



2011-2012
Family Handbook

Welcome to the Keuka Family...

The Keuka College Alumni Association is committed to assisting students with mentoring, Field Period placement and housing, and employment networking. The Alumni Association also presents workshops and events on campus for students. Please encourage your student to be involved and to attend as many activities as possible. We look forward to working with and for your student. Please contact the Alumni Association through the Office of Alumni and Family Relations if you or your student need anything.

In the Keuka Spirit,
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Dear Keuka Parents and Guardians:

As an alumna of Keuka College, it is with great pleasure that I welcome your student to the 2011-2012 academic year. This handbook is a valuable resource for you to use as you strive to make your student's experience at Keuka both a positive and rewarding one. As the parent of a Keuka graduate, who received both a bachelor's and master's, and a rising senior, I know that I had many questions throughout their time at Keuka, as I am sure that you will. Having experienced these many facets of education here at Keuka, I am hopeful that I will be able to answer some of the questions that you may have as well as ease some of your fears.

There are many contact names and numbers in this handbook, but I would like to extend an invitation to contact me if there is an answer that you can't seem to find. I can be reached at (315) 536-4054 or wendy@pymovies.com.

If you haven't become involved in the Family Association, I would recommend doing so. It is a great way to meet other Keuka families and share experiences. Don't forget that the Association is open to all Keuka family members.

Sincerely,

Wendy

Wendy McFetridge '03

Keuka College Family Association, Chair

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Academic Life

Academic Success at Keuka

Academic Success at Keuka (ASK), located in Hegeman 301, will assist students in becoming independent, confident, and proficient learners who will meet the academic standards of the College. The program offers a personalized, structured, and supportive learning environment where students can seek answers to questions about their academic work and request assistance for developing the skills they need to meet their educational objectives.

ASK also provides accommodations to students with documented disabilities. These include alternative testing sites, test readers and scribes, notetakers, and instruction in assistive technology. Students must provide the office with up-to-date documentation of a disability and meet with the director to arrange for special services. **Please note that ASK does not automatically receive the student's documented information. It is the student's responsibility to send it to ASK.**

The Writing and Tutorial Center, also part of ASK, offers free peer tutoring in writing, study skills, and specific content area subjects. Appointments can be made for individual and group tutoring sessions. A limited number of drop-ins can be accommodated.

Academic counseling is offered to both individuals and small groups. Individual students can meet with professional staff for instruction in writing, college reading, learning, and study skills. Group academic counseling includes transition workshops in time management, notetaking, and test anxiety. Mid- and end-of-semester workshops include test-taking and test-anxiety sessions.

Keuka College, as an institution of higher learning that receives federal funding, is mandated to adhere to confidentiality guidelines as set forth by the Family Educational Rights and Privacy Act (FERPA). We ask that parents, students, and guardians acquaint themselves with those guidelines so they understand the restrictions placed on the College in regard to the sharing of student information.

Academic Year Calendar

Keuka College operates on a two, 15-week semester academic year and a five-week January session for off-campus work and Field Period. See the 2011-12 academic calendar on page 35.

Class Attendance

Attendance policies are determined by individual instructors, departments, or division faculty and are stated in the syllabus for each course. If an absence occurs because of illness or family emergency, it is the student's responsibility to notify the registrar or instructor and make up missed work.

The Degree

Keuka College offers 33 undergraduate majors. Students completing the College's requirements earn a Bachelor of Arts (B.A.) or Bachelor of Science (B.S.) degree. Keuka also offers master's degrees in criminal justice administration, literacy, management, nursing, and occupational therapy.

Center for Experiential Learning

The Center for Experiential Learning, located on the first floor of Hegeman Hall, is the central office for Field Period, student employment, career services, community service/service learning, TeamWorks! The Keuka College Adventure Program, and the co-curricular transcript. For more information visit our Web site at <http://experiential.keuka.edu>.

Career Services

Career services assists students and alumni with lifelong career development by providing support and guidance to help promote personal and professional success. We provide interest/value/preference assessments, resume and cover letter critiques, mock interviews, job search assistance, credential files, graduate school application assistance, and general career counseling. In addition to individual career-related assistance, take advantage of networking and career fairs, workshops and special events. For more information visit our Web site at <http://experiential.keuka.edu/career-services>.

Co-Curricular Transcript

The co-curricular transcript provides students official documentation and validation of activities outside the classroom, as well as honors and awards received while at Keuka. Mentors introduce the co-curricular transcript to incoming students, helping them understand the value of transferable skills gained through involvement. The co-curricular transcript can be used to assist students in resume development, skills identification, job interviews, and supplementing graduate school applications.

Community Service Resource Center

As part of the College's mission, it seeks to foster its students' academic and personal development, providing them with a foundation for a lifetime of learning, service, and leadership. The student-initiated Community Service Resource Center serves as a centralized resource for students seeking community service/service learning opportunities off-campus.

TeamWorks! The Keuka College Adventure Program

TeamWorks! The Keuka College Adventure Program promotes personal, professional, and academic growth through adventure and experiential, active learning. The program sessions take place both in the classroom and on the TeamWorks! site, located west of Davis Hall in Sunset Woods.

This unique program features, but is not limited to, a wooded, challenge course housing ground, low, and high elements. Each of these elements offers a distinct challenge with separate learning opportunities. However, the successful individual/team does not necessarily equate fully mastering the element, but rather the process by which the team attempts it. The importance is derived from the participants walking away from their unique experience able to transfer the learning in the event to real-life situations in school, work, and home. They also gain a better understanding and appreciation of themselves and their teammates throughout that process.

The first TeamWorks! program for Keuka students occurs during Transition Week, when all new students participate in a half-day session designed especially for them. Later during their Keuka years, students may participate in TeamWorks! events as part of academic coursework curricula, with a club or athletic team, or simply with a group of friends. Students are also encouraged to become more involved with the leadership program through work-study jobs and/or Field Periods. Check out our Web site at: <http://experiential.keuka.edu/teamworks>.

Field Period

The Field Period provides students the opportunity to link academic learning with hands-on experiences. This integration and synthesis of theoretical and applied learning provides a rich, real-world laboratory for student growth and learning. Through Field Period students can test academic principles, investigate diverse environments or cultures, raise awareness of social responsibilities, explore and develop career possibilities, enhance their cultural understanding of the world, and grow personally. Field Period helps students become active, self-directed, and ultimately, lifelong learners.

These 140-hour internships are conducted each year by all students, typically during January or the summer months. They involve self-initiated placement, an intensive experience, and multi-faceted evaluation. The faculty supports and works closely with students in planning, preparation, and evaluation of Field Period. It is ultimately the student, however, who is responsible for the success of the Field Period experience. For more information on Field Period, visit <http://experiential.keuka.edu/field-periods-internships>.

Student Employment

The student employment program allows students to practice and learn valuable work-related skills, and at the same time, helps to meet educational and personal expenses while at Keuka. Students are initially eligible to participate in the student employment program when they become eligible for work-study (federal work-study or Keuka work-study). Keuka uses Storm Tracker (an Internet database) to post work-study job opportunities. Students can access this from the Center for Experiential Learning page on the Keuka College Web site (www.keuka.edu). Students must formally register on Storm Tracker, complete a registration

page/profile, then upload their resumes into Storm Tracker. From there they search for work-study opportunities, and send an online resume. Once a supervisor receives an online resume, the student will be contacted for an interview. If hired, the student and supervisor complete appropriate paperwork. Please refer to the Student Employment Manual for specific policies and procedures (<http://keuka.edu/go/workstudy>). Incoming students attend a mandatory student employment orientation session.

Computer Labs

There are several labs across the campus for student use. In Lightner Library, there are four labs: one on the main level and three on the lower level. There are also several Macintosh computers available. There is one lab in Jephson Science Center, and another on the second floor of Hegeman Hall (occupational therapy). There are also two smaller department-only computer labs; one is in the education department in Strong Hall, and the other is in the science department in Jephson on the third floor. Computer labs offer Windows XP or Windows 7, Microsoft 2007, Open Office, SPSS (statistics program), and Maple (mathematics program).

Lightner Library hours vary during the year, so it is always a good idea to check the Library Web site at <http://lightner.keuka.edu> or call the circulation desk at (315) 279-5632.

Departmental lab hours follow normal business hours: Monday-Friday, 8 a.m.-4 p.m.

Academic Advisers

All incoming students are assigned an academic adviser who serves as a mentor to help students make an effective transition to college. Advisers help students become independent, responsible learners who are familiar with institutional policies and cultural norms, possess problem-solving skills, and know how to access a variety of academic, career planning, and personal support services. They also help students develop an educational plan consistent with their aptitudes, interests, and life goals.

Freshmen students are normally assigned to a faculty member in their designated major. Undecided/exploratory students are initially assigned to special faculty or professional staff advisers.

Grading System and Grade Points

Keuka's grading system is the A to F system:

A	Superior
B	Commendable
C	Satisfactory
D	Deficient
F	Failing

A "C" average is required for graduation.

Grade points for the letter grades:

A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

Full-time matriculated students are eligible for the dean's list on the basis of academic work for the semester, achieving a grade-point-average (GPA) of 3.50, and earning a minimum of 12 semester credit hours (excluding Field Period and courses designated as non-credit bearing) with no incompletes. Part-time matriculated students are eligible for the dean's list on the basis of academic work completed within a two-year period if they have achieved a GPA of 3.50 for each block of at least 12 semester credit hours (excluding Field Period and courses designated as non-credit bearing) with no incompletes. Student-athletes who want to compete in intercollegiate athletics must meet GPA standards established by the College and the National Collegiate Athletic Association (NCAA).

Non-quality point grades:

S	Satisfactory	AU	Audit
U	Unsatisfactory	IN	Incomplete
W	Withdrawal	NP	Not posted at time of printing

Incompletes not resolved by the date specified by the faculty member and/or the associate vice president for academic programs result in a grade of F.

Grievance Procedures

In the event a student believes that decisions have not been made in his or her best interest, grievance procedures are in place. These policies and procedures are described in the Student Handbook.

Copies of the Student Handbook may be obtained through the Office of Student Affairs, and can be found on the campus computing network S-drive.

Honesty

Cheating, plagiarism, or other forms of dishonesty will result in penalties.

Honorary Societies

The honorary societies at Keuka College recognize academic excellence and achievement, as well as potential for success in specific career fields. Their activities are often instrumental in promoting student interest in particular fields of study. Each society maintains specific criteria for membership.

Alpha Mu Gamma, Gamma Mu Chapter (foreign language)
Alpha Psi Omega (theatre and drama)
Alpha Sigma Lambda (adult learners)
Chi Beta Phi (natural sciences, mathematics, and psychology)
Lambda Gamma Pi (education)
Lambda Pi Eta (communications)
Phi Alpha (social work)
Pi Gamma Mu (social sciences)
Pi Theta Epsilon (occupational therapy)
Sigma Alpha Pi (national society for leadership and success)
Sigma Lambda Sigma (scholarship, leadership, and service)
Sigma Tau Delta (senior English majors/minors)
Society for Collegiate Journalism

Independent Study

Keuka students may design their own study programs, usually in courses of study that are not part of the Keuka curriculum. Faculty advisers or the registrar can provide an outline of the requirements.

Leaves of Absence

Students may request leaves of absence, which are temporary withdrawals from the College. Leaves of absence usually last one or a maximum of two semesters and may be granted to those who intend to return to study at a later date. Students return to the College under the same academic status they departed. However, students considering a leave of absence should be aware there may be problems of re-entry to a particular major due to enrollment limits or changes of course offerings or degree programs.

The Major

Each student must select a major—a concentration of study—as well as complete all required core courses. A major usually requires 36 to 50 credit hours. Other academic requirements assure a distribution of studies throughout the disciplines—the liberal arts on which Keuka’s programs were founded. A student’s major is usually declared no later than the end of the spring term of his/her sophomore year.

Student Records

Keuka College complies with the Family Educational Rights and Privacy Act of 1974 (referred to as the Buckley Amendment), establishing the right of students to inspect and review their educational records and providing guidelines for the

correction of inaccurate or misleading data. This Act authorizes the release of information only with the written consent of the student. If you have questions, contact the registrar's office at (315) 279-5204.

Rochester Area Colleges Consortium (RAC)

Keuka College is a member of RAC, which is comprised of colleges and universities in the greater Rochester region. This cooperative program provides opportunities for full-time matriculated students to register at a member institution for one or two courses not available on the home campus. Enrollment forms are available from the registrar. Approval is on a space-available basis at the second institution.

Arrangements are completed during the week following the first day of instruction at the second institution. Approval of both institutions is necessary. Through the consortium, students, faculty, and staff have access to the academic and cultural resources of the other campuses.

Consortium members include: Alfred University, Colgate Rochester Crozer Divinity School, Empire State College, Finger Lakes Community College, Hobart and William Smith Colleges, Keuka College, Monroe Community College, Nazareth College, Roberts Wesleyan College, Rochester Institute of Technology, St. John Fisher College, SUNY Brockport, SUNY Geneseo, and University of Rochester.

College Consortium of the Finger Lakes

The College Consortium of the Finger Lakes is a cooperative arrangement among Keuka College, Hartwick College, Alfred University, Corning Community College, and Elmira College. Through the consortium, students, faculty, and staff have access to the academic and cultural resources of the other campuses.

Student Handbook

Copies of the Student Handbook may be obtained through the Office of Student Affairs, and can be found on the campus computing network S-drive.

Suspension

The College may suspend a student for academic or disciplinary reasons. Special requirements may have to be met before a student can be readmitted to the College.

CAMPUS PHONE NUMBERS

<u>Office</u>	<u>Extension</u>
Academic Dean	5202
ASK - Academic Success at Keuka	5636
Admissions	5254
Alumni and Family Relations	5238
Basic and Applied Social Sciences (BASS), Division of	5670
Bookstore	5230
Bursar	5237
Business and Management, Division of	5220
Business Manager	5659
Business Office	5659
Chaplain's Office/Center for Spiritual Life (CSL)	5378
Campus Safety	5250
Cashier	5205
Center for Global Education	5221
College Advancement	5262
Communications	5231
Commuter Student Lounge (Dahlstrom Student Center)	5394
Conference Services	5289
Counseling Services	5368
Development Office	5262
Education, Division of	5257
Emergencies (Ambulance, Fire, Sheriff)	9-911 (on campus)
Experiential Learning	5274
Financial Aid	5232
Food Services	5380
-Dining Menu - Keukanet, Quick links	
Health Services	5368
Housekeeping/Maintenance	5206
Humanities and Fine Arts, Division of	5674
Information Technology Services	5217
<i>Keukonian</i> (College newspaper)	5669
<i>Kiondaga</i> (College yearbook)	5264
Lightner Library	5632
Mailroom	5233
-Fax Number	(315) 279-5216
Multicultural Affairs	5225
Natural Sciences, Mathematics, and Phys. Ed., Division of	5268
Nursing, Division of	5273
Occupational Therapy, Division of	5668
President's Office	5201
Registrar	5204
Social Work, Division of	5257

CAMPUS PHONE NUMBERS, continued

Student Activities	5264
Student Affairs	5215
Student Senate	5379
Switchboard	0
Telephone Services	5217
Terrace Café	5395
Weed Physical Arts Center	5249

All campus phone numbers may be reached by dialing (315) 279-extension.

Commuter Student Services Information

We realize commuter students can need additional information and resources; therefore, we have compiled a list of information specific to commuter students' needs as supplementary information in this handbook. However, should you still have any questions, suggestions, or concerns, we urge you to contact the Office of Student Affairs, which serves as the liaison for the commuter student population. The office is located in the Dahlstrom Student Center.

Commuter Student Lounge

The Commuter Student Lounge, located in the Dahlstrom Student Center, is available to all off-campus students. The lounge provides a place for students to relax or study between classes and features a microwave, refrigerator, computers with network access, printers, and lockers. Lounge keys are available in the student affairs office.

Commuter Parking

Parking permits are \$40/year, and are available in the campus safety office. Students must fill out a vehicle registration form in the campus safety office and make the \$40 payment to the cashier's office.

Each student will be given information regarding parking rules and regulations when a vehicle decal is purchased. Please read this information carefully and abide by these policies.

Housing/Residence Life

The residence hall experience at Keuka is an important part of a student's education. Through its curricular and co-curricular offerings, Keuka College has a great deal to offer. In all facets of our programs, Keuka seeks to provide opportunities for students to develop and grow as young adults.

All full-time students are required to live on campus, unless they live with their parents or guardians within a 30-mile distance, or they are 23 years of age or older, married, or have a dependent child. Other requests for exemptions to this policy must be filed through the associate dean of students.

Residence hall assignments are done through the residence life office prior to the first semester of attendance, and are based on student preference and availability. The room selection process for returning students is conducted at the end of April. There will be hall meetings and information posted to walk students through this process.

Housing

There are six residence halls (see map on page 28), one special interest house and one apartment complex that serve the student population, each having its own characteristics and features. While each is unique, there are similarities. Each hall is equipped with a television lounge, study lounge with computers, free-of-charge laundry facilities, pantry with a sink, microwave, and stove. Each hall room comes equipped with cable, Internet, and phone connections. Students are encouraged to bring their own phones.

Allen House

This two-story structure has been used as the College's theme house. Student groups of five apply to live there for an academic year. The group must provide campus-wide programs and host events throughout the year. The Women's Center is located in Allen House.

Ball Hall

Renovated in 2008, the College's original building serves as an administrative building and residence hall. There are single-, double-, triple-, and quad-occupancy rooms in Ball Hall for upperclass students. A separate application process is used for students who desire to reside in Ball Hall, and there is an additional fee to reside in the building.

Blyley Hall

This hall has a floor for women and a floor for men. The building has a common study room, common TV lounge, meeting room, game room and full kitchen for student use.

Davis Hall

This building houses freshmen and is co-ed by floor. The first floor is devoted to men and the second and third floors to women.

Harrington Hall

This hall is a unique residence in several respects. It is governed by a group of elected students, and residents must apply to live here. Students must display leadership qualities to be considered for residency and, in order to maintain residency, must complete a leadership program. Harrington Hall is the only suite-style residence on campus with a common bathroom that adjoins two rooms;

therefore, there is a private bathroom for every four students. There is an additional fee for students living in Harrington Hall.

Saunders Hall

This residence hall is available for women students.

Space Hall

This residence hall is available for all students. There are two floors for men and one for women; the first floor houses freshmen men only.

Strong Hall Apartments

This 24-unit apartment complex is reserved for senior/junior level students. Each apartment features one or two bedrooms with a fully-functional kitchen. Each apartment is fully furnished with beds, desks, chairs, sofas, and is air-conditioned. There is an application process with specific requirements to qualify to live in Strong Hall Apartments.

Community Living at Keuka

Our policies at Keuka College exist to provide a safe and educational atmosphere for all of our students and are designed to promote both individual and group responsibility. We count on students to hold each other responsible for their behavior. If the individual responsible for damages or vandalism on a floor is not reported, the floor's residents will be held responsible.

IMPORTANT: For the health and well-being of Keuka College students, employees, and guests, smoking is not permitted in any building on campus.

Residence Life

Living in the residence hall can often be one of the most important aspects of a student's college education, and at Keuka we don't believe in letting that development take place by chance. Our halls are staffed by professional and paraprofessional student development educators who actively encourage students and promote growth in a variety of ways.

Associate Vice President for Student Development

The associate vice president for student development is the student affairs staff member responsible for the administration of the campus-wide student life program. This position reports to the dean of students and supervises the director of residence life, director of multicultural affairs, and the director of student activities. It also encompasses all aspects of residence life and student activities and serves as the chief judicial officer for the campus. The associate dean also coordinates New Student Orientation/testing dates and Transition Week in August.

Director of Housing and Residence Life

The director of housing and residence life serves as supervisor of the residence life staff including resident assistants and resident directors. This position also oversees housing, all programming in the residence halls, and serves as a judicial hearing officer for the campus.

Resident Directors

Each residence hall has a live-in resident director (RD) who is a member of the student affairs professional staff. The RD supervises the resident assistant staff and is responsible for the overall management of the residence hall.

Resident Assistants

The resident assistant (RA) is an upperclass student who serves as an adviser and resource person to a group of approximately 18-25 students on a floor or wing. Remember, RAs are students just like your student. They deserve to be treated with the same respect as your student would like to be treated. They care about your student and want to help as much as possible. Your student is encouraged, particularly during his/her first weeks on campus, to refer his/her questions to his/her RA. They are prepared to help your student with a variety of questions and concerns common to new students, such as registration procedures, class schedules, and adjustment to residence hall and campus life.

Residence Life Policies

Check-in procedures: Check-in dates for the residence halls will be sent to your student during the summer. If your student needs to arrive earlier than the date given, he/she must clear this through the residence life office. Check-in is usually handled at the hall where your student has been assigned. It is important that your student remember to bring his/her health insurance information and his/her doctor's name and number with him/her for check-in.

Room Changes

Every effort is made to match compatible people as roommates, but sometimes it does not work out. If a roommate conflict occurs, the first thing for your student to do is to talk to his/her roommate and see if a solution can be found. The second step, if the situation cannot be resolved, is to seek the help of his/her RA. RAs have been trained in mediation and have experience in dealing with these situations. If the situation still can't be resolved, the RA will direct your student to the resident director or the Office of Housing and Residence Life to request a room change. Room and hall changes are on a space-available basis and cannot be processed during the first week of a semester. After the first two weeks, room changes can be taken care of through the residence life office. Any student who moves without proper authorization will be assessed a \$25 fine, and may be requested to return to the originally assigned room.

Lost Keys

It is very important that your student keep track of his/her room key. In order to ensure the safety of students and our residential facilities, any time a key is lost, the lock must be changed. Lock changes cost \$60, and will be billed to the student's account. The cost for key changes for outside doors will be determined when needed.

Check-out Procedure

Students must properly check out of their room when making a room change at the end of the semester, or if withdrawing from the College. Students must make arrangements with their RAs to go over their room inventory form and return their room key to be properly checked out. Students are not required to remove their belongings from their room at any of the break periods other than for summer. There are specific room condition procedures to be followed for each break period that will be posted before the break. These procedures must be followed in order to avoid any charges. In order to maintain an atmosphere conducive to studying, students are expected to leave campus within 24 hours of their last exam each semester. Students who stay after their final exams and cause disturbances in the halls or on campus are asked to leave immediately and may be subject to further disciplinary action.

Residence Hall Rules and Regulations

Below is a brief outline of some of the rules and regulations for the residence halls. All of these will be discussed with your student at the first hall meeting in the fall. Student handbooks and code of conduct statements are available online. Your student is expected to read both of these and be familiar with all College policies.

Alcohol

Students under the age of 21 are not permitted to possess or consume alcohol on College property or be present where alcohol is being consumed.

Appliances

Small refrigerators (no larger than 3.8 cubic feet), microwaves, and small televisions are allowed in the residence halls. Space heaters, hot plates, and any appliances with exposed heating elements are not permitted.

Candles

Burning candles is strictly prohibited.

Illegal Drugs

Students are not permitted to possess, use, sell or distribute illegal drugs or drug paraphernalia.

Pets

The College prohibits pets, except fish (in a tank no larger than 20 gallons), in the residence halls.

Quiet Hours

The residence halls have designated quiet hours to maintain an environment that is conducive to studying:

Sunday-Thursday, 10 p.m. - 9 a.m.

Friday-Saturday, 2 a.m. - noon

Smoking

Smoking is not permitted in any building on campus.

Dining, Health, and Counseling

Alcohol, Illegal Substances, and Smoking

Keuka College encourages students to refrain from the abuse of alcohol. In accordance with New York state law, the College does not permit underage drinking on College property at any time or occasion, even when accompanied by a parent/legal guardian.

In accordance with federal and New York state laws, the purchase, possession, use, sale, or distribution of narcotics or illegal substances is prohibited. In addition to the College's disciplinary action, offenders will be referred to civil authorities for legal action. Smoking is not permitted in any building on campus.

Dining Services

AVI Fresh is not just a name, it is the way we approach and execute every facet of our hospitality services. We prepare made-from-scratch menu items utilizing locally produced ingredients at every opportunity, and we employ small batch cooking methods to ensure that everything we serve is made fresh. We listen to our customers and integrate their feedback into our service; we also work personally with anyone who may have a special dietary need so that they can easily navigate our cafeteria and retail menus that always include identifiers and icons for allergens.

Nutritional Info

Our NutriSource Program provides educational materials as well as healthy cooking, eating and exercise tips. AVI Fresh dietitians are available to ask questions at keuka.avifoodweb.com and at AVINutrisource.com.

AVI Fresh Catering

Our DIY Catering Guide is perfect for student groups and organizations who require high-quality catering services while remaining within their budget. Just stop by the AVI Fresh office and speak to a manager or call ext. 5380.

Terrace Café

The Terrace Café is open Monday-Friday, 8 a.m. – 10 p.m. and 2-10 p.m. on Saturday. Three new concepts welcome you to Terrace Café; Joe's Great American Café (featuring quarter pound burgers, hand breaded chicken tenders, fresh cut fries, black bean burgers and more), Bolder Subs (made with a variety of fresh baked breads, Boar's Head deli meats, fresh vegetables and specialty spreads), and a coffee cart featuring Keuka Coffee Roasters. Use cash, MasterCard, Visa, Discover, Dining Dollars, or Campus Dollars.

Geiser Hours

Monday-Friday	7 a.m.-7 p.m.
Saturday	11 a.m.-6 p.m.
Sunday	11 a.m.-6:30 p.m.

CAMPUS DINING MEAL PLANS

As part of your Keuka College resident experience, you are offered three Carte Blanche dining plans. This is the ultimate in convenience because all offer unlimited access to the Geiser Refectory. You may come and go as often as you want, opening to closing.

Carte Blanche Basic

This plan offers unlimited access to the Geiser Dining Hall from opening to close, Monday through Sunday. This plan is required for all resident students.

Carte Blanche Plus - Dining Dollars

Dining Dollars can be used for purchases in Terrace Café and the Geiser Dining Hall. Dining Dollars can be added in \$50 dollar increments up to \$200. Items purchased with Dining Dollars are not taxed. They can be added to your student bill until the end of the second week. After the second week of the semester you may add Dining Dollars with cash, check or credit card through the dining services office.

Campus Dollars

Campus Dollars can be used for purchases anywhere on campus. Campus Dollars may be purchased in \$50 increments and redeemed at the Terrace Café, Geiser Dining Hall (great for when friends visit on the weekends) and the bookstore. Additional Campus Dollars can be added anytime at the cashier's office. (Purchases are subject to sales tax.)

Health and Exercise

Opportunities abound both on- and off-campus for physical fitness. The Weed Physical Arts Center features a fitness room, weight room, volleyball and basketball courts. The Jephson Community Athletic Complex offers a variety of outdoor recreational opportunities. There are also tennis courts and a variety of aquatic activities that may be pursued on Keuka Lake. In addition, the Finger Lakes region offers a multitude of recreational activities, including hiking, biking, skiing, and golfing.

Health Services

The Office of Health Services is located on the first floor of Harrington Hall- on the north side of the building.

The staff includes a full-time director/nurse practitioner, a part-time R.N., and a part-time physician. An office manager is on duty from 8:30 a.m. to 4:30 p.m., Monday through Friday and can be reached at (315) 279-5368 or ext. 5368 if on campus. Appointments are recommended, since there are only specific times when health care professionals are available. We do ask that you are prompt for your appointment time. If you are more than five minutes late, you may be asked to reschedule. Appointments that are missed may result in a \$5 fee.

Those students with emergency medical needs should go to the emergency room at Soldiers and Sailors Memorial Hospital in Penn Yan. Emergency situations require calling 9-911 (on campus) for an ambulance.

The staff believes the concept of self-responsibility when handling health needs. Thus, students are encouraged to deal with their illnesses by not waiting too long to make an appointment to be seen, using First Aid resources available in each residence hall, and communicating directly with faculty about class absences or with supervisors when needing to miss work-study hours.

Health services provides assessment, diagnosis, treatment and referrals for acute health concerns such as upper respiratory infections, gastrointestinal distress, urinary infections, and muscle strains, sprains, etc. Other services include T.B. testing, meningitis immunizations, blood glucose testing, strep throat screening, and urine testing for infection. Physicals, clearance for sports, counseling for health-related conditions, and health education are also available. Students may be referred to a specialist if needs exceed what health services is able to provide on campus. Most professional services are free. A small fee is charged for physicals, injections, medications, lab testing, and purchase of equipment.

Students may purchase some over the counter medications at health services. The health care provider can write a prescription or call in a prescription to Henderson's, a pharmacy in Penn Yan that will deliver prescriptions and over the counter medications to Health Services, and arrange to add the cost of the

prescription directly to the student's college bill. Please contact us with any questions.

Health services also advises peer health educators, students who provide information, referral services, and campus programs regarding wellness topics.

Yates County Family Planning shares the facility most Thursday afternoons. It offers routine reproductive health care for women and men and a cervical cancer vaccine. Appointments are made through Yates County Family Planning by calling their office in Penn Yan at (315) 536-2752. Payment is expected at the time of services, fees are based on a sliding scale, and Medicaid is accepted.

Yates County Public Health holds one or more immunization clinics a semester for measles, mumps, rubella, hepatitis B, hepatitis A, tetanus, and other immunizations. There may be a charge for their services.

A completed health form, which includes New York state immunization requirements, is mandatory for all students. Students without a complete health form are not eligible to receive health care services or to participate in intercollegiate athletics. Students who are not compliant will be suspended from Keuka College 30 days after classes start and will be reinstated only when proper documentation has been received at health and counseling services. If the state reviews our files and finds that a student is not compliant, the College is fined. This fine of approximately \$2,000 per day is added to the student's bill.

Counseling Services

The Counseling services office is staffed by professional counselors and an office manager. The office is open weekdays from 9 a.m. to 4:30 p.m. and is located on the ground floor of Harrington Hall.

Counseling services offers individual, personal counseling to those seeking help with mental health, adjustments, family or relationship concerns. Counseling is free to all registered students and is confidential. Counseling services personnel also train and supervise the peer counselors, students who make themselves available to their fellow classmates to assist in problem solving and referral. Students can make an appointment with a counselor by calling (315) 279-5368 or ext. 5368 if on campus. Self assessments for depression, bipolar disorder, anxiety, post-traumatic stress disorder, eating disorders, and alcohol dependency are located online at www.keuka.edu/go/counseling.

Hospital

Soldiers & Sailors Memorial Hospital (418 N. Main Street, Penn Yan), is fully staffed and accredited, supplies routine and emergency in- and out-patient health services. The phone number is (315) 531-2000.

Keuka College and Local Community Resources

Professional services to students include: Keuka College Counseling Services, Harrington Hall, ext. 5368, 9 a.m.-4:30 p.m. weekdays. After hours: notify a residence life staff member.

Rape and Abuse Crisis Service of the Finger Lakes/Yates Co.: (315) 536-2897

Local and Dining

For information about local motels, hotels, B&Bs, rentals, and restaurants, go to the Alumni and Family Relations section of the College's Web site at <http://alumni.keuka.edu>. You may also request a list via mail by contacting the Office of Alumni and Family Relations at (315) 279-5238.

Smoking Policy

In keeping with Keuka College's commitment to wellness and due to the proven health risks of exposure to environmental smoke, the College has adopted the following policy:

All students, employees, and visitors at Keuka College are entitled to a smoke-free environment. All College buildings are smoke-free. Smoking is not allowed in any College-owned or leased vehicles. All guests at the College and conference participants are expected to comply with this policy.

Co-Curricular Activities

Athletics

An NCAA Division III and North Eastern Athletic Conference member, Keuka offers 16 intercollegiate sports: men's and women's basketball, lacrosse, soccer, tennis, golf, and cross country; baseball; softball; and men's (starts 2012-13) and women's volleyball. The College also offers an intramural sports program.

Keuka College's student-athletes are supported by a full-time and part-time athletic trainer, an orthopedic surgeon, and student trainers who provide prevention, care, and rehabilitation of athletic injuries. They also provide assistance to coaches and students on sport-specific strength training methods. State-of-the-art equipment is available in the training room.

Stormwatchers Booster Club

The Stormwatchers booster club generates support for all of our intercollegiate athletic teams by promoting community awareness, encouraging fans to attend games, and providing financial support for Keuka's athletic program. The 150-plus student-athletes are the direct beneficiaries of your donation. Membership is easy and affordable, with levels ranging from \$25 to \$500. Members may also sponsor one or more student memberships for \$5 each. For more information on how you

can support the booster club and help foster student participation and involvement at the same time, contact Doug Lippincott in the Office of Communications at (315) 279-5641 or dlippinc@keuka.edu.

Chaplain's Office/Center for Spiritual Life (CSL)

The Center for Spiritual Life (CSL) is located across from the bookstore in the Dahlstrom Student Center with the "Question Man" on its window. You can reach the chaplain at (315) 279-5378 or ext. 5378.

The programs of the CSL, directed by the College chaplain and a resident director, are centered on the individual's spiritual and personal growth, as well as exploration. Opportunities abound in worship services and volunteer activities that include food, fun, fellowship, education, and service. A non-denominational worship service is held every Tuesday on campus at 8 p.m., while Catholic mass is held every Sunday at 7 p.m. in Norton Chapel. A weekly "spiritual study" and cinema series, F.S.S. (Faith and the Silver Screen), is offered Friday nights throughout the year. Numerous community service projects happen on campus and in the local community every semester; and an Alternative Spring Break mission trip is available to students as well. Transportation to our off-site events is always provided, so getting involved is easy.

The CSL encourages student involvement in faith-based clubs on campus, including GIFT (Gathered in Faith Together) club, an interfaith group. Groups currently being developed include a Fellowship of Christian Athletes (FCA) Huddle, Hillel (Jewish student life group), and Newman club (a group for Roman Catholic students). Students also have the opportunity to serve on a Student Leadership Team. The CSL actively encourages student participation in religious life in the local community.

The College chaplain is available to the entire Keuka College community for pastoral care and spiritual guidance. From the words of College founder Rev. George Harvey Ball, "a vibrant spiritual life is fundamental to building creative and complete lives." The College chaplain serves the spiritual needs of the entire campus community, regardless of faith, tradition, race, ethnicity, age, sex, sexual orientation, gender identity or expression, disability, and geographic or economic background.

Greek Organizations

There are no social sororities or fraternities at the College. Several organizations with Greek-letter names are honorary academic societies. (See page 12 for a list of national and local honor societies.)

Performing Arts

The following organizations offer opportunities to participate in concerts, musical productions, and dance performances, as well as develop choreography, acting, directing, staging, and lighting skills:

- Keuka College Chorale;
- Keuka College Jazz Choir;
- Keuka College Theatre/Arion Drama Club;
- Pep Band; and
- Symphonic Band

Publications

Keuka's Office of Communications produces *Keuka College Today*, a monthly radio program; an online news and information site; *Keuka* magazine; the Family Handbook for current Keuka families; Student Handbook and Storm Forecast for incoming students; as well as other publications.

Three publications are produced by students:

- The *Keukonian*, Keuka's online student newspaper;
- *Kiondaga*, the yearbook; and
- *Red Jacket*, the literary magazine.

Student Association (Student Senate)

All students are members of the Student Association, which is represented by the Senate executives and senators. The Student Senate is responsible for governing social activities on campus, regulating financial matters related to the student activities fee, and serving as an official voice for the expression of student opinion. The student activities fee is regulated by the Student Senate and allocated to clubs/organizations at the end of the previous spring semester for the upcoming academic year by the Budget Allocations Committee.

Student Clubs/Organizations

There are many Student Senate-recognized clubs and organizations at Keuka College, ranging from academic clubs to social organizations to special-interest groups. There are social activities nearly every weekend and an abundance of opportunities for students to get involved. Each club/organization is appropriated funds by the Student Senate Budget Allocations Committee and offers activities and events for Keuka students.

STUDENT CLUBS/ORGANIZATIONS

College clubs and organizations include:

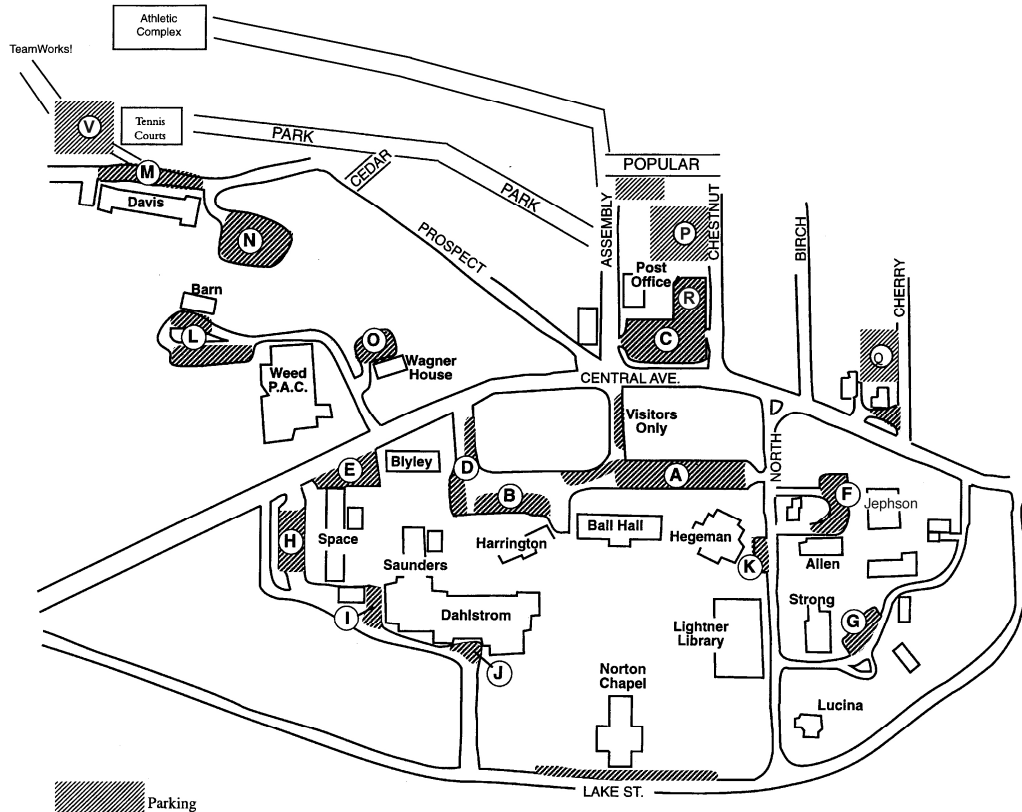
- Adventure Club
- Animal Advocacy Club
- Association of Future Social Workers (AFSW)
- American Sign Language Club (ASL)
- Arion Players Drama Club
- Army ROTC
- Art Club
- BAKU (Bearers of Ancient Kultures United)
- Big Brothers...Big Sisters

Campus Activities Board (CAB)
Cheerleading
Chemistry Club
Chi Beta Phi (natural sciences, mathematics, psychology honor society)
Class of 2012
Class of 2013
Class of 2014
Class of 2015
Council for Exceptional Children/Special Education Club
Dance Team
Education Club
Equestrian Club
For the Kids
Gamma Sigma United PRIDE
Gathered in Faith Together (GIFT) Club
Harrington Hall Council
Health and Fitness Club
KC Comedy Club
Keukonian (College newspaper)
Kiondaga (College yearbook)
Lambda Gamma Pi
Lambda Pi Eta (communications honor society)
Paintball Club
Peace Club
Peer Counselors
Pi Theta Epsilon (occupational therapy)
Political Science & History Club
Psychology Club
Red Jacket (literary magazine)
Residence Hall Association (RHA)
Rotaract
Secondary Education Club
SIFE (Students in Free Enterprise)
Sigma Alpha Pi (leadership and success honor society)
Sigma Lambda Sigma (scholarship, leadership, service honor society)
Sociology, Criminology, & Criminal Justice Club (SCC)
S.O.T.A. (Student Occupational Therapy Association)
Step Team
Swim Club
TeamWorks! Club
Tom's Shoe Club
Transfer Student Association
Up 'til Dawn
Youth Connection Club

Annual/Major Events

Many clubs, in conjunction with the student activities office, alumni and family relations office, and other campus offices, participate in annual and major events at Keuka such as Family, May Day, and Spring Weekends.

College Facilities and Campus Map



Allen Hall

Allen Hall was built in 1944 with federal funds to house nursing students during World War II. Today, it houses art studios, offices, classrooms, and the Center for Global Education, the campus “home” for international students.

Ball Hall

Renovated in 2008, the College’s original building houses the admissions and marketing, alumni and family relations, bursar, business, conference services, college advancement, communications, development, financial aid, grants, purchasing, and registrar’s offices. It also serves as a residence hall, with single-, double-, triple-, and quad-occupancy rooms for upperclass students. Residents must apply to live in Ball.

The Barn

The Barn houses a 150-seat theatre where student and community productions are staged throughout the year. Renovated in 1994, it is part of the original farm on which the College is now located, and was used in the farm's operation in Keuka's early years.

Bookstore

The bookstore is owned by the College and operated by Follett Higher Education Group. It serves students, faculty, staff, and visitors, and is located in the Dahlstrom Student Center. The hours it is open are Monday through Friday, 9 a.m.-4:30 p.m., plus the first two days of each semester and special weekends. Textbooks (can be purchased or rented), academic supplies, sundries, clothing, cards, and gifts are available for purchase. Used textbooks—in good condition—may often be purchased at the end of each semester at considerable savings. Shop online at www.keuka.bkstr.com.

Jephson Community Athletic Complex

The \$1.25 million, 34-acre community athletic facility features four soccer/lacrosse playing fields, Kuhl Field (baseball), softball field, exercise trail loop, playground, and pavilion.

Dahlstrom Student Center

The Dahlstrom Student Center is the focal point of campus life. The Center houses the Office of Student Affairs, bookstore, Office of Housing and Residence Life, Office of Multicultural Affairs, Commuter Lounge, Geiser Refectory (cafeteria), Terrace Café, Office of Campus Safety, Student Senate, game room, Center for Spiritual Life, student campus mailboxes, and other student offices.

Hegeman Hall

Keuka's primary academic building is Hegeman Hall, which houses academic affairs, classrooms, Center for Experiential Learning, faculty offices, a lecture hall, the president's office, D.R.I.V.E. (**D**iversity, **R**esponsibility, **I**nclusion, **V**ision, and **E**xperiential Learning), and Academic Success at Keuka (ASK). Hegeman Hall was completely renovated in 1992.

The Lucretia Davis Jephson Science Center

The building carries the name of the late, longtime College benefactor. Constructed in 1962, it underwent a \$3.1 million renovation in 2000. The state-of-the-art facility—home to biology, chemistry, environmental science, and mathematics—features a 150-seat auditorium, greenhouse, computer lab, water lab, organic chemistry lab, as well as faculty offices.

Lightner Library

Lightner Library provides access to information in a variety of formats. The library holds approximately 109,000 volumes and a variety of online resources. There are reference librarians available for assistance six days a week. Students and faculty can obtain materials not available at Lightner through the library's Interlibrary Loan service. The library houses four computer labs that are available for student use when not being used for classes, and there is study space for both individuals and groups. Lightner Library is also home to both the Lightner Gallery, which hosts various exhibits throughout the year and the Aben Gallery, which features a collection of art work by Yankel Ginzburg. Library hours vary, so it is always a good idea to check Lightner's Web site: <http://lightner.keuka.edu>.

The Lucina

The home of the president of the College, the Lucina, dedicated in 1928, commands an impressive view of Keuka Lake and the campus. It is the site of several College special events.

Norton Chapel

Located near the shore of Keuka Lake, the chapel hosts special events (baccalaureate, Honors Convocation, Leadership Awards and Moving Up Ceremony, President's Forum, etc.) and worship services. Alumni and area residents frequently reserve the Chapel for various events, including weddings.

Point Neamo

Keuka's beach, boats, picnic area, and access to the lake are available free of charge for students, faculty, and staff at Point Neamo. Area residents are permitted to use the facilities as announced by the College.

Strong Hall

This building houses Informational Technology Services, a number of classrooms, faculty offices, and the J.M. McDonald Foundation Multi-Media Electronic Center.

Wagner House

This building houses athletic department offices.

Weed Physical Arts Center

The Weed is the College's center for intercollegiate and intramural athletics and personal fitness. It houses a gymnasium, weight room, fitness center, and locker rooms, as well as athletics offices. All students, faculty, and staff may utilize the facilities at no cost, however, they must bring College ID to show proof of membership. Guests and non-students are welcome, however, they must pay the appropriate fee at the sign-in desk (ext. 5249).

Miscellaneous Information

Bank Accounts

Students are encouraged to have their own bank accounts, either at home or at a local bank. Several local and regional banks have offices in Penn Yan, including Five-Star Bank, Community Bank, and Lyons National Bank. Five-Star Bank and the Finger Lakes Credit Union have an ATM located on campus. Several banks have representatives on campus during transition week and check-in for your convenience.

Campus Safety

Department of Campus Safety officers are New York State Certified Officers who provide continuous safety services and law enforcement to the Keuka College community.

Services

1. Direct and assist visitors.
2. Deter unauthorized persons from entering buildings, loitering, or soliciting.
3. Assist emergency responders.
4. Enforce College policy, state and federal laws, and parking regulations.
5. Document and report hazards or maintenance concerns.
6. Patrol the entire campus community, including residence halls 24 hours a day, 7 days a week.
7. Assist students with lock-outs.
8. Secure found property.
9. Provide vehicle jumpstarts.

Campus Shuttle Service

There is a Shuttle Service for daily (M-F) runs to Penn Yan; medical; pre-break and post-break; and non-break personal trips. Please call the student affairs office at (315) 279-5215 for more information regarding the policies or reference the student handbook on the College Web site (www.keuka.edu).

Cashing Checks

Students may cash personal checks for a maximum of \$25 at the business office, located in Ball Hall, during business hours. There is a \$25 charge for each check returned because of insufficient funds. In addition, if a second check is returned, check-cashing privileges may be rescinded.

Copier

A copier is located next to the student affairs office for students' use. Vanda cards for copiers are available in the business office and the Lightner Library circulation desk.

Faxes

Students may send or receive faxed materials via the mailroom. The fax number is (315) 279-5216. There is a minimal cost.

Letters from Home

Keuka students receive their mail through the U.S. Postal Service at the Keuka Park Post Office on Assembly Avenue. Post office boxes must be rented each year (one student per box). Rental cost is \$42 a year for a small box (\$21 for six months). Your student needs to bring two forms of identification (their driver's license and Keuka ID) when applying for a P.O. Box rental. If they choose to apply online (www.usps.com), they will still need to bring in their ID to receive their combination. Mail to Keuka students must be directed to them through their post office box numbers. Campus mail is delivered to assigned student boxes called D-boxes that are located in the Dahlstrom Student Center. Packages delivered via UPS or Federal Express will be delivered to the Keuka College mailroom. Your students' D-Box (Dahlstrom Student Center campus mailbox) is for intra-college information only.

Mailing Services

The mailroom is located at the corner of Central Avenue and Birch Street (across from the main campus) and is open Monday through Friday, 9 a.m. - 4:45 p.m. Stamped mail may be dropped off at the mailroom; all stamped mail is taken to the Keuka Park Post Office Monday-Friday at 3 p.m. Outgoing UPS and Federal Express services are not available to students, but are available in Penn Yan at Goin' Postal, 101 Main Street. Phone: (315) 531-8066.

Any package shipped to Keuka College via USPS, UPS, FedEx, or FedEx Ground to a student will be delivered to the mailroom. An e-mail will be sent to the student's Keuka e-mail address.

First-class postage stamps may be purchased at the Keuka Park Post Office as well as the College bookstore.

Parking

Vehicles may not be parked or driven on lawns, grassy areas, or on-campus sidewalks. Violators are fined and charged for any damage to the grass, and subject to being towed away at the owner's expense. Students must park in lots designated "permit only." Visitors are asked to park in designated visitor areas, and, if staying overnight or for extended periods, to register for a temporary parking permit at the Office of Campus Safety. During some special events, such as commencement, a temporary parking permit for visitors is unnecessary. Questions concerning parking may be directed to the Office of Campus Safety at (315) 279-5250 or ext. 5250.

Paychecks

Keuka issues student payroll checks every two weeks. A pay schedule is posted at the business office at the beginning of the school year.

Telephone Service

There is a phone number and voicemail provided for each bed in a residence hall room, which are all accessed through one phone jack per room. Students must provide their own telephone. Each student is provided with a phone number that will ring to the phone in their room or if busy/unanswered, the call will be forwarded to their personal voicemail. Students are able to make on-campus and local calls (Branchport, Dresden, Dundee and Penn Yan) free of charge.

Transportation

The College provides students with regularly scheduled and special transportation from campus to Penn Yan and other locales for shopping and special events. Typically, there is no charge for this service. Transportation for College-related events and activities may be provided in College-owned vehicles; however, College-owned vehicles are not available for personal use.

Vehicles

All students are permitted to have cars on campus. Vehicles must be registered in the Office of Campus Safety immediately upon arrival to campus. The fee is \$40/year. Each student will be given information regarding parking rules and regulations when a vehicle decal is purchased. Please read this information carefully and abide by these policies. Here is a link in regard to parking:
<http://www.keuka.edu/admissions/drivingdirections.pdf>

How to Get to Keuka College

Keuka College is located in the beautiful Finger Lakes region of New York. The following instructions will assist you, your family, and guests in getting here. Please see the map on page 37.

By Bus

Greyhound buses arrive regularly in Geneva. Taxi service is available from Geneva and Penn Yan to the College.

By Car

From the East: NYS Thruway (I-90) West to Geneva, Exit 42; follow signs to Routes 5 & 20; Routes 5 & 20 to Route 14 or Route 14A to Penn Yan; right at Route 54A, follow signs to the College.

From the West: NYS Thruway (I-90) East to Canandaigua, Exit 44; Route 332 to Canandaigua; left on Routes 5 & 20 to County Road 5 (look for Penn Yan sign—turn

right); follow County Road 5/Route 14A into Penn Yan; right at Route 54A, follow signs to the College.

From the South: Route 17/86 to Bath, Exit 38 (Bath/Keuka Lake); through Bath, turn left (North) onto Route 54; Route 54 to Penn Yan; turn left at Lake/Liberty intersection; left at Route 54A, follow signs to the College.

Also from the South: Route 17/86 to Horseheads, Exit 52 to Route 14. Follow Route 14 to Route 54, follow Route 54 to Penn Yan, and follow signs to the College.

By Plane

Fly to Elmira, Rochester, or Syracuse; then take a bus to Geneva. There are taxi services available from Geneva and Penn Yan to the College.

By Taxi

The following taxi services, some of which require advance notice, are listed in the local phone book. They include:

Christian Cab Service (Penn Yan): (315) 536-1273

The Other Taxi (Geneva): (315) 789-5625

Finger Lakes Limousine: (315) 789-7272

By Train

Take the train to Rochester or Syracuse, then follow the previous directions for bus or car.

Academic Year Calendar

2011

Aug. 28	Academic check-in for fall semester
Aug. 29	Fall semester classes begin
Aug. 30	Academic Convocation
Sept. 9	Last day to add or drop a class without receiving a grade of "W"
Sept. 9	Summer Field Period Evaluations due in the Center for Experiential Learning
Sept. 23-25	Family Weekend
Oct. 7	October Break begins at end of classes
Oct. 7	Residence halls close at 5 p.m.
Oct. 11	Residence halls open at 1 p.m.
Oct. 12	Classes resume
Oct. 28	January Field Period Initial Learning Contract and Confirmation Letter for <i>returning students</i> due in the Center for Experiential Learning
Nov. 4	January Field Period Initial Learning Contract and Confirmation Letter for <i>new students</i> due in the Center for Experiential Learning
Nov. 14-17	Pre-registration for spring 2012 semester
Nov. 21	Late registration fee in effect
Nov. 22	Thanksgiving Break begins at end of classes
Nov. 22	Residence halls close at 5 p.m.
Nov. 27	Residence halls open at 1 p.m.
Nov. 28	Classes resume
Dec. 2	January Field Period Final Learning Contract due in the Center for Experiential Learning
Dec. 9	Last day of classes
Dec. 12-14	Final exams
Dec. 14	Residence halls close at 5 p.m.

2012

Jan. 2	Residence halls open at 1 p.m.
Jan. 2	Field Period begins
Feb. 3	Field Period ends
Feb. 4	Residence halls open at 1 p.m.
Feb. 5	Academic check-in for spring semester
Feb. 6	Spring semester classes begin
Feb. 17	Last day to add a class or drop a class without receiving a grade of "W"
Feb. 17	January Field Period Evaluations due in the Center for Experiential Learning
March 23	Spring Break begins at end of classes
March 23	Residence halls close at 5 p.m.
April 1	Residence halls open at 1 p.m.

April 2	Classes resume
April 6	Last day to drop a class
April 13	Summer Field Period Initial Learning Contract and Confirmation Letter due in the Center for Experiential Learning
May 11	Summer Field Period Final Learning Contract due in the Center for Experiential Learning
May 18	Last day of classes
May 21-23	Final exams
May 23	Residence halls close at 7 p.m. for undergraduates
May 27	Baccalaureate and commencement

Schedule is tentative and subject to change

