Making your way to

LANDMARK COLLEGE

A guide for new students
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New Student Orientation

Introduction

New Student Orientation is your introduction to becoming a student and community member at Landmark College. We have planned a program that will do three things:

- Give you a chance to meet and make connections with your fellow classmates.
- Help you acclimate to your new living & learning environment by giving you time to settle into your residence hall and get to know your way around campus.
- Help you prepare for your first week by introducing you to the academic program and some of the services available to you as a student.

General New Student Orientation Schedule

Thursday, August 26, 2010

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-12:00</td>
<td>Registration/Move In (A – L at 9:00 am, M – Z at 10:30 am)</td>
</tr>
<tr>
<td>11:30-1:40</td>
<td>Lunch</td>
</tr>
<tr>
<td>2:00-4:30</td>
<td>Student &amp; Family Orientation Programs Begin</td>
</tr>
<tr>
<td>3:00</td>
<td>Students Break into Orientation Groups</td>
</tr>
<tr>
<td></td>
<td>Family Orientation continues in the FAB Auditorium</td>
</tr>
<tr>
<td>5:00</td>
<td>Parents &amp; Families Re-join Students</td>
</tr>
<tr>
<td>5:30-7:00</td>
<td>Dinner, Hosted by Dr. Lynda Katz &amp; College Administration</td>
</tr>
<tr>
<td>7:15</td>
<td>Students continue with evening Orientation sessions</td>
</tr>
<tr>
<td></td>
<td>Parents &amp; Families Depart for the evening</td>
</tr>
</tbody>
</table>

Friday, August 27, 2010

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00-4:00</td>
<td>Student Orientation Sessions</td>
</tr>
<tr>
<td></td>
<td>• Academic Program Overview</td>
</tr>
<tr>
<td></td>
<td>• Course Selection</td>
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<tr>
<td></td>
<td>• Academic Advisor Meetings</td>
</tr>
<tr>
<td>8:45-3:30</td>
<td>Parent &amp; Family Orientation Sessions</td>
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<tr>
<td></td>
<td>8:45-10:00</td>
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<tr>
<td></td>
<td>10:15-11:15</td>
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<td></td>
<td>11:30-12:45</td>
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<tr>
<td></td>
<td>1:00-2:15</td>
</tr>
<tr>
<td></td>
<td>2:30-3:30</td>
</tr>
<tr>
<td>5:30</td>
<td>Dinner</td>
</tr>
<tr>
<td>7:30</td>
<td>Live Band &amp; 25th Anniversary Fireworks Celebration</td>
</tr>
</tbody>
</table>
Saturday, August 28, 2010

10:30-12:00 Convocation - parents & families welcome
  Keynote Address by Martha J. Kanter, Under Secretary of Education

12:00-2:00 Convocation Luncheon

2:00-5:00 Student Orientation Sessions

5:30 Dinner

7:30 Evening Presentation for Students

Sunday, August 29 & Monday, August 30, 2010

8:30-5:30 Students attend off-campus adventure program at Camp Takodah in Fitzwilliam, NH (groups 1-10 attend on Sunday, 11-20 attend on Monday)
  Alternate groups remaining on on-campus attend sessions including assistive technology, computer & network orientation, wellness programs & other activities.

7:30 Evening Presentations & Activities

Orientation for your Family & Our 25th Anniversary Celebration

The New Student Orientation program is also a time for your parents and other family members to become more familiar with your new College. Families are welcome to attend as much of the program's designed for them as they would like – up to our Convocation celebration on Saturday, August 28th.

A full list of programs for families is included in the general schedule above, but here is a summary of what is offered:

Thursday, August 26, 2010

• **Family Orientation Programs** - family members will learn more about the College’s academic program and other services, what it takes to be the parent of a college student, as well as have the chance to obtain answers to any remaining questions they have before they leave campus.

• **Dinner**, Hosted by Dr. Lynda Katz & College Administration

Friday, August 27, 2010

• **Parent & Family Orientation Sessions** - Following an opening welcome and keynote presentation, there will be several informative Breakout Sessions offered during the day.

• **Live Band & 25th Anniversary Fireworks Celebration**

Saturday, August 28, 2010

• **Convocation** - parents & families welcome. Keynote Address by Martha J. Kanter, Under Secretary of Education

Concurrent with New Student & Family Orientation, the College will be celebrating its 25th anniversary with a two-day celebration. Visit our page at [http://www.landmark.edu/25th](http://www.landmark.edu/25th) for more information.
Academic Program

Overview

The first semester at Landmark College is an important time of transition for all Landmark students. For this reason, members of the English, First Year and Academic Advising departments work together to place, orient, and transition students into the College’s academic programs.

Depending on their placement, all incoming students enroll in an English course and a First Year seminar. Each class meets two or three times a week throughout the semester. Landmark College courses are designed to assist and instruct students using varied teaching and learning strategies, allowing for different learning styles and profiles. With class sizes ranging from 8 to 15 students, the faculty is able to support students in the classroom and through regularly scheduled office hours. Additional support is available through the Center for Academic Support (next page) on a drop-in or by appointment basis.

Academic Placement

Prior to arriving to the College, Landmark’s placement committee—made up of faculty from the First Year and English Departments, as well as the Director of First Year Academic Programming—places students in a “point of entry”: non-credit, partial credit, or credit. This committee reviews all materials submitted to the College through the admissions process, including the placement test, transcripts, reports, SATs, and interview summaries. During the first weeks of classes, professors seek to confirm, through formal and informal measures, that individual students are accurately placed.

Academic Advising

Every Landmark student is assigned an academic advisor who works with them to establish goals and help coordinate their academic experiences at Landmark. Through weekly meetings, advisors monitor and discuss student progress, make referrals to appropriate campus resources, and assist in planning a course of study. Advisors communicate directly with instructors and the Resident Deans. In addition, they are available to coordinate and facilitate meetings with a student’s academic team. Advisors work closely with students and their faculty at Landmark College and serve as the primary contact for parents.

Contacting Your Advisor

Most students will be contacted by their Academic Advisor some time during the summer. For those that are not, they are introduced to their advisors during New Student Orientation. At this time, students receive (if they have not already) their advisor’s phone number, email address, and office location. They also arrange a time to meet with their advisor within the first week of classes.

Student Responsibilities in Advising

In order to take full advantage of Landmark’s intensive Advising Program, students need to:

- Attend all advising meetings.
- Communicate with their advisor about any academic, adjustment, or personal problems that may be interfering with their academic progress.
- Consistently work to meet weekly goals as discussed with their advisor.
The Drake Center for Academic Support (DCAS)

The Drake Center for Academic Support (DCAS) provides academic support on a drop-in and appointment basis. Landmark College faculty members are available during daytime and evening hours to provide:

- **Writing Support.** Faculty support students in developing their writing at the sentence, paragraph, and essay level. Students can also work to develop their writing process, including generating ideas, organizing information in an essay, revising, and editing.
- **Reading and Study Skills Support.** Faculty provide support and instruction in a wide range of skills areas including reading strategies, comprehension, test preparation, note-taking, and organization of time, materials, and information.
- **Science and Math Support.**

DCAS also assists students in the completion of work in their courses, and provides a quiet study space in the evenings. Landmark College faculty staff the Center and is available to provide students with consultation, guidance, and support.

Living on Campus

The residence halls at Landmark College are more than just a place for you to sleep. The Residential program, along with all of the other Student Life programs at the College, partners with academics in order to provide an outstanding residential living and learning experience.

For many students, living in the residence halls is their first chance at group living. As Landmark plays host to students from around the world, you should prepare yourself for an experience that will give you the chance to meet students from a wide range of cultures and backgrounds and who will have different interests and values. As you meet your hall mates and get involved on campus, you will be contributing to the diversity of the College community.

The Residence Halls

Most first year students will begin their stay at Landmark College in a double-occupancy room in one of our seven main residence halls (Frost, Middle, Hall Four, Davis & Chumley A & B). All of the residence halls are single sex by wing, with separate community restrooms and showers for men and women. Each building has its own study/social lounge, and residential staff office, where the hall staff performs duty coverage for the hall each night.

Non-Smoking Living Environments

All residence halls (as well as all campus buildings) are non-smoking environments. Smoking is also prohibited within a 25 foot perimeter of each campus building.

Wellness Housing

Although there is already a strongly enforced expectation that Landmark College is a campus that prohibits the use of alcohol and other illicit substances, the wellness hall offers an additional measure of support for those individuals who choose not to drink or use drugs. Substances are defined to include alcohol, cigarettes, and other smoking materials as well as all illicit drugs. Students in the wellness hall sign an agreement to keep their room free from substances at all times.
Roommate Assignments

Now that you have made the decision to come to Landmark College, one of the things we need to do is place you in a housing assignment.

Before we place you in a room – and assign your roommate – we would like to know a bit more about you. One of the forms in your packet is the Housing Preference Form. The information you share with us on this document will help the residential life staff make your housing assignment. Relax…we’re good at it!

Please take a moment to complete this form. Remember, the only way this information will be used is to place you with the best roommate and housing assignment we can, so honest answers are very important. You housing assignment is important to us as we want to ensure that your experience living in the residence hall is a positive one. We begin working with Housing Preference Forms as soon as they are received.

In most cases you will be notified by mail of your roommate name and contact information a few weeks before the beginning of the semester. Since Landmark has a rolling admissions policy, some roommate assignments will not be available until you arrive on campus. While rare, roommate assignments are subject to change before your arrival on campus.

Most first year students will stay in a double occupancy room in one of our seven residence halls. Rarely do new students get single rooms. We do occasionally place students in single rooms as necessary according to specific needs (accommodations, age, physical or medical necessity, etc.)

The criteria considered to determine who gets a single room, in addition to the assignments mentioned above, includes

- Seniority
- Leadership and participation in on-campus events
- Maturity and ability to live independently
- Disciplinary issues within the last semester and non-disciplinary
- Interventions in the Residence Hall.
- Ability and willingness to pay the increased fee for a single room
  - ($500/semester through $1000/semester, depending on location).

Laundry Facilities

Laundry rooms with coin-operated washers and dryers are located in the basements of Davis, Aiken and Frost Halls. Washers are $1.25 per load and the dryers are $1.00 per load. Prices may change.

Laundry Service

Weekly laundry service is offered to Landmark College students through E&R Cleaners. For more information on this service and the related fees, please see the brochure in your new student folder.

Residence Hall Staff

Each residence hall is staffed with Resident Assistants (RA’s) and Resident Deans (RD’s) who are responsible for providing a vibrant and exciting living and learning environment that supports the individual as well as the standards established by the community. You should consider your hall staff as one of the main resources you can turn to for help when you need it or to answer questions.

Resident Assistants (RAs) are students who live in the halls. They are great resources for questions about life on campus, as well as about important policies and procedures.
Resident Deans are professional staff members who are responsible for life in your residence hall. They directly supervise the RAs, and are available to students to address a wide range of needs. Resident Deans are a good resource for students to use when they need to discuss important issues or concerns.

Your Room & What You Should Bring

Features you will share with your roommate:

- Telephone jack (the telephone is shared)
- One overhead light
- Once cable television jack (you need to bring your own cord)
- All residence hall rooms have wall-to-wall carpets
- Room sizes range from 10’ x 17’ to 11’ x 17’
- Each room has one window with blinds
- Window sizes range from 36” (w) x 73½” (h) to 41” (w) x 71” (h)

Each student is provided with these basics:

- A bed & twin mattress (extra long, 80 inch-size)
- Chest of drawers
- Wardrobe or closet
- Desk, and desk chair
- Computer network outlet

You will need to provide your own:

- Alarm Clock (pick a good one!)
- Pillows, sheets, mattress cover (for 80-inch, extra-long twin mattresses), blanket and/or comforter
- Towels & toiletries (shampoo, soap, razors, deodorant, etc.)
- Fan
- Iron
- Mirror
- Wastebasket
- Clothes hangers
- Telephone

You may wish to bring:

- Stereo or radio with headset
- A USB flash drive
- TV/VCR/DVD
- Study lamp or table lamp (since rooms have only a ceiling light fixture, a study lamp and/or table lamp are extremely useful)
- Extension cords (but only with a surge-protector built-in)
- Small microwave
- Mini refrigerator
- Shower shoes and shower tote
Things you can’t have in the residence halls:

- No open flames or heating coils. This includes candles, incense, toaster ovens, lanterns and space heaters.
- Alcohol, alcohol containers, illicit drugs, or drug-use paraphernalia
- Explosives, firearms, firecrackers, weapons.
- No decorations that hang from the ceiling of your residence hall room.
- No pets (except fish)
- No wooden constructions (lofts) or over-stuffed furniture that has not been pre-approved by the college.

The college reserves the right to have a student remove an item, not on the list, that is deemed a fire safety concern. If you are unsure about an item, call the Student Affairs office at (802) 387-6714 **BEFORE** you pack it.

Finally, when you are packing, use your head. All of your belongings should be able to fit on your side of the room. Also, the college cannot be held liable for any lost or stolen items, so use your discretion when you decide what to bring. If you are bringing valuables on campus, make sure they are covered under your parents’ homeowner’s policy, or you may want to purchase renter’s insurance.

**Limited Storage is available:** There are no storage facilities for large items such as skis, bicycles, etc.; these items must be kept in your room. There is limited on-campus, end-of-semester storage in small lockers or bins and the following criteria has been established:

- It is on a first-come, first-served basis, with a nominal charge;
- you must be returning to campus for the next academic session;
- no food and no furniture is allowed.
- No trash bags are allowed.
- Small appliances (mini-fridges, TVs, fans, etc.) are allowed and included with other items placed in the College-supplied storage bins.
- You may access the storage room only during set storage hours.

**Personal Property**

The College does not assume responsibility for lost or stolen items; students are advised to carry the proper insurance. You are encouraged to review any property insurance policy you (or your parents) currently hold to determine if you would be covered for any loss on campus. In addition, you may want to consider a personal property insurance plan. Examples of these plans are included in this packet.

**Telephone Service**

Telephone service is available to each student in their residence hall room. All students will have local (dial tone) service in their rooms as the College provides each room with a telephone jack. Students need to bring their own telephone and cord; there is one phone per room, shared by roommates. Telephone service comes with voice mail at no extra cost, so buying an answering machine is not necessary.

**NOTE:** In order to maximize contact with College staff and faculty, all students are required to keep an active campus telephone in their room for local service, even if you plan to bring a cell-phone to campus.

**Long Distance Telephone Service and Telephone Service Cost**

To sign up for the College’s Long Distance Telephone Service, fill out the enclosed application (form #9) and mail it to the college in the envelope provided. You can also sign up at New Student Registration.
An authorization code is issued to each student who subscribes to long distance telephone service. Your code allows you to use the long distance service and protects you from being charged for another student’s calls.

Long distance domestic calls will cost 15 cents per minute between 6 p.m. and 6 a.m. Daytime rates are 15 cents per minute. There is no monthly service fee for the telephone. There are no extra fees for each call, like most calling cards charge. (Rates are subject to change). Each student will receive their monthly bill in their student mail box, unless otherwise noted on their application (see application). Payment is due within 15 days.

Cars on Campus

Landmark College recognizes that many students want and need access to a car (or motorcycle) on campus for personal use and offers parking privileges to all students. The College is also responsible for the safety of students, faculty, staff and visitors. To facilitate vehicle use by students and assure safety, the College has established vehicle regulations that are published in the Student Handbook.

All vehicles, including motorcycles, ATVs, and snowmobiles, on Landmark College property must be registered with the Department of Safety & Security within 24 hours of the vehicle’s arrival on campus.

New students will be able to register their vehicles for campus use at registration during New Student Orientation. To complete a vehicle registration card, please be sure to bring your license, car registration, and proof of insurance to registration.

If you bring your car to campus after New Student Orientation, vehicle registration forms are available at the Office of Safety & Security (Davis Hall, ext. 6899 or 802-387-6889), the Office of Student Life (Strauch Student Center), or the Business Office (Administration Building). Completed forms, including copies of the valid state registration, valid insurance, and valid operator license, should be submitted to the Department of Safety & Security (Davis Hall).

After submitting completed forms, you will receive a parking permit to affix to your car windshield which will tell you which lot you are allowed to park in.

Safety and Security

You can contact the Safety and Security Office in Davis Hall by dialing extension 6899 from any campus phone or call (802) 387-6899 from any off-campus phone. The phone is answered 24/7. The Security Office is located on the first floor of Davis Hall.

You will be asked to sign up for the College’s emergency alert system, e2Campus, in order to receive text messages to your cell phone, PDA, or personal e-mail account in the event of an emergency on campus or in the local community or school closure. Sign-up is available after logging into the Intranet portal (you will received a letter shortly from IT with log-in information). In an emergency, the College will also try to contact you electronically through your Landmark e-mail account and broadcast messaging. Look for more information on e2Campus in a separate letter or by contacting the IT Help Desk at 802-387-6800.

What to do if the fire alarm goes off

You’ll learn the evacuation procedure—and relocation site—for your specific Residence Hall during your first hall meeting. Evacuation routes are posted in each room. In addition, a fire drill will be held within your first two weeks of class so you can walk through our fire procedures in a non-threatening atmosphere.

Bear these things in mind:

- Leave the building as quickly as possible when the alarm sounds.
• Try to let someone know if you’re not able to leave your room.
• You can either dial 911 from your room phone or, if it’s safe, open your window.
• Gather away from the incident so Emergency Services can perform their duties quickly and safely.
• Wait until Residential Life or Security staff lets you know it’s safe to reenter the building.

To keep my personal belongings safe always lock your room when you’re not in it or when you’re sleeping. Also, consider purchasing the student property insurance.

Postal Services

Letter Mail: The College provides each student with a private campus mailbox. Students are encouraged to check their campus mailboxes regularly, and to make sure their mailbox is locked after each time they retrieve their mail.

Your mailbox number and combination or key will be given to you at New Student Registration.

Shipping Packages & Trunks: All packages and items delivered by expedited service (UPS, FedEx, etc.) are held in the business office in the Administration Building. You will receive an e-mail notice when a package arrives.

It is strongly discouraged to send cash in the mail (checks can be cashed in the Bookstore).

Your address format for letter mail is:

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Campus Mailbox #</th>
<th>Landmark College</th>
<th>P.O. Box 820</th>
<th>Putney, VT 05346</th>
</tr>
</thead>
</table>

Your address format for expedited deliveries is:

<table>
<thead>
<tr>
<th>Your Name</th>
<th>Landmark College</th>
<th>1 River Road South</th>
<th>Putney, VT 05346</th>
</tr>
</thead>
</table>

College Bookstore

The Landmark College Bookstore carries a wide range of items including campus gear, books & supplies, clothing & apparel, gift items, food, electronics, and personal items. It also carries a variety of Landmark College warm-ups, caps, and T-shirts. Other services in the bookstore include cashing checks (see more in Money Matters below).

To purchase items in the store, you may use checks, cash, or credit card (Visa, MasterCard, or Discover). You may also set up a Campus Debit Account by using form # 10 enclosed with this packet. The bookstore's phone number is (802) 387-6862. Remember, you will have to buy books!

Money Matters

ATM Service

There are ATM machines in the Strauch Family Student Center, directly across from the Campus Mail Boxes and in the lobby of the Dining Hall. These machines take just about any card, allowing you to access an account from your hometown. The fee for each transaction is $2.00.
Cashing Checks

Landmark students are permitted to cash a check, travelers check, or money order in the College Bookstore. Checks must be from a parent, grandparent, guardian or issued by Landmark College.

Students can cash one check per week, and no check can exceed $200.00. Students must show positive identification, and they are not permitted to cash checks for other students.

A $50.00 service fee will be charged to any student for any check that is returned by the bank for any reason.

Campus Debit Account

Students are strongly encouraged to open a Campus Debit Account at Landmark College. This account (accessible through the student ID card), allows students to make purchases at the College Bookstore, Fireside Café, vending machines, dining hall, and Putney Village Pizza, charging those purchases against their on-campus debit account (note: this account does not work at stores off-campus, except Putney Village Pizza).

The Campus Debit Account is a real convenience for students, assuring that there are sufficient funds available to make book and supply purchases at the beginning of the semester and for making those necessary purchases during the semester. More money can be added to the account balance at any time through Quikpay (see below). Cash advances are not permitted from the Campus Debit Account.

QuikPay On-Line Payment System

Quikpay is Landmark College’s online payment system that allows you to securely pay a student’s tuition deposit and tuition as well as add value to the students Landmark ID card using a credit card, a debit card or an e-check. When value is added to a Landmark student ID card, students can use the card to make purchases at the College Bookstore, the Fireside Café, in beverage vending machines, and Putney Village Pizza.

Students are required to set up authorized payers (such as parents) who will receive billing notifications via email and may view bills and their payment history as well as make payments on-line 24 hours a day, 7 days a week.

For tuition and deposit payments, payers may use American Express, Discover, MasterCard or an e-check. VISA is not accepted for tuition and deposit payments but can be used to add value to a Landmark Student ID card.

For tuition and tuition deposit payments by credit or debit card a 2.75% service fee is charged to the payer’s credit or debit card. For payments by e-check, no service fee is charged.

Quikpay is available to all new and current students at Landmark College as well as authorized payers set up by the student, and guest payers.

New students can log into Quikpay using their ID number sent in their admissions letter. Current students who have a Landmark College portal account (provided during student orientation) log in through their portal account at http://intranet.landmark.edu and select Quikpay On-line payments from the home page.

Authorized payers and guest payers access Quikpay from the Landmark College website at http://quikpay.landmark.edu by selecting “Pay OnLine” from the menu at the bottom of the screen.

Please note that as Landmark College is using Quikpay to process credit and debit card payments, the college will no longer directly accept credit or debit cards for the payment of student account balances. If you have questions feel free to contact the Landmark College Billing Office at 802-387-6845 Monday through Friday 8:00am to 4:00pm (ET).
Local Banking
There are two banks in Putney, both on Main Street:

- Chittenden Bank at (802) 387-5505 and
- River Valley Credit Union at (802) 387-5871.

There are also several national banks and financial institutions in the local area. Please check with your financial institution to see if they have a branch near the College.

Landmark Student ID Card
Your ID card is just that – an Identification Card that shows you are a Landmark Student. You should carry it with you at all times.

This is also your Meal Card. Bring it with you to the dining hall where a person will swipe your card and give it back to you.

It can be used as a Debit Card. Funds can be put on your card to be used in the Bookstore, the Fireside Café (a snack bar open during the day and late at night), in beverage vending machines, and at Putney Village Pizza.

Your ID card will be your Access Card to unlock doors to enter Aiken Hall, Davis Hall, Frost Hall, Hall Four and Middle Hall.

Lost or stolen cards should be reported immediately to the office of Student Affairs on the second floor of the Student Center. Once reported, the college will deactivate the old card and issue a new card.

Counseling Services
The Counseling Center offers a full range of mental health services to Landmark students. Our goal is to support you as you pursue your academic and personal goals. Through exploration and discussion in a confidential setting, counseling can deepen a student’s self-exploration and insight, provide opportunities for problem solving and behavior change, and help you move beyond earlier difficult experiences related to your learning challenges.

Our Services:
Our services include:

- individual sessions
- support and psycho-educational groups
- substance use assessments and counseling
- referrals for psychopharmacology
- crisis intervention
- on-call coverage
- referral to appropriate community services and resources
- consultation and educational programming

Confidentiality
Landmark College is a small community, but we are committed to protecting your privacy. Our staff is bound both legally and ethically to keep the content of your counseling sessions confidential, unless:
• you give us written permission to do otherwise
• you are a danger to yourself or others
• we are required by law to share your record (as in cases of child abuse or legal proceedings)

Your counseling record is kept separately from your academic record and will not leave the college without your permission.

**Contact with Parents**

Concerned parents may contact the Counseling Services for consultation, but unless the student has given his or her counselor a signed consent to speak with parents, we will not be able to confirm or deny your attendance or divulge any information about your counseling work.

**To Make an Appointment**

The Health and Counseling Center is on the second floor of the Strauch Family Student Center and is open from 9:00 AM to 5:00 PM, Monday through Friday. To make an appointment, you can call our program associate, Cindy Osuna, at Ext. 1636 or come by the center and fill out a blue counseling request form. You will receive a response and an appointment time from a counselor within the week.

**You may want to consider counseling if…**

- You would like additional support during your transition to Landmark
- You are stressed out, worried or anxious
- You are unhappy with your friendships or an intimate relationship
- You are missing classes, avoiding people, or having trouble getting your work done
- You are curious about some aspect of your identity
- You cannot sleep or you are sleeping all the time
- You need advice or support regarding a possible sexual assault or harassment
- You feel sad, depressed, or lonely
- You are struggling with food and eating issues
- You are abusing drugs or alcohol
- You are harming your body in any way
- You feel addicted to non-academic uses of your computer
- You just want a neutral adult to talk to

Together, you and your counselor will explore your concerns and work to increase your self-awareness and your ability to make decisions and choices which will help to make your Landmark experience a positive one.

*Except in cases of danger to self or others, the choice to come to counseling belongs to you. You cannot be mandated to come to counseling by staff, faculty, family members, or friends.*

**Health Services**

Landmark College Health Service provides professional, quality, affordable and accessible health care to its students. Its mission is to maintain the optimal physical and emotional health of the student body and by so doing, contribute to the academic and social success of its students.

The Health Center is staffed by the Director of Health Services, Simonne Holton, Family Nurse Practitioner and Liz Cooper, LPN. Office hours are 9:00 a.m. to 4 p.m. Monday through Friday. After hours, evening and weekend coverage is provided by on-call physicians at Brattleboro Primary Care.
Health Services provides a wide array of services to students. Some of these services include: diagnosing and treating acute illnesses and injuries, managing chronic medical conditions, performing physical examinations, GYN exams, providing immunizations, ordering and interpreting diagnostic tests including lab, x-ray and STD testing, prescribing medications and other treatments, providing health counseling and referring to community agencies and resources. Health Services provides education and programming that promotes healthy behaviors and lifestyle choices in a professional, safe and friendly environment.

Health Services has an agreement with Hotel Pharmacy in Brattleboro to deliver student prescriptions that are filled there. A small fee is charged for this prescription delivery service. Health Services does not dispense medication to students. Students keep their own medications and are responsible for taking them as directed by their physicians.

If you have any questions about Health Services, please call Simonne Holton, FNP, and Director of Health Services at (802) 387-6753 or Liz Cooper, LPN at (802) 387-6302. The fax number for health services is (802) 387-1644.

**Required Medical Forms**

In order to provide the best possible health care, the College requires the completion of medical forms prior to registration. The medical information forms included in this packet includes:

1. The four page medical history questionnaire that must be completed by students and/or parents (form 4A).
2. The physical examination form that is provided must be completed by a physician, nurse practitioner or physician’s assistant at the time of the exam. The physical exam must be completed within one year prior to admission to the College (form 4B).
3. The immunization form (4C) must be completed as directed and signed by a licensed Physician, Nurse Practitioner or Physician’s Assistant. DO NOT attach an immunization record.

In accordance with the ACIP (Advisory Committee on Immunization Practices), the State of Vermont requires students entering post-secondary schools to have the following immunizations:

   a. Diphtheria/Tetanus or Tetanus (Td/Tdap) booster (within past ten years)
   b. MMR (Measles, Mumps, and Rubella) – Two doses required
   c. Hepatitis B immunization – Three dose series
   d. Meningococcal conjugate vaccine (optional over age 25)
   e. Varicella – Two doses required (requirement is waived if College Immunization Forms 4C indicates a history of disease).

In addition, and in accordance with the American College Health Association, the College requires the following immunizations:

   a. PPD (Tuberculosis-Mantoux test (or negative TB Risk Screen per guidelines. Examining Provider must complete TB Risk Screening.
   b. Documentation of completed series of DPT and Polio (infant & childhood)

**ALL INFORMATION MUST BE FILLED OUT ON THE FORMS PROVIDED BY THE COLLEGE.**

Students who are unable to provide adequate verification of these immunizations will be required to have a laboratory titer indicating evidence of immunity to a specific disease. If these laboratory reports indicate no immunity, the specific vaccines will be administered. Please return these forms in the envelope provided or fax the forms to Health Services at (802) 387-1644.
Students who are not in compliance with ALL immunization requirements upon arrival at the College may be admitted to the College provisionally. Such provisional admission will be for a 30 day period. If immunization requirements are not met by the completion of this 30 day period, students will not be allowed to continue to participate in classes or live on campus.

Most students are 18 or older when they are admitted to college. By law, they are adults and we, as medical providers, are bound by patient confidentiality. Students may sign an authorization form giving us permission to discuss medical issues with parents.

Parents often ask if they will be notified if a student is ill. If a student is critically ill, parents will often be notified. And if students are ill or injured, we will often ask if they would like us to notify their parents. If a student is sick and Health Services is closed they should contact Brattleboro Primary Care, an internal medicine group that provides medical coverage when Health Services is closed. A doctor is on call 24/7.

Student Health Insurance Plan

Landmark College requires that all students participate in the mandatory Student Health Insurance Plan through Bollinger Insurance as the best means of providing adequate and proper coverage for our students. This insurance is in addition to and is secondary to the student’s primary coverage and protects the student from out-of-network exclusions and deductibles. For students who do not have insurance coverage and international students, this insurance plan will be their primary coverage. If your primary insurance changes during the academic year, you must notify the College and fill out a new form.

More information about this plan can be found in the enclosed brochure. The Student Health Insurance form is #5 in the packet and needs to be returned with a copy (front and back) of your current medical insurance card. Students will be requested to fill out this form every year.

This Health Insurance Plan covers medical expenses which arise from accidental injury or a sickness which occurs while you are covered under this program. In most instances it will not pay all medical bills in full as there are exclusions and limitations in the policy, so you will need to refer to the brochure.

You may go to any doctor. This plan will cover you for any illness or injury wherever you are; i.e., at home, on campus, on vacation, college breaks, etc. You will need to submit a claim form for each injury or sickness within 90 days of treatment. Claims should first be submitted to your primary insurance carrier; any unpaid expenses, including pharmacy co-pays, can be submitted to Bollinger Insurance.

You are encouraged to go to the College Health Center first whenever that is possible. However, it is not mandatory in order to be covered by this plan.

Where to find help

For questions about: Preferred Provider Listings, Claims Processing, or Insurance Benefits
Please contact:
Bollinger, Inc
101 JFK Parkway, PO Box 727
Short Hills, NJ 07078-0727
(866) 267-0092 (claims coverage questions)
(800) 526-1379 (other questions)
www.BollingerColleges.com/landmark

For questions about: Enrollment Forms, Health Services or On-Campus Referrals
Please contact:
Office of Student Affairs
Landmark College
P.O. Box 820
Putney, VT 05346
(802) 387-6714
Claim Procedure

Bollinger’s Customer Service Representatives are available 8:00 a.m. to 5:00 p.m. (ET), Monday through Friday, for any questions (866) 267-0092.

1. It is the student’s responsibility to initiate the claim in order to obtain reimbursement.

2. Obtain a claim form from the Landmark College Health Services Office or www.BollingerColleges.com/landmark and complete it as indicated. Claim forms may also be submitted online through Bollinger’s web site.

3. Only one claim form needs to be submitted for each injury or sickness.

4. Bills must be submitted within 90 days from the date of treatment.

5. Payment for covered medical expenses will be made directly to the hospital or physician concerned unless bill receipts and proof of payment are submitted.

6. When submitting a claim form, attach available itemized medical bills to the claim form. Subsequent medical bills should be mailed promptly to Bollinger, Inc.

Prescription Drug Claim Procedure

When obtaining a covered prescription, please present your Caremark ID card to the pharmacy. Caremark will bill Bollinger, Inc. for the cost of the drug, plus a dispensing fee. When you need to fill a prescription and do not have your ID card with you, you may obtain your prescription and be reimbursed by submitting a completed claim form. You will be reimbursed for covered medications directly by Bollinger, Inc. Prescription drug benefit management services are provided by Caremark pharmacy.

Stimulant Medication Information

Remember to plan ahead if stimulant medication is part of your ADHD symptom management plan. Since these medications typically need to be refilled monthly, the College encourages you to think about how you are going to receive your prescription medication on a regular basis before you get to campus. There are basically two different approaches to renewing these medications.

1. **Students continue to rely on their prescribing physician at home.**
   
   - Students have an established, on-going positive relationship with their provider
   - Insurance benefits are a consideration and they specifically limit provider choice and/or out of state benefits.
   - Planning ahead for refills and scheduling appointments to coincide with visits home
   - Making arrangement to have the prescriptions filled at a home pharmacy and getting them mailed to you.
   - An understanding of the prescribing physicians’ availability by phone (and their number) in order to report any concerns or problems with the medication.

2. **Students establish a relationship with a prescribing physician in the Landmark area.** Your current prescribing physician is unable to continue with the medication management.
   
   - You do not have the support mechanisms in place to get the prescriptions filled at home and sent to you at your College address.
   - Planning and scheduling ahead – (before your last prescription runs out) as there is typically a three, or more, week waiting period for initial appointments.
   - Verifying that the physician and the services are covered by your insurance if benefits are a consideration for you.
If you would like assistance in finding out more about area resources and how to access them, please contact Health Services at (802) 387-6753.

**Pandemic Response Planning**

In the unlikely event of a pandemic outbreak or other emergency, the College could be required to close for an undetermined period of time. The decision to close the College could be made very quickly, requesting all students to leave within a period of a few days. For that reason, it is important for all students and their families to plan ahead on what you would do and where you would go if the College were to close. Another possible development could be that while Landmark remains open you become ill with the flu and the College suggests you leave campus for a period to recover. Especially for those who live at a distance from the College, having a near-by destination as an alternative to home would be very useful. The strategy of “social distancing” is one of the best practices that will help limit the spread of the infection. All students enrolled at Landmark are required to complete the Personal Student Evacuation Form (Form #6) every year.

**Programs & Activities**

The Programs & Activities Departments brings you campus life (with some help from you, of course). We organize just about any activity you can think of — and some that may not have occurred to you yet. Programs & Activities creates opportunities for you to get involved, have fun and connect with your peers. We offer different student programs aimed at giving you a range of activities and things to do when you’re feeling bored or need a break from the classroom. These include:

**Campus Activities Board**

The Campus Activities Board holds weekly community meetings to plan upcoming activities and decide on events for the upcoming semester. All on-campus recreational activities such as movies, parties, dances, Casino Night, etc, are planned and executed by the Campus Activities Board which consists of elected student members who depend upon input from the entire student body. Any student who wants to get involved with planning events should come to a CAB meeting.

**Adventure Education**

What if you could learn things that could help you in your classroom work, while having an adventure at the same time? That’s the core idea behind Landmark’s Adventure Education program. Adventures are organized on evenings and weekends. Some of the things we’ve done include: camping, canoeing, caving, cross-country skiing, ice climbing, rock climbing, ropes course, survival skills & wilderness first aid and whitewater rafting.

**Athletics**

Intercollegiate sports teams at Landmark College are unique. Our coaches foster players that reflect the pride we hold in our community. When we walk off the playing field, win or lose, we hold our heads high, because the game has been played with intensity, dignity, and sportsmanship. Landmark players have respect for officials, opponents, coaches, and — most of all — each other. Landmark College develops athletes with integrity, nothing less is acceptable.

**Intercollegiate Athletics:** For students who are serious about sports, we have an intercollegiate experience for every season — including equestrian, cross country running, men and women’s soccer, and men and women’s basketball in the fall and winter, followed by men’s baseball and women's softball in the spring.
We compete with other area colleges, including Hampshire College, Simon's Rock College, Boston Baptist College, Vermont Technical College, Keene State College, as well as local athletic clubs. Occasionally our basketball team will play specialty teams like “The Harlem Wizards”. The baseball team plays one game each against each team in the local CRVBL (Connecticut River Valley Baseball League) while the women’s softball team plays clubs from the local women’s league in Brattleboro, VT.

The intercollegiate programs play an important role in building community on campus. Basketball and soccer games draw large crowds who enjoy the competition as well as crowd interactive half time giveaways.

**Intramural Sports:** Intramural sports are popular for those who feel that everyday practice is too much of a commitment, but want to compete against fellow students. Basketball, ultimate frisbee, softball, volleyball, and dorm Olympics are popular. Inter-hall basketball competitions are held in both Spring and Fall semesters with the winners receiving T-shirt prizes as well as bragging rights. Staff vs. Student games are always popular and surprisingly competitive.

**Club Sports:** Club sports allow students to get fit and compete with people of similar interests. Some clubs are fencing, boxing, martial arts, indoor soccer and weight training. Our recreational indoor soccer teams compete at “Indoor Action Sports” in February. This enormous facility features an indoor rubberized turf with the feel of grass. Outdoor cleats are worn during games. All games are coed.

**Facilities:** The Click Family Sports Center houses our beautiful gymnasium and rock climbing wall. It has a small weight room with free weights, rowing machine, cable cross machine and two treadmills. Also available is our “velocity pool”, a small swimming pool with two lanes where swimmers can activate a current and swim against the flow.

The largest fitness room is in Aiken Hall. All free weights, benches, squat racks, are available. In addition Aiken has a variety of aerobic machines including treadmills, EFX machine and bikes.

The “quad” is the centerpiece for soccer on campus. It is a full-sized field surrounded by a brick colonnade giving the pitch the feel of a roman coliseum with “Sharks” instead of lions.

The Strauch Family Student Center boasts the boxing room. There students can work out on heavy bags, speed bags, skipping and participate in supervised sparring in the ring.

**Clubs**

At Landmark College, Student Clubs are completely run by the students and operate through the Campus Activities Board. To start a club, all you have to do is come to a CAB meeting and fill out a club form. It’s that simple! Past clubs include Art, Improvisation, League of Electronic Gamers, Impressions Literary Magazine, Cheer Squad & Dance.

**Women’s Programs**

We offer several programs just for women. They include social activities, like weekend trips to Montreal or Cape Cod or just shopping in Northampton. Other programs are about connecting with other women students about issues that are important to you: health and fitness, sexuality and relationships.

**Theater**

Each semester Landmark students put on a theatrical production. This is a great opportunity to get involved. Even if you prefer not to act, you can, help with the tech crew, be a house manager, design some costumes, help compose a musical score or design the brochure.

**Student-Created Programming**

While we work hard to create programs and activities that students will enjoy and learn from, Landmark students often enjoy taking the lead on this. The Campus Activities Board (CAB) offers you the chance
to do just that. CAB organizes and sponsors a wide range of events, from pool tournaments and DJ dance parties to talent shows and movie nights.

**Shuttle Service**

To make it easier for you to get around, Landmark offers students free mid-week (evenings) and weekend shuttle service to nearby areas to access religious services, movies, restaurants, shopping and recreation.

**Shuttle Service for breaks:**

There is a free shuttle service to Brattleboro bus and train stations prior to breaks and long weekends. This shuttle can also pick you up at those same stations on the day students return to campus. Reservations are encouraged.

There is also an airport shuttle to Bradley International Airport near Hartford, CT prior to extended breaks. The trip to the airport takes about one and a half hours. This shuttle meets returning students at 6 PM at Terminal A on the Sunday before classes resume. Reservations are required and the cost is $50 each way. For specific airport shuttle dates and times, call 802-387-6801.

The shuttle service to the Brattleboro bus and train station as well as the shuttle to the airport is for students already registered at the College. New students just arriving at the College should contact Thomas Transportation at 800-526-8143.

**Student Government Association**

The Student Government Association helps develop and implement policies that directly affect life on campus. It consists of an elected executive board and a senate with both elected and appointed members. The SGA serves as the official representation of students to the College’s Administration.

**Phi Theta Kappa**

Phi Theta Kappa is the international honorary society for students at two-year colleges. It has more than 1,000,000 members in 1,100 chapters worldwide. Landmark’s chapter, Beta Alpha Epsilon, has inducted nearly 200 students during its 10-year history. To be eligible, you must complete at least 12 credits with an overall GPA of 3.5 or higher and have at least one semester (fall or spring) remaining at Landmark. You must also have and maintain a spotless conduct record.

Landmark’s Phi Theta Kappa chapter is exceptionally active on campus, with elected officers and regular meetings. Members attend regional and national meetings and conferences and participate in campus leadership and community service. The Beta Alpha Epsilon chapter has received many state and national honors for its accomplishments and our members frequently serve as officers on Phi Theta Kappa’s New England regional governing council.
Information Technology

Information technology is an integral part of every aspect of Landmark College’s education program – from the network tools that allow faculty, staff, and students to stay in touch with each other to the regular use of specific technology applications in the teaching-learning process. Technology is also an integral part of students’ social and residential experience on-campus.

To continue to provide and expand upon the extensive technology resources and support services offered to students, Landmark will assess each student a nominal technology fee of $50.00 per semester.

This technology fee supports the following resources and services provided to students:

- Significant discounts on notebook computers and software.
- Computer software support through the Help Desk (including on-site repair at no additional charge for computers purchased through Landmark).
- ESET Nod32 Antivirus software available to all students
- A network connection for each student in residence hall rooms.
- Wireless network access across campus.
- Use of public computers and software in computer labs and Library.
- E-mail, Intranet, voice-mail, and other system accounts.
- Individual and group assistive technology training and support.
- Access to many on-line research database services in the library.
- Local telephone service in residence hall rooms at no additional charge.
- Cable TV service in residence hall rooms at no additional charge.

The ITS department at Landmark College is committed to providing the highest level of technology resources and services to all students and look forward to working with you to support your technology needs.

Student Notebook Computer Program

It is required that all new students coming into Landmark have a PC compatible notebook computer. You will be required to use your notebook for academic work so having one that meets the minimum requirements is very important.

LMC offers a recommended notebook package at a discounted price that includes all the software necessary for classes on campus. The notebook is fully supported onsite by our Lenovo (IBM) Certified staff - long delays to get support do not exist. Program students are 1st priority!

The Landmark Notebook Program

The Student Notebook Program will enrich your learning experience in the following ways:

- Provide you with state of the art technology to support your educational activities.
- Ensure access to campus resources and the Internet in classrooms and public spaces on campus.
- Enable you to gain the skills and experience needed to become a confident user of technology.
- Unlimited access to the Lenovo (IBM) Repair Center for all warranty and insurance repairs.
- Use of a loaner notebook, when available, so you are never without a notebook for class or homework.
- Daily anti-virus updates to protect your laptop against new attacks.
• Notebooks purchased from Landmark are fully equipped with the latest versions of Assistive Technology software. We provide training on an individual and group basis to any student interested.

Current Model:
• Model information will be released in late April or early June. Please check the College’s website for the update information.

How to Order a Laptop:
• Go to [www.landmark.edu/notebooks](http://www.landmark.edu/notebooks) after May 17, 2010
• Complete the form and we will order a notebook for you! You will receive your notebook at the IT Notebook Orientation in the fall.
• The cost of the notebook package will be billed to your tuition account. For payment information, see the website above

Software and Services:
• Windows 7 Professional
• Microsoft Office Professional Campus License
• Inspiration Concept Mapping
• Network / Email Client
• ESET Nod32 Anti-Virus
• Loss/Theft/Damage Insurance (1Year coverage)
• 3 year ThinkPlus ThinkPad Protection Plan (parts replacement)

LMC Lenovo (IBM) Repair Center:
We have Lenovo Certified technicians on campus who facilitate onsite repairs normally within 48 hours. Insurance repairs and claims are also handled at the repair center to avoid long delays. We provide a loaner (if available) while repairs are being made.

Vista Windows 7 Policy
We fully support the use of Vista and Windows 7 with the exception of Basic versions. Computers running the Basic version of these operating systems will be able to have the network software installed with the understanding that, if problems occur, the network software will need to be removed and access to network resources will be limited.

Apple Computer Policy
Apple computers running a supported version of Windows via “Boot Camp” may meet the College’s computer requirements. For students using Apple computers with “Boot Camp”, the College does provide support services in the Windows environment only. This includes installing Novell network and GroupWise e-mail client software and assistive technology software as well as supporting Internet connectivity and spyware removal. The College does not however provide support services related to Apple hardware troubleshooting, repair or use of unsupported software. In addition, the college does not provide Windows Operating System installations.

Bringing Your Own Computer
Students who choose to bring a notebook from home will be responsible for hardware repairs and troubleshooting the Windows operating system and any other miscellaneous software. The Help Desk will support their campus network connection and LMC required software. Students may use a computer
running Vista or Windows 7. Students running Vista Basic or Windows 7 Basic will have limited software support. Please visit our web site periodically, at http://www.landmark.edu/about/technology/notebooks.html for updates on Vista and Windows 7 support.

If you will be bringing your own notebook computer to Landmark College for the Fall 2010 semester, it must meet the following specifications:

- PC Compatible Notebook
- Apple computers w/ Boot Camp running a supported Windows version (Landmark does not provide Windows OS or installation support).
- 1.5GHz or faster CPU and 2GB Ram
- 80GB hard drive with 20GB free space
- Windows XP Home or Professional
- Windows Vista / Windows 7 Home Premium, Professional, & Ultimate. (Basic version is not supported)
- DVD drive (Burner recommended)
- Ethernet & Wireless

**Software sold at the Help Desk for computers not purchased through Landmark College**

**Required Software:**

- Microsoft Office Professional (Campus license for enrolled students)
- Inspiration Concept Mapping
- Texthelp Read and Write Gold (Text to Speech)
- Kurzweil 3000 Color Professional

**Recommended Software:**

- Dragon Naturally Speaking Preferred (v10)

For questions, call the Landmark College Help Desk at (802) 387-6800

The Help Desk sells both required (Microsoft Office, Inspiration, Read & Write Gold) and optional (Dragon) software packages at a discounted price.

We encourage you to buy your computer through the College as we fully support and repair these computers on site. You can get a loaner if your machine is in for repair – plus, you get a discount on the price.

You can bring your own laptop but it must meet very specific requirements. You should also be aware that we will not be able to repair your computer, re-install software or troubleshoot any non-network issues if you purchase your notebook outside our program. We do not support the Mac OS, but we will support Windows running natively on the Mac using Boot Camp. If you bring a Mac and are not running Windows, we do not offer support for troubleshooting or installation. We will help you register your computer for use with the Internet only.

The College will not support your printer or other peripheral equipment; but you can access our network printers and copiers at no charge. Nor can you connect your PDA or gaming system to the College network. We can only register PC-compatible computer for use on the network.
Communication with Families & Others

At Landmark College, we believe that parents and others who are closely involved in students’ lives are an important part of the educational team. The preferred method for parents to find out how a student is doing is by communicating directly with the student. However, there are times when it is helpful or important for parents to speak with Academic Advisors, Resident Deans, Directors and other members of the campus.

At the same time, the College is required to maintain compliance with the **Family Educational Rights and Privacy Act (FERPA)**, which is a federal law that affords students who have entered a postsecondary institution (eligible students) the right to have access to their education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. Before the age of 18 or the student’s attendance at a postsecondary institution, these rights belong to parents or legal guardians.

**Directory Information** or (personally identifiable information) is information included in a student’s education records, the disclosure of which would not generally be considered harmful or an invasion of privacy. At Landmark College, “directory information” includes but is not limited to the following: a student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees, honors and awards received, e-mail addresses, electronic or photographic images of a student, and the most recent previous educational agency or institution attended. If a student does not wish to have directory information disclosed without consent, s/he must so inform the Registrar in writing within 10 days of the start of any semester.

**Education Record:** Any record that contains information directly related to a student that is maintained by the institution. This includes, but is not limited to, grade information, disciplinary records, and billing and financial aid data. Certain records, such as records of law enforcement/security units, records made or maintained by health services or counseling professionals, and records that only contain information about an individual after he or she is no longer a student at the institution, are not considered “education records” for FERPA purposes.

**FERPA:** The Family Educational Rights and Privacy Act (FERPA) is a federal law that affords parents the right to have access to their children's education records, the right to seek to have the records amended, and the right to have some control over the disclosure of personally identifiable information from the education records. When a student turns 18 years old, or attends a postsecondary institution at any age, the rights under FERPA transfer from the parents to the student (“eligible student”). The FERPA statute is found at 20 U.S.C. § 1232g and the FERPA regulations are found at 34 CFR Part 99.


Even though FERPA rights transfer to students in attendance at Landmark, the College may disclose information from an "eligible student's" education records to the parents of the student if, for example, either of the following criteria is met:

1. **A student voluntarily consents to allow the College to release information.** To do this, students must sign, date and submit the “Authorization to Release Student Account and Education Information” found in the forms section of this packet.

2. **A student is identified as a dependent for tax purposes.** If a student is claimed as a dependent by either parent for tax purposes, then education records and information there from may be disclosed to either parent (whether custodial or not). To certify this status with the College, parents can complete the top portion of the “Authorization to Release Student Account and Education Information”. If a student’s signature is not included, then a copy of the first page of the most recent year’s tax return must be attached (please feel free to black-out any social security number, income amounts, or other sensitive information).
Landmark College may disclose information from an "eligible student's" education records to the parents of the student, without the student's consent, if the student is a dependent for tax purposes. Neither the age of the student nor the parent's status as a custodial parent is relevant. If a student is claimed as a dependent by either parent for tax purposes, then either parent may have access under this provision.

A student can voluntarily give their parents or guardians access to the information contained in their education. Students must sign, date and submit the “Authorization to Release Student Account and Education Information” form to the Dean of Students Office (it can be faxed to (802) 387-6703). Consent will remain in effect until the student submits a notification in writing revoking his/her consent.

To revoke their consent to release information a student may submit a notification in writing, at any time, directing the College to no longer release information to their parent(s) or guardian(s). This written notification must be submitted to the Dean of Students Office. (Note: If a parent or other eligible individual has established that they are claiming the student as a dependent for tax purposes, then the student cannot revoke the release of information…see above).
Travel & Accommodations

Travel by Car

From NYC and points South:

- Take Interstate 95 East to New Haven Connecticut.
- At New Haven, pick up I-91 north
- Travel north through Massachusetts and into Vermont.
- Once in Vermont, take exit #4 (Putney) off Interstate 91 and proceed north on Route 5 for approximately two miles.
- Go past the center of town and turn right at the Landmark College sign (River Road South).

From Boston and points East:

- Take the Mass Pike or Route 2 to Interstate 91 North into Vermont
- Once in Vermont, take exit #4 (Putney) off Interstate 91 and proceed north on Route 5 for approximately two miles.
- Go past the center of town and turn right at the Landmark College sign (River Road South).

Travel by Air

- The most convenient airport is Bradley International Airport in Hartford, Connecticut, about an hour and a half away by car.
- Thomas Transportation Inc. provides shuttle service to and from the airport. Call Thomas Transportation at 800-526-8143 for information about rates and schedules. They also have a website at http://www.thomastransportation.com

Travel by Train

- Take the Amtrak train to Brattleboro.

Local Pick-Up service on registration day

If you are arriving by train or will need transportation from a local (Putney/Brattleboro) hotel on registration day, please call the Student Affairs office at (802) 387-6714 to request to be picked up by the College.
Overnight Accommodations

Local Hotels & Motels

**Putney Inn**  
Depot Rd., Putney VT  
(802) 387-5517

**Holiday Inn Express**  
100 Chickering Road, Brattleboro, VT  
(802) 257-2400

**Colonial Inn**  
Putney Road (Route 5), Brattleboro, VT  
(802) 257-7733

**Days Inn**  
Putney Rd (Route 5), Brattleboro, VT  
(800)329-7466

**Latchis Hotel**  
50 Main St., Brattleboro, VT  
(802) 254-6300

**Ramada Inn**  
1380 Putney Road, Brattleboro, VT  
(802) 254-8701

**Motel 6**  
Route 5, Brattleboro, VT  
(802) 254-6007

**Super 8**  
1043 Putney Rd., Brattleboro, VT  
(802) 254-8889

**Best Western Sovereign Hotel**  
401 Winchester St., Keene, NH  
(603) 357-3038

**The Chesterfield Inn**  
Route 9, West Chesterfield, NH  
(603) 256-3211

**Hampton Inn**  
1378 Putney Road, Brattleboro, VT  
(802) 254-5700

Bed & Breakfast Inns

**Beckwood Pond Vermont Inn**  
1107 Route 5, Putney, VT 05346  
(802) 254-5900 or (877) 670-5900  
[www.beckwoodpond.com](http://www.beckwoodpond.com)

**The Crosby House**  
175 Western Avenue, Brattleboro VT  
(802) 257-4914 or (800) 528-1868  
[www.crosbyhouse.com](http://www.crosbyhouse.com)

**40 Putney Road**  
192 Putney Road, Brattleboro, VT  
(802) 254-6268 or (800) 941-2413  
[www.putney.net/40putneyrd/](http://www.putney.net/40putneyrd/)

**Four Columns Inn**  
in the village of Newfane, VT  
(802) 787-6633  
[www.fourcolumnsinn.com](http://www.fourcolumnsinn.com)

**Hickory Ridge House**  
Off Westminster West Rd., Putney, VT  
(802) 387-5709 or (800) 380-9218  
[www.hickoryridgehouse.com](http://www.hickoryridgehouse.com)

**Meadow Lark Inn**  
Off Rte. 9, Orchard St., Brattleboro, VT  
(802) 257-4582 or (800) 616-6359  
[www.meadowlarkinnvt.com](http://www.meadowlarkinnvt.com)  
Includes full breakfast

**Ranney - Crawford House**  
1097 Westminster West Road, Putney, VT.  
(800) 731-5502  
[www.ranney-crawford.com](http://www.ranney-crawford.com)  
Includes full breakfast

**Walpole Inn**  
Walpole, NH  
(603) 756-3320  
[www.walpoleinn.com](http://www.walpoleinn.com)  
Includes full breakfast
# Contact Us - General Numbers & Notes

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<th>Service</th>
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<td>Academic Affairs</td>
<td>(802) 387-6712</td>
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<td>Student Affairs</td>
<td>(802) 387-6714</td>
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<tr>
<td>Accounts Receivable</td>
<td>(802) 387-6845</td>
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<tr>
<td>Campus Debit Accounts</td>
<td>(802) 387-6801</td>
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<tr>
<td>Campus Security</td>
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<td>Counseling Services</td>
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<td>Financial Aid</td>
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<td>Parent Services</td>
<td>(802) 387-7157</td>
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<td>Student Employment</td>
<td>(802) 387-7179</td>
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**Academic Advisor:**

**Other Notes & Numbers**