

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, religion, national origin, disability, or previous military service in the admission of students, administration of its educational policies, scholarships and loan programs, and athletic and other administered programs.

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.

A Note on Pronoun Use

We want to acknowledge our use of gendered pronouns in this document. Our language does not yet reflect identity politics and activism. We do realize that the use of “he” and “she” may exclude valuable members of our Hampshire community. We will be working to make sure future versions of NSNS include the transgender members of our community.

Preferred Name Information

The college is currently examining more inclusive name options for students including the ability to select a preferred name on campus documents. These discussions are ongoing and decisions regarding implementing these policies had not concluded in time to be reflected in this document. For updates and the most recent information regarding name options please visit the online version of NSNS (nsns.hampshire.edu) or the Central Records website.

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.

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NOT TO KNOW IS NOT ENOUGH

Non Satis Non Scire

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Calendars

Academic Year 2010

Fall Term 2010

International Student Orientation	Aug. 31—Sept. 2
New students arrive and check in	Sept. 3
New Student Orientation Program	Sept. 3—Sept. 8
Continuing students arrive and check in	Sept. 7
Print Five College request forms	Sept. 7
Course add/drop period begins (Hampshire and Five College)	Sept. 8
Classes begin at Amherst, Smith and UMass	Sept. 8
Classes begin at Hampshire	Sept. 9
Madgalen Hsu Li Concert details TBA	Sept. 9
Classes begin at Mt. Holyoke	Sept. 10
Hampfest 8–10P.M. RCC	Sept. 14
Tavern Welcome Back Dance Party 9P.M. Prescott Tavern	Sept. 18
Bread and Puppet Theater 1:00P.M. lawn behind the Red Barn	Sept. 20
Div III contract revision/student progress reports for Fall 2009 Completion	Sept. 21
Course add/drop period ends (Hampshire and Five College)	Sept. 22
Yom Kippur – no classes	Sept. 28
Advising Day – no classes	Oct. 1
Division III faculty progress reports for Fall 2009 completion	Oct. 1
Division II filing for 4th semester students	Oct. 1
Division II pass for Spring 2010 Div III completion	Oct. 1
Division III filing for Spring 2010 completion	Oct. 8
Mid-semester student self-evaluations for Fall and Spring '09 Entrants	Oct. 8
October Break – no classes	Oct. 10—Oct. 13
Mid-semester evaluations for Fall and Spring 2009 entrants	Oct. 15
Family, Alumni, and Friends Weekend	Oct. 15—Oct. 18
Hampshire Exchange Programs Application Deadline (GEO)	Oct. 16
Jan term Field Courses Application Deadline	Oct. 16
Hampshire Halloween	Oct. 30
Five College Grad School Fair Student Union Ballroom UMass	Oct. 28
Division II and III preliminary proposal deadline	Oct. 30
Advising Day – no classes	Nov. 4
Spring course preregistration begins	Nov. 9
Enrollment Notification Deadline	Nov. 13
Spring course preregistration ends	Nov. 15
Last day to drop with 'W'	Nov. 16
Student evaluations of courses available	Nov. 23
Thanksgiving break – no classes	Nov. 25—Nov. 29
Last day of classes	Dec. 11
Div III pass for December completion (all work completed and presented)	Dec. 11
Division Meeting Period	Dec. 14—Dec. 17
Houses Close at 4:30P.M.	Dec. 17
Winter Recess	Dec. 17—Jan. 2
Evaluation Period	Dec. 18—Dec. 22
Faculty course completion summaries for Fall 2009 classes	Dec. 22



Academic Year 2010

January term 2010

Students Arrive	Jan. 3
Houses Open at Noon for Jan term	Jan. 3
January term classes begin	Jan. 4
Div III pass for January completion (all work presented and completed)	Jan. 4
Fall term grades for Five College students	Jan. 4
Jan term add/drop ends	Jan. 8
Student evaluations of courses available	Jan. 13
Last day to drop classes with 'W'	Jan. 15
Div III evaluation for December and January completion	Jan. 15
Fall term course evaluations for all students	Jan. 15
Martin Luther King, Jr. Day – no classes	Jan. 18
Spring term classes begin at UMass	Jan. 19
Last day of classes	Jan. 21
Recess between terms	Jan. 22—Jan. 23
International Student Orientation	Jan. 22—Jan. 24
Students returning from LV/FS/LE arrive and check-in (unless taking UMass class)	Jan. 24
New Student Orientation Program	Jan. 24—Jan. 26
New students arrive and check in	Jan. 24
Classes begin at Amherst and Smith	Jan. 25
Course add/drop begins (Hampshire and Five College)	Jan. 25
Course completion summaries for January 2010 classes	Jan. 25



Academic Year 2010

Spring Term 2010

Classes begin at Hampshire and Mount Holyoke	Jan. 27
Division I and II evaluations Fall 2009 completions	Jan. 30
Jan term grades Five College students	Jan. 30
Div III contract revision/student progress reports for Spring 2010 completion	Feb. 8
Course add/drop period ends (Hampshire and Five College)	Feb. 9
Jan term evaluations	Feb. 15
Advising Day – no classes	Feb. 17
Div II filing for 4th semester students	Feb. 17
Div II pass forms for Fall 2010 completion	Feb. 17
Division III faculty progress reports for Spring 2010 completion	Feb. 17
Division III contract filing for Fall 2010 completion	Feb. 24
Mid-semester self evaluations for Fall and Spring 2009 entrants	Mar. 3
Hampshire Exchange Programs Application Deadline (GEO)	Mar. 10
May/Summer Field Courses Application Deadline (GEO)	Mar. 10
Mid-semester evaluations for Fall and Spring 2009 entrants	Mar. 10
Spring break – no classes	Mar. 13—Mar. 21
Division II and III preliminary proposal deadline	Mar. 26
Advising/Exam Day – no classes	Apr. 1
Fall course preregistration begins	Apr. 5
Enrollment Notification Deadline	Apr. 9
Fall course preregistration ends	Apr. 11
Last day to drop with a 'W'	Apr. 12
Accepted Students Day and Spring Jam	Apr. 17
Student evaluations of courses available	Apr. 19
Housing Lottery (Apr.19–22 6P.M.–9P.M. and Apr. 23 4P.M.–7P.M.	Apr. 19—23
Last day of classes	May 7
Division III pass forms due (all work completed and presented)	May 7
Divisional Meeting Period	May 10—May 14
Faculty course completions summaries for Spring 2010 classes	May 17
Spring term grades for Five College students	May 17
Division III Evaluations	May 17
Evaluation Period	May 17—May 21
Commencement	May 22
Houses Close at 6P.M.	May 22
Course evaluations for all students	Jun. 15
Division I and II evaluations for Spring 2010 completions	Jun. 30



September

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
30	31	1	2	3 New students arrive and check-in	4	5
<hr/> <p style="text-align: center;">●———— International Student Orientation —————●●———— New Student Orientation Program —————</p>						
6	7 Continuing students arrive and check-in	8 Course add/drop period begins (Hampshire & Five Colleges)	9 •Classes begin at Hampshire •Magdalen Hsu Li Concert details TBA	10	11	12
<hr/> <p style="text-align: center;">———— New Student Orientation Program —————●</p>						
13	14 Hampfest 8–10p.m. RCC	15	16	17	18 Tavern Welcome Back Dance Party 9p.m. Prescott Tavern	19
20 Bread and Puppet Theater 1:00p.m. lawn behind the Red Barn	21	22 Course add/drop period ends (Hampshire and Five Colleges)	23	24	25	26
27	28 Yom Kippur—no classes	29	30			



October

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Advising Day—no classes	2	3
4	5	6	7	8 Mid-semester student self-evaluations for Fall and Spring '09 Entrants	9	10
11	12	13	14	15 Mid-semester evaluations for Fall and Spring '09 Entrants	16 • Hampshire Exchange Programs Deadline (GEO) • Jan Term Field Courses Application Deadline	17
October Break: no classes				Family, Alumni, and Friends Weekend		
18	19	20	21	22	23	24
25	26	27	28 Five College Grad School Fair Student Union Ballroom UMass	29	30 • Hampshire Halloween • Division II and III preliminary proposal deadline	31



November

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4 Advising Day—no classes	5	6	7
8	9 Spring and January course preregistration begins	10	11	12	13 Enrollment Notification Deadline	14
15 Spring course	16 Last day to drop with 'W'	17	18	19	20	21
22	23 Student evaluations of courses available	24	25	26	27	28
●————— Thanksgiving Break—no classes —————●						
29	30					

December

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11 Last day of classes	12
13	14	15	16	17 Houses Close at 4:30p.m.	18	19
20	21	22 Faculty course completion summaries for Fall 2009 classes	23	24	25	26
Evaluation Period		Winter Recess		Evaluation Period		
		Winter Recess				
27	28	29	30	31		
		Winter Recess				



January

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
					1	2
Winter Recess						
3 • Students arrive • Houses open at noon for Jan Term	4 January term classes begin	5	6	7	8 Jan term add/drop ends	9
Add/Drop Period						
10	11	12	13 Student evaluations of courses available	14	15 • Last day to drop classes with 'W' • Fall term course evaluations for all students	16
17	18 Martin Luther King, Jr. Day,—no classes	19	20	21 Last day of classes	22	23
Recess between terms						
International Student Orientation						
24 • New students check in • Students returning from LV/FS/LE check in (unless taking a UMass class)	25 • Course completion summaries for Jan 2010 classes • Course add/drop begins (Hampshire and Five College)	26	27 Classes begin at Hampshire and Mount Holyoke	28	29	30
31	New Student Orientation Program					



February

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9 Course add/drop period ends (Hampshire and Five College)	10	11	12	13
14	15 Jan term evaluations	16	17 Advising Day—no classes	18	19	20
21	22	23	24	25	26	27
28						



March

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3 Mid-semester self evals for Fall 09 and Spring 2009 entrants	4	5	6
7	8	9	10 • Mid-semester evals for Fall 09 and Spring 09 entrants. • Hampshire Exchange Programs Application Deadline (GEO) • May/Summer Field Courses Application Deadline (GEO)	11	12	13
14	15	16	17	18	19	20
Spring Break—no classes						
21	22	23	24	25	26	27
28	29	30	31			

April

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Advising/Exam Day—no classes	2	3
4	5 Fall course preregistration begins	6	7	8	9 Enrollment Notification Deadline	10
11 Fall course preregistration ends	12 Last day to drop with a 'W'	13	14	15	16	17 Accepted Students Day and Spring Jam
18	19 Student evaluations of courses available	20	21	22	23	24
●————— Housing Lottery —————●						
25	26	27	28	29	30	



May

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
						1
2	3	4	5	6	7 Last day of classes	8
9	10	11	12	13	14	15
<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> Divisional Meeting Period						
16	17 Faculty course completion summaries for Spring 2010 classes	18	19	20	21	22 • Commencement • Houses close at 6 P.M.
<hr style="border: 0; border-top: 1px solid black; margin: 0;"/> Evaluation Period						
23	24	25	26	27	28	29
30	31					

June

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15 Course Evaluations for all students	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			



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.—NOON AND 1–4:30 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, social advocacy, new student programs, campus leadership and activities, public safety, outdoor programs and recreational athletics, career options resource center, dining services, and health 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 director of housing operations. Together with members of the residence life 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 associate dean of students for social advocacy oversees the centers and programs that promote personal growth and respect for diverse cultures. To accomplish this, the associate dean is responsible for multicultural and international student services, women's student services, queer student services, community health and wellness, counselor advocates, and spiritual life. The associate dean also works with and advises transfer and non-traditional students.

The assistant dean of students for new student programs is responsible for the creation, implementation, and assessment of programs and services to support new first-year and transfer students, including the college's biannual orientation program. The assistant dean also acts as the advisor to the Community Review Board (CRB). The assistant dean also works with and advises Division I students.

The assistant 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 the student activity fee funds. The assistant dean also works with and advises Division II students.

This section is offered to assist students, staff, and faculty in learning what services are available on campus. Office locations and phone numbers listed in this section 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, Policies, and Procedures 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—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

Box SA

MERRILL STUDENT LIFE CENTER, 2ND FLOOR
x5849

DAKIN HOUSE, Box DH, x5564

MERRILL HOUSE, Box MH, x5453

GREENWICH/ENFIELD HOUSE, Box GE, x5383

PRESCOTT HOUSE, Box PH, x5463

Since its founding, Hampshire College has been envisioned as a residential learning community. This has meant that not only does Hampshire strive to provide safe, secure, and comfortable living areas for students, but we also strive 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 non-clinical 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.

In addition to the professional staff, each house has student interns who act as liaisons between the professional staff and the 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, referrals to appropriate services, and help implementing 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.

Central Housing Office

Box MH

MERRILL STUDENT LIFE CENTER, 1ST FLOOR
x5543

The director of housing operations, along with a staff of house operations assistants, works out of the central housing office. They help students who are seeking advice and assistance related to their on-campus housing assignments and housing options. This department has oversight of the room-choosing process, which enables students to secure comfortable living arrangements. 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. The director of housing operations 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.

SOCIAL ADVOCACY

Box SA

MERRILL STUDENT LIFE CENTER, 2ND FLOOR
x5412

The department of social advocacy facilitates initiatives that foster an appreciation for diverse cultures, backgrounds, and perspectives while encouraging understanding, inclusiveness, and mutual respect. The areas within the department include multicultural and international student services; women’s student services; queer student services; spiritual life; and community health and wellness.



Multicultural and International Student Services

Box SA
LEBRÓN-WIGGINS-PRAN CULTURAL CENTER
(BEHIND COLE SCIENCE CENTER)
x5415—DIRECTOR

The office of multicultural and international student services (MISS) is housed in the Lebrón-Wiggins-Pran Cultural Center. The 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

The international student advisor, also 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

Overview of Programs and Resources

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. At the Cultural Center, it's recognized that students come to Hampshire with their own terms of self-identity and will soon be placed in a new environment where identity will take on different terms and meanings. The Cultural Center aims to help students of color and international students navigate through that phenomenon.

- Peer Mentorship Program matches incoming students of color and international students with continuing students of color and international students to help with acclimation to life at Hampshire College
- SCIENCES Network (SCI Net), for students of color and international students who are interested in and/or concentrating in Natural Science or Cognitive Science, provides academic and professional resources
- Mitziko Sawada Resource Library offers a multitude of books, magazines, articles, and videos focused on multiculturalism and social justice



- Kahlo Gallery (named after artist Frida Kahlo) runs exhibits and programs centered on underrepresented artists and the theme of underrepresentation
- Annual ASK for Social Justice program seeks to increase attitudes, skills, and knowledge on issues related to social justice
- International Student Orientation each semester addresses the particular needs of international students and addresses immigration and work issues, as well as adjustment to life in a new country
- International Student Host Family Program matches incoming international students with a staff or faculty member to provide additional support far from home
- 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 nine 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; and international women
- Additional Cultural Center programs include faculty talks, writing workshops, internship search workshops, study nights, film screenings, heritage month events, a newsletter, open houses, dialogues, speakers, and musical performances

If you have an idea for a program or would like to further explore a topic related to the center's mission, please give us a call or stop by the Cultural Center.

Women's Student Services

Box SA
 CENTER FOR FEMINISMS, ENFIELD, NEAR PARKING LOT
 x5320

Women's Student Services provides programmatic and administrative support for the activities and initiatives of the Center for Feminisms. These include the development, delivery, and evaluation of a comprehensive program on women's and gender issues that consistently integrate diversity and social responsibility as fundamental principles.

Center for Feminisms

WOMENSCENTER.HAMPSHIRE.EDU
 ENFIELD, NEAR PARKING LOT
 x5540—GENERAL

The Center for Feminisms is an educational resource center dedicated to raising awareness around women's issues and gender identity. The center is a space for all individuals from the campus community. For more information, stop by or check out our webpage.

- Div III Projects. The Center for Feminisms has a collection of related Division III projects and welcomes additional donations. Students are also able to use the space to display their work.
- Email list. Our email list is designed to provide information about related events hosted by both the center and other area groups.
- Events. We host a variety of educational events and we are always open to new ideas. A sample event is a Feminist Discussion Series.
- Library. We have a book, magazine, and DVD library.
- Resources. We offer brochures, flyers, and information about local resources.
- Space. Individuals are welcome to use the space to read or hang out during the day. In the evenings the space is available for events and meetings. If you are interested in using the space for a group meeting, you need to complete a form, which is available in the center and on our webpage.



- Staff. We have a full-time director as well as work-study students.
- Support. The center can provide support to individuals and groups who are working on related issues.

Queer Student Services

Box SA
 CENTER FOR FEMINISMS, ENFIELD, NEAR PARKING LOT
 x6234

Queer Student Services provides programmatic and administrative support for the activities and initiatives of the Queer Community Alliance Center. These include the development, delivery, and evaluation of a comprehensive program on gay, lesbian, bisexual, transgender, and queer issues (GLBTQ).

Queer Community Alliance Center

TOP OF GREENWICH DONUT 4
 x5714—GENERAL

The Queer Community Alliance Center (QCAC) is one of the five administrative centers in the department of social advocacy. The center began as a student support group simply called the “Alliance.” The Alliance was a group of students and allies dedicated to raising awareness of and visibility for the queer community. In 1992, the Alliance became a formal part of the college by opening as an administrative resource center called the “LGBA Community Center,” located in donut four of the Greenwich housing area. Over the years, the name of the center may have changed but the commitment to education and outreach has not.

Currently the Queer Community Alliance student group is comprised of individuals who support sexual diversity and advocate resisting all systems of oppression. The group seeks to foster awareness of lesbian, gay, bisexual, trans, pan, and queer issues, and create a comfortable respectful space for discussion through social events and political activism, both at Hampshire and in the community at large. Queer students, faculty, staff, friends, allies, and community members are welcome and encouraged to attend meetings.

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
 x5282

The Spiritual Life Program provides space and support for 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.

The Spiritual Life program works cross-culturally, interfaith, and inter-campus. The director of spiritual life is here all week to coordinate the program, and to support programming and the spiritual life of students and of the Hampshire community. In addition, we have a campus rabbi, and Buddhist and Muslim advisors who provide programming and student support. We have a number of student groups, including the Multifaith Student Council (MISC) for all your miscellaneous spiritual needs, the Jewish Student Union, the Pagan Discussion Group, the Hampshire Christian Fellowship, a meditation group, and HUURA (Hampshire Unitarian Universalist Radical Action).



Programs and meetings are held in the Spiritual Life Center, located at the top of donut 5 in Greenwich House. It is a newly developed space, which houses a resource library as well as space to pray, meditate, meet, and eat. The spiritual life office is on the second floor of Merrill House and is open Monday through Friday for anyone to drop in.

Community Health and Wellness

Box GE

LOCATED IN ENFIELD ABOVE THE CENTER FOR FEMINISMS, SIDE-DOOR ENTRANCE BY THE BASKETBALL COURT
x5743

The Community Health Collaborative

The Community Health Collaborative is a constantly evolving program aimed at improving the “wellness” of individual students and the community as a whole, so that Hampshire is a safe, healthy, and rewarding experience for all. The program is run by the director of Community Health, student staff, and student volunteers. Our mission is to provide and support efforts that cultivate an atmosphere of health and growth. We continually strive to make our resources and programs inclusive, respectful, and supportive of students of all races, classes, genders, sexual orientations, and ethnicities. Community Health initiatives take many forms, such as providing student services, educational programming, information, resources, and referrals related to sexual health, alternative healing, eating issues, stress, sexual assault, relationship violence, and drug, alcohol, and tobacco use. We invite students to come and discuss any issues related to individual or community health, and always welcome feedback and ideas for new programs. The CHC currently offers the following programs:

Counselor Advocate Program

The Counselor Advocates (CAs) are a group of student volunteers who offer confidential peer support and advocacy 24/7 through a hotline. You can reach a CA by calling the confidential CA answering service, x6998, and asking to have a CA paged. The CAs go through an intensive, 80-hour training on peer counseling skills, matters of sexual and relationship violence, and other issues that may be relevant to Hampshire students. CAs are excellent listeners and are very knowledgeable about community resources. You can call and talk to a CA privately about anything that’s on your mind, whether it’s an assault, academic problems, loneliness, or relationship issues.

Club Tub

Do you miss your tub? We have two clean, private bathtubs, complete with bubbles, available to students suffering from tub withdrawal. Call x5743 to schedule, and don’t forget to BYOT (towel).

The “Light Box”

Community Health has purchased a light box for use by students who experience some level of depression associated with the reduction in daylight that accompanies seasonal change. The recommended light box session is generally around 30 minutes per day. Call x5743 for more information or to schedule.

Chair Massage Program

Yes, it’s really true... you can get a FREE 15- minute chair massage! This service is provided by Hampshire student volunteers who have been trained in basic chair massage techniques. Chair massage is an excellent way to relax and de-stress. Regular drop-in hours are Monday through Friday during the afternoon/evening. Stop by or call x5743 to find out when this semester’s hours are. Interested in becoming a volunteer? Trainings are held every fall. Call Jessica at x5743 for more information.

Safer Sex Supplies

Community Health distributes safer sex supplies (condoms, dental dams, gloves, and lube) to the house offices on a monthly basis, or you may pick up your own supplies at Community Health. We also have lots of information on safer sex, contraceptive options, STIs, and sexual health.

Recovery Network

The Recovery Network is made up of students, faculty, and staff who have self-identified as being in recovery, and have volunteered to make themselves available to students in need of support in their own recovery process. Call x5743 for more information, to volunteer, or to get in touch with a member.

Resource Connections

Community health also has information on Five College and local support groups, holistic health practitioners, shelters, and other area resources in addition to those listed below. Call x5743 for more information.

Sexual Offense Services Coordinator	x5743
Public Safety/EMTs	emergency x1911, office x5424
Nutrition counseling	x5458
Everywoman’s Center 24-hour Hotline (rape crisis and information)	545.0800
Necessities/Necesidades 24-hour Hotline (battered women’s shelter)	586.5066
University Health Services (medical services)	577.5000



Victim/Witness Assistance (legal information)	586.9225
Men's Resource Center, Amherst	253.9887
Gay Men's Domestic Violence Project	800.832.1901
Network for Battered Lesbians Hotline	617.236.7233
Eating Disorders 24-hour Hotline	800.USA.0088
Alcoholics Anonymous (AA)	532.2111
Dickinson Programs (alcohol and drug abuse evaluation and counseling) Northampton	586.8550

CAMPUS LEADERSHIP AND ACTIVITIES

LEADERSHIP.HAMPSHIRE.EDU, LEADERSHIP@HAMPSHIRE.EDU
Box CL, x6005
DAKIN STUDENT LIFE CENTER, 1ST FLOOR
(IN BACK, FACING THE COURTYARD)

Campus leadership and activities (CLA) is your office of student activities and programs. CLA is committed to supporting students as they endeavor to create organizations, plan programs, lead campaigns, and build community at Hampshire College. CLA provides support for student organizing and activities and facilitates several initiatives designed to strengthen community on campus.

CLA oversees a number of services and resources, the event registration process, the student event calendar, the Prescott Tavern, the Airport Lounge, approval and processing of FiCom paperwork, 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 Organizations

At CLA you'll find the assistant dean of students who oversees campus leadership and activities, the assistant director of CLA, the ficom office assistant and an experienced student staff, 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 for the office of Campus leadership and activities in Community Standards, Policies, and Procedures.) In addition, CLA has pamphlets on various aspects of event planning, campus resources, Five College events and PVTA 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. The CLA student staff are trained to assist you in working with most of this equipment. We also have assorted art and poster-making supplies that can be used or checked out by student groups.

Student Organization Mailboxes

CLA provides a central location for student organization mail. Every student organization has a mailbox in CLA, providing a consistent address from year to year. These mailboxes allow easy access for student organizations to communicate and inform each other about their upcoming events.

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 with wireless Internet access. There is a pay-as-you-go laser printer available also. Coffee and tea are provided Sunday through Thursday nights, for 25¢/cup or for free if you bring your own mug.



Prescott Tavern

The Tavern is a coffeehouse located in the Prescott residential area and is open to all students from Tuesday through Saturday evenings. Food served at the Tavern includes pastries, snacks, coffee, and other hot beverages. Purchases made at the Tavern may be charged to your student ID card. The Tavern is available to be booked for student events three nights a week: Friday and Saturday nights for any event and Wednesday night for non-amplified/non-drumming events. To reserve the space, call special programs at x5610. Policies regarding use and booking of the Tavern can be found at the CLA office.

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 best known as a system of student-led classes and workshops, and a course catalog comes out each semester describing current projects. 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

NEWSTUDENTS.HAMPSHIRE.EDU

Box SA

MERRILL STUDENT LIFE CENTER, 2ND FLOOR
x6666

The office of new student programs supports first-year and transfer students in their transition to Hampshire. The director is responsible for the implementation of collaborative opportunities for new students to meet each other, make connections, and explore the many possibilities of life at Hampshire. These opportunities happen in collaboration with the work of the academic first-year program and other student life programs and activities. The office of new student programs is a direct extension of the college's new student orientation, with the goal of continuing to support incoming students as they establish themselves at Hampshire.

CAREER OPTIONS RESOURCE CENTER (CORC)

CORC.HAMPSHIRE.EDU

Box 00

OPEN YEAR-ROUND JOHNSON LIBRARY, 3RD FLOOR
x5445

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 your Division III; 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 from exploring who you are—your values, needs and concerns—to developing an internship, writing a résumé, setting goals, finding a job, applying to



graduate or professional school, and more. We can help you figure out where you want to go and plan how 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 their ideas about such things as finding an internship or job, writing a resume and cover letter, getting the most out of job fairs, applying to graduate school, and using CORC resources effectively. Workshops are continuously refined and added to meet current student needs. We also periodically host information sessions with job and internship recruiters, graduate and professional school representatives, and alumni. See the Calendar of Events on CORC's website for specific programs and dates (<http://corc.hampshire.edu>).

Alumni Connections

Many Hampshire alumni are happy to talk with Hampshire students and other alumni about their career and graduate school experiences. Contact information for alumni is 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. Included on this site are subscription databases that list current internship and job opportunities in many fields; calendars for both CORC and Five College career events; information about developing an internship, finding a job, and preparing for graduate school; how-to guides for writing a résumé and cover letter; links to diversity resources; and links to information about a wide variety of career areas.

Career Library Resources

For an alternative to electronic research, come to CORC and peruse the books in our career library. 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 their start 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*, *Careers for Environmental Types and Others Who Respect the Earth*, and *Careers for Nonconformists* (a Hampshire favorite!). For those pursuing graduate and professional study, we have books for researching schools and financial aid. Sometimes there's nothing like a good book.

Email Listservs

CORC manages four email listservs that provide relevant, current information to students and alumni. We post job and internship openings, both those sent to us by various employers (including alumni) and those we find through targeted web research. We also post local events and news related to graduate and professional schools. The four listservs are:

- **CORC InternshipSeekers.** On this listserv we generally post both paid and unpaid internships—for summer, fall, and spring semester, and Jan term.
- **CORC JobSeekers.** On this listserv we post job opportunities appropriate 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.
- **Graduate and Professional Studies.** Subscribers to this list receive information about graduate school workshops and information sessions, and graduate school fairs, and other relevant events. (For medical school and other health interests, use the health professions list.)
- **Health Professions.** On this listserv we post information from the Hampshire Health Professions Committee about Five College health-related workshops and speaker, updates and newsletters from various professional organizations, and more.

For all of our listservs, we make the message subject line very clear so you can decide to delete without opening if the information is not right for you. To sign up for the listserv(s) most appropriate to your needs, visit the CORC website (corc.hampshire.edu), click on "For Students," choose "Resources" from the left-hand menu, then choose "listservs" from the left hand menu. Click on the listserv(s) you wish to join and follow the instructions for subscribing.

Five College Recruiting Program

Hampshire participates in the Five College Recruiting Program, which brings to the area hundreds of employers who recruit college students through job fairs, information sessions, and interviews (mostly for jobs, some internships). Employers from a wide variety of fields participate in Five College recruiting events, including those involved in private and public school education, scientific research, consulting, social activism, social services, and publishing.



Entertainment Industry Internship Program

The Hampshire College Entertainment Industry Internship Program (EIIP) is sponsored by the Career Options Resource Center, the alumni office, faculty, and Hampshire alumni who are successful producers, directors, writers, and professionals in the film, television, and multimedia industries. Since 1994, this program has given serious 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 Jan Term.) The program, initially created by alumni, has internship sites in New York City, Los Angeles, San Francisco, New Hampshire, North Carolina, and the Amherst Area.

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 their 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, grill, full salad bar, deli, stir-fry, full rotating menu cycle, and beverages. This is an all-you-can-eat format where 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 through Thursday- 8:00 A.M.–11:00 P.M.

Friday- 8:00 A.M.–10:00 P.M.

Saturday- 3:00 P.M.–10:00 P.M.

Sunday- 3:00 P.M.–11:00 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. Catering guides can be found at the dining service's office or by calling the catering office for assistance at x6235. Dining services at Hampshire include a light lunch for faculty and staff. This light lunch is Tuesday through Thursday, during the academic year, in the faculty lounge in Franklin Patterson Hall.

HEALTH SERVICES

Box HS

MONTAGUE HALL, ADJACENT TO ADMISSIONS
x5458

Hampshire College Health Services is a primary health care center serving the medical and emotional needs of the students at Hampshire College. For medical care, we have one part-time doctor who is board certified in family medicine and one full-time nurse practitioner/director who is a certified family nurse practitioner. Our doctor and nurse practitioner provide primary health care for students including gynecology, contraception, illness, injury, referral to specialists when needed, travel health, and individual wellness consultations on issues such as smoking, stress, sleep, and sex.

Mental health care is part of the overall health services program. Mental health 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 can refer our clients for medication consultations with the psychiatrists at the University of Massachusetts Amherst Mental Health Services. 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 Services cannot be released to anyone without your written permission.

Clinic hours are 8:30 A.M.–5 P.M. Monday through Friday while school is in session. After 5 P.M. weekdays or on weekends, urgent care is provided by University Health Services in Amherst.

Health Services Staff

Sara Aierstuck, F.N.P.: director, health services/nurse practitioner

Suzan Smith, M.D.: staff physician

Judith Jackson, R.N.: clinic/advice nurse

Stephen M. Klein, Ph.D.: staff psychologist

Eliza McArdle, Ph.D.: associate director/staff psychologist

Corey Albert-Griffen, Ph.D.: staff psychologist

Vanessa Kehler: office manager

Kate Marques: office assistant

Important Telephone Numbers

Hampshire Health Services	x5458
Advice nurse	x6030
Counseling Services	x5458
After-hours emergency care, University Health Services	577.5000
Public Safety	x5424
Campus EMTs	x1911
Serious medical emergency	x1911

Medical Services

At Hampshire College Health 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
- Management of chronic disease
- Smoking cessation counseling and treatment
- Referral to specialists and consultants

Appointments

All appointments (both routine and urgent) are scheduled the same day or 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 the 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 x1911, 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 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

Student medical insurance offered to Hampshire College students through Koster-Gallagher or other 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 Services, including any medical visits to University Health Services at University of Massachusetts Amherst or hospital emergency departments
- Ambulance service
- Hospitalization

HIV Antibody Testing

Hampshire College Health 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, that 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.

Mental Health Services

Staff

The mental health staff consists of two full-time clinical psychologists, one part-time clinical psychologist, one part-time psychotherapist, and two part-time master level psychology 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 manager 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 manager will ask you to fill out a form and you will then meet with a counselor for approximately 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

Mental health 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 patient depending on his or her 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 psychology interns also conducts a few longer-term individual therapies at any given time and this may provide another treatment option for you.

Community Consultation

Students, faculty, and staff should feel free to call mental health services when they encounter a situation in which professional consultation may be helpful. Though we could not 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 who has not yet come to the service.

Confidentiality

Mental health services keeps to the highest professional, legal, and ethical standards of confidentiality. Information about your visits to mental health 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 threats 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 Stephen Klein, Ph.D., director of mental health 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 white-water in Costa Rica. The OPRA staff deliver a variety of services in several different formats. These include 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 on their own.

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, co-ed fencing, and women's and men's Ultimate Frisbee® teams on the intercollegiate level. The fencing and Ultimate teams are club sports. The athletic team colors are blue, white, green, and black. Intramural sports are also available each term.

PUBLIC SAFETY

JOHNSON LIBRARY CENTER, GROUND FLOOR (REAR ENTRANCE)
Box SO
Emergency Only: x1911
ALL OTHER BUSINESS: x5424

Get to know the folks at public safety; they are here to help you. The department of public safety 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 the department of public safety. The department has student employees such as EMTs and event monitors. Public safety is also responsible for on-campus vehicle registration and parking. For more information about any of these services, contact public safety. Public safety is a community-based organization that welcomes questions and concerns.

See the Community Standards and Policies section 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 Housing and Residential Life policies section for information related to fire safety.

Hampshire's Emergency Medical Technicians (EMTs)

Hampshire College EMTs respond to on-campus medical emergencies. Student EMTs are on call 24/7 during the school year. To contact the EMTs, call public safety.

Campus Escorts

Escort requests will be handled by Hampshire College Public Safety officers. To request an escort, call Public Safety (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 2 students.

Student Event Monitors (SEMs)

Student event monitors are hired through the public safety office to work at student events.

CENTER FOR ACADEMIC SUPPORT AND ADVISING (CASA)

Box AC
DAKIN STUDENT LIFE CENTER, 2ND FLOOR
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 a Division II committee together. 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 students want a new advisor, to apply for a leave or field study, or to talk about academic concerns.

Disability Support Services

Box AC
PRESCOTT HOUSE OFFICE,
x5423

Hampshire College offers services on an individual basis to students with documented disabilities. Hampshire College recognizes its obligations under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 to provide reasonable accommodations for individuals with disabilities so they may participate as fully as possible in the college's academic programs. 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 a member of the CASA staff. Joel is responsible for the coordination and provision of services to students with disabilities. He may be reached at 413.559.5423 or via email, jdansky@hampshire.edu.

ACADEMIC SERVICES

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 dean of academic development, the associate dean of faculty, the assistant to the vice president and dean of faculty, an administrative assistant, the academic and curricular planning assistant, and the administrative secretary. The office of the dean of faculty oversees the academic aspects of the college including the faculty, staff, and programs of the school, the Center for Academic Support and Advising, admissions, financial aid, central records, international studies, multicultural education, January term, the Writing Center, Quantitative Resource Center, the Lemelson program, the Center for Innovative Education, the Baldwin Scholars program, and the Community Partnerships for Social Change program. In addition, the office of the dean of faculty along with the office of student life and special programs organizes and coordinates commencement activities. The office prepares the faculty handbook for publication.



Student Responsibilities

Hampshire neither imposes accommodations on a student nor preempts his or her responsibility as a legal and social adult to request appropriate accommodations and make sure those needs are met. The student must take the lead in completing the disabilities form, available on the Hampshire College website or from CASA (see below). Students are expected to work in concert with the appropriate office to specify, arrange, and follow through on accommodations. Should problems occur, students should alert the college in a timely fashion so that together we can help solve them.

Disability Certification/Request for Accommodations

The Disability Registration Form/Request for Accommodations and Disability Certification Forms can be obtained from the disabilities services coordinator or downloaded from the disabilities services webpage at www.hampshire.edu/casa/9138.htm. You must also provide documentation for your disability. The documentation must indicate the credentials of the evaluator or treating professional, and should contain a diagnosis, the limitations or impairments 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. For individuals with learning disabilities, the documentation must provide a complete educational evaluation conducted by a qualified psycho-educational diagnostician or licensed psychologist and should have been administered within three years of admission to Hampshire College. For individuals with attention deficit disorder or attention deficit/hyperactivity disorder, a similar report or a letter from a treating physician or psychiatrist is required. For psychological concerns, students need to submit a diagnosis made by a licensed mental health professional or neurologist involved with the student's care, accompanied by a letter that states what accommodations will likely be needed.

Documentation and specific requests for accommodation should be sent to:

JOEL DANSKY, DISABILITIES SERVICES COORDINATOR
HAMPSHIRE COLLEGE, 893 WEST STREET, CASA BOX AC
AMHERST, MA 01002-3359

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.

Review of Requests

All requests for accommodations will be assessed by CASA, which also may review requests 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 making a decision. CASA also may request further information from the student and/or treating professional and may make its own recommendations for alternative accommodations that are more appropriate to address your individual circumstances. You will be notified by CASA when your request is approved or denied. In general, academic accommodations are approved for one semester and should be renewed early in the following semester.

Request for Accommodations at the Five Colleges

Hampshire students frequently take courses at the other four colleges in the Five College consortium. Requests for accommodations in courses in other colleges must be made through the disability services coordinator at Hampshire, who will forward your request to his counterpart 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.

Confidentiality

The decision to disclose a disability to the college is wholly voluntary. However, you may not receive an accommodation from the college without such disclosure and/or without providing appropriate supporting information and documentation. The information provided by you will be treated as confidential and will be disclosed by the college only as necessary for it to assess and/or implement your requested services or accommodations. Students are legally considered to be adults. Communication of confidential information with parents or professionals regarding disabilities must be authorized by the student.

Transportation

The disabilities services coordinator facilitates applications for off-campus paratransit (van) services, provided by the Valley Transit Authority and by the Five Colleges, for students who have mobility impairments that prevent them from using Five College bus transportation. If you need a handicapped-parking permit, please contact disability services.



Housing

Hampshire has several housing units specially equipped for students with physical disabilities. If you need such accommodations, please indicate that in your Request for Accommodations.

Assistive Technologies and Study Skills

Hampshire has several computers equipped with text-to-speech, speech-to-text, and graphic organizing programs to assist students with learning disabilities. 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 for use of assistive technologies and study skills services is given to students with documented learning disabilities and/or AD/HD.

TTYs

TTY SWITCHBOARD: 413.559.6097

TTY ADMISSIONS: 413.559.6150

There is a TTY for public use in the library.

Auxiliary Aids

Hampshire College believes that its responsibility to ensure the availability of necessary auxiliary aids ordinarily can be met by assisting disabled students to obtain such aids from governmental units, such as the state vocational rehabilitation agencies, through the student's health insurance, or from private charitable organizations. Accordingly, students with disabilities will be expected to exercise reasonable self-help in obtaining and maintaining funding from outside sources for required aids. In the event that a student with a documented disability is turned down by outside agencies for auxiliary aids that the college has determined are necessary to give the student an equal opportunity to obtain the same educational benefit from the course or courses in which the student seeks to enroll as may be obtained by a student without disabilities, then the college will take whatever action is necessary and reasonable to fulfill its obligations to ensure that the student is not denied the right to participate in any such class or classes due to the absence of educationally necessary aids.

To ensure the availability of necessary aids at the start of any particular semester, a student with a disability who believes that he or she will need an auxiliary aid to participate in a course or courses offered by Hampshire College must notify the disabilities services coordinator of the need at least four weeks before the first day of classes for that term. Such notice

is required in order to give the student and the college a reasonable period of time to evaluate whether the requested aid is necessary to provide the student with an equal opportunity to benefit from the college's educational programs, to identify sources for purchasing, leasing, or hiring any necessary aid, and, if possible, to obtain funding for required aids from appropriate governmental or other agencies.

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, she/he 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 equal access to her or him with reference to the relevant legislation and 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 appropriate 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 that resolution is unacceptable to the student or to the other principles in the grievance, either party may then appeal to the dean of students office. The dean shall consult with the college'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. Office of Civil Rights if they believe that their rights under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 have been violated.



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 in paragraph three above.

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)

DAKIN STUDENT LIFE 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. This includes the publication Taking Root, which is edited and published by PARC and the student life office. For more information about becoming a PARC advisor, visit the PARC website or inquire at CASA.

GLOBAL EDUCATION OFFICE (GEO)

GEO.HAMPSHIRE.EDU, GEO@HAMPSHIRE.EDU
Box GO
MERRILL STUDENT LIFE CENTER, 1ST FLOOR
x5542

Hampshire's mission is to provide men and women with an understanding of the multicultural nature of our world and the necessity for responsible leadership within it.

As part of that goal, the global education office (GEO) encourages every Hampshire student to consider study in the international community.

The GEO has a strong commitment to cultural and community immersion and strives to provide a coherent vision of education for global citizenship. Through the study of language and culture at home and through firsthand experience in communities worldwide, international education at Hampshire College can serve as a resource for intellectual discovery, personal and professional growth, and multicultural awareness.

The GEO strongly encourages students to plan their academic program to include a year or a semester immersion in another culture and to consider learning another language. The office offers in-depth advising and maintains an extensive collection of information on overseas educational opportunities, including study and independent research programs; volunteer and community-based learning; internships; and scholarship and fellowship programs in its resource library. The GEO staff also work with faculty to support international collaborations; enhance existing programs, further integrate international perspectives into the curricula, and develop new opportunities for exchange and study abroad.

Among the many options for global learning, Hampshire encourages students to seriously consider study abroad opportunities through the college's own signature programs in China, Cuba, and Germany; its affiliations with leading universities/institutions in Australia, Central America, England, France, Mexico, Puerto Rico, Scotland, and South Africa; and its participation in the International Student Exchange Program (ISEP), which hosts opportunities at more than 130 academic institutions in 38 countries around the world. Hampshire also has domestic affiliations with the New York Institute for Architecture and Urban Studies (NYIAUS) and Woods Hole's Semester in Environmental Studies program. Additionally, faculty-led field courses provide short-term study abroad experiences each year.



CENTRAL RECORDS

Box CR

COLE SCIENCE CENTER, 1ST FLOOR
x5421

HOURS: 10 A.M.—NOON AND 1–4 P.M.

The central records office maintains students' academic files, handles course registration, receives Division III paperwork, 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
- Examination contracts and pass forms
- Division III regulations and paperwork
- 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 copresenters in information sessions, answer phones, and do routine office work and special projects. Upper-level students may also interview prospective students. For more information, 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 Social Science (SS). 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 information about the faculty and courses may be found in the School offices. Appointments with the deans are scheduled by their assistants. See the Governance section 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 social sciences. CS focuses on the study of mind, brain, behavior, and intelligent technologies. CS 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 electrophysiology (EEG/ERP) laboratory, cognitive psychology laboratory, cognitive development laboratory, and the Hampshire College Children's 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 Social Science 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: The media arts and sciences program 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: The animal behavior program is devoted to 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 program's 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 the farm animals and of the wild populations on the farm's lands. Some of the program's facilities are located at the farm.

Philosophy: Philosophy faculty members at Hampshire are located in the Schools SS, HACU, and CS. 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: CS's education program focuses on the nature of learning and its implications for the design of curriculum and instruction. The program also includes courses in educational research and assessment. Students in the program are involved 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 Pprogram in Childhood, Youth, and Learning (CYL) and contributes to the Three-College Teacher Licensure program.

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, x5347
MUSIC AND DANCE BUILDING, x5622 (MONDAY—THURSDAY MORNINGS)
FILM AND PHOTOGRAPHY BUILDING, x5575
EMILY DICKINSON HALL, x5362

Within the School of HACU there are student/faculty governance boards connected to various areas in which students are strongly encouraged to participate:

- Bart's Arm is a student organization for students interested in the studio arts. See the arts intern in the Art Barn for more information.
- Film, Photography, and Video have a number of student organizations connected to them. For a contact person, see the film and photography intern in the Film/Photo building.



School of Interdisciplinary Arts (IA)

Box WP

WRITING CENTER, 1ST FLOOR

x5824

The School of Interdisciplinary Arts (IA) has organized its curricular offerings and interests around three core principles that form the pedagogical foundation for the School. These pillars are interdisciplinarity among the fine and liberal arts, between arts and technology, and between arts and social action. IA's three "pillars" reflect the interests of our faculty and the range of our work both inside the classroom and within our own professional pursuits.

Interdisciplinarity applies Hampshire's all-college approach to the liberal arts to the investigation of art forms and the process of art making. The School offers students and faculty opportunities to work across, as well as within, the boundaries of such art forms as theater, sculpture, creative writing, nonfiction writing, and literature. IA is committed to exploring "cross-, inter-, intra-, trans-, and post-disciplinarity," as these new educational conceptions shift the form and context of the art-making practice.

Working in the arts at Hampshire has always involved analysis and reflection, but the analysis of work in progress necessarily starts from different questions than does that of already completed work. We are, first, interested in questions about artistic intent, materials, audience, and social responsibility. While we are reminded that all art begins with a blank page or blank space, we are not singular in our pursuits. All artists exist within history, politics, and society and should understand their work in relation to the world in which they live and to the work of the artists, writers, and thinkers who have come before them. We believe that working among the art forms and within the larger liberal arts context increases the scope of our investigations and the breadth of our thinking about art making and the place of art in our society.

Interdisciplinary Arts creates new opportunities for students to cross the boundaries between art forms and Schools, as well as explore new genres of art making. Cross-listed courses, Interdisciplinary Arts courses, and a program of faculty affiliation are central to the pedagogy of our School. Our curriculum encourages collaboration among both students and faculty, and our understanding of art making is crucially informed by colleagues who have studied the social and psychological dilemmas, the shifting demographics, and the global technologies that shape the sensibilities of contemporary audiences.

The nature and conditions of art and art making are increasingly expanded and challenged by new technologies. The investigation of art, art making, and new technologies constitutes the second pillar in our School's curricular foundation. As an integral part of the school, the Lemelson Assistive Technology Development Center provides a way to explore strategies between art making and technologies. Students can apply their interests in a whole range of artistic endeavors to questions of applied design, universal design, invention, and entrepreneurship. Other areas of intersection between arts and technology are being explored by both faculty and students and with faculty and students in other Schools of the college, including computer animation, design for adaptive technologies, web journals, industrial design, and set design.

Exploring the relationship between artistic production and social action is the third pillar of our curriculum. Hampshire students are attracted to the arts as an agent for social change. The School for Interdisciplinary Arts provides students with an educational experience that not only overlaps disciplines and technologies, but actually allows new forms to emerge as well. These new forms enable artistic process to engage questions of social responsibility and activism. Creative drama, prison literature, universal design, teaching multicultural art curricula, and dramatizing IDS issues for new audiences are five current areas of investigation that embody this pedagogical principle.

School of Natural Science (NS)

Box NS, x5373, x5371

COLE SCIENCE CENTER, ROOM 311

OFFICE HOURS: 8:30 A.M.–4:30 P.M., MONDAY THROUGH FRIDAY
APPOINTMENTS WITH THE DEAN ARE SCHEDULED BY CALLING x5373
OR DROPPING BY THE OFFICE.

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

School meetings are held each Monday of the semester from noon to 1:20 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.



School of Social Science (SS)

Box SS

FRANKLIN PATTERSON HALL, 2ND FLOOR

x5548

School meetings are held twice a month on Thursdays at 3:30 P.M. in FPH. The School has an active student membership, a portion of which is renewed each term.

Several special programs are housed in the School of Social Science:

- 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.

INTERDISCIPLINARY CENTERS & PROGRAMS

Children's Center

Box KC

LOCATED BETWEEN THE MULTISPORT CENTER

AND THE ERIC CARLE MUSEUM

HCCC@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 Children's 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); designing and constructing equipment for the children (through the Lemelson program), and in other disciplines. The director is available to help students who want to become certified childcare teachers through the Massachusetts DEEC.



Civil Liberties and Public Policy Program

Box CLPP

FRANKLIN PATTERSON HALL, G-13 & G-17

x5416, x6976

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 1000 participants each year
- The Reproductive Rights Activist Service Corps, a summer internship program that places 25–30 students from Hampshire and other local colleges with grassroots, national, and international organizations. Students receive a stipend of \$3,000
- The New Leadership Networking Initiative, which promotes the development and leadership of activists working in the reproductive rights and justice movement
- Summer Leadership Training Institute for emerging activists
- “The Fight for Reproductive Freedom,” a semiannual newsletter

The CLPP student group, which offers peer trainings on issues and coordinates activism. The student group, together with CLPP staff, organizes the annual conference. CLPP works closely with its companion Population and Development Program. For further information, contact the director, Marlene Gerber Fried, at 413.559.5565, mgfSS@hampshire.edu. Students interested in participating in CLPP activities should contact us at clpp@hampshire.edu.

Population and Development Program

POPULATION AND DEVELOPMENT PROGRAM

Box CLPP

FRANKLIN PATTERSON HALL, G-17

x6046, x5506

The Population and Development Program (Pop.Dev) is dedicated to promoting reproductive rights, economic justice, and social equality for women through education, research, and analysis in women’s health, the environment, and population policy. Founded in 1986, Pop.Dev brings global perspective to the study and investigation of population and environmental issues and challenges traditional view of over population and immigration as primary causes of environmental degradation, political instability, and poverty. Pop.Dev also serves as a documentation and monitoring resource for educators, students, journalists, activists, opinion leaders, and policy makers in the U.S. and abroad.

Pop.Dev has a dynamic website (<http://popdev.hampshire.edu>), with a vibrant blog on international news regarding population, environment,

reproductive rights and race. The website also offers free downloads of a monthly issues paper series, *DifferenTakes*, which is designed to bring alternative feminist analysis to the media, policymakers, advocacy organizations and activists. An interactive flash archive of 75 years of population control imagery, and a population studies curriculum for secondary school students is also available for download. Pop.Dev offers courses on reproductive rights and population, environment, climate change and security;

international and domestic internships with the Reproductive Rights Activist Service Corps; lectures by leading feminist activists and scholars; and activism opportunities in women’s health, contraceptive safety, immigrant rights, and social justice. Pop.Dev also co-organizes the annual student and activist conference, “From Abortion Rights



to Social Justice: Building the Movement for Reproductive Freedom.” For further information, contact the director, Betsy Hartmann, 413.559.6046, bhartmann@hampshire.edu, or Elizabeth Barajas-Roman, the associate director of programs, at the 413.559.5506, ebrCLPP@hampshire.edu.

Community Partnerships for Social Change

Box SS

FRANKLIN PATTERSON HALL, BASEMENT, G-1

PROGRAM DIRECTOR: MARY BOMBARDIER, x5395

MBOMBARDIER@HAMPSHIRE.EDU

CJBSS@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 over 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 competitive 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.

The Alumni Partnership Fellows Program (APFP) provides a unique, salaried opportunity for recent Hampshire alumni to further their local social justice work and to gain experience within the nonprofit sector.

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

EDUCATIONAL OUTREACH COORDINATOR

ROBIN MARION

413.559.5659

RMARION@HAMPSHIRE.EDU

The Critical Studies of Childhood, Youth, and Learning (CYL) program promotes critical thinking that entails examining childhood, child development, processes of human learning, and educational theory and practice in the context of larger social structures, cultural and historical processes, and political economy.

CYL promotes community engagement and opportunities to integrate theory with practice as key components of the program. CYL has established partnerships with local schools and nonprofit organizations that provide exciting opportunities for students to integrate their classroom learning with practical experience in the field. Students can engage with children, staff, and public school teachers through a variety of avenues, such as theater performance, student-led workshops, collaborative curriculum design with elementary students, and observational research. The opportunities for creative engagement with children and youth provide powerful and meaningful learning experiences for students.

CYL faculty and student interests include 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, 100

X 5501

The FPR-Hampshire College Program in Culture, Brain, and Development (CBD) is an interdisciplinary, cross-school academic program that challenges traditional distinctions between nature and nurture and



brain/mind and environment, and explores how culture, biology, and individual development interact. Participating faculty come from a wide variety of disciplines, such as anthropology, psychology, neuroscience, philosophy, child studies, and biology.

The CBD program offers courses, a yearly lecture series, funding for student research and internships and for faculty research and course development, and supports a student group. It also organizes panel discussions and other special events. The Hampshire College program in Culture, Brain, and Development is funded by the Foundation for Psychocultural Research (FPR). To learn more about CBD, visit the website at <http://cbd.hampshire.edu>, or contact Paula Harmon at x5501.

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 class work. See the Hampshire College website at www.hampshire.edu for more information related to the Farm Center, aquaculture studies, and other Natural Science programs.

Institute for Science & Interdisciplinary Studies (ISIS)

COLE SCIENCE CENTER, 2ND FLOOR (CSC208)

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 is reflected in their history on the website <http://isis.hampshire.edu>.

Lemelson Assistive Technology Development Center (LATDC)

LEMELSON.HAMPSHIRE.EDU
Box LM
x5613

The Lemelson Assistive Technology Development Center (LATDC) is an academic program that is under the academic auspices of Hampshire's School for Interdisciplinary Arts. LATDC's mission is to provide students with an experiential education in applied design, invention,



and entrepreneurship through the lens of assistive technology and universal design. LATDC achieves this with a combination of courses, activities, internships, and collaborations with business and nonprofit organizations, and through teams of students who design, develop, and make available equipment for people with disabilities.

By providing resources such as the Lemelson Center for Design's fabrication shop and design lab (see Center for Design description), LATDC equips students with the resources to create technology and equipment, which can significantly enhance the quality of people's lives. Students can take advantage of LATDC in a number of ways, such as:

- Academic courses cross-listed with the School for Interdisciplinary Arts
- Fulfillment of divisional exams, independent studies, and advanced learning activities
- Grants and summer internships to pursue applied design projects
- Mentors and advisors for applied design projects
- Fulfillment of community service and multicultural requirements
- Speakers, field trips, workshops, seminars, and other activities

One important aspect of this program is to expose students to the independent reasoning and creative thinking that are part of the process of inventing. The curriculum emphasizes innovative problem solving guided by faculty members and enhanced by industry collaborators, advisors, and mentors. The program supports students from the initial concept of an invention through its development, possible patenting, and potential commercialization. The Lemelson program also initiated the National Collegiate Inventors and Innovators Alliance (NCIIA), which provides grants and other pedagogical support to institutions around the country that incorporate innovation and entrepreneurship into their curriculum.

Lemelson Center for Design

Box LM, x5869

NORTH END OF LONGSWORTH ARTS VILLAGE

MONDAY: 12:30–4:30 P.M.

TUESDAY: 2 P.M.–11:30 P.M.

WEDNESDAY: 10 A.M.–11:30 P.M.

THURSDAY: 2 P.M.–11:30 P.M.

FRIDAY: 10 A.M.–5 P.M.

The Lemelson Center for Design is a design and fabrication resource open to all students. The facility contains a fabrication shop equipped for working with metals, plastics, 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 conducting group workshops and trainings. The facility may be used 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 and during January term. However, gaining access to the facility can be as simple as setting up an appointment with one of the shop supervisors. A schedule of trainings is published at the beginning of each semester and January term.

This facility is also home to, and funded by, the Lemelson Center of Hampshire College (LCHC).

Quantitative Resource Center (QRC)

Box QC

DAKIN STUDENT LIFE CENTER, 2ND FLOOR

x6001

The Quantitative Resource Center (QRC) supports the study and application of quantitative methods by students across the Hampshire College curriculum. The QRC assists not only students who are studying mathematics or statistics 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. Among its resources are several PC and Macintosh workstations and a variety of mathematical and statistical software.

The QRC staff work with students at all levels of study. For example, they can provide advice regarding how to fulfill the Quantitative Analysis Division I learning goal, help in understanding mathematics or statistics encountered in research or other scholarly papers, and guidance in collecting, organizing, and analyzing data for class assignments, independent projects, or divisional exams. They can also offer instruction in other areas such as GRE preparation. Students are encouraged to drop by or call to make an appointment.



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 the 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, effective 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 president oversees all functions of the college. The president 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 every Monday morning for breakfast at the dining commons during the academic year.

Office of the Secretary of the College

Box PR
 PRESIDENT'S OFFICE
 COLE SCIENCE CENTER, 1ST FLOOR
 x5780

The board of trustees has the final responsibility for programs and the financial situation of the college. The board meets four times during the year to discuss college matters. There is one faculty-elected and one student-elected member of the board, and students serve as voting members on board committees.

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.

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 is comprised 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](http://ALUMNI.HAMPSHIRE.EDU/GIVING)
Box DV, x5574
LEMELSON BUILDING EXTENSION, ADJACENT TO THE ARTS VILLAGE

ALUMNI AND FAMILY RELATIONS

ALUMNI@HAMPSHIRE.EDU; [HTTP://ALUMNI.HAMPSHIRE.EDU](http://ALUMNI.HAMPSHIRE.EDU)
Box AH, x6638
ALUMNI HOUSE (WENECZEK HOUSE), ON BAY ROAD

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 different sources in order to fully realize the academic mission and potential of Hampshire College. Institutional advancement consists of five units, located in two different offices on campus. These units are the Hampshire Fund; Alumni and Family Relations; Major Gifts; Corporate, Foundation, and Government Relations; and Advancement Services.

Hampshire Fund

The Hampshire Fund supports all areas of Hampshire's operations by helping to offset the college's operating budget in crucial areas such as financial aid, academic programs, faculty salaries, facilities maintenance, and much else. 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 x5590. 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 alumni, parents, grandparents, and friends. The office works with approximately 11,000 Hampshire alumni 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, the alumni and family relations office 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. Contact x5701 or see <http://www.hampshire.edu/family> for details.

The alumni and family relations office sponsors events in major cities around the world, and coordinates many on-campus events, including Family and Friends Weekend and reunions. All 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 alumni, as well as 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 alumni, donors, and parents of currently enrolled students.

Many alumni volunteer their time and contribute their talent for the good of Hampshire College. A significant number of the college's trustees



are graduates. Over 500 alumni volunteers assist the admissions office with regional outreach, and more than 1,000 alumni 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 alumni offering career advice or internships, and the staff are happy to help students forge these connections. Please note that students may not contact alumni for the purpose of requesting employment or raising funds for their individual or group projects. Funding for student programs is provided through other sources, including Community Council and the special activities fund, which are administered by the office of campus leadership and activities.

Another important way in which alumni volunteer is by returning to campus to share their expertise and experiences. Alumni 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 alumni 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 a gathering around the visit. If you are seeking alumni expertise, we can also recommend alumni in many different fields who would welcome an invitation to come to campus.

Major Gifts

The Major Gifts Office is responsible for creating relationships with donors and raising philanthropic support for Hampshire's most pressing institutional priorities. The recent completion of the Jerome Liebling Center for Film, Photography, and Video is an example of the transformative impact of major donations.

Corporate, 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 the college'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 director of finance, the controller, the bursar, and the directors of human resources, facilities and grounds, environmental health and safety, and the Five College office of risk management. The office of finance and administration also oversees contracts for the college.



THE HAROLD F. JOHNSON LIBRARY CENTER

x6691

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.

Circulation

x5440

A valid Hampshire ID is required for borrowing. Books, bound journals, and records may be kept 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 valid Hampshire ID for three days.

Five College Borrowing

A valid Hampshire ID is required for borrowing. You are responsible for complying with Five College circulation policies; these are detailed at www.fivecolleges.edu/libraries. The policies are also listed on the home pages of each of the colleges' libraries. In addition to borrowing in person, you can request books that are not at Hampshire from the online catalog using the "Request Item" button; these books will be sent to the Hampshire library for you to pick up. Instructions on using this function are available on the library website or call the reference desk for help at x5758. Hampshire College students may also borrow videos and DVDs from the other libraries for three days by going there in person.

Inter-Library Loan (ILL)

x5475

If you want to borrow a book that is not in any of the Five College libraries, you can use the inter-library loan service. There is an online form on the library home page (library.hampshire.edu) for requesting an item. It usually takes about three weeks. Items are loaned for four weeks only, with one renewal. There is no charge for this service. For more information, call ILL at x5475 or the reference desk at x5758.

Library Fine Policy

There are no daily overdue fines for most library items. If an item is more than a month overdue, however, you may be billed 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

The Magic Board displays announcements and events to the Hampshire community in the lobby of the Library Center. To submit an announcement (free) or a full-screen at (\$5 per day), send an email to magicboard@hampshire.edu. You may attach an image file, or contact Asha Kinney at x6691 for help in creating screens for the digital display.

Media Services

x5435

The office is open from 8:30 A.M. to 4:30 P.M., Monday through Friday, and is located on the first floor of the library. This office circulates Hampshire's film and video collection as well as audiovisual and media production equipment. Production equipment requires staff permission and training prior to use. Sixteen-millimeter films may be viewed by appointment only. All materials circulate on a short-term, three-day-loan basis. Due to the high demand, materials should be requested well in advance and fines accrue at the rate of \$5 per day, per item. In addition to the college's own collection of over 1,800 titles, this office can assist in locating and scheduling films, videos, and DVDs from the other colleges as well as helping with general media questions.

Photocopy Machines

Copy cards may be purchased at the campus store in various cash amounts. You can also buy copy cards and add copies to your current card at the vending machine next to the circulation desk. Please report malfunctioning photocopiers to the circulation desk staff.

Color copies are available at the duplication center at a nominal fee. Large copy jobs are welcome and offered at competitive prices.



INFORMATION TECHNOLOGY (IT)

WWW.HAMPSHIRE.EDU/COMPUTING
 BOX LO
 HAROLD F. JOHNSON LIBRARY CENTER

Help Desk

x5418
 MONDAY—FRIDAY, 8:30 A.M. TO 4:30 P.M.

STUDENT COMPUTER DIAGNOSTIC CENTER, X6602
 MONDAY—THURSDAY, 9 A.M. TO 7 P.M.
 FRIDAY 9 A.M. TO 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 3rd floor of the Library is available weekdays for drop in technical support. Information Technology Student workers will diagnose computer problems and either repair or recommend solutions.

Ethernet cables may be purchased from the bookstore. Copy cards for use with pay-for-print printers and copiers may also be purchased from the bookstore as well as revalued from the vending machine behind the circulation desk and at some of the copiers on campus. 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 THROUGH 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, e-mail, and library catalogs as well as to the courseware and academic evaluation systems. Students are available 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, Policies, and Procedures chapter. This policy is intended to assert the rights of all users. Students must agree to this policy in order to use network resources.

Advanced Media Labs

HAROLD F. JOHNSON LIBRARY, BASEMENT LEVEL
 X5713
 HOURS: MONDAY THROUGH FRIDAY, 10 A.M.—10 P.M.
 SATURDAY AND SUNDAY HOURS AS THE SEMESTER PROGRESSES

The media labs are open to all members of the Hampshire community. You don't even 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, Web page design, Web-casts, and more. We can show you how to do all of this and get you working on your own projects.



Administrative Systems (TheHub support)

INTRANET.HAMPSHIRE.EDU
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, billing information, and more. 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
PAYROLL, x5495

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 Community Council accounts. Requests for payment received on or prior to 10 A.M. on Monday are processed and ready for mailing on Wednesday afternoon; requests for payment received on or prior to 10 A.M. on Wednesday are processed and ready for mailing on Friday afternoon.

The payroll department processes payments for employee salaries and wages including the student payroll. Student payroll is processed within the business office. Students may cash student payroll checks at the business office during posted hours.

CAMPUS PLANNING AND ECONOMIC DEVELOPMENT

Box CP
BLAIR HALL, 2ND FLOOR
x5405, x5639 (FAX)

The office of campus planning and economic development coordinates the planning efforts and use of the college's land and facilities. It is also responsible for planning the future use of college-owned land, including the development of Veridian Village at Hampshire College, a planned condominium community, and the development of land owned by the college at Atkins Corner, located at the intersection of Bay Road and West Street. The director of campus planning and economic development oversees the special programs office, which provides assistance with scheduling and set-up for events that occur on campus. For updated information on campus planning committees, projects, and initiatives, visit the campus planning and economic development pages on the Hampshire College website under "Offices," then "Finance and Administration."

FACILITIES AND GROUNDS

Box PP
BAY ROAD, HADLEY
x5431

The facilities and grounds department is responsible for maintenance of the campus buildings and grounds. The staff comprises electricians, plumbers, carpenters, painters, locksmiths, custodial workers, grounds workers, and other trades workers.

All requests for maintenance should go through your house office. For life-threatening emergency calls, dial 911. For non-life-threatening emergencies, dial Public Safety at x1911.

HUMAN RESOURCES OFFICE

WWW.HR.HAMPSHIRE.EDU
Box HR
ROBERT STILES HOUSE
x5411 OR x5442

The human resources office is responsible for the development and administration of human resources policies, procedures, and benefit administration of the college. This includes such functions as recruitment, hiring, wage and salary administration, payroll, and compliance to state and federal employment laws and regulations.

PURCHASING OFFICE

Box PG
BLAIR HALL, 2ND FLOOR
x5405

The purchasing office assists with all items or services purchased for the college. Signers for student groups should use us as a resource when purchasing food or other items for their organizations. We have established relationships with many vendors in the area and can advise you where the best prices and customer service can be found. We can also advise you regarding the fire-safety guidelines set by the Town of Amherst for the purchasing of furnishings, window treatments, and rugs bought for the campus.

Duplication Center

Box DP
HAROLD F. JOHNSON LIBRARY, GROUND FLOOR
x5512
HOURS: MONDAY—FRIDAY, 8:30 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. Résumé paper is available. Consulting and estimates on jobs can be given to assist with various printing needs. Offset printing requires five-day turn-around time. Photocopying requires three-day turn-around time. Please plan accordingly.

Post Office

Box PO
HAROLD F. JOHNSON LIBRARY, GROUND FLOOR
x5446

The service window is open 10 A.M.—4 P.M., Monday through Friday. Outgoing U.S. mail leaves campus, bound for the Amherst post office, at 7:45 A.M. and 2 P.M., Monday through Friday, and at 9 A.M. on Saturday. Incoming mail is distributed to student mailboxes by noon, Monday through Friday.

The Hampshire College Post Office provides most of the services available at U.S. post offices including express, certified, and registered (for overseas) mail. The office also sells stamps, stamped envelopes, and postcards. In addition, students may send and receive packages through the mail and through UPS. Be aware, however, that the

Hampshire College Post Office does not accept checks, credit cards, or money orders. In order to receive mail as quickly as possible, letters and packages should include student's box number. The box number given to students will remain the same throughout their Hampshire career, even if students live off campus.

SPECIAL PROGRAMS AND EVENTS

SPECIALEVENTS.HAMPSHIRE.EDU
x5610

The special programs and events 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 special programs and events office is open Monday—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 the office of special programs and events. 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 Writing Center, through the Greenwich-Enfield House office, x5383; Merrill living room, through the Merrill House office, x5453; and the Dakin living room, through the Dakin House office, x5564.

Hampshire College students must complete an Event Request Form (ERF) and submit it to the office of campus leadership and activities a minimum of ten business days before the planned event. Prior to filling out an ERF, make a tentative reservation for the location of your event with the special programs and events office. Your ERF will confirm this reservation. Any reservations of space for student events made with the special programs and events office will be considered tentative until the ERF is received. Tentative bookings will be held for ten business days and will be released without notice if an ERF is not received. Food and beverages are allowed only in certain spaces; when making reservations, refreshments must be noted. Sensitivity to neighboring classes, offices, meetings, and functions should be exercised. All campus events have a 10:30 P.M. sanction, Sunday through Thursday; and a 1:30 A.M. sanction on Fridays and Saturdays.

The special programs and events office staff will help you handle any decisions about specific setups, catering, media services, and public safety needs. 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 office of special programs and events requires 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:

M—F, 8 A.M.—8:30 P.M.; SAT & SUN: NOON—8:30 P.M.

REDUCED HOURS: M—F, 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 includes 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; local products; dairy; and produce from the Hampshire College Farm Center (in season). Don't miss our hot coffee and tea counter. You'll also find Hampshire-imprinted clothing and gifts; magazines; school, art, computer, and audiovisual supplies; popular movies on DVD; Peter Pan bus tickets; phone cards; and copy/print cards.

The textbook shop offers a large number of used textbook 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, giving 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

x5484

PUBLIC OFFICE HOURS ARE MONDAY THROUGH 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

x5484

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.