

NOTICE OF NONDISCRIMINATION/ AFFIRMATIVE ACTION

Hampshire College reaffirms publicly its moral and legal commitment to a policy of equal opportunity in education and employment.

Hampshire College supports the efforts of secondary school officials and governing bodies to have their schools achieve regional accredited status to provide reliable assurance of the quality of the educational preparation of its applicants for admission.

Hampshire College does not discriminate on the basis of race, age, sex, sexual orientation, gender, gender identity, genetic information, religion, national origin, disability, or previous military service in the admission of students, administration of its educational policies, scholarships and loan programs, and athletics, and other administered programs and in employment.

Hampshire College is an Affirmative Action/Equal Opportunity Employer. All applicable federal and state laws and guidelines are followed, including Title VI and VII of the Civil Rights Act of 1964; Executive Order 11246 of 1965, as amended by Executive Order 11357 of 1967; Title IX of the Educational Amendments Act of 1972; Section 504 of the Rehabilitation Act of 1973, as amended; and the Americans with Disabilities Act of 1990.

Title IX

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. It reads:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance.”
— Legal Citation: Title IX of the Education Amendments of 1972, and its implementing regulation at 34 C.F.R. Part 106 (Title IX)

Sex discrimination includes sexual harassment and sexual assault.

While compliance with the law is everyone’s responsibility at Hampshire, listed below are the staff members who have primary responsibility for Title IX compliance.

For faculty, staff, and visitors: **Title IX Coordinator**

Shelly Ruocco
Associate Vice President for Human Resources
Box HR
Robert Stiles House
Amherst, MA 01002
413.559.5605
amrHR@hampshire.edu

Duties and Responsibilities:

Monitoring and oversight of overall implementation of Title IX compliance at Hampshire, including coordination of training, education, communications, and administration of grievance procedures for Hampshire College faculty and staff, and visitors to the Hampshire community.

You should contact Shelly if you have a complaint against a Hampshire College faculty or staff member or visitor for sexual harassment, sex discrimination, or sexual assault.

For students: **Title IX Deputy Coordinator**

Renee Freedman
Senior Associate Dean of Students for Residence Life
Box SA
Merrill Student Center
Amherst, MA 01002
rreedman@hampshire.edu

Duties and Responsibilities:

Oversight of dissemination of Title IX information, coordination of student education and training, receive student complaints and initiate investigations, ensure compliance.

You should contact Renee if you have a complaint against a Hampshire student for sexual harassment, sex discrimination, or sexual assault.

You should contact either Shelly or Renee if you:

- Wish to understand your options if you think you may have encountered sex discrimination or sexual misconduct;
- Learn of a situation that you feel may warrant a University investigation;
- Need help on how to handle a situation by which you are indirectly affected;
- Seek guidance on possible informal remedies or administrative measures to de-escalate or alleviate a difficult situation;
- Have questions about Hampshire’s policies and procedures.

Confidentiality:

Conversations with coordinators are kept as confidential as possible, but information about incidents of sexual misconduct must be shared with relevant administrators of the College who may need to take action for reasons of community safety. In all cases, the wishes of the person initiating the conversation are given full consideration.

A NOTE ON PRONOUN USE

This document uses “they” and “their” in place of “he or she” and “his or her.” Though we acknowledge that this is not standard English and sometimes sounds awkward to the ear, it is intentional. We seek not to use gendered pronouns, as doing so may exclude valuable members of our Hampshire community.

ACCURACY

This publication was made as accurate as possible at the time of printing. Please refer to the copy online for the most current text.

NOT TO KNOW IS NOT ENOUGH

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Academic Calendars

Fall 2012

Aug 30 (Thu)	New students arrive and check in
Aug 30 (Thu)–Sep 4 (Tue)	New student orientation program
Sep 3 (Mon)	Continuing students arrive and check in
Sep 3 (Mon)	Five College course request period begins
Sep 4 (Tue)	Classes begin at Amherst and UMass
Sep 4 (Tue)	Hampshire add/drop period begins
Sep 5 (Wed)	Classes begin at Hampshire and Mount Holyoke
Sep 6 (Thu)	Classes begin at Smith
Sep 14 (Fri)	Division I pass deadline
Sep 17 (Mon)	Division III contract revision/student progress reports for fall 2012 completion
Sep 18 (Tue)	Course add/drop period ends (Hampshire and Five College)
Sep 26 (Wed)	Yom Kippur—no classes
Sep 28 (Fri)	Advising Day—no classes
Sep 28 (Fri)	Division III Faculty progress reports fall 2012 completion
Sep 28 (Fri)	Division II pass for spring 2013 Division III completion
Sep 28 (Fri)	Division II filing 4th semester students
Oct 4 (Thu)	Mid-semester student self-evaluations for fall and spring 2012 entrants
Oct 5 (Fri)	Division III filing spring 2013 completion
Oct 6 (Sat)–Oct 9 (Tue)	October Break—no classes
Oct 11 (Thu)	Mid-semester faculty evaluations for fall and spring 2012 entrants
Oct 15 (Mon)	Division I evaluations
Oct 29 (Mon)–Nov 2 (Fri)	Advising Week
Nov 1 (Thu)	Advising Day—no classes
Nov 5 (Mon)	January term and spring Hampshire preregistration / Five College course request period begins
Nov 9 (Fri)	Enrollment notification deadline
Nov 12 (Mon)	Last day to drop classes with ‘W’
Nov 16 (Fri)	Five College course request period ends
Nov 21 (Wed)–Nov 25 (Sun)	Thanksgiving Break—no classes
Nov 26 (Mon)	Student evaluations of courses available
Nov 30 (Fri)	Hampshire spring preregistration ends
Dec 10 (Mon)–Dec 14 (Fri)	Division I and II progress review
Dec 12 (Wed)	Last day of classes
Dec 12 (Wed)	Division I portfolios due
Dec 12 (Wed)	Division III pass for December completion (all work presented and completed)
Dec 14 (Fri)–Jan 1 (Tue)	Winter Recess
Dec 17 (Mon)–Dec 20 (Thu)	Faculty Evaluation Period
Dec 17 (Mon)	Faculty course completion summaries fall 2012 classes



January 2013

Jan 2 (Wed)	Students arrive for January term
Jan 3 (Thu)	Fall term grades for Five College students
Jan 3 (Thu)	January term classes begin
Jan 3 (Thu)	Division III pass for January completion (all work presented and completed)
Jan 7 (Mon)	January term add/drop ends
Jan 11 (Fri)	Last day to drop classes with 'W'
Jan 11 (Fri)	Division III evaluation for December and January completion
Jan 15 (Tue)	Fall term course evaluations for all students
Jan 17 (Thu)	Last day of classes
Jan 19 (Sat)–Jan 22 (Tue)	New student orientation program
Jan 20 (Sun)	Students returning from LV/FS/LE arrive and check in
Jan 21 (Mon)	Martin Luther King, Jr Day—no classes
Jan 21 (Mon)	Hampshire course add/drop/Five College request period begins
Jan 21 (Mon)	Course completion summaries for January 2013 classes
Jan 22 (Tue)	Classes begin at Mount Holyoke and UMass

Spring 2013

Jan 23 (Wed)	Classes begin at Hampshire
Jan 24 (Thu)	Classes begin at Amherst and Smith
Jan 30 (Wed)	Division I and II evaluations for fall 2012 completions
Jan 30 (Wed)	January term grades for Five College students
Feb 1 (Fri)	Division I pass
Feb 4 (Mon)	Division III contract revision/student progress reports for spring 2013 completion
Feb 5 (Tue)	Course add/drop period ends (Hampshire and Five College)
Feb 14 (Thu)	Advising Day—no classes
Feb 14 (Thu)	Division I evaluations
Feb 14 (Thu)	Division III faculty progress reports spring 2013 completion
Feb 14 (Thu)	Division II pass for fall 2013 Division III completion
Feb 15 (Fri)	January term evaluations
Feb 21 (Thu)	Division III filing fall 2013 completion
Mar 1 (Fri)	Division I evaluations
Mar 6 (Wed)	Mid-semester self-evaluations for fall 2012 and spring 2013 entrants
Mar 13 (Wed)	Mid-semester faculty evaluations for fall 2012 and spring 2013 entrants
Mar 16 (Sat)–Mar 24 (Sun)	Spring Break—no classes
Apr 1 (Mon)–Apr 5 (Fri)	Advising Week
Apr 3 (Wed)	Advising Day—no classes



Apr 8 (Mon)	Fall Hampshire preregistration/Five College course request period begins
Apr 12 (Fri)	Enrollment notification deadline
Apr 15 (Mon)	Last day to drop classes with 'W'
Apr 15 (Mon)	Student evaluations of courses available
Apr 19 (Fri)	Five College request period ends
Apr 29 (Mon)	Hampshire spring preregistration ends
May 3 (Fri)	Division III pass (all work presented and completed)
May 3 (Fri)	Last day of classes
May 7 (Tue)–May 10 (Fri)	Division I and II progress review
May 8 (Wed)	Spring term grades for MHC seniors
May 10 (Fri)	Faculty course completion summaries for spring 2013 classes
May 13 (Mon)	Spring term grades for Five College students
May 13 (Mon)	Division III evaluations
May 13 (Mon)–May 17 (Fri)	Faculty evaluation period
May 18 (Sat)	Commencement
Jun 15 (Sat)	Course evaluations for all students
Jun 30 (Sun)	Division I and II evaluations for Spring 2013 completions

For the most complete and up-to-date information, please visit

https://intranet.hampshire.edu/calendar/thyme/custom_hampshire/academic_calendar.php
or look under the “Quicklinks” drop-down menu on the Hampshire homepage.



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**Campus Services
and Resources**

STUDENT LIFE

Office of the Dean of Students

Box SA
Merrill Student Life Center, 2nd floor
x5412
Hours: 8:30 a.m.–4:30 p.m.

The office of the dean of students provides a broad range of student services and facilitates educational and campus life opportunities.

The dean of students is responsible for various departments within the division of student life, including residence life and housing, community advocacy, new student programs, campus leadership and activities, campus police, outdoor programs and recreational athletics, career options resource center, dining services, and health and counseling services.

The senior associate dean of students for residence life oversees all aspects of residence life. This includes the supervision of the residence life staff and the assistant director of residence life. Together with members of the residence life and housing staff, the senior associate dean ensures safe and comfortable housing in an environment that encourages students to grow and learn outside the classroom as well as within it. The senior associate dean also works with and advises Division III students.

The senior associate dean of students supports a variety of areas within student life, including: strategic initiatives and program assessment; new student programs and the orientation program; the office of student conduct, rights, and responsibilities and the Community Review Board; transfer student life; and the student government association. The senior associate dean also takes a lead role in developing initiatives to support the development of student life as a division, working to create opportunities for education and collaboration for staff throughout the division.

The associate dean of students for campus leadership and activities is responsible for student activities and student groups, student events, and FiCom. The assistant dean oversees the administration and proper use of student activity fee funds. The assistant dean also works with and advises Division II students.

The assistant dean of students for community advocacy oversees the centers and programs that promote personal growth and respect for diverse cultures and identities. To accomplish this, the assistant dean is responsible for multicultural and international student services, women's student services, queer student services, wellness, sexual offense services, and spiritual life.

This section is offered to assist students, staff, and faculty in learning what services are available on campus. Office locations and phone numbers listed here may change. For a complete list of staff and their phone numbers, please refer to the current campus telephone directory.

Policies and procedures related to the various departments are listed in the Community Standards chapter. If you have questions related to services, hours, facilities, or policies listed in this handbook, please call the appropriate office directly.

Most offices are open Monday through Friday, 8:30 a.m.–4:30 p.m. (some are closed between noon and 1 p.m. for lunch) unless otherwise noted.



Residence Life and Housing

Box SA
Merrill Student Life Center, 2nd floor
x5849
Residence Life
reslife@hampshire.edu
Dakin & Merrill Houses, Box DH, x5564
Greenwich & Enfield Houses, Box GE, x5383
Prescott House, Box PH, x5463

Since its founding, Hampshire College has been envisioned as a residential learning community. We strive to provide safe, secure, and comfortable living areas for students and also to provide a dynamic, intellectual environment outside the classroom. The residence life system encourages students to assume community responsibility and to respect the diverse backgrounds and lifestyles of our community members by providing opportunities for residents to learn about differences and to intentionally create a community that embraces those differences. To meet these goals, we expect most students to live on campus during their enrollment at the College.

Students live in five “houses” on the Hampshire campus. Merrill and Dakin Houses are modeled on traditional dormitories, whereas Greenwich, Enfield, and Prescott Houses provide apartment-style living. All of the houses have a designated space where residents can gather for programming events and to meet their staff. A house director who also lives in the residence oversees each housing area. House directors work to create a healthy, stable, and vibrant community for their residents. They facilitate the academic, cultural, and social programming that takes place in the houses to promote an environment of growth and a sense of community. House directors support students experiencing distress. They may provide nonclinical counseling, referrals, mediation, crisis response, academic advice, and resources for a variety of concerns. They also oversee the enforcement of the Norms for Community Living in their houses.

Each house also has student interns who act as liaisons between the professional staff and students. They are the frontline community builders and troubleshooters for residence life. Interns receive intensive training at the beginning of each semester, attend weekly staff meetings, and participate in monthly in-service training workshops. Interns provide peer counseling, conflict resolution, and referrals to appropriate services, and help to implement the policies and procedures necessary for the smooth running of the residences. They are also actively involved in providing the programming sponsored by each house.

Housing Operations Office

housing@hampshire.edu
Box MH
Merrill Student Life Center, 1st floor
x5453

The assistant director of residence life and four housing operations assistants work out of the housing operations office (HOO) in the Merrill Student Life Center. They help students to secure safe and comfortable living arrangements on campus. House operations staff assign first-year students to housing and have oversight of the on-campus room-choosing process for returning students. In addition, the office oversees the housing exemption process and maintains a list of off-campus addresses and phone numbers for those students who have been granted this exemption. A member of the housing operations staff also convenes the housing advisory committee, which makes recommendations about housing policy. Housing operations staff review all work orders submitted by students and should be contacted if there are work order problems. The staff are responsible for room condition inventories and billing for damages and lost or missing items, including keys. Students should go to the HOO to receive replacements for lost room, lounge, or mod entry keys. Housing operations assistants also oversee fire, health, and safety inspections and conduct regular walk-throughs of each residential area of the campus. The assistant director of residence life serves in the role of operations manager by acting as primary liaison between the residence life staff and other departments on campus concerned with the use and maintenance of the residences.

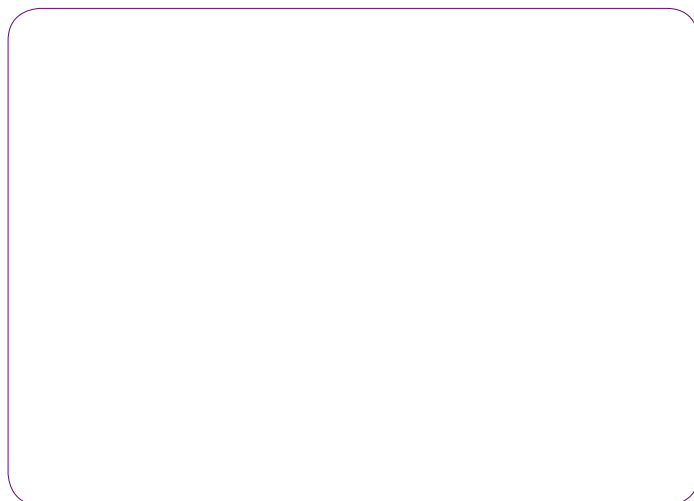
Community Advocacy

Community Advocacy
Box SA
Lebrón-Wiggins-Pran Cultural Center, 2nd floor, x6846
communityadvocacy@hampshire.edu
Multicultural & International Student Services, x5415
Queer Student Services, x5320
Spiritual Life, x5282
Wellness & Sexual Offense Services, x5743
Women’s Student Services, x5320

Community Advocacy is the department in Student Life that includes Multicultural and International Student Services (and the Lebrón-Wiggins-Pran Cultural Center); Queer Student Services (and the Queer Community Alliance Center); Spiritual Life (and the Spiritual Life Center); Wellness (and the Wellness Center and Sexual Offense Services); and Women’s Student Services (and the Center for Feminisms).



Community Advocacy at Hampshire College promotes the well-being of the entire campus community, fosters connections across social identities and ideas, and engages in passionate and compassionate dialogue and programs. We support and provide resources for the holistic development of students with the goals of nourishing student initiatives; increasing awareness and appreciation of different cultures, backgrounds, and perspectives; and encouraging understanding and mutual respect as we actively work towards social change.



Multicultural and International Student Services

Box SA
Lebrón-Wiggins-Pran Cultural Center
(behind Cole Science Center)
x5415—director
x5779—assistant director

The office of multicultural and international student services (MISS) provides a network of comprehensive services and innovative programs that support and advance the intellectual, personal, cultural, and social development of students of color and international students.

International Student Advisor

x5779

The international student advisor, housed in MISS, assists international students with U.S. immigration and employment regulations, cross-cultural adjustment, and much more.

Lebrón-Wiggins-Pran Cultural Center

culturalcenter.hampshire.edu
culturalcenter@hampshire.edu
(behind Cole Science Center)
x5415—director
x5461—general

To better serve and retain students of color and international students, the Lebrón-Wiggins-Pran Cultural Center provides a range of programs and resources to support and promote their success at Hampshire. Additionally, the center provides programs and resources to the larger campus community for engagement in issues related to race, culture, and underrepresentation, with the underlying goal to effect social change.

We enhance our longstanding commitment to community and social change by:

- Providing and advocating for services, programs, and resources that assist international students and students of color for a successful transition to, matriculation at, and graduation from Hampshire College.
- Offering services, programs, and resources that foster academic success among international students and students of color.
- Ensuring a space for multicultural community building, individual expression, and the exchange of ideas.
- Fostering leadership skills for multicultural competence for students of color, international students, and multicultural student groups.
- Continually examining the fluidity of race, culture, and identity, examining specifically how race and culture intersect with other social identities and their impact on one's view of self and of the world.
- Serving as a campus partner in promoting multicultural competence through community engagement on topics related to race, culture, and underrepresentation.

The Cultural Center organizes programs and resources that specifically address the needs of students of color and international students. The center also provides programs and resources for the larger campus community to increase awareness on issues of race, culture, and underrepresentation. Programs and resources include, but are not limited to: the Peer Mentorship Program, the Mitziko Sawada Resource Library, Kahlo Gallery, Annual ASK for Social Justice program, International Student Orientation, International Friends & Family Program, the Inside News magazine, faculty talks, study nights, and film screenings. Multicultural student groups that fall under the coalition of SOURCE (Students of Under-Represented Cultures and Ethnicities) meet at the Cultural Center. Currently, there are ten



SOURCE groups who serve the following populations: indigenous, mixed heritage, queer people of color, international students, Asian/Asian American, Latino/a American, African/African American, international, James Baldwin Scholars, women of color, international women, and men of color.

Queer Student Services

Box SA
Center for Feminisms, Enfield, near parking lot
x5320—director

Queer Student Services provides programmatic and administrative support for the activities and initiatives of the Queer Community Alliance Center, advising for Queer student groups, and works to promote a campus that is free from homophobia and transphobia.

Queer Community Alliance Center

hampshire.edu/studentlife/1074.htm
Top of Greenwich Donut 4
x5714—General

The Queer Community Alliance Center (QCAC) is a safe and accountable community space for Lesbian, Gay, Bisexual, Transgender, Asexual, Intersex and Queer Allies. Open during non-quiet hours.

Spiritual Life

Box SA
Spiritual Life Office—adjacent to Student Life
2nd floor of the Merrill Student Life Center
Spiritual Life Center—top of Greenwich Donut 5
Kosher Kitchen—adjacent to Merrill kitchen
x5282

We all seek meaning in our lives. We all have questions about how to live. What does it mean to be ethical? How do we find compassion when it is difficult to do so? How do we communicate across differences? What is our purpose? How do we find balance? These are the questions we explore in Spiritual Life. They may be answered by religion or faith, and they may be answered in other ways. In fact, they do not have to be answered at all. Spiritual Life provides the space and support for the questions themselves.

The Spiritual Life Program encourages spiritual exploration, development, and appreciation. We develop healthy community life, interaction, and reconciliation across boundaries of ideas, possibilities, and faiths. We celebrate diverse religions and aspects of spirituality to help the community develop the ability to communicate across their differences. The program affirms the wholeness of each



human being and provides space for individuals and the community to explore the connections among the mind, the body, and the spirit. We encourage the exploration of ideas and honor both faith and a lack of faith in a spiritual context. We provide a quiet place for students, faculty, and staff to reflect, in good Hampshire tradition, that to know is not enough.

Each day there are a number of contemplative practices and discussion lunches such as the Spiritual Journey lunch series, in which faculty, staff, and alums share their search for meaning, the twists and turns through their lives, and where they are now. We have programs and speakers addressing a wide variety of challenging topics, seeking to provide education and models of community building and communication. We offer support and counsel, individually and with group rituals, during times of loss and transition. We celebrate many holidays, such as the High Holidays, Ramadan, Diwali, our winter celebration ChrimaChannuKwanzaAdhaRohatsuYule, Ash Wednesday, and Atheists' Holiday. We have an Alternative Spring Break program to New Orleans and a post-graduation International Service Trip beginning in 2011.

The Spiritual Life staff consists of the director of spiritual life, the coordinator of religious identity and political intersections, the contemplative life advisor, and the intercultural community advisor. Each person, though having a specific faith identity, serves all students, staff, and faculty, focusing on specific needs within the community. There are a number of student groups, such as Aliz (Queer Jews and Allies), Ananda Marga Meditation, Buddhist Resource Group, Hampshire Christian Fellowship, Hampshire Confucius, HUURA (Hampshire Unitarian Universalist Radical Action), the Jewish Student Union, the Pagan Collective, Peer Meditators' Circle, Project Nur, Shamanism Studies, SPICI (Society for Promotion of Israeli Culture and Information), Spiritual Life Social Justice Collaborative, the Quakers, the Yoga Collective, and Zen Meditation.

Meditation, yoga, prayer, quiet study, and group meetings take place in the Spiritual Life Center, located at the top of Donut 5 in Greenwich



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Wellness Center and Sexual Offense Services

Box GE

Located in Enfield above the Center for Feminisms, side-door entrance by the basketball court
x5743

The Wellness Center and Sexual Offense Services

The Wellness Center's mission is to promote holistic health and wellness in the Hampshire community.

Who We Are: The Wellness Center consists of Wellness Center Director and Sexual Offense Services Coordinator Jessica Gifford, and a number of student staff, student groups and student volunteers. The director and students work together collaboratively to create and implement our programs. The Wellness Center and Sexual Offense Services are part of the department of Community Advocacy in the division of Student Life.

What We Do: The Wellness Center offers resources, support, and programs that address a broad range of health and wellness issues, including: stress reduction; drug, alcohol, and tobacco use; sexual health; violence prevention; communication skills; healthy relationships; self-care; body image and eating issues; and more. We are always willing to support student initiatives related to health and wellness, and invite community members to share ideas and concerns with us.

Come Visit! The Wellness Center has a comfortable and relaxing atmosphere, so drop by and have some tea, browse our library and multitudinous brochures, or get a free 15-minute back rub from one of our trained student volunteers. Bring your books and study in a quiet room, try out the light box, or take a bath in a clean tub. You may contact Wellness Center Director and Sexual Offense Services Coordinator Jessica Gifford at x5743 or by emailing: jgifford@hampshire.edu, or join us on Facebook at www.tinyurl.com/hcwell for more information.

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The role of the SOS coordinator is:

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- To explain the options and resources available
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The Backrub Club

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Smoking Cessation Support

If you have quit or are contemplating quitting, we have a “Kick Butts Box” of goodies for you and can add you to our Quitter’s list for informal lunches, dinners and sharing of strategies.

Health and Wellness Surveys

The Wellness Center regularly conducts surveys on health-related topics. Results of several surveys on smoking, drug and alcohol use, and sexual health are posted on our website.

Other Wellness Resources

We have a small but intriguing lending library and posters and brochures on a wealth of topics. We also have two light boxes for those who are affected by the reduced hours of daylight in winter, a biofeedback device, and clean tubs available for student use. Drop by to check us out!

Women’s Student Services

Box SA
Center for Feminisms, Enfield, near parking lot
x5320

Women’s Student Services oversees the Center for Feminisms and strives to support community development that is conscious of women’s issues.

Center for Feminisms

womenscenter.hampshire.edu
Enfield, near parking lot
x5320—director
Hours: Monday–Friday, 9 a.m.–9 p.m.
Information about events and programs can be found on our Facebook page

The Center for Feminisms is a student space that actively promotes an anti-sexist campus following this philosophy:

- To recognize that gender is a social construction and that social constructions are products of society, not fixed in individuals.
- To foster a critical awareness of the impact of all forms of oppression, including but not limited to ableism, ageism, classism, ethnocentrism, gender oppression, heterosexism, racism, and sexism, and how they intersect with gender.
- To acknowledge that because sexism privileges masculinity over femininity, sexism impacts women and men differently.
- To recognize that male privilege is the problem, not the inclusion of men. Recognizing privilege as the problem and not individuals provides the opportunity for all individuals to work on the issue.
- To provide an accountable and safe space.

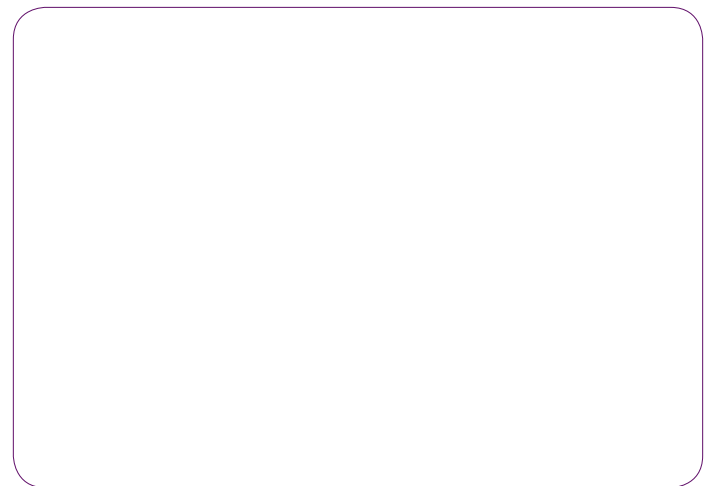
Campus Leadership and Activities

leadership.hampshire.edu, leadership@hampshire.edu
Box CL, x6005
Dakin Student Life Center, 1st floor
(in back, facing the pavilion)

Campus leadership and activities (CLA) is your office of student activities and programs. CLA is committed to supporting students as they endeavor to create student groups, plan programs, lead campaigns, and build community at Hampshire College. CLA oversees a number of services and resources including: student group recognition, the event registration process, the student event calendar, approval and processing of FiCom paperwork, student group pool vehicle reservations, Signer Seminar, Hampfest, and the annual Ingenuity Awards. For more information on all this and more, visit the CLA website at the address listed above.

Resources for Students and Student Groups

At CLA you’ll find the associate dean of students who oversees campus leadership and activities, the assistant director of CLA, the FiCom office assistant, and an experienced student staff member, all of whom provide a wealth of resources for planning activities and events. (For detailed policies and procedures regarding hosting an event, see the section on campus leadership and activities in the Community Standards chapter.) In addition, CLA has pamphlets on various aspects of event planning, campus resources, and Five College events, along with PVRTA bus schedules.



Office Space

CLA is a shared office space for all student groups. The office has iMac computers, a printer, a fax machine, and a photocopier in addition to assorted art and poster-making supplies that can be used by student groups.

Student Group Mailboxes

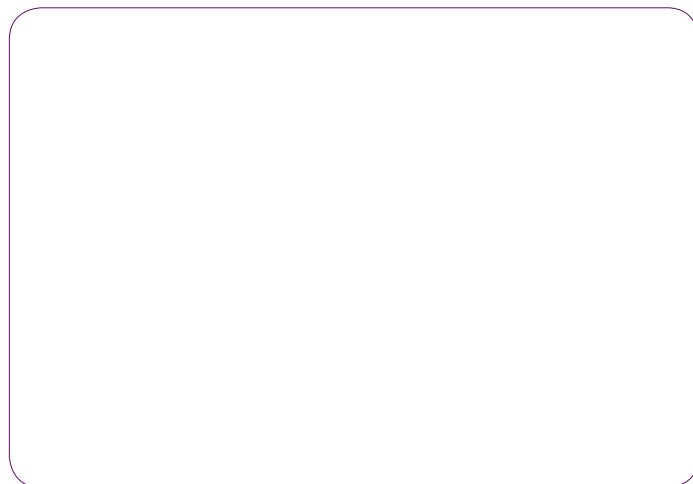
CLA provides a central location for student group mail. Every student group has a mailbox in CLA, providing a consistent address from year to year. These mailboxes allow easy access for student groups and CLA to communicate regarding funding paperwork and event planning.

Hampfest

Hampfest, the student activities fair, is an opportunity for student groups to publicize who they are, recruit members, advertise their events, and network with other student organizers. Hampfest takes place at the start of each semester and is a great way to find out about and get involved with any of Hampshire's 100+ student organizations. This is a fun event with food, music, and more. Visit the CLA website for information about the next Hampfest.

Airport Lounge

Located on the first floor of the Johnson Library Center, the Airport Lounge is a 24-hour space to study, work, and relax. There are four desktop computers for email and Internet work. The lounge is also equipped with outlets and ethernet jacks for laptops, as well as wireless Internet access and free printing. Coffee and tea are provided Sunday through Thursday nights, for 25¢/cup or for free if you bring your own mug.



Prescott Tavern

The Prescott Tavern, located in the Prescott housing area, offers a combination late-night study and student programming space. On a weekend night you can often find an open mic, coffeehouse, or comedy show happening. In addition, the space also has recreational activities such as foosball, pool, and board games. Snacks are available for purchase and if you bring your own mug you can buy a cup of organic coffee, tea, or cocoa for only 50¢.

The Tavern is also home to the TavernArt gallery, a fabulous student gallery where individuals or groups of students can show their art on campus. There are also monthly art and craft shows providing Hampshire artisans an opportunity to sell their work to others in the community. If you're interested in exhibiting your work or securing space at a craft fair, email tavernart@hampshire.edu.

Experimental Program in Education and Community (EPEC)

epec.hampshire.edu, epec@hampshire.edu

The Experimental Program in Education and Community (EPEC) was founded in 1995 as a way to support and promote student-initiated work not otherwise represented within the academic structure of the College. It is currently a program allowing students, faculty, staff, or other community members to conceive and organize classes and other learning activities not otherwise offered at Hampshire College. EPEC also acts as a strong voice on campus to advocate for the institutional support of alternative educational models and the continued inclusion of independent work within Hampshire's curriculum.

New Student Programs

hampshire.edu/newtoham
Box SA
Merrill Student Life Center, 2nd floor
x5412

The office of new student programs supports first-year and transfer students in their transition to Hampshire. This office oversees the implementation of collaborative opportunities for new students to meet each other, make connections, and explore the many possibilities of life at Hampshire. New student programs works in collaboration with the academic first-year program, the Center for Academic Support and Advising, and other student life programs and activities. The office oversees new student orientation and supports the advising of new students during their first two semesters at Hampshire. New student programs helps to keep students informed and engaged by providing programming, outreach, and information.



Transfer Life

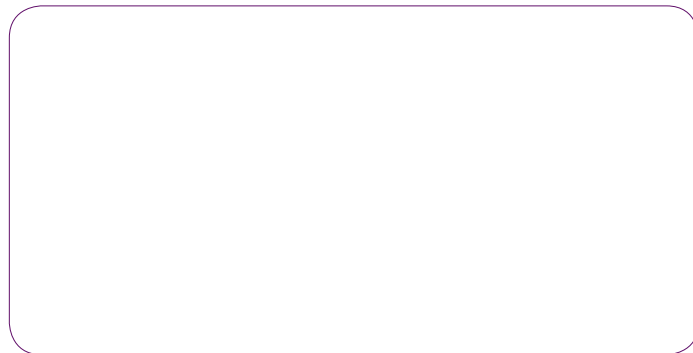
transferlife@hampshire.edu
 Box SA
 Merrill Student Life Center, 2nd floor
 x5412

Transfer Life works to support students who have transferred into Hampshire College by building a support network for and between the transfer student community. In partnership with the Center for Academic Support and Advising, Transfer Life provides a series of luncheons, academic workshops, social events and outings to support all new and returning transfer students at Hampshire College.

Career Options Resource Center (CORC)

corc.hampshire.edu
 Box 00
 Johnson Library, 3rd floor
 x5445
 Open year-round

The Career Options Resource Center (CORC) is a welcoming place where you can explore ways to complement your academic studies with an internship and think about where life might lead you after graduation. With imagination and creativity, the options before and after graduation are limitless: an internship that inspires you, travel, volunteer work at home or abroad, a fellowship, graduate or professional school, community service, a part-time or temporary job that allows you to “taste” a career idea, a job in harmony with your passion, and much more. We define a career as something that starts as play and experimentation in childhood and continues to evolve throughout life in a process unique to each person. The CORC staff will help you develop the knowledge and skills to explore, test, and choose options with confidence.



Career Counseling

Career counseling sessions cover a wide range of topics including:

- Exploring who you are—your values, needs, and concerns
- Developing an internship
- Writing a résumé or cover letter
- Setting goals
- Finding a job
- Practicing for an interview
- Applying to graduate or professional school
- Navigating career and work concerns

We can help you figure out where you want to go and make plans to get there. Career counseling is available to undergraduates from the time they enroll until they graduate, as well as to all Hampshire alumni.

CORC Workshops and Speakers

CORC workshops provide information on various topics in a small-group setting. Students learn and share ideas about such things as figuring out what they want to do, writing a résumé and cover letter, interviewing, applying to graduate school, and using CORC resources effectively. Workshops are continually refined and added to meet current student needs. From time to time we host information sessions with job and internship recruiters, graduate and professional school representatives, and alumni. See the full CORC calendar on CORC's website for specific programs and dates (corc.hampshire.edu).

Alumni Connections

Many Hampshire alumni are happy to talk about their career and graduate school experiences. Contact information for alumni is currently available for students in hard copy at the Career Options Resource Center, organized both by career field and geographic location.

Website Resources and Links

You'll find the CORC website at corc.hampshire.edu. Our webpages contain a wealth of information to help you with internship, career, and graduate school planning. On our site you can sign up for internship, job and other mailing lists; schedule an appointment with a CORC counselor; access the CORC blog; find event calendars and subscription databases for internship and job opportunities in many fields; and much more.



Career Library Resources

Sometimes there's nothing like a good book. We have a collection that covers all aspects of career planning. You can find out more about a career field that interests you, learn how people get started in that field, and identify employers for both internships and jobs. If you're looking for career ideas, you'll be interested in books such as *Top Careers for Liberal Arts Graduates* and *Careers for Nonconformists* (a Hampshire favorite!). For those pursuing graduate and professional study, we have books for researching schools and financial aid.

Member Email Lists

CORC manages several email lists that provide relevant, current information to students and alumni. We post job and internship openings, local events, and news related to graduate and professional schools. Join one or more! The lists are:

- CORC InternshipSeekers, where we generally post both paid and unpaid internships—for summer, fall, and spring semester, and January term.
- CORC JobSeekers, where we post job opportunities for new graduates as well as alumni with three to five years of experience in the workplace. The postings cover a wide range of career fields and geographic locations.
- CORC Graduate and Professional Studies, where subscribers receive information about graduate school workshops and information sessions, graduate school fairs, and other relevant events. (For medical school and other health interests, use the Health Professions list.)
- Health Professions, where we post information from the Hampshire Health Professions Committee about Five College health-related workshops and speakers, updates and newsletters from various professional organizations, and more.
- Entertainment Internships, where subscribers receive postings about film, television, multimedia, and other related internships, workshops, and other information.

For all of our lists, we make the email subject line very clear so you can quickly delete without opening if it's not right for you. To sign up, visit the CORC website (corc.hampshire.edu) or contact CORC (corc@hampshire.edu).

Five College Recruiting Program

Hampshire participates in the Five College Recruiting Program, which brings to the area several hundred employers who recruit students through job fairs, information sessions, and interviews. Employers from a wide variety of fields participate in Five College recruiting

events, including private and public school education, scientific research, consulting, social activism, social services, publishing, engineering, and business.

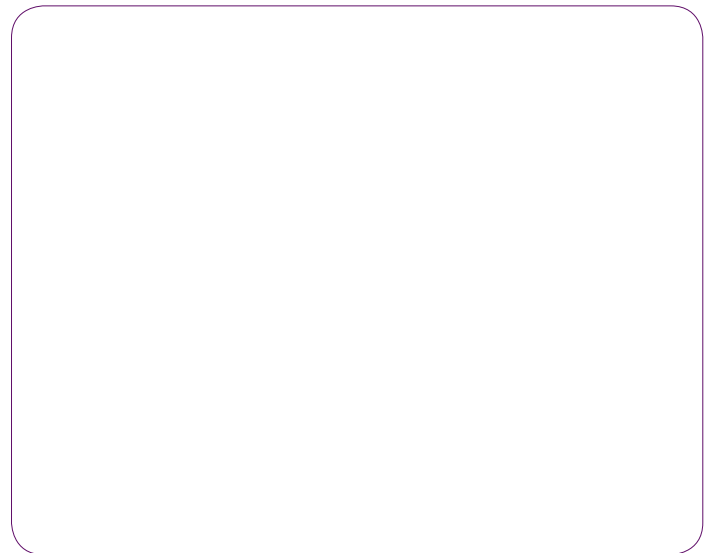
Entertainment Industry Internship Program

The Hampshire College Entertainment Industry Internship Program (EIIP) connects students with Hampshire alumni who are successful producers, directors, writers, and professionals in the film, television, and multimedia industries. Initially created by alumni in 1994, this program gives Hampshire students a hands-on opportunity to learn the inner workings of entertainment-related fields during the summer months. (Students may also inquire about internships during fall or spring semester or January term).

Dining Services

Box DC
Dining Commons, x5750 or 413.549.2840
Bridge Café, x3163
Catering Office, x6235 or 413.559.6235

Managed by Sodexo Food Services, Hampshire Dining Services provides food services for the Hampshire College community. Sodexo has been a partner with Hampshire since the College opened. Sodexo staff provide the best possible programs and services for our customers. The main goal is to exceed the expectations of our customers. Customers are welcome to offer their suggestions, ideas, and concerns.



Dining Commons

Open to the entire college community, the dining commons is the primary place for students on meal plans to eat. Sodexo offers a wide range of food options and formats from pizza to grill, full salad bar, deli, stir-fry, full rotating menu cycle, and beverages. This is an all-you-can-eat format in which a meal-plan student uses a meal card, or guests may pay one price at the door. Meals are served during these times in the dining commons:

Monday through Friday

7:30–9 a.m. breakfast
 9–11:30 a.m. continental breakfast
 11:30 a.m.–1:30 p.m. lunch
 1:30–4 p.m. pizza, salad bar, deli
 5–7 p.m. dinner

Saturday and Sunday

10:30 a.m.–1 p.m. brunch
 5–7 p.m. dinner

Bridge Café

Located on the second floor of the Robert Crown Center, this small food bar is open to the community. Here customers can purchase à la carte sandwiches, salad items, pastries, and beverages. The Bridge Café is open the following hours:

Monday–Thursday: 8 a.m. –11 p.m.
 Friday: 8 a.m.–10 p.m.
 Saturday: 3 p.m.–10 p.m.
 Sunday: 3 p.m.–11 p.m.

Catering

Catering services are available for students, student groups, and the entire community. Sodexo will provide high-quality food and services to ensure that the event is successful. We also offer a wide variety of events at the Hampshire College Red Barn, a great destination for weddings, special dinners and private parties. Catering guides can be found at the dining service's office or by contacting the catering office at x6235.

Health and Counseling Services

Box HS
 Montague Hall, adjacent to Admissions
 x5458

Hampshire College Health and Counseling Services is a center serving the medical and emotional needs of students at Hampshire College. Health care professionals offer a variety of services, such as diagnosis and treatment of illness and injuries; sexually transmitted infection testing and treatment; gynecology exams and birth control; flu and allergy shots; and wellness counseling related to smoking, nutrition, stress, and sleep. Students can get most lab tests at, and can have their prescriptions delivered to, Health and Counseling Services.

Mental health care is part of the overall Health and Counseling Services program. Counseling Services provides a variety of psychological services to Hampshire College students. Psychological consultation, assessment, crisis intervention, short-term counseling, and psychotherapy are free of charge. We work mostly with individuals, but we also consult with couples and have a group treatment option. When appropriate, we refer our clients for medication consultations with the psychiatrists at the University of Massachusetts Amherst's Center for Counseling and Psychological Health. We can also help students find psychotherapists in the community when longer-term, open-ended psychotherapy is the treatment of choice.

All medical and counseling visits and records are confidential. Information about your care at Health and Counseling Services cannot be released to anyone without your written permission.

Clinic hours for medical and counseling appointments are 8:30 a.m.–5 p.m. Monday through Friday while school is in session. Visit <http://www.hampshire.edu/studentlife/570.htm#closed> for a complete list of area urgent care and emergency services available when the clinic is closed. Students with medical concerns can reach an advice nurse at UMass (413.577.5000) for problems with illness or injury when the Hampshire clinic is closed.

For after-hours mental health concerns, on-campus students should contact the house director on call at: 413.555.1212. The house director will assess urgency and contact the on-call mental health clinician.

Off-campus students with mental health emergencies should call Crisis Services at 413.586.5555 or 800.322.0424. This community service provides mental health crisis intervention services 24/7.



Health and Counseling Services Staff

Sara Aierstuck, MSN, NP: director/nurse practitioner

Eliza McArdle, PhD: associate director/staff psychologist

Corey Albert-Griffin, PhD: staff psychologist

Angela Bardawil, LICSW: staff psychotherapist

Christine Horn, MSN, NP: nurse practitioner

Judith Jackson, RN: clinic/advice nurse

Lauren Mainville: office coordinator

Stephen M. Klein, PhD: staff psychologist

Kate Marques: office coordinator

Warren Morgan, MD: consulting physician

Erik Zimmerman, MD: consulting psychiatrist

Important Telephone Numbers

Hampshire Health and Counseling Services	x5458
Advice nurse	x6030
Counseling Services	x5458
UMass University Health Services	577.5000
Campus Police	x5424
Campus EMTs	x5555
Serious medical emergency	x1911

Medical Services

At Hampshire College Health and Counseling Services we offer:

- Wellness health care
- Evaluation and treatment of illness or injury
- Travel health consultation and immunizations (there are extra charges for most immunizations)
- Sexually transmitted illness (STI) testing and treatment
- Contraceptive services, including emergency contraception
- Gynecological exams
- Smoking-cessation counseling and treatment
- Referral to specialists and consultants/case management for students with chronic conditions

Appointments

All appointments (both routine and urgent) are scheduled for the same day or the next day. Please call x5458 to schedule an appointment. We accommodate all students who are ill or injured the same day if necessary.

Advice Nurse

A registered nurse is available by phone during the day for students who would prefer to call in with medical questions, concerns, or problems. Often the nurse will advise appropriate self-care or provide a student with an appointment to see one of the medical or mental health providers as needed. The advice nurse can be reached by calling x6030.

Emergencies

In case of a medical emergency, call a Hampshire College EMT at x5555 for assistance. In cases of serious, life-threatening medical emergencies, dial x1911.

Insurance: Please bring your insurance card with you to all medical appointments.

All care directly provided by Hampshire College Health and Counseling Services staff is covered under the student health fee:

- Physician and nurse practitioner visits
- Nursing advice, injection administration, dressing changes
- Health education
- Pregnancy tests
- Other services provided within the clinic

Student Medical Insurance/Private Insurance

Medical insurance offered to Hampshire College students through Gallagher Koster or private insurance is needed for coverage of:

- Prescription medications, immunizations, laboratory tests, and x-rays
- Any other medical care not provided by Hampshire College Health and Counseling Services, including any medical visits to University Health Services at University of Massachusetts Amherst and hospital emergency departments
- Ambulance service
- Hospitalization



HIV Antibody Testing

Hampshire College Health and Counseling Services offers confidential HIV testing to our students. Confidential testing is done much like any other laboratory test and the results are kept in the patient record. HIV test information will be released only if a student completes a specific release form.

Students with HIV who can function academically and maintain health to the point of being able to attend classes, comply with academic requirements, and be self-reliant will not be excluded from any function or building on the Hampshire College campus. Employees with HIV will not be excluded from carrying out their normal work functions. In the event a decision must be made about whether a person may remain on campus, the case will be referred to a group, appointed by the president of the College, who will provide an analysis of each case.

The confidentiality of the diagnosis of HIV is protected by law. The above guidelines are in accordance with recommendations made by the American College Health Association and Massachusetts General Laws Chapter 151B, et seq., and Chapter 272, Section 98B.

Counseling Services

Staff

The mental health staff consists of two full-time clinical psychologists, one part-time clinical psychologist, one part-time psychotherapist, and four part-time master's-level psychotherapy interns.

Making an Appointment

You may make an appointment by calling x5458 (413.559.5458) between 8:30 a.m. and 5 p.m. every weekday. The office coordinator will help you schedule a confidential meeting with a counselor. Most often, appointments can be arranged within a few days.

For crises and emergency situations that occur during our regular operating hours, call x5458 and ask to speak to a mental health provider. We have a therapist available at all times to deal with mental health emergencies. If you are having a crisis or want to talk to someone during a time when the clinic is closed, call x5424 and ask to speak with the house director on call. The house director will help you decide if the on-call mental health provider should be contacted.

What to Expect at Your First Appointment

All students go through the same process at their first appointment. The office coordinator will ask you to fill out a form and you will then meet with a counselor for 45–50 minutes to discuss your current concerns and your hopes about how we might be of help to you. Together with the therapist, you will decide which service or services

would potentially be most beneficial to you. These services may be: individual or couples therapy, group therapy, a referral for a medication consultation, ongoing medication management, or a referral to a private, off-campus psychotherapist.

Number of Visits

Counseling Services' primary mission is to provide crisis intervention and short-term psychotherapy to Hampshire students. Nonetheless, we do not hold to a rigid limit on the number of visits allowed. The amount of treatment we offer is determined individually for each student depending on their needs and our resources at any given time during the school year. If it becomes clear that you are likely to need ongoing psychotherapy for longer than a semester or so, you and your therapist can discuss the possibility of a referral to an off-campus, private psychotherapist. Each of our psychotherapy interns also carries a few longer-term (more than one semester) psychotherapy clients. This allows some students to have extended on-campus psychotherapy.

Community Consultation

Students, faculty, and staff should feel free to call Counseling Services when they encounter a situation in which professional consultation may be helpful. Though we cannot specifically discuss clients with whom we have or have had a treatment relationship (because of confidentiality), we can often be helpful with general advice to friends and teachers about how to help a student in emotional distress.

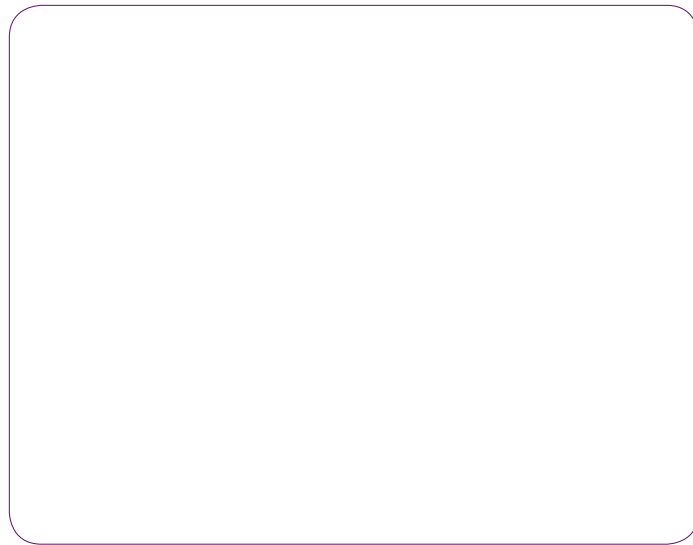
Confidentiality

Counseling Services keeps to the highest professional, legal, and ethical standards of confidentiality. Information about your visits to Counseling Services (including the fact of the visits themselves) will not be released to anyone outside the service without your written request and permission.

There are some exceptions to the confidentiality law, of course (e.g., imminent threat to the life of the patient or physical and/or sexual abuse of a minor), which your therapist will gladly discuss with you.

Effective psychotherapy requires an atmosphere of trust and collaboration. Any concerns or questions about confidentiality can and should be raised with your therapist, or with Eliza McArdle, PhD, director of Counseling Services.





Outdoors Program and Recreational Athletics (OPRA)

Box OP
Robert Crown Center
x5740

OPRA provides outdoor activities, intercollegiate athletics, and recreational activities. These programs span a playing season, a semester, a January term, or an hour. Students travel to other colleges to compete, hike, or climb in the Amherst area, or paddle whitewater in Costa Rica. The OPRA staff deliver a variety of services in several formats. Among these are courses taught by both full-time and part-time instructors, off-campus field trips that last anywhere from one day to three weeks, and a variety of traditional athletics, such as intercollegiate athletics and individual fitness. OPRA provides indoor space for recreation in the Robert Crown Center, the Multisport facility, and outdoors on the playing fields. Most courses do not have prerequisites. Class size is limited, so students receive individualized attention.

Several common themes run throughout OPRA programs. The participation in and the appreciation of physical culture are obvious and central. Slightly less obvious is the development of respect for oneself and responsibility to the community. The integration of body and mind is subtle, but part of every activity. Throughout all activities, we make an attempt to promote a model for healthy living and encourage students to do so as well.

These programs are taught, coached, and directed by seven full-time instructors and a dozen or more part-time instructors and coaches. The

instructors are all experienced professionals who also serve as role models to Hampshire students, and they participate individually in their fields at a high level. Instructors are available to students throughout the academic year and students come to see them to talk about the activities, to chat, or to find friendly adult support.

Hampshire has men's and women's soccer, men's and women's basketball, men's and women's cross-country, men's and women's fencing, and women's and men's Ultimate Frisbee® teams that compete on the intercollegiate level. The fencing and Ultimate Frisbee® teams are club sports. The athletic team colors are white and black. Intramural sports are also available each term.

Campus Police

Johnson Library Center, ground floor (rear entrance)
Box SO
Emergency only: x1911
All other business: x5424

Get to know the folks at Campus Police; they are here to help you. The Campus Police Department is responsible for protecting the Hampshire College community. The department should be alerted to any situation that threatens a safe academic or residential environment.

The campus switchboard serves as the dispatch center for Campus Police. The department has student employees such as EMTs and event monitors. Campus Police is also responsible for on-campus vehicle registration and parking. For more information about any of these services, contact Campus Police. Campus Police is a community-based organization that welcomes questions and concerns.

See the Community Standards chapter for information related to the College's alcohol and drug policy, campus parking, camping, outside fires, college ID cards, personal property, right of entry, smoking policy, trespass policy, use of college-owned vehicles, and weapons, firearms, and explosives. See the Residence Life and Housing Policies section for information related to fire safety.

Hampshire's Emergency Medical Technicians (EMTs)

Hampshire College EMTs respond to on-campus medical emergencies. To contact the EMTs, call Campus Police.

Campus Escorts

Escort requests will be handled by Hampshire College Campus Police officers. To request an escort, call Campus Police (x5424) between dusk and dawn. Escorts are provided for students concerned about safety as officers are available. Officers will not escort groups of more than two students.



Student Event Monitors (SEMs)

Student event monitors are hired through the Campus Police Department to work at student events.

ACADEMIC RESOURCES



Office of the Dean of Faculty

Box DO
Cole Science Center, 1st floor
x5378

The office of the dean of faculty consists of the vice president and dean of faculty, the associate dean of faculty, the assistant dean of faculty, the assistant to the vice president and dean of faculty, and an office assistant. This office works closely with the school deans on curricular, budgetary, faculty, and personnel issues and oversees all academic matters of the College. In addition, the dean of faculty office along with the office of student life and special programs organizes and coordinates commencement activities. The vice president and dean of faculty is responsible for the five interdisciplinary schools; the Baldwin Scholars Program; the Center for Academic Support and Advising; the Center for Teaching and Learning; Central Records; the Childhood, Youth and Learning

Program; Community Partnerships for Social Change Program; the Creativity Center; the Culture, Brain, and Development Program; Global Education; January term; the Library; the World Enrichment and Language Acquisition Program; and the Writing Center. The office also prepares the faculty handbook for publication.

Center for Academic Support and Advising (CASA)

Box AC
Lemelson Building Extension, adjacent to the Arts Village
x5498

The Center for Academic Support and Advising (CASA) provides a wide range of academic support services for students who may need additional guidance and information beyond what their individual advisors can give. The deans can, for example, help students develop strategies for timely completion of their academic work, plan for field study leave, or explore ideas about how to put together a Division II committee. One of the deans works closely with first-year students, who often have special needs and concerns. Others provide support to Division II or III students. CASA monitors students' academic progress and works with academic advisors to provide support as necessary. CASA is a resource for reliable information about Hampshire's academic programs and policies and the place to come if a student wants a new advisor, to apply for a leave or field study, or to talk about academic concerns.

Disabilities Services

Box AC
Lemelson Building Extension, adjacent to the Arts Village
x5423

Based on its commitment to diversity and inclusion and its legal obligations under Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990 (amended 2008), and other relevant federal and state statutes, Hampshire College provides reasonable accommodations to individuals with disabilities so that they may participate as fully as possible in the academic programs of the College. The law defines disability as a "physical or mental impairment that substantially limits one or more of the major life activities of [an] individual." Disabilities include, but are not limited to, sensory impairments, mobility impairments, chronic illnesses, learning disabilities, attention deficit disorders, and psychological disabilities. Joel Dansky, disabilities services coordinator, is responsible for the coordination and provision of accommodations and support services to students with disabilities. Joel is a member of the CASA staff and may be reached at 413.559.5423 or via email at jdansky@hampshire.edu.



for accommodations may be made at the point of disclosure or at some future date. Accommodations cannot be retroactive. Some students who go through the process of documenting a disability are not seeking specific accommodations but rather confirmation of a disability that they can present to faculty to assist in best meeting their learning strengths and weaknesses. The forms can be obtained from the disabilities services coordinator or downloaded from the disabilities services webpage at www.hampshire.edu/casa/9138.htm.

Confidentiality

The decision to disclose a disability to the College is wholly voluntary. The information provided by students will be treated as confidential and will be disclosed by disabilities services only if necessary to assess and/or implement requested services or accommodations. Evaluations, medical records, and other documents submitted to establish a disability or the need for accommodations are filed in the disabilities services office and do not become part of a student's academic record. Students are legally considered to be adults. Communication of confidential information with parents or professionals regarding disabilities must be authorized by the student.

Review of Requests

All requests for accommodations will be assessed by the disabilities services office, which may consult with appropriate college administrators and/or faculty to determine the appropriateness and/or feasibility of the requested accommodations. It is the general practice of the disabilities office to discuss accommodations directly with the student requesting them prior to approval. The disabilities services office may request further information from the student and/or treating professional and may make its own recommendations for alternative accommodations more appropriate to address individual circumstances. Students will be notified in a timely manner by the disabilities services office when requests are approved, modified, or denied. In general, academic accommodations are approved for one semester and should be renewed early in the following semester. Housing accommodations are usually approved for an entire academic year.

Request for Accommodations at the Five Colleges

Hampshire students frequently take courses at the other four colleges in the Five College consortium. If a student documents a disability at their home college, they do not need to go through the process at the other colleges. Requests for accommodations in courses at other colleges can be made through the disabilities services coordinator at Hampshire, who will certify that the student is recognized as a person with a disability and list approved accommodations on the Five College accommodations

Student Responsibilities

The office of disabilities services supports students advocating for equal access and support services. Students are expected to initiate requests for accommodations, to secure documentation of their disability, and to notify relevant faculty or administrators of approved accommodations.

Request for Accommodations/Documentation of a Disability

In order to be recognized by the College as a person with a disability and become entitled to reasonable accommodations, a student must first complete the "Request for Accommodations Due to a Disability" form. That signifies that the student is formally registering with the College as a person with a disability and is seeking accommodations. After registering as a student with a disability, the student must provide written documentation of the disability from an evaluator or treating professional.

The documentation must indicate the credentials of the evaluator or treating professional and should contain a diagnosis, the limitations imposed by the disability, a clear indication that the diagnosed condition meets the criteria for disability, and recommendations for academic or physical accommodations due to the disability. The credentials of the treating professional or evaluator should be consistent with the disability being documented. Individuals with learning disabilities must provide a complete educational evaluation conducted by a qualified psycho-educational diagnostician or licensed psychologist and administered within three years of admission to Hampshire College. Students may use Hampshire's "Documentation of a Disability" form or substitute an equivalent report. Students may not receive accommodations from the College without such disclosure and/or without providing appropriate supporting information and documentation. A request



form. The student is then responsible for taking the form to the disabilities services office at the other college. The final decision regarding the appropriateness or feasibility of such a request for accommodation rests with the disabilities services administrator at the other campus.

Evaluations

Hampshire does not provide psycho-educational evaluations for students. We do have a list of local practitioners who are qualified to conduct such evaluations at a student's expense. Health and Counseling Services is another resource for referrals to local professionals who can evaluate psychiatric and medical conditions.

Documentation and requests for accommodation should be sent to:

Joel Dansky, Disabilities Services Coordinator, Box AC
Hampshire College, 893 West Street, Amherst, MA 01002-3359

Support Services

Transportation

Buses in the Five College system are equipped with chair lifts and preferential seating for people with mobility limitations. The disabilities services coordinator facilitates applications for off-campus paratransit (van) services, provided by the Pioneer Valley Transit Authority and by the Five Colleges, for students who have mobility impairments that prevent them from using Five College bus transportation. Students who need a Hampshire College handicapped-parking permit should contact Disabilities Services. If you are in need of transportation to an on-campus medical appointment, please contact Campus Police.

Housing

Hampshire has several housing units specially equipped for students with physical disabilities. If you need such accommodations or other housing accommodations, please indicate that in your request for accommodations or contact the office of disabilities services.

Auxiliary Aids and Services/Assistive Technologies

In order to ensure equal access to all programs and services, the College provides necessary auxiliary aids and services as defined in the Americans with Disabilities Act. This includes but is not limited to qualified interpreters, note takers, assistive listening systems, telecommunications devices for deaf persons (TDDs), audio recordings, and other methods to ensure effective communication with individuals with disabilities. The College has several computers equipped with text-to-speech, speech-to-text, and graphic organizing programs to assist students with learning disabilities. Students who need print texts in alternate (digital or audio) formats should contact the disabilities services coordinator as early in the semester as possible to arrange for scanning of texts and conversion to digital

formats. The College has an institutional membership in Learning Ally (formerly Recordings for the Blind and Dyslexic), which makes selected texts available on CD or via downloads. The College does have Learning Ally-compatible MP3 and CD players available for loan. A closed-circuit TV to enlarge print text is located in the library and is available for student use. The College does not hire personal care assistants (PCAs). Funding for PCAs is often available through rehabilitation services in a student's home state. The disabilities services office is available to assist students in hiring PCAs through local Massachusetts agencies.

TTYs/TTDs

TTY Switchboard: 413.559.6097

TTY Admissions: 413.559.6150

There is a TTY for public use on the ground floor in the library.

Study Skills/Time Management

The disabilities services coordinator is available to work with students who have problems with organization, time management, or study skills, individually or in small groups. These services are open to all students, although first priority is given to students with documented learning disabilities and/or AD/HD.

Grievance Procedures for Students with Disabilities

Hampshire College and the office of disabilities services recognize the right of students to file a grievance if they believe they have been denied equal access to participation in the College's academic programs or other departments on the basis of a disability. In order to establish the basis for such a grievance, students must have registered with the office of disability services and provided documentation of their disability.

The College always encourages students to enlist the aid and intervention of the disability services coordinator in order to resolve complaints informally. If informal procedures do not satisfactorily address a student's concern, they may file a written grievance. The written grievance should contain the student's identifying information, a detailed account of the way in which the student feels the College has denied them equal access with reference to the relevant legislation and/or college policies, and the steps that the student has already taken in an attempt to resolve the problem.

The formal grievance shall be presented to the disabilities services coordinator, who shall be charged with investigating such complaints and convening meetings with the parties cited in an attempt to resolve the grievance. Within ten working days after the filing of the grievance, the disabilities services coordinator will make recommendations to the student and all other parties involved. If the disabilities services



coordinator is the subject of the grievance, the complaint should be filed directly with the dean of students office, who will attempt to reach an informal resolution and/or investigate the grievance as described above.

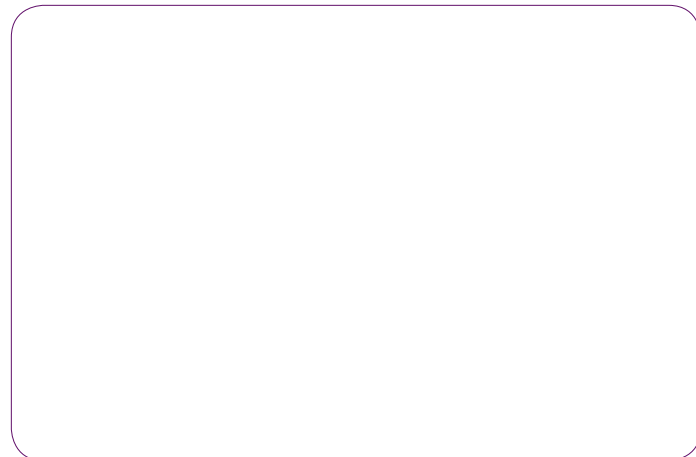
If that resolution is unacceptable to the student or to the other principals in the grievance, either party may then appeal to the dean of students office. The dean shall consult with Hampshire's ADA compliance officer to ascertain if violations of relevant federal or state laws have occurred. The dean of students office shall review all of the documents pertaining to the case and convene such meetings as required to resolve the complaint. If no consensual resolution is reached, the grievance will be referred to the president of the College, who shall, within ten working days, render a decision that will be binding on all parties to the grievance. The College recognizes the right of students to file grievances with the U.S. Department of Justice if they believe that their rights under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990 have been violated.

All information regarding such grievances is considered confidential. The College reserves the right to consult with legal counsel, relevant faculty or staff, and/or experts in the field of disability services in order to obtain information or advice regarding the presenting problem.

Peer Academic Resource Center (PARC)

Library Center, 1st floor
x5425

The Peer Academic Resource Center (PARC) is staffed by students who have extensive experience with faculty, classes, and exam work within the specific schools. They provide a valuable resource to students by answering questions about the different Schools, faculty, and life at Hampshire. The center offers information on how to do divisional exams, Five College courses, and has listings of faculty and their areas of interest. PARC staff will provide workshops on time management, reading college materials, and organizational strategies. PARC's inventory includes Division III contract abstracts, Division II portfolios and contracts, and tip sheets covering an array of topics. PARC provides incoming students with a folder of introductory materials at matriculation. For more information about becoming a PARC advisor, visit the PARC website or inquire at CASA.



The Harold F. Johnson Library Center

x5440

Access to Library Services

Library services are available to currently enrolled Hampshire College students with a valid Hampshire ID as well as to Hampshire faculty and staff. Students on leave are not allowed access to library services. The library is open 8:30 a.m.–midnight, Monday through Friday, and 10 a.m.–midnight on weekends during the academic year. Information on library hours and services is available on the Hampshire College Library website at <http://www.hampshire.edu/library>. Access to the Five College Library Catalog as well as all library full-text and citation databases are linked from this home page. Use the new Start Here link to search many online scholarly resources at once!

Info Bar

x5758

Located at the library circulation desk, the Info Bar is a first stop for library, media and computer services information. If the library or student staff member on duty cannot answer your question, they can refer you to someone who can.

Circulation

x5440

Your Hampshire ID is required for borrowing. Books and bound journals may be borrowed for four weeks, CDs for two weeks, and class reserves for short time periods ranging from three hours to three



days. Material other than class reserves may be recalled for the use of another borrower after two weeks; material needed for class reserves may be recalled at any time.

Videos and DVDs can be checked out from media services with a Hampshire ID for five days.

Five College Borrowing

Your Hampshire ID is also required for borrowing from the Five College libraries. You may go in person to any of the main libraries (and many of the branch libraries) to borrow material, or you can request books and DVDs through the online library catalog using the “request item” button. These books will be sent to the Hampshire library for you to pick up. You are responsible for complying with Five College circulation policies; these are detailed at www.fivecolleges.edu/libraries. The standard loan period is four weeks for books and five days for DVDs. You can also renew your books online. Instructions on using these functions are available on the library website at www.hampshire.edu/library.

Inter-Library Loan (ILL)

x5475

If you want to borrow a book that is not in any of the Five College libraries, or a journal article that is not available at Hampshire, you can use the inter-library loan service. There is an online form on the library homepage (www.hampshire.edu/library) for requesting an item. It usually takes about three weeks to obtain books, but journal articles come very fast through Rapid ILL. Books are loaned for four weeks only, with one renewal; articles are usually supplied as pdfs. There is no charge for this service. For more information, call ILL at x5475 or the Info Bar at x5758.

Library Fine Policy

x5762

There are no daily overdue fines for most library items. If an item is more than a month overdue, however, you will be billed \$80 for the replacement of the item. If the item is subsequently returned, a \$10 penalty fee will be charged to your account. Overdue recalls are fined at a rate of \$2 per day, and class reserves at a rate of \$5 per day.

Magic Board

x6691

The Magic Board displays announcements and events to the Hampshire community in the lobby of the Library Center and in the Dining Commons. Send an email to magicboard@hampshire.edu with the information or an image file that you want to display. The Magic Board display costs \$5 per day, which can be charged to a college budget number.

College Archives

x5761

Ever wonder about the history of Hampshire College? What students have done over the years, why the buildings are named that way, how policies came to be, what the motto means? Check out the Archives website at <http://www.hampshire.edu/archives>.

Media Services

x5435

The media services office is open from 8:30 a.m.–4:30 p.m., Monday through Friday, and is located on the first floor of the library. This office circulates Hampshire’s DVD and video collection as well as media display and production equipment. You may view 16 mm films in the library by appointment. Production equipment requires staff permission and training prior to use; experienced staff can also provide advice on the most suitable equipment for a particular project. All materials circulate on a short-term basis; due to the high demand, equipment should be requested well in advance and overdue fines accrue at the rate of \$5 per day, per item.

Advanced Media Labs

x5713

The Advanced Media Labs are open 10 a.m.–10 p.m., Monday through Friday, and are located on the library basement level. The media labs are open to all members of the Hampshire community; you don’t need to be in a media class to use them. We have all the Adobe and Apple media applications, scanners, real-time DVD burners, DVD duplication, shooting studio and lights with a green screen wall, audio recording rooms, audio format transfers, midi keyboards, video decks, and friendly staff (alums) to help you. We do video editing; audio editing for CDs, radio, or podcasts; interactive DVDs; book and magazine layout; webpage design; webcasts; and more. We can show you how to do all of this and get you working on your own projects.

Photocopy Machines

Copiers and printers are located in the library (first and third floors) and the airport lounge. Color copies and scanning services are available at the Duplication Center for a nominal fee. Large copy jobs are welcome and offered at competitive prices.



Global Education Office (GEO)

geo.hampshire.edu, geo@hampshire.edu
 Box GO
 Merrill Student Life Center, 1st floor
 x5542

The global education office (GEO) presents a variety of opportunities and resources to incorporate global perspectives into a Hampshire student's education. Students can pick from a diverse selection of year, semester, and short-term programs across six continents, or they can self-design field study experiences to best fit their own academic goals. GEO works closely with students to assist them in finding and incorporating these experiences into their academic program. GEO also collaborates with faculty to champion campus internationalization efforts, support international partnerships, enhance existing programs, further integrate international perspectives into the curriculum, and develop opportunities for exchange and study abroad.

A Semester or Year Off Campus

GEO strongly encourages students to begin preparing in their first year to incorporate a semester or a year immersion in another culture into their academic program. The office offers in-depth advising and maintains in its resource library an extensive collection of information on overseas semester educational opportunities, including study and independent research programs; volunteer and community-based learning projects; internships; and scholarship programs. Students are expected to fulfill the academic requirements as outlined by

their exchange or field study program and their Hampshire academic committee. Failure to successfully complete a semester of exchange or field study may impact a student's academic progress, divisional status, or financial aid eligibility. Students should refer to the Academic Policies chapter of *NSNS* for a comprehensive explanation of the policies and procedures related to studying off campus for a semester.

Hampshire Exchange

Among the many options for global learning, GEO encourages students to consider off-campus opportunities through Hampshire's own Exchange Programs. These semester programs were either designed by Hampshire faculty (Hampshire Signature Programs) or were created through a direct affiliation with an academic institution. Enrollment in semester exchange is accepted as a substantial part of a student's divisional work with approval from the student's academic committee. Division II and 1st-semester Division III students are eligible to participate. Students apply through the global education office for ALL exchange programs. Applications are due in mid-October and mid-March the semester prior to their planned off-campus semester. Complete descriptions of the programs can be found on the global education website: <http://www.hampshire.edu/geo/21434.htm>.

Hampshire Signature Programs

Berlin, Germany
 Havana, Cuba
 Hefei, China

International Exchange Programs

Australia: Macquarie University, Sydney
 Central America (Costa Rica and Nicaragua): Institute for Central American Development Studies (ICADS)
 England: Goldsmiths College, London
 France: Institut d'Etudes Politiques (Sciences Po)
 Mexico: Mexico Solidarity Network
 Puerto Rico: University of Puerto Rico
 Scotland: University of Edinburgh

Domestic Exchange Programs

Consortium for Innovative Environments in Learning (CIEL)
 Institute for Architecture and Urban Studies in New York City
 Environmental Science at the Marine Biological Laboratory in Woods Hole, Massachusetts (SES)



Field Study (International)

Students considering participation in a semester of off-campus study that is not a Hampshire Exchange Program enroll in field study. Field study includes enrollment in a non-Hampshire-affiliated university, study abroad program provider, or a self-designed semester of field research or internship. Academic credit will apply to a student's course of study with approval from the student's academic committee and upon receipt of appropriate documentation of the field study. Division II and 1st-semester Division III students are eligible to participate. All students planning to do an international field study must obtain approval from the global education office by the enrollment notification deadline in mid-November and mid-April the semester prior to their planned off-campus semester. Students traveling to countries on the State Department warning list or other high-risk areas may be required to provide additional information for approval.

Other Opportunities

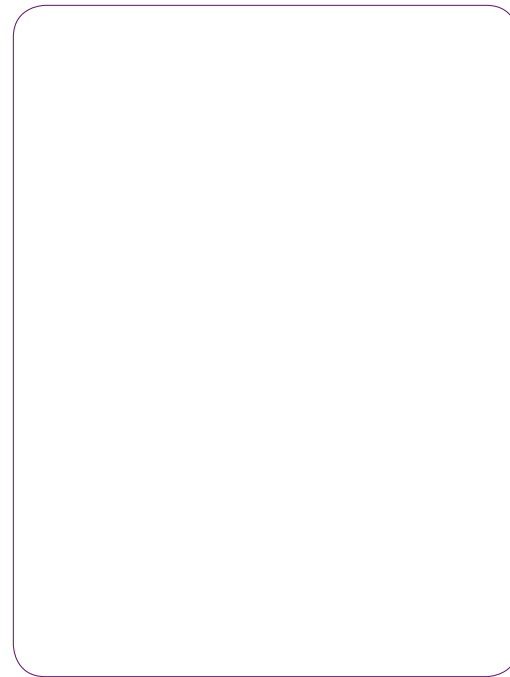
Hampshire Short-Term Field Courses

Hampshire College offers a number of faculty-led short-term field courses that occur outside of the regular fall and spring semesters, usually during the month of January or at the end of the spring semester in May or summer. These courses are designed and led by current Hampshire faculty, and offer students the opportunity for off-campus study and research either elsewhere in the U.S. or abroad. Short-term field courses that occur during May/summer will be considered part of the spring semester.

Courses are generally 2–4 weeks in length, can vary in academic level, and are considered equivalent to a semester-long course. A list of current courses for the upcoming academic year can be found on the global education website. Short-term field courses are open to all Hampshire students (including Division I) in good academic standing and who qualify for specific course prerequisites. All short-term field courses have an application process and a course program fee administered through the global education office. Application deadlines for most short-term field courses are mid-October for January courses and mid-March for May/Summer courses.

Other January and Summer Options

Many students opt to do internships, language learning, short-term study programs or other educational activities outside of Hampshire during January term or summer. Students may be able to apply this work toward their Division II portfolio or as a Division III research or learning activity with approval from their academic committee.



Central Records

Box CR
Lemelson Building Extension, adjacent to the Arts Village
x5421
Hours: 8:30 a.m. – 4:30 p.m.

The central records office maintains students' academic files; handles course registration; processes Division I, II and III forms; prepares transcripts; schedules classroom space; and prepares other college records and statistics.

Services provided:

- Access to student files for photocopying
- Transcripts
- Certification of enrollment
- Hampshire and Five College course registration
- Division I, II and III regulations, contracts and pass forms
- Transfer credit
- Certification of veterans
- Student directory information



Admissions Office

admissions.hampshire.edu
 Box AD
 Admissions Center, Stiles House
 x5471, TTY x6150

Current students play an active role in the recruitment of new students as paid admissions interns and as volunteers. Volunteers host prospective students during overnight visits, serve as panelists at open houses, visit their own secondary schools as Hampshire representatives, and telephone accepted students. Admissions interns do all of the above and conduct campus tours, serve as co-presenters in information sessions, answer phones, and do routine office work and special projects. Upper-level students may also interview prospective students. Note that with such an active role comes responsibility. All student interns and volunteers are serving as ambassadors of the College when interacting with prospective students. They must never engage in behavior that might endanger the welfare of prospective students, including the introduction of any illegal substances or alcohol into the prospective student's experience at Hampshire. Responsible behavior is required at all times when interacting with prospective students, and irresponsible behavior will generate consequences. For more information on becoming a student intern or student volunteer, please inquire at the admissions office.

SCHOOL OFFICES

Hampshire's academic programs are organized into Schools: Cognitive Science (CS), Humanities, Arts, and Cultural Studies (HACU), Interdisciplinary Arts (IA), Natural Science (NS), and Critical Social Inquiry (CSI). Each School consists of its faculty, staff, and student members. Information on School membership, filing divisional exam contracts and pass forms, and evaluations of courses and exams as well as about the faculty and courses may be found in the School offices. Appointments with the deans are scheduled by their assistants. See the Governance chapter for information on School membership.

School of Cognitive Science (CS)

Box CS
 Adele Simmons Hall, room 100
 x5502

The School of Cognitive Science (CS) integrates ideas and methods from psychology, neuroscience, computer science, philosophy, linguistics, evolutionary biology, animal behavior, education, anthropology, and other fields. CS focuses on the study of mind, brain, behavior, and intelligent technologies. Our students develop this focus in numerous ways, drawing from the following programmatic areas:

Psychology and cognitive neuroscience. The CS faculty brings expertise in psychology, neuroscience, linguistics, child development, and related fields to cutting-edge research questions concerning the psychological and brain processes involved in phenomena such as memory, learning, perception, attention, thinking, language, emotions, social interaction, consciousness, and conditions such as dyslexia, ADHD, and autism. Students and faculty conduct research in CS's brainwave (EEG/ERP) laboratory, cognitive psychology laboratory, cognitive development laboratory, and the Hampshire College Early Learning Center. CS participates in the Five College Cognitive Neuroscience Certificate Program and is a central component of the college-wide Culture, Brain, and Development (CBD) and Childhood, Youth, and Learning (CYL) programs. CS shares responsibility with the School of Critical Social Inquiry for the discipline of psychology.

Computer Science. Hampshire's program in computer science is located in the School of CS. The program emphasizes artificial intelligence, evolutionary computation, artificial neural networks, artificial life, digital art, and other areas of research that explore the potential for computer intelligence and that provide the horizon for the ultimate development of computing technologies. The computer science curriculum is supported by an electronic classroom that also serves as a computing laboratory and by a high-performance, remotely accessible computer cluster.

Media Arts and Sciences. Media arts and sciences in CS emphasizes computer-based animation through introductory courses on animation techniques, individual production projects, and advanced group production projects. The facilities include an electronic classroom/laboratory, the computer cluster, and a software-controlled render farm that processes digital content by making use of spare capacity in computers across the campus network.

Animal Behavior and Evolution. CS includes the study of animal behavior, its evolution, and its relation to human behavior and cognition. Students and faculty members conduct research on the communication systems and cognitive capacities of wild and domesticated animals. The animal behavior laboratories are equipped with advanced video and audio recording equipment and analysis software. The program maintains close ties with the Hampshire College Farm Center through its field studies of farm animals and of wild populations on the farm's lands. Some animal behavior facilities are located at the farm.



School of Critical Social Inquiry (CSI)

Box SS
Franklin Patterson Hall, 2nd floor
x5548

The School of Critical Social Inquiry includes historians, psychologists, anthropologists, economists, sociologists, political scientists, and lawyers as well as faculty trained in geography and urban studies, philosophy, cultural studies, and education. Many faculty orient their teaching and research toward specific geographic areas in the developing world. Others focus on Europe or the United States, including many with strong interests in African Americans, Asian Americans, Latinos/as, or Native Americans. Many are interested in the social, political, and economic interrelationships of these different regions and communities in the increasingly mobile and transnational realities of the 21st century.

Reflecting the critical, engaged approach to scholarship practiced by faculty and students, the School has changed its name from Social Science to Critical Social Inquiry.

The faculty support a range of approaches, perspectives, and methods of inquiry, strongly emphasizing an understanding of race in the U.S. and non-Western histories, politics, social structures, and cultures. Students put scholarship into action as they explore such issues as the struggle for human rights in Burma; the politics of East Africa; arms control, revolution and social change in the Middle East; the politics of land use; poverty law; immigration policy; and child advocacy.

Regardless of the particular approach, all of us in the School recognize the importance of integrating scholarship with social activism, thus enriching both.

School meetings are held regularly on Thursdays at 3:30 p.m. in FPH. The School has an active student membership, a portion of which is renewed each term. Students interested in serving as School members should contact the School office.

Several special programs are linked to the School of Critical Social Inquiry:

- The Civil Liberties and Public Policy Program, x5645, works closely with the Population and Development Program, x5506. Through these programs, there are extensive opportunities for student involvement in social activism and research related to issues of reproductive freedom.
- Community Partnerships for Social Change (CPSC) is a campus resource for students and faculty who want to integrate their academic interests with their social action/community-based experiences.

Philosophy. Philosophy faculty members at Hampshire are located in the Schools of CS, HACU, and CSI. The CS program in philosophy concentrates on philosophy of mind, philosophy of language, philosophy of science, and epistemology. Students and faculty explore the philosophical dimensions of questions about, for example, consciousness, personhood, the emotions, knowledge, meaning, the implications of neuroscience for morality and the law, and the nature of the conflict between science and religion. The CS philosophy program also contributes significantly to the college-wide programs in Culture, Brain, and Development (CBD) and Integrated Science and Humanities.

Education. Studies of education in CS focus on the nature of learning and its implications for the design of curriculum and instruction. CS also offers courses in educational research and assessment. Students are involved on and off campus in classroom observation, curriculum design projects, educational technology design, teaching internships, and research on learning and motivation. The program is closely linked to CS's curriculum in human cognition and cognitive development. It is part of the college-wide program in Childhood, Youth, and Learning (CYL) and contributes to the Three-College Teacher Licensure program.

Student members of CS are elected by the School. See the CS administrative assistant in the CS office for information about applying for membership. Throughout the fall and spring terms, CS Wednesday Talks take place at noon on Wednesdays in the Adele Simmons Hall (ASH) lobby area. The talks are open to everyone and feature a free lunch and presentations by faculty, students, and visiting scholars. CS also awards grants to students to support their research through the CS student research fund and the Coppinger Fund. To apply for funding, speak to a CS faculty member or to the CS administrative assistant.



- Critical Studies of Childhood, Youth, and Learning (CYL), an academic program, promotes critical thinking about childhood, child development, processes of human learning, the creative arts, and educational theory and practice in the context of larger social structures, cultural and historical processes, and political economy.

School of Humanities, Arts, and Cultural Studies (HACU)

Box HA
Emily Dickinson Hall
x5361

The dean of the School of Humanities, Arts, and Cultural Studies (HACU) is responsible for the academic administration of the faculty and curriculum for Humanities, Arts, and Cultural Studies and oversight of the academic facilities that support them. School meetings take place Thursdays at 3:30 p.m. in Emily Dickinson Hall.

Most of the facilities have detailed regulations concerning use. Please check with the appropriate person for guidelines. For building hours and information about access to the facilities, contact:

Art Barn, x5866
Music and Dance Building, x6189 (2:30–10:30 p.m.)
Film and Photography Building, x5575
Emily Dickinson Hall, x5361

School for Interdisciplinary Arts (IA)

Box WP
Writing Center, 1st floor
x5824

The School for Interdisciplinary Arts (IA) is a non-hierarchical, democratic, and diverse association of students, staff, and faculty who believe that freedom of the imagination is fundamental to a just and dynamic society. Designers, writers, social critics, arts educators, performers, directors, sculptors, visual artists, and entrepreneurs, we share an interest in collapsing and transcending traditional boundaries between disciplines to engender new processes and modes of artistic and intellectual expression. We work in many contexts: the Creativity Center, writing of all kinds, Gender Studies, the Sculpture Program, African-American and other literatures, the Arts and Social Justice Program, and theatre, including critical interventionist drama and arts education. We know that artists across media have much to learn from each other, and that joint consideration of common conceptual concerns yields transformative solutions. Many of us in our own work combine several modes of making and take inspiration from unexpected forms and fields.

Members of the School are also united in the belief that if artists are to be valuable not only to each other but to broader communities and to society itself, the focused study of particular modes of making must be paired with serious study in other disciplines. If artists wish to make art that speaks to and of ‘the world,’ they must pursue reflexive knowledge of it through as many avenues as are available to them. IA faculty members have experience in the study of political history, literature, engineering, design and technology, critical pedagogy, public health, entrepreneurship, art history, anthropology, multiple cultural and global settings, gender and sexuality, and philosophy, and they know the value of these fields to their own work. Likewise, students in IA typically seek challenges, inspiration, and information in all of Hampshire’s Schools, bringing what they learn back to their art work and implementing ways of making that reflect concerns and questions that originate outside of themselves. Ultimately, we seek to equip students with generous, synergistic ways of learning, reflecting, and problem solving that will ensure their success in any future context. We encourage students and faculty alike to set their own terms for success and to pursue their goals—scholarly, community-based, artistic, political, personal, however unorthodox—wholeheartedly and without fear.

We believe that art changes the lives not only of those who make it but also of those who see, hear, touch, read, and engage responsively with it. We encourage students to take seriously the communities in which they live, work, learn, and travel, and to develop facility with



forms, language, and bodies of knowledge that include rather than exclude, that nurture imagination in order to encourage empathy, and that challenge, rather than confirm, boundaries of class, race, ethnicity, gender, and nationality. We believe that artists and creative entrepreneurs, independently or in inclusive, thoughtful collaboration, can help us all to envision a just society as an achievable goal, in particular effecting social change by building bridges that connect the academy with the larger world.

In keeping with these beliefs, the Arts and Social Action Program is a vital aspect of IA, frequently hosting visitors who bear urgent news, and promoting creative intervention in students' lives on campus, the lives of our neighbors in the Pioneer Valley, and in communities (and often countries) outside the Five College realm. We know that the involvement of innovative makers in their communities is key to social transformation. The School encourages and supports students' creation of enterprises that address social and environmental problems with economic, sustainable and humanitarian solutions. We also believe that encouraging freedom of thought and creativity in youth is essential to securing an inclusive, democratic future; the Theatre for Young Audiences program, and our interest in Arts Education in primary and secondary schools bring our students together with young people and teachers all over Massachusetts. Our understanding of social action is broad: inclusive of students who work with firm individual vision in single or mixed media as well as students who work in groups, making art in, with, or for, our own constituencies and others.

The open, egalitarian character of IA is reflected in our teaching. United in the belief that active, reflective making—the practice of art—is key to any meaningful understanding of creativity, IA faculty seek to balance excellence in and long-term study of single media with energetic cross-media experimentation and collaboration. Responsive to these changing times, IA faculty take students' goals seriously, creating structured fora for the exploration of emergent multidisciplinary forms; the Arts and Technology Program, in particular, actively integrates art, design, and technology. At the same time, workshops in elementary and advanced skills and seminars designed to address issues particular to one medium are equally important and regularly taught.

With a shared commitment to critical, participatory, liberatory education in which instructors are also learning and students are often teaching, IA faculty organize their courses in a number of modes. Co-teaching across media, an important source of innovation and collaboration, is frequent. Courses in which the syllabus is determined by student concerns or to some extent designed by students themselves are common.

Our practices of governance, too, reflect our hopeful vision of energetic, collaborative, reflexive educational practices. Taking for granted that our behavior as teachers, students, makers, and members of an educational institution has political dimensions, and in keeping with our fundamental commitment to democratic principles, the School for Interdisciplinary Arts maintains non-hierarchical, open and inclusive practices of school governance. Students, staff, and



faculty engaged in collaborative education have the duty to shape their institution in a larger sense: taking a critical approach to the corrosive effects of unchecked authority and absolute power, we believe that all perspectives on any issue that affects our students, staff, faculty, School, and the College matter and must be taken seriously and substantively into account. Truly transformative, socially radical collaboration cannot exist unless all members participate as equals in decision-making processes. We therefore support the ability of Hampshire students and faculty to significantly shape college practices and policies. In all of our programs and projects, we seek practical, political, and philosophical connection: between our own actions and the condition of the worlds we inhabit, between social justice and freedom of expression—between art and life.

make art make a difference

School of Natural Science (NS)

Box NS, x5757, x5371

Cole Science Center, room 311

Office hours: 8:30 a.m.–4:30 p.m., Monday–Friday

Appointments with the dean are scheduled by calling x5757 or dropping by the office

In the School of Natural Science our guiding premise is that the most meaningful and lasting education is one in which students not only undertake hands-on experiments, but actively formulate the questions that motivate their study. Hampshire's science pedagogy has been recognized as a national model by Project Kaleidoscope, AAAS, NSF, HHMI and other educational innovators.

Events today challenge scientists to address many interesting questions about climate change, vanishing species, dwindling water supplies, malnutrition, and technology. These demand new approaches at the interfaces of the sciences, for instance, between physics and biology, organic chemistry and microbiology, or human health and the environment. The School's strengths include interdisciplinary study in environmental sciences, agricultural studies, and health sciences. Students can — and do — concentrate in almost every branch of science, from astronomy and bioengineering or bioethics and biological anthropology to marine ecology and genetics.

School meetings are held each Monday of the semester from noon to 1:30 p.m. in CSC 333. Student membership is welcome and valued. All students who attend the School meeting on a regular basis are considered members of the School, eligible to participate in all discussions and decision-making processes that constitute the business of School meetings. Student participation on committees is encouraged. If you have any questions about activities and programs within the School or student membership, please call the School

office. All students are welcome in Cole Science and there are many interesting study spaces, no matter where your interests lie.

NS labs and computer facilities are open and available for student use from 8:30 a.m.–4:30 p.m. daily, depending on scheduled class use. They are also available from 4:30–10 p.m. during the week, from 11 a.m.–5 p.m. on Saturdays, and from 10 a.m.–10 p.m. on Sundays by checking in with the building monitor on the second floor.



Interdisciplinary Centers and Programs

Center for Design

Box LM

North end of Longworth Arts Village
x5869

Monday: 11:30 a.m.–7 p.m.

Tuesday: 1:30 p.m.–10 p.m.

Wednesday: 10 a.m.–10 p.m.

Thursday: 1:30 p.m.–10 p.m.

Friday: 10 a.m.–5 p.m.

The Center for Design is a design and fabrication resource open to all Hampshire students, faculty, and staff. The facility contains a fabrication shop equipped for working with metals, plastics, glass, and other materials. It also houses an electronics lab, design equipment for manual and computer-aided drafting and modeling, and sewing equipment for soft-goods fabrication. The fabrication shop is supervised by full-time staff who provide one-on-one design and fabrication instruction as well as group workshops and trainings. The facility provides space and support for students and faculty conducting courses and independent studies in applied design, fabrication, appropriate and assistive technology, electronics, art and technology, and entrepreneurship. It also currently supports the following student groups: The Blacksmith's Guild, The Glass Collective, The Mad Science Club, The Jewelry Collective and SEARCH.

Students may use the center for both academic and personal projects. Introductory safety trainings and other training and information sessions covering a range of fabrication and design areas are conducted each semester. However, gaining access to the facility can be as simple as setting up an appointment with one of the shop supervisors or just stopping by. A schedule of trainings is announced at the beginning of each semester.

Civil Liberties and Public Policy Program

Box CLPP

Franklin Patterson Hall, G–13 & G–17
x5416, x6976

<http://clpp.hampshire.edu>

Along with the Population and Development Program, the Civil Liberties and Public Policy Program is a program linked to the School of Critical Social Inquiry. Through these programs, there are extensive opportunities for student involvement in academics, social activism, and research related to issues of reproductive freedom.

The Civil Liberties and Public Policy Program (CLPP), founded in 1981, is a national program based at Hampshire dedicated to educating, training, and inspiring new generations of reproductive rights advocates and leaders. All CLPP activities connect reproductive and sexual rights and health to a broad range of social justice issues and serve as a bridge between the academic and activist communities. CLPP offers a series of courses including: The Politics of the Abortion Debate; The Battle between Science and Religion in Sexual and Reproductive Health; Creating Families; and Reproductive Rights: Domestic and International Perspectives.

Core CLPP projects include:

- “From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom,” an annual conference for campus and community activists, now drawing over 1,000 participants each year
- The Reproductive Rights Activist Service Corps, a paid summer internship program that places 20–25 students from Hampshire and other local colleges with grassroots, regional, and national organizations
- The New Leadership Networking Initiative and the Summer Leadership Institute, which promote the development of new and emerging leaders working in the reproductive rights and justice movement
- “The Fight for Reproductive Freedom,” a semiannual newsletter
- The CLPP student group, which offers peer trainings on reproductive and social justice issues and offers significant opportunities for developing leadership and organizing skills. The student group, together with CLPP staff, organizes the annual activist conference.



CLPP works closely with the Population and Development Program. For further information, contact the director of operations and finance, Amy Crysel, at 413.559.5416, amcCLPP@hampshire.edu. Students interested in participating in CLPP activities should contact us at clpp@hampshire.edu.

Community Partnerships for Social Change

Box SS
Franklin Patterson Hall, basement, G-1
Program Director: Mary Bombardier, x5395
mbombardier@hampshire.edu

Community Partnerships for Social Change (CPSC) is the campus Community-Based Learning (CBL) program. Through a number of programs, CPSC provides assistance to members of the Hampshire College community who are interested in engaging with local community-based organizations to support exciting initiatives for youth leadership, social service, media arts, social justice activism, education, environmental justice, housing advocacy, and community development.

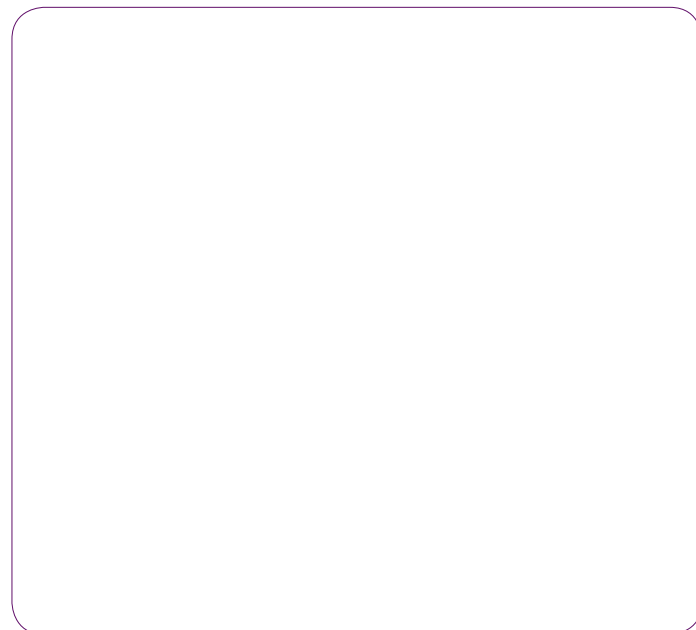
CPSC Programs

The Semester Placement Program has a database of more than 75 local organizations where students can intern, fulfill work-study hours, or develop research projects and independent study opportunities in community-based settings.

The Public Interest Leaders in Training Program provides specialized, hands-on opportunities and mentoring for students interested in long-term social justice work and/or careers in the nonprofit sector. Through this program, CPSC provides support and mentoring to students who have a social justice focal point in their academic studies and are seeking to integrate their community experiences into their academic work.

The Social Justice Summer Scholars Program awards \$3,000 grants for eligible Division II students to intern for a summer with local or national nonprofit organizations. CPSC supports these internships with mentoring and training.

Faculty Partnerships for Community-Based Research offers research and course-related development grants to faculty and alumni whose work ultimately contributes to a conscious negotiation of fundamental change in our political-economic systems.



The Creativity Center

Box LM
Carla Costa, Associate Director
Roxanne Finn, Assistant Director
Thom Long, Faculty Director
creativity@hampshire.edu
x5806

The Creativity Center is a trans-disciplinary mashup of students, faculty, and staff engaged in open-ended inquiry. It is a network designed to create unexpected dialogues and to support valuable new ideas.

Creativity is not only for painters and poets. Tourism. Bacteria. Gender. Noise. Whatever you're into, you're looking at it from new angles, and seeking innovative solutions. That's where we come in. So you've got a great idea. You need a partner who can see its potential. Where do you meet these people? We'll introduce you.

Create. Connect. Change. What we're creating are opportunities for moving in unplanned and original ways. Here's how we're doing it.

CREATIVE CONNECTIONS

Speed dating for the liberal arts. Fast-paced facilitated conversations designed to foster unusual meetings and conversations.



IDEA EXCHANGE

An online database of current projects, risk takers, free thinkers, and people making swords into plowshares. Coming Spring 2013.

SOCIAL ENTREPRENEURSHIP

The intersection of social action and entrepreneurship. We're building collaborative networks with communities, and supporting student work that uses entrepreneurial innovation to create sustainable social change.

STUDENT PROJECT GRANTS

Each semester we will award financial grants to Division II or Division III students for project work that is innovative, uniquely collaborative, or socially focused.

TEDx HAMPSHIRE COLLEGE

Independently organized TED events, led by students, bringing innovative thinkers to campus.

UN-LECTURES

Courses at Hampshire rarely take place in a traditional lecture format—so why ask invited speakers to lecture to us? This speaker series will experiment with original ways to bring outside professionals and artists into the Hampshire community.

The staff of the Creativity Center are a resource for students. If you're interested in cross-school Creativity Center offerings, integrative creative practices, social entrepreneurship and applied design, we can help you get started.

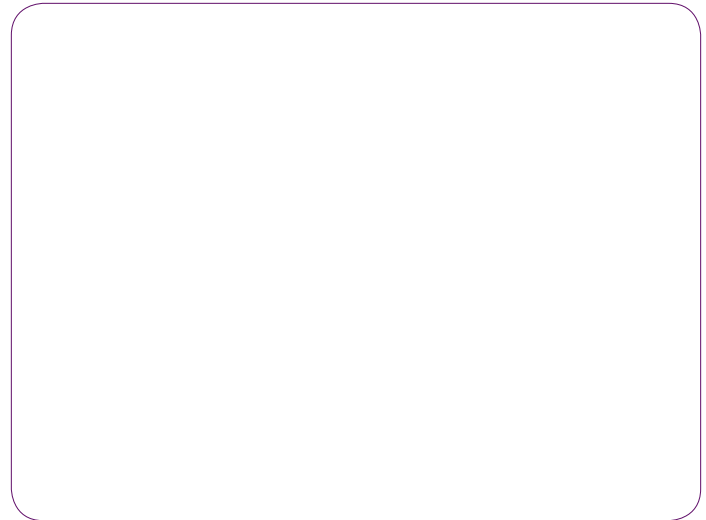
Critical Studies of Childhood, Youth, and Learning (CYL)

Box CS

Educational Outreach Coordinator: Karina Fernandez
Montilla
x5659
kafernandez@hampshire.edu

The Critical Studies of Childhood, Youth, and Learning (CYL) Program is an interdisciplinary academic program connecting students, faculty, staff, and the larger community. CYL promotes critical thinking about how children and youth grow, change, create, and learn in the context of larger social structures and cultural practices. Students in CYL are asked to:

- Integrate practice with existing theory and research through community-based projects
- Critically examine theories and practices concerning young people in relation to questions of power
- Implement innovative methodologies and creative critical pedagogy for young people's participation
- Reflect on one's practice as educators and learners



- Participate in “A Day At Hampshire College,” and other events that bring young people and Hampshire students together on campus
- Conduct basic and applied research in childhood studies and education studies

Among CYL faculty and student interests are curriculum and instruction, youth culture, integrating art in curriculum, children's literature, theater for young audiences, child development, child clinical psychology, childhood studies, science education, critical pedagogy and liberatory education, and gender studies.

There are many ways to get involved in the Critical Studies of Childhood, Youth, and Learning Program. Please see our website, <http://CYL.hampshire.edu>, for information about upcoming courses, events, teacher licensure, projects, and samples of student work.

The Culture, Brain, and Development Program

Box CS

Adele Simmons Hall, room 100
x5501

The FPR-Hampshire College program in Culture, Brain, and Development (CBD) is an innovative academic program that brings together faculty and students from a variety of disciplines. CBD courses and programs promote learning and research by questioning and exploring relationships at the intersections of the study of culture, mind/brain, and human development. CBD offers courses, hosts a yearly lecture series and conference, provides funding for



student research and internships, and supports faculty research and course development. CBD students lead an active student group and organize other student-centered events throughout the year. CBD and its programs are administered by a Faculty Steering Committee; affiliated faculty come from a wide variety of disciplines, including: anthropology, biology, neuroscience, philosophy, psychology, and sociology.

The Hampshire College program in Culture, Brain, and Development is funded by the Foundation for Psychocultural Research (FPR), and directed by Dr. Jane Couperus. To learn more about CBD, visit the website at <http://cbd.hampshire.edu>, email cbd@hampshire.edu or contact Ryan McLaughlin at x5501.

Early Learning Center

Box KC

Located between the Multisport Center
and the Eric Carle Museum of Picture Book Art
csmith@hampshire.edu

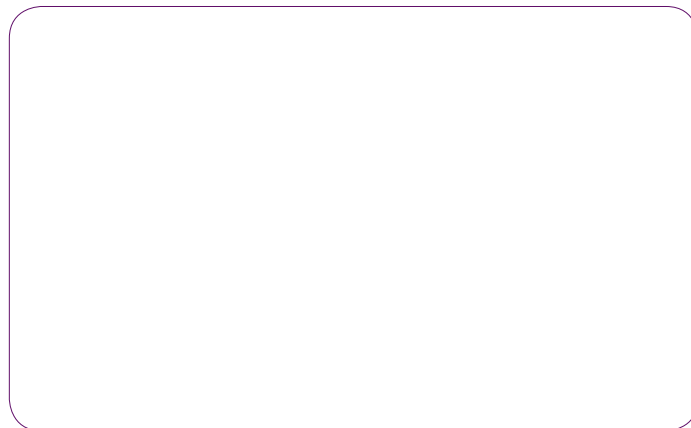
x5706

Monday–Friday 8:15 a.m.–4:45 p.m. during academic year
8:15 a.m.–3:45 p.m. in summer

The Early Learning Center is licensed by the Massachusetts Department of Early Education and Care, and provides childcare and early childhood education for Five College staff, faculty, students, and community families. The center enrolls children ages two months to five years in three groups—infants, toddlers, and preschoolers—with a total enrollment of about 40 children. Priority in enrollment is given to Hampshire-affiliated staff, students, and faculty, who constitute about 50 percent of the families at the center. Second priority is given to Five College–affiliated families and Hampshire alumni, and then to community families. In all priority categories, minority children are enrolled first. The staff consists of one full-time director, seven professional teachers trained in early childhood education, and 20 work-study students/volunteers who work 8–12 hours a week as assistant teachers. The program is inspired by the Reggio Emilia Approach, with a focus on emergent curriculum; creativity and self-expression; problem solving and social interaction; documentation of learning and teaching; parent involvement; and an anti-bias, multicultural framework. All parents pay tuition. Income-eligible vouchers funded by the state are available, as are subsidies through two state-funded grants.

In addition to providing childcare and early education for children and their families, the center is a site for student and faculty observation and research in the fields of child study, education, children's theater, nutritional anthropology, and design. Teaching internships and practice can also be arranged during the semester or during January term. Volunteer opportunities and community service projects are also

possible in various disciplines, including music (visiting instrumentalist program); technology (technological assistance to the staff); and designing and constructing equipment for the children (through the Creativity Center). The director is available to help students who want to become certified early childhood teachers through the Massachusetts DEEC. For further information, contact the director, Casie Smith at 413.559.5706 or csmith@hampshire.edu.



Farm Center

Box FC

Thorpe House
x5348

Before Hampshire College was established, the property the campus now sits upon was farmland. The Hampshire College Farm Center is an educational extension of the original use of this property. The farm maintains a flock of sheep, and produces hay for Hampshire livestock consumption as well as for sale in the local market.

The Community Supported Agricultural (CSA) project provides fresh organic vegetables to members of the Hampshire community. Currently about 150 households (students, faculty, staff, and community) come to the farm each week for produce. All, be they members or not, are welcome to come down, get their hands dirty, and learn all aspects of vegetable production.

As part of the Farm Center's ongoing outreach efforts, the School-to-Farm program was created in 1996 to provide greater on-farm educational opportunities to the region's youth. This program offers year-round programs as well as summer camps that introduce children of all ages and capabilities to organic farming and its role in the environment.



The student outreach coordinator provides activities at the farm, including the volunteer program, community service projects, research projects, seasonal festivities, and farm-oriented workshops. Examples of student-based activities at the farm are operations of the medicinal herb garden, the wool craft and weaving collective, and lamb-watch. Students may also become involved with the Farm Center through classwork. See the Hampshire College website at www.hampshire.edu for more information related to the Farm Center, aquaculture studies, and other Natural Science programs.

Hampshire College Lemelson Center

Contact Roxanne Finn in The Creativity Center for more information
(See: The Creativity Center under Interdisciplinary Centers and Programs)

Institute for Science and Interdisciplinary Studies (ISIS)

Cole Science Center,
room 208

ISIS was founded in 1992 to analyze and incorporate the influences of history, politics, economics, and culture into the study of science and technology. ISIS works to reconnect scientists with communities so that research is developed collaboratively to address such complex and pressing problems as environmental degradation, economic crises in agriculture and industry, providing effective health care, and toxic

and nuclear waste disposal. With programs combining technical assistance, coalition building, education, and original research and writing on the foundations of knowledge, ISIS is developing a new way of doing science that is open, self-reflexive, democratic, and socially responsible. The institute's unique contributions to the understanding of science-and-society issues are reflected in their history on the website, <http://isis.hampshire.edu>.

Three important projects of ISIS for Hampshire students are the quantum physics project, described under "fields of study" at the catalog entry <http://www.hampshire.edu/admissions/physics.htm>; the military waste cleanup and restoration of Westover Field in Chicopee, MA (the world's largest air reserve base); and the monthly scientists' dialogue group based on the work of famous scientist/philosopher David Bohm that emerged from his conversations with Krishnamurti. The group meets every first Wednesday evening of the month in the Faculty/Staff lounge of FPH; it has been described as the best single ongoing program to prepare alums for the world of graduate school or work in "life after Hampshire." Contact institute staff for more information about either the military waste cleanup project or the Bohm dialogue at isis@hampshire.edu. There will also be opportunities for Campus Engaged Learning activities (CELS) through ISIS.

Population and Development Program

Population and Development Program
Box CLPP
Franklin Patterson Hall, G-17
x6046, x5506

The Population and Development Program (PopDev) exists to change conventional thinking and policies about population growth that threaten reproductive rights, social justice, and our environment. Our tools for change are research, facts, expert analysis, and activist and educational publications. Founded in 1986, PopDev is a small, progressive think tank and activist organization working to support new global feminist voices in the intersecting fields of reproductive freedom, environmental justice, international development, and peace. PopDev also serves as a documentation and monitoring resource for educators, students, journalists, activists, opinion leaders, and policymakers in the United States and abroad.

Find out more about PopDev at our website, <http://popdev.hampshire.edu>, which offers a blog on international news regarding population, environment, reproductive rights, and race as well as free downloads of our issues paper series, *DifferenTakes*. Also available for download are *Stop the Blame*, an interactive flash archive of 75 years of population control imagery, and a population studies curriculum for secondary school students. PopDev offers courses with program director and professor of development studies Betsy Hartmann on reproductive rights and population, environment, climate change, and security. We also offer internships through CLPP's Reproductive Rights Activist Service Corps, and activism and work-study opportunities in women's health, contraceptive safety, immigrant rights, and social justice. PopDev hosts an annual documentary film series called *Intersections*, lectures by leading feminist activists and scholars, and also



co-organizes the annual student and activist conference, “From Abortion Rights to Social Justice: Building the Movement for Reproductive Freedom.” For further information, come by our office in FPH G-17, or contact the program’s assistant director, Katie McKay Bryson, at 413.559.5506, kbryson@hampshire.edu. You can also find us on Facebook at www.facebook.com/popdevprogram.

Quantitative Skills Support Program

Box NS
 Cole Science Center, room 207
 x5401
khoffman@hampshire.edu
 Sunday–Thursday, 7–10 p.m.
 2nd Floor Open Classroom, Cole Science Center

Hampshire has a group of quantitative skills tutors who work with students at all levels of study. They can provide help in understanding mathematics or statistics encountered in courses, research and other scholarly papers; can provide guidance in collecting, organizing, and analyzing data for class assignments and projects; and can provide instruction in using software packages like Excel, R, or Mathematica. They assist not only students who are studying mathematics or science as disciplines in their own right, but also students who are using mathematical, statistical, logical, or computational methods as part of their academic work in other disciplines. Students are encouraged to drop by, either on a one-time basis for help with a single problem, or on a continuing basis to work on a specific set of skills. The second floor Open Classroom is also simply a good place to work on homework in the evenings, even if

you don’t have any immediate questions. Help is at hand if the need arises, either from other students working on the same homework, or from one of the tutors who regularly meet with the faculty coordinator to develop programs and ideas for supporting quantitative inquiry. The quantitative skills tutors support the study and application of quantitative methods by students across the Hampshire College curriculum. Among their resources are several PC and Macintosh workstations and a variety of mathematical and statistical software. The tutors will be found Sunday through Thursday evenings from 7–10 p.m. in the second floor Open Classroom of Cole Science Center. Students are encouraged to drop by.

World Language Enrichment and Acquisition (WLEA)

Box DO
 Cole Science Center, room 203
 x6687

The World Language Enrichment and Acquisition Program (WLEA) at Hampshire College, established through an Andrew W. Mellon grant, manages grant-related activities. The goal of the Mellon grant is to make Hampshire College a “language learning community.”

Through various grant programs, including the hiring of postdoctoral fellows, it is our hope that faculty will work to incorporate the use of non-English sources into the courses they teach and the work they do with their advisees. As a result, students will be motivated to integrate the exploration of a world language into their individualized studies, and are guided in their access of resources on and off campus so that they attain levels of linguistic competence that will enrich every aspect of their academic experience, course work, concentrations, independent study, and external study as well as their cocurricular activities.

The WLEA office:

- Offers Mellon language learning and course development grants to Hampshire faculty
- Runs postdoctoral searches and supports the postdoctoral fellows while they are on campus
- Coordinates with other offices at Hampshire College
- Facilitates “Language Learning across the Curriculum” discussion sessions
- Collaborates with the other institutions in the Five College consortium to develop new programmatic ideas that support a language-rich curriculum
- Works with the IT department to support the use of the Moodle LMS for language learning



- Supports the creation of a World Language Resource Corner at the Hampshire College library
- Helps connect faculty and students to language learning resources on and off campus

Writing and Reading Program

Box WP
Greenwich Writing Center
x5531, x5577, or x5646
Appointment for tutorials may be made by calling the Writing Center

The Writing and Reading program offers assistance to students interested in strengthening their communication skills. Because of the importance that writing acquires at Hampshire, a range of activities is designed to meet varied students' needs.

Individual tutorials comprise a major part of the program. In brief, the strategy is to use the work in which a student is presently engaged. Generally, this means we use course work, divisional exams, proposals, and Division II and III papers. From these, writing staff address issues of organization, analysis, clarity, voice, and development of an effective composing process. Another concern is to help students to understand their problems with starting and/or finishing work, and to develop strategies for overcoming writing anxiety and procrastination. The center also provides assistance in research skills. Writing help includes classes as well as individual tutorials. Classes are run each semester and are open to all students.

ADMINISTRATIVE SERVICES

Office of the President

Box PR
Cole Science Center, 1st floor
x5521

The office of the president consists of the president, chief of staff, assistant to the president, secretary of the college and senior administrative assistant and office manager.

The president oversees all functions of the College and works with the board of trustees and with student, staff, and faculty committees on governance, academic, and student life concerns.

Students are welcome to meet with the president most Monday mornings during the academic year for breakfast in the dining

commons. In addition, the president will hold office hours for community members throughout the academic year. Hours will be made available on the website at the beginning of each semester.

Office of the Secretary of the College

Box PR
President's Office
Cole Science Center, 1st floor
x5521

The board of trustees is the governing body of Hampshire College. The board has the final fiduciary responsibility for the quality of the academic programs and for the financial well-being of the College. The board's membership includes a student trustee and a non-voting student trustee alternate, a faculty trustee, and a staff trustee. The board meets a minimum of four times during the year to discuss college matters; in addition, there are a number of committees that are charged by the board to work on specific areas of oversight, such as finances, development, academic affairs, enrollment, etc. Students, faculty, and staff serve as voting members on most board committees as well.

See the Governance chapter for information related to student trustees and trustee committees.

Office of Communications

Box CM
Warner House
x5482

The office of communications oversees public relations, media relations, publications, web content, and other communications vehicles for the College. The director of communications acts as a spokesperson for the College and serves as a liaison between the media and members of the college community. All official Hampshire College publications are designed and produced by the communications staff.

The Office for Diversity and Multicultural Education

Box PR
President's Office
Cole Science Center, 1st floor
x5687

The office for diversity and multicultural education, led by the special presidential assistant for diversity and multicultural education, is responsible for the general advancement of diversity in the life of the College. This includes racial, ethnic, gender, disability, and



class diversity, as well as diversity based on sexual orientation. The primary mission is to safeguard campus well-being as it relates to diversity issues. Responsibilities include serving as an information clearinghouse for the whole community with regards to resources and opportunities related to diversity; sponsoring and organizing academic and cultural activities around these same topics; and supporting the work of the faculty on curricular and pedagogical innovations that advance the representation of traditionally marginalized or underrepresented groups in the academic program.

Students are encouraged to make use of the office as an advising resource about faculty, programs, and events—both on and off campus—dealing with issues of diversity in order to facilitate and enrich their academic objectives. The office will also provide guidance and support for students with questions about the Multiple Cultural Perspectives requirement and can help students strategize about how to incorporate the requirement effectively into their Division II concentrations.

Diversity Committee

Box PR
President's Office
Cole Science Center, 1st floor
x5687

Established in 2007, the Diversity Committee is a campus-wide governance body. The committee works to recommend and evaluate institutional goals related to diversity. As a group, the committee currently focuses on four areas: student admissions and financial aid; employee hiring and retention; multicultural education and the academic program; and campus accessibility, openness to diversity, and community development.

The committee consists of four students, three staff members, five faculty members, and the campus affirmative action officer (who serves as an ex officio member). New student members are selected at the beginning of each academic year by the diversity committee as a whole, based on letters submitted by interested students. To submit a letter of interest, or for more information, contact Jaime Dávila at x5687 or jdavila@hampshire.edu.

Office of Institutional Advancement

Institutional Advancement
inst-adv@hampshire.edu; <http://alumni.hampshire.edu/giving>
Box DV, x5574
479 West Street, Suite # 8

Alumni and Family Relations
alumni@hampshire.edu; <http://alumni.hampshire.edu>
Box AH, x6638
479 West Street, Suite # 8

The mission of the office of institutional advancement is to build and sustain positive relationships across multiple constituencies and to engage robust philanthropic support from many sources in order to fully realize the academic mission and potential of Hampshire College. Institutional advancement consists of five units, located in two offices on campus. These units are the Hampshire Fund, Alumni and Family Relations, Leadership and Planned Giving, Foundation and Government Relations, and Advancement Services.

Hampshire Fund

The Hampshire Fund supports all areas of Hampshire's operations by helping to offset the operating budget of the College in crucial areas such as financial aid, academic programs, faculty salaries, and facilities maintenance. The Hampshire Fund receives gifts annually from alumni, current and past parents and grandparents, faculty and staff, and other friends of the College. Support from alumni is especially important. Students are hired several times a year for phonathons, during which they chat with alumni and invite them to make gifts to Hampshire; for more information about student phonathon positions, call x5374. In addition, each year the Hampshire Fund manages the Graduates Gift Program, to encourage all graduating students to make a gift to Hampshire on the occasion of their commencement and to emphasize the centrality of their ongoing participation and support to Hampshire's future. To volunteer with the Graduates Gift Program, call x5391.



Alumni and Family Relations

Alumni and Family Relations is responsible for maintaining Hampshire's relationships with its alums, parents, grandparents, and friends. The office works with approximately 11,000 Hampshire alums throughout the United States and around the world. Information regarding alumni activities, events, and privileges can be found on Hampshire's website, at <http://alumni.hampshire.edu>. Additionally, Alumni and Family Relations is available to help parents and other family members identify and connect with campus resources should they have questions or need information, or if they would like to become involved as volunteers. Call x5701 or see <http://www.hampshire.edu/family> for details.

Alumni and Family Relations organizes events in major cities around the world, and coordinates many on-campus events, including Family, Alumni, and Friends Weekend and reunions. Students are welcome at alumni events both on and off campus. We encourage you to check the alumni website often to get the latest information. Another important information resource is our award-winning magazine, *Non Satis Scire*, published twice a year, which contains features about the College, faculty, students, and alums, as well as alum class notes and news of events. *Non Satis Scire* is made available to students and faculty via the college post office, and is also mailed to alums, donors, and parents of currently enrolled students, and is online at: <http://alumni.hampshire.edu>.

Many alums volunteer their time and contribute their talent for the good of Hampshire College. A significant number of the College's trustees are Hampshire graduates. Over 500 alum volunteers assist the admissions office with regional outreach, and more than 1,000 alums are registered as career advisors and/or internship providers through the Career Options Resource Center

(CORC). Students are encouraged to take advantage of the alumni network early in their Hampshire careers by visiting CORC (see the Student Life section for details). CORC maintains information on alums offering career advice or internships, and the staff are happy to help students forge these connections.

Another important way in which alums volunteer is by returning to campus to share their expertise and experiences. Alums tell us again and again how much they enjoy being invited back to Hampshire, particularly to meet with current students. The alumni and family relations office sponsors visiting alumni speakers and presenters each year; faculty and student groups often invite alums back as well. Anyone planning to invite an alum to campus is urged to contact the director of alumni and family relations at x5316 as early as possible in order to discuss ways in which the office might support the visit, for example by hosting a reception or facilitating an alum gathering around the visit. If you are seeking alumni expertise, the office can also recommend alums in many fields who would welcome an invitation to come to campus.

Leadership and Planned Giving

The leadership and planned giving office is responsible for creating relationships with donors and raising philanthropic support for Hampshire's most pressing institutional priorities. The leadership and planned giving office also works with individuals who include Hampshire in their will or name Hampshire as a beneficiary of another planned gift such as a trust or an insurance policy. Leadership gifts usually reflect a donor's particular area of interest and allow the donor to see significant impact.

Foundation and Government Relations

This office raises funds on behalf of Hampshire College by preparing grants to private foundations (e.g., the Mellon Foundation) and government agencies (e.g., the National Science Foundation) in support of Hampshire's academic programs and other institutional priorities. It also supports faculty members who are working on individual research grants.

Advancement Services

Advancement Services is responsible for all the background data management related to the operations of the office of institutional advancement, including accepting and acknowledging gifts, maintaining the database, running the electronic alumni directory, tracking giving trends, conducting research, and stewarding donors to the College.



Office of the Vice President for Finance & Administration and Treasurer

Box TR
Blair Hall, 2nd floor
x5528

The vice president is responsible for the financial and business aspects of the College. Reporting to the vice president are the budget director; the controller; the bursar; and the directors of human resources, information technology, facilities and grounds, environmental health and safety, and the Five College office of risk management. The office of finance and administration also oversees major college contracts.

Information Technology (IT)

www.hampshire.edu/computing
Box LO
Harold F. Johnson Library Center

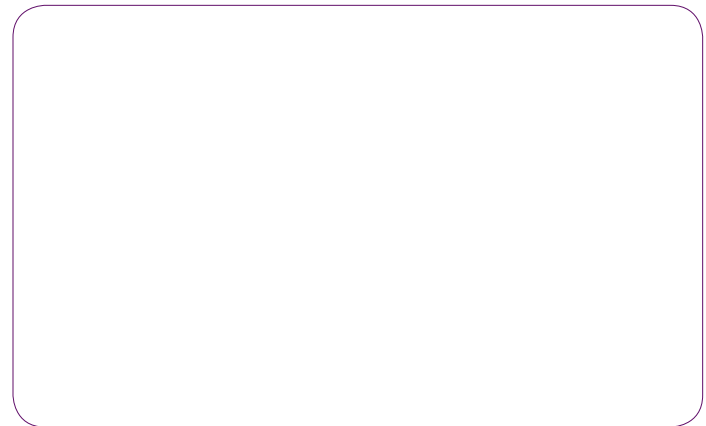
Help Desk

x5418
Monday–Friday, 8:30 a.m.–4:30 p.m.

Student Computer Diagnostic Center, x6602
Monday–Thursday, 9 a.m.–7 p.m.
Friday, 9 a.m.–4 p.m.

The IT Help Desk is available to provide telephone support to students with computer- and network-related questions and problems. The Student Computer Diagnostic Center, on the third floor of the library, is available weekdays for drop-in technical support. Information technology student workers will diagnose computer problems and either make repairs or recommend solutions.

Ethernet cables may be purchased from the bookstore. Macintosh and Windows computers, including various peripheral options, can be purchased at a discount price by selecting the “Computer Purchase Program” under the IT menu on the Intranet.



IT Computer Lab

Harold F. Johnson Library Center, 3rd floor
x5656
Hours: Monday–Friday, 8:30 a.m.–11:30 p.m.
Saturday and Sunday, 10 a.m.–11:30 p.m.

The IT computer lab, on the third floor of the library, is available to all members of the Hampshire community to support teaching, learning, and research. The lab has Intel Macintosh computers, which run both Mac and Windows operating systems. All computers are connected to the pay-for-print system and have standard software packages installed (i.e., word processing, spreadsheet, e-mail, web browsers). All lab computers have access to network resources such as the Internet, Intranet, email, and library catalogs as well as to the courseware and academic evaluation systems. Students are available during lab hours as lab monitors to answer questions and to assist in the use of computers, software, and other resources during lab hours. Unauthorized use of these facilities is prohibited.

See the Acceptable Use Policy in the Community Standards chapter. This policy is intended to assert the rights of all users. Students must agree to this policy in order to use network resources.

Administrative Systems (TheHub support)

intranet.hampshire.edu
Harold F. Johnson Library Center, 1st floor
x5718
thehub@hampshire.edu

Administrative systems staff support student, financial, and alumni systems at the College. TheHub website serves as Hampshire College’s portal to administrative functions such as registration and records,



class schedules, financial aid, and billing information. Additionally, employees of the College record time worked, view pay stubs, and more. We continue to add features that offer students, faculty, and staff self-service access to many functions of the College.

Business Office

Box B0
Blair Hall, 2nd floor
Accounting, x5717
Accounts Payable, x5491

The controller's office is responsible for collecting and disbursing all college funds and for the accounting of these funds.

The accounts payable department processes approved payments for the College and for Student Government Association accounts. Requests for payment received at or prior to 10 a.m. on Monday are processed and ready for mailing on Wednesday afternoon; requests for payment received at or prior to 10 a.m. on Wednesday are processed and ready for mailing on Friday afternoon.

Facilities and Grounds

Box PP
Bay Road, Hadley
x5431

The facilities and grounds department is responsible for the maintenance and upkeep of the campus buildings and grounds. Departmental staff include: electricians; plumbers; carpenters; painters; locksmiths; heating, ventilating and air conditioning (HVAC) technicians; custodial workers; grounds workers; and other trades staff.

All maintenance requests need to go through the housing office. Start by filling out an online work request at myschoolbuilding.com. To address EMERGENCY maintenance issues after business hours, call Campus Police at x5424. For life-threatening emergencies call Campus Police at x1911.

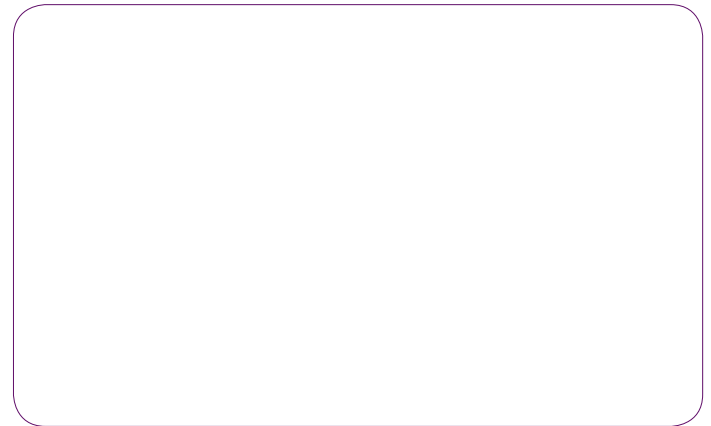
Human Resources Office

www.hr.hampshire.edu
Box HR
Robert Stiles House
x5411 or x6073 (student payroll)

The human resources office is responsible for the development and administration of human resources policies and procedures. This includes such functions as recruitment, hiring, wage and salary administration, payroll, employee relations, policy administration

and interpretation, and compliance with state and federal employment laws and regulations.

The payroll department processes payments for employee salaries and wages, including the student payroll. Student payroll is processed within the human resources office; however the student employment office (financial aid, 1st floor) is located in Blair Hall. Due to security concerns, the College no longer offers student payroll check cashing services. Students are encouraged to enroll in direct deposit. Direct deposit forms are available online on the Payroll Department website. Students may also cash student payroll checks at the People's United Bank on East Pleasant Street in Amherst provided they have a valid Hampshire College ID.



Purchasing Office

Box PG
Blair Hall, 2nd floor
x5405

The purchasing office facilitates the acquisition of goods and services needed to support the programs of the College. Signers for student groups can use this office as a resource when purchasing food or other items for their organizations: this office is aware of established relationships with vendors in the area and can advise you where the best prices and customer service can be found.



The Hampshire College Post Office provides most of the services available at U.S. post offices including express, priority, certified/return receipt, media mail and delivery confirmation. We also process international mail and provide customs forms. We sell stamps and stamped envelopes. In addition, students may send and receive packages not only through the U.S. mail but also through UPS. FedEx and DHL also deliver to us. Be aware, however, that the Hampshire College Post Office does not accept checks, credit cards, or money orders. The UMASS Five College Credit Union has an ATM located in the post office lobby for your convenience.

Please Note: In order to receive mail as quickly as possible, letters and packages should include the student's box number. The box number given to a student will remain the same throughout their Hampshire career, even if the student lives off campus. Students who live off campus should still check their Hampshire College campus mailbox. Combinations for student mailboxes can be found on TheHub under personal information and campus box.

Event Services and Summer Programs

eventservices.hampshire.edu
x5610

The event services and summer programs office is responsible for the scheduling of most campus meeting rooms and event spaces, assisting with logistical support for campus events, and operating summer programs. The event services and summer programs office is open Monday through Friday, 8:30 a.m.–4:30 p.m., during the academic year.

The dining commons, Red Barn, main, west, and east lecture halls in FPH, and most academic and other campus spaces may be reserved through our office. Exceptions are the library gallery and music and dance recital hall, which may be reserved through the gallery coordinator, x5622; the theater space in EDH, which may be reserved through the theater coordinator, x5749; the Merrill living room, through the Merrill House office, x5453; and the Dakin living room, through the Dakin House office, x5564.

A Hampshire College student must complete a Facility and Event Request Form (ERF) and submit it to the event services and summer programs office to request their event space. The office will respond to your request within one business day to notify you if the space is available. If available, the space will be tentatively reserved and your ERF will be forwarded to the office of campus leadership and activities for approval. Your approved ERF will confirm this reservation. The approval of your ERF must be completed at least 10 business days prior to the event; therefore, the request should be timed accordingly. Food and beverages are allowed only in certain spaces; when making reservations, refreshments must be noted.

Duplication Center

Box DP
Harold F. Johnson Library, ground floor
x5512
Hours: Monday–Friday, 8 a.m.–noon and 1–5 p.m.

The Duplication Center provides a wide variety of services to students, staff, and faculty: photocopying, photo duplication, folding, collating, stapling, velo and comb binding, hole punching, and paper cutting. Consulting and estimates on jobs are available to assist with various printing needs. Offset printing requires a five-day turn-around time. Photocopying requires a three-day turn-around time. Please plan accordingly.

Post Office

Box PO
Harold F. Johnson Library, ground floor
x5446

The service window is open 9 a.m.–4 p.m., Monday through Friday. Outgoing U.S. mail leaves campus, bound for the Amherst post office, at 7:30 a.m. and 2 p.m., Monday through Friday. We have on-campus and off-campus mail slots located in the post office lobby. The Five College courier picks up Inter-campus mail daily, Monday through Friday, and delivers to Amherst, Smith, and Mount Holyoke Colleges, the University of Massachusetts Amherst, and Five Colleges, Inc.



Sensitivity to neighboring classes, offices, meetings, and functions should be exercised. All campus events have an 11 p.m. curfew Sunday through Thursday, a 1 a.m. curfew on Friday and Saturday in residential locations such as the Prescott Tavern and Dining Commons, and a 2 a.m. curfew in all other locations.

The event services and summer programs office staff will help you handle any decisions about specific setups, catering, and media services. Ten business days' notice is required in order to guarantee any specific requests. The requestor of the event is responsible for any and all fees incurred by the event. Any external vendor orders (rentals, linen, etc.) arranged through the event services and summer programs office require a purchase order prior to delivery. Orders will be canceled if purchase orders are not received.

Bookstore and Textbook Department

bookstore@hampshire.edu
Box BS, x6000
Bookstore: Library building, ground floor

Regular semester hours:
Monday–Friday: 8 a.m.–7 p.m.
Saturday and Sunday: noon–7 p.m.

Reduced Hours:
Monday–Friday: 8:30 a.m.–4:30 p.m.
Closed weekends

The Hampshire College Bookstore is located on the ground level of the library building and comprises the textbook shop, the Hampstore, and the online Emporium webstore (<http://emporium.hampshire.edu>).

The Hampstore features an incredible array of snacks and beverages; frozen and refrigerated foods; ready-to-eat and make-it-yourself meals; natural foods; and local products, including dairy. Don't miss our hot coffee and tea counter. You'll also find Hampshire-imprinted clothing and gifts, magazines, computer supplies, and Peter Pan bus tickets.

The textbook shop offers a large number of used and rental titles, saving students money and contributing to Hampshire's goal of encouraging sustainability within our campus community. Textbook buybacks occur at the end of each semester, as well as throughout the entire year. This gives students the opportunity to sell their textbooks for cash. The textbook shop is accessible whenever the main store is open; please ask a staff member for assistance when the textbook shop is closed.

Student Financial Services

sfs.hampshire.edu
Box SFS
Blair Hall, 1st floor
Public office hours are Monday–Friday,
9 a.m.–4 p.m., except lunch hour

The student financial services office provides services to students and families regarding financial aid and loans, student accounts, and student employment.

More detailed information about each area is available at sfs.hampshire.edu.

Financial Aid

Box SFS or FA
x5484

This area is responsible for the distribution of all sources of financial aid from federal, state, and institutional funds to eligible students. Information about student and parent loans is also handled here. Visit financialaid.hampshire.edu and/or loans.hampshire.edu for more information.

Student Accounts

Box SFS
x6982

This area is responsible for the billing and processing of tuition and related fee payments. We are also the contact office for student health insurance issues and concerns. Visit studentaccounts.hampshire.edu for the fee schedule and other pertinent information.

Student Employment

Box SFS
x5727

This area is located across the hall from Student Financial Services and handles all aspects of student employment for both on- and off-campus positions. Please refer to the student employment section of the Intranet for job postings, procedures, guidelines, and students' rights and responsibilities.

