provide primary and alternate contacts in case of an emergency or a report of a missing student. It is your student's responsibility to keep this information updated.

Student Development: [studentlife@colby-sawyer.edu](mailto:studentlife@colby-sawyer.edu) or 603.526.3758

### **Health History Form**

Your student must complete an online health history form which may require your knowledge about their own, and your family's, health history.

Baird Health and Counseling Center:  
[bhcc@colby-sawyer.edu](mailto:bhcc@colby-sawyer.edu) or 603.526-3621



## **Health Physical and Immunization Records**

Your student must submit a Physical Examination/Immunizations form, accessible at [colby-sawyer.edu/BHCC-form](https://colby-sawyer.edu/BHCC-form). Remind your health care provider that it is the only form that will be accepted for college entrance. Your student's physical exam must be completed by a health care provider within one year prior to Colby-Sawyer entrance. Varsity athletes must have an exam within six months of first team practice. After the form is completed by your student's health care provider it can be sent by fax to 603.526.3453 or scanned and emailed to [bhcc@colby-sawyer.edu](mailto:bhcc@colby-sawyer.edu).

Baird Health and Counseling: [bhcc@colby-sawyer.edu](mailto:bhcc@colby-sawyer.edu) or 603.526.3621

## **Access Resources Request for Accommodations**

Enrolled students seeking ADA accommodations or support services should complete an Access Resources application. Services do not follow your student from high school or occur automatically upon 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.

Visit [colby-sawyer.edu/access-resources](https://colby-sawyer.edu/access-resources) for more information.

Access Resources: [accessresources@colby-sawyer.edu](mailto:accessresources@colby-sawyer.edu) or 603.526.3711

# Check-In Process

New student check-in takes place on Friday, Sept. 1, 2017, from 8:30 a.m. to 2 p.m. in Wheeler Hall, Ware Student Center. When you arrive on campus, you will be directed to park in Lots D and M before making your way to Wheeler Hall.

If your student is unable to attend check-in, please contact Nancy Staszkiwicz at [nstaszki@colby-sawyer.edu](mailto:nstaszki@colby-sawyer.edu) or 603.526.3758. Late arrivals should check in with Campus Safety, located in James House.

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## NEW STUDENT ORIENTATION

A schedule of events will be available at [colby-sawyer.edu/orientation](http://colby-sawyer.edu/orientation) late this summer and will include an orientation session for parents and families.

At Wheeler Hall, your student will be given a check-in card that shows whether or not they have completed all the requirements on the "Getting Started Guide Checklist." If they have not, your student will need to meet with a representative from those offices requiring outstanding forms and information.

Once your student has been cleared for check in, they will be given an Orientation schedule, College ID/SmartCard (if your student hasn't already received one), room key and academic advisor information. Colby-Sawyer staff from a variety of student-services offices will be available to answer questions, assist with SmartCards and provide computer support. Representatives from local banks, pharmacies and other services will also be available.

After your student completes the check-in process, you can relocate your vehicle to your student's assigned residence hall. There you will be greeted by Residential Education and Orientation Leader staff who will help unload the vehicle and carry items to your student's room. A driver should stay with the vehicle at all times and be ready to move it to an exterior parking lot as soon as belongings are unloaded. We appreciate your understanding and your help in keeping traffic moving.



# Other Resources

## Packing Checklist

For suggestions of what your student should bring to campus, visit [colby-sawyer.edu/packing-checklist](https://colby-sawyer.edu/packing-checklist).

## CSC Alerts

If you are interested in receiving information about campus emergencies, your student will need to add your information to their account. For more information, visit [colby-sawyer.edu/emergency](https://colby-sawyer.edu/emergency).

## Power Campus

Your student can give you access to view their class schedule, grades and billing information. Visit [colby-sawyer.edu/power-campus](https://colby-sawyer.edu/power-campus) for instructions and more information.

**Academic Calendar** is available at [colby-sawyer.edu/academic-calendar](https://colby-sawyer.edu/academic-calendar).

**Campus Directory** available at [colby-sawyer.edu/alpha-directory](https://colby-sawyer.edu/alpha-directory).

**Parking** information can be found at [colby-sawyer.edu/parking-policy](https://colby-sawyer.edu/parking-policy).

**SmartCard** information can be found at [colby-sawyer.edu/storefront-smartcard](https://colby-sawyer.edu/storefront-smartcard).

**Dining** information can be found at [colbysawyerdining.catertrax.com](https://colbysawyerdining.catertrax.com).

**Transportation** information can be found at [colby-sawyer.edu/transportation](https://colby-sawyer.edu/transportation).

