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 30, 2007

9:00 - 10:30 a.m.  Registration for New Students (A – L)
10:30a.m - 12:00 p.m.  Registration for New Students (M – Z)
12:00 - 1:00 p.m.  Lunch
2:00-5:00 p.m.  New Student & Family Orientation programs begin
5:30 p.m.  President’s Dinner for New Students and Parents
6:30 p.m.  Families depart
7:00 p.m.  Welcome Rally for Students
8:00 p.m.  First Hall Meetings

Friday, August 31-Monday, September 3, 2007

Students will attend sessions and have the chance to participate in activities about…

- The academic program
- Information Technology & the laptop computers
- Meeting your academic advisor
- Living in the residence halls & in the community
- Making the transition to being a student in college

Tuesday, September 4, 2007 - Convocation & Classes begin

Orientation for your Family

The New Student Orientation program is also a time for your parents and other family members to become more familiar with your new College. From 2:00-5:30 p.m. on Thursday, August 30, 2007, 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 (and you stay!).

At 5:30 p.m., Dr. Lynda Katz, president of Landmark College, invites all students and their families to join her and other members of the College administration for a welcome dinner.

Check out our on-line orientation page periodically for updates and more information about the orientation schedules.
Academic Program

Overview
In the academic Program at Landmark College, first semester students typically take Developmental Writing or English Composition, and a first year course, Perspectives in Learning. Students also choose from a number of elective courses in their first semester, and most students carry a full load of four academic courses each semester. Courses are offered at the credit and non-credit level (see Placement below) and are taught by Landmark College faculty. 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 per class, professors are available to support students in the classroom and through regularly scheduled office hours. Additional support is also 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, students are placed into a full credit or partial credit course load. Placement is a process that involves review by a placement committee, made up of the academic dean and academic department chairs and directors. This committee reviews all materials submitted to the College through the admissions process, including the placement test, transcripts, reports, SATs, and interview summaries. After reviewing these materials, students are placed into levels with typically 60% going into the credit program and 40% going into a combination of credit and developmental courses. 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 coordinate the whole range of the academic program. Through weekly meetings, advisors monitor and discuss a student’s 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 any meeting with a student’s academic team. Advisors work closely with students at Landmark College and serve as the primary contact for parents.

Contacting Your Advisor
Students will be introduced to their advisor during New Student Orientation. At this time, students will receive their advisor’s phone number, email address, and office location. They will also arrange a time to meet their advisor within the first week of classes, and have the opportunity to ask questions.

Student Responsibilities in Advising
In order to take full advantage of Landmark’s intensive advising program, you, as a student, need to:
• Attend all advising meetings
• Communicate with your advisor about any academic, adjustment, or personal problems that may be interfering with your academic progress
• Consistently follow up on weekly goals as discussed in meetings with your advisor

The Drake Center for Academic Support (C.A.S.)

The Drake Center for Academic Support (C.A.S) is a one stop center for academic support on a drop-in or 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**
  - The C.A.S also serves as a drop-in center to assist students in the completion of work in their courses, and to provide a quiet study space in the evenings. A Landmark College professor is available to provide students with consultation, guidance, and support.

The Coaching Center

The Coaching Center is a support structure that works with students to help them identify their individual goals and plan how best to meet those goals. Coaching sessions are by appointment.
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 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, Aiken, 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.

Substance-Free Housing

Although there is already a strongly enforced expectation that Landmark College is a dry campus, the substance-free 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 substance-free 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. Form 3 on the right hand side of this folder 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.

Please note that housing assignments are time sensitive; we begin working with all submitted forms immediately after the deadline.
Preliminary roommate assignments will be made in January, and you will be notified by mail of your roommate assignment. Due to Landmark’s rolling admissions practice, roommate assignments for some students will not be available until you arrive on campus. While rare, roommate assignments are subject to change before your arrival on campus.

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.

Residence Hall Staff
Each residence hall is staffed with Resident Assistants (RA’s) and Resident Directors (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

Each student is provided with these basics:

- a bed, mattress (most are 80 inch-size) & mattress cover
- chest of drawers
- wardrobe or closet
- desk, and desk chair
- computer network outlet
- telephone jack (although the telephone line is shared with your roommate)
- 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).
You will need to provide your own:

- Alarm Clock (pick a good one!)
- pillows, sheets (for 80-inch 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
- 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
- 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 Education Program office at (802) 387-6712 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.
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. Students may sign up for long distance service by completing the application form enclosed.

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.

Landmark College & Long Distance Service

Landmark College issues each student who subscribes to long distance telephone service an authorization code. Your code allows you to use the long distance service and protects you from being charged for another student’s calls.

Telephone Service Cost

Long distance domestic calls will cost 7.9 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.

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.

Equipment you need to bring...

The College provides each student with a telephone jack. Telephone service comes with voice-mail at no extra cost, so buying an answering machine is not necessary. Students need to bring their own telephone and cord.

Signing Up

Enclosed in this packet you will find an application for Landmark Colleges’ long distance telephone service. To sign up for service, fill out the application and mail it to the college in the envelope provided. You can also sign up in person at Student Registration.

Cars on Campus

Landmark College recognizes that many students want and need on-campus access to a car (or motorcycle) 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 vehicles’ 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 (Aiken Hall, ext. 6899), the Office of Student Life (Strauch Student Center), or the Business Office (Administration Building). Completed forms, accompanied by copies of the valid state registration, valid insurance, and valid operator license, should be submitted to the Department of Safety & Security (Aiken Hall).

After submitting completed forms, you will receive a parking permit to affix to your car windshield.

Postal Services

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

It is strongly discouraged to send cash in the mail.

Your mailbox number and combination will be given to you at New Student Orientation. Your official address format for all mail is:

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Your Name  
c/o Landmark College  
Campus Mailbox #  
P.O. Box 820  
Putney, Vermont 05346
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**Shipping Packages & Trunks:** All packages and other deliveries are held in the business office in the administration building. You will receive an e-mail notice when a package arrives.

College Bookstore

The Landmark College Bookstore carries a variety of items, ranging from shampoo and soap to pens and three-ring binders. It also carries a variety of Landmark College warm-ups, caps, and T-shirts.

To purchase items in the store, you may use checks, cash, or VISA/MASTERCARD. **You may also set up a personal debit account by using the form 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 is an ATM machine in the Strauch Family Student Center, directly across from the Campus Mail Boxes. This machine takes just about any card out there, allowing you to access an account from your hometown. The cost of use is $1.75 per transaction.

Cashing Checks

Landmark students are permitted to cash a 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 (that is connected to the student ID card), allows students to make purchases at the College Bookstore, Café, vending machines and dining hall, charging those purchases against their on-campus debit account (note: this account does not work at stores off-campus).

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).

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, and in vending machines.

Students may set up authorized payers (such as parents) who will receive billing notifications via email and may view bills and 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 payers 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. In compliance with the Family Educational Rights and privacy Act (FERPA), only the student is permitted to set up authorized payers and to provide access to billing information and payment history.

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 now that 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 EST

Local Banking

There are two banks in Putney, both on Main Street:

- Chittenden Bank: (802) 387-5505
- River Valley Credit Union: (802) 387-5871
- There are also a number 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.
Counseling Services

The Counseling Center at Landmark College offers a range of mental health services to students who are seeking to understand themselves better or who are experiencing stress or personal problems which are interfering with their ability to fully engage in the educational program.

You may choose to seek counseling when you are:

- Puzzled or confused by some aspect of your emotional life
- Concerned about a pattern of behavior that seems self-defeating
- Stressed out or anxious
- Unsure where you are going with your life
- Missing classes, avoiding people and not working
- Unhappy with friendships or intimate relationships
- Not able to sleep or are sleeping all the time
- Feeling sad, depressed or alone
- Eating all the time or hardly at all
- Thinking that things always go wrong for you
- Homesick
- Having difficulty making needed decisions

Services include:

- Assessment
- Individual counseling
- Group Counseling
- Support Groups
- Educational Programs
- Referral to appropriate community services
- Consultation

How Do I See A Counselor?

The Counseling Center is on the second floor of the Strauch Family Student Center and is open fall, spring, and summer semesters from 9:00 a.m. to 5:00 p.m. each weekday, with limited evening appointment hours. To make an appointment, stop by the Health Center, fill out a counseling services request form and leave the form with Cindy Osuna (her desk is as you walk in the door to Health Services). Counseling can also be reached by phone (Ext 1636). Please check our intranet site.

What Happens Next?

During the first meeting with a counselor, you will be asked to describe your concerns and what you hope to gain from counseling. Together, you and the counselor will determine a course of action best suited to your needs and goals. It may be that you continue to work with a counselor here at Landmark, either individually or in a group with others expressing similar concerns. Or, it may be
that you receive assistance in accessing another resource at the college or in the community. Many students find that a few meetings are all they need to explore and clarify their feelings and options.

Confidentiality

The Counseling Center is a safe place for Landmark College students. Students who come here have the right to confidentiality. What is discussed with a counselor will stay within the Counseling Center, unless:

- you give us written permission to do otherwise
- you are a danger to self or others
- we are specifically required by law (as in cases involving child abuse or if we are ordered by the court)

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. It is open Monday through Friday from 8:30 AM-3:30 PM. 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, providing immunizations, ordering and interpreting diagnostic tests including lab and x-ray, 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.

If you have any questions about Health Services, please call Simonne Holton, FNP, 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 verification form must be completed & signed by a health care provider. The College will not allow us to register students who do not have proof of immunizations:
   a. MMR (Measles, Mumps, and Rubella) – Two doses required
   b. PPD (Tuberculosis-Mantoux test (or negative TB Risk Screen per guidelines. Examining Provider must complete TB Risk Screening.
   c. Diphtheria/Tetanus or Tetanus booster within past ten years – Required.
   d. Hepatitis B immunization – Three dose series – Required
   e. Meningococcal vaccine – Required
   f. Documentation of initial series of DPT and Polio (infant & childhood)

ALL INFORMATION MUST BE FILLED OUT ON THE FORMS PROVIDED BY THE COLLEGE. Please return these forms in the envelope provided or fax the forms to health services at (802) 387-1644.

While not required, the College does recommend the Varicella (Chicken Pox) vaccine if the history is negative. HPV vaccine is also recommended for female students. Information for Varicella and HPV with recommendations from the American College Health Association can be found in this section.

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 would encourage you to begin thinking, before you get to campus, about how you are going to receive your prescription medication on a regular basis.

There are basically two different approaches to renewing these medications.

1. Students continue to rely on their prescribing physician at home.

   This may be the preferred approach when:
   • 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.

   This choice requires:
   • 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.**

   **This may be the preferred approach when:**
   - 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.

   **This choice requires:**
   - 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.

**Recommendation on Varicella Vaccine (Chicken Pox)**

The American College Health Association (ACHA) recommends that all entering College students without history of the disease or without age appropriate immunization or with a negative antibody titer be given the varicella vaccine.

The varicella vaccine was approved by the Food and Drug Administration on March 17, 1995.

**Who should receive the vaccine?**

Adolescents and adults who do not have evidence of previous varicella either by history, vaccination, or titer.

Students entering health profession and occupations with exposure to young children should have a history of having chicken pox, have a protective varicella titer or receive the vaccine.

**Who should not receive the vaccine?**

Individuals with
   - Hypersensitivity to any component of the vaccine, including gelatin.
   - A history of anaphylactic reaction to neomycin.
   - Primary or secondary immunodeficiency states (including people with AIDS)
   - A family history of congenital or hereditary immunodeficiency.
   - Active untreated tuberculosis.
   - Any active febrile illness.
   - Pregnant women (pregnancy should also be avoided for three months after vaccination).
Also, with certain exceptions, the vaccine should not be given to individuals with blood dyscrasia, leukemia, lymphoma of any type, or other malignant neoplasms affecting the bone marrow or lymphatic systems.

**What are the dosage requirements?**

The dosage for adolescents and adults of “Varivax” is two 0.5ml doses ministered subcutaneously four to eight weeks apart. Blood tests in adolescents and adults showed antibodies present in 97.2 percent of cases one year after receiving the two doses.

The long-term duration of protection is not known at this time, but limited clinical data suggests immunity persisting for at least six years. At this time it is not known if a “booster dose” will be required.

**What are the possible side effects?**

In clinical trials involving adolescents and adults, the vaccine was generally well tolerated, although occasional side effects were observed. The most common adverse effects involved the injection site; these included redness, swelling, varicella-type rash, itching and induration. Fever and a generalized mild chicken-pox-type rash were less common.

As with any vaccine, breakthrough cases of chicken pox after the vaccination have occurred. Studies reported 2.1 having breakthrough cases; however, most were considered mild.

**What are storage requirements?**

- Storage requirements are relatively stringent.
- The vaccine must remain frozen at an average temperature of 5 degrees F or colder.
- Daily temperature readings of the freezer must be recorded.
- After the vaccination is reconstituted, it must be given within 30 minutes.
- Frozen vaccine has a shelf-life of 18 months.

**What does it cost?**

The current price for Varicella is approximately $70.00 for a single dose, with a slight savings on orders of ten doses or more.

**Need more information?**

If you need more information, or want to order the vaccine, Merck Vaccine Division has set up a hotline *(800) 982-7482*.

**Recommendation on Quadrivalent Human Papillomavirus (HPV)**

The American College Health Association (ACHA) recommends that all female college students 11 to 26 years old be given the quadrivalent human papillomavirus vaccine.

**What is HPV?**
Genital human papillomavirus (HPV) is the most common sexually transmitted virus in the United States. There are about 40 types of HPV. About 20 million people in the U.S. are infected each year. HPV is spread through sexual contact.

Most HPV infections don’t cause any symptoms, and go away on their own. But HPV is important mainly because it can cause cervical cancer in women. Every year in the U.S. about 10,000 women get cervical cancer and 3,700 die from it. It is the 2nd leading cause of cancer deaths among women around the world.

HPV is also associated with several less common types of cancer in both men and women. It can also cause genital warts and warts in upper respiratory tract. More than 50% of sexually active men and women are infected with HPV at sometime in their lives.

There is no treatment for HPV infection, but the conditions it causes can be treated.

HPV Vaccine – Why get vaccinated?

HPV vaccine is an inactivated (not live) vaccine which protects against 4 major types of HPV. These include 2 types that cause about 70% of cervical cancer and 2 types that cause about 90% of genital warts. HPV vaccine can prevent most genital warts and most cases of cervical cancer.

Protection from HPV vaccine is expected to be long-lasting. But vaccinated women still need cervical cancer screening because the vaccine does not protect against all HPV types that cause cervical cancer.

Who should get HPV vaccine and when?

Routine Vaccination

- HPV vaccine is routinely recommended for girls 11-12 years of age. Doctors may give it to girls as young as 9 years.

Why is HPV vaccine given to girls at this age?

It is important for girls to get HPV vaccine before their first sexual contact – because they have not been exposed to HPV. For these girls, the vaccine can prevent almost 100% of disease caused by the 4 types of HPV targeted by the vaccine.

However, if a girl or woman is already infected with a type of HPV, the vaccine will not prevent disease from that type.

Catch-Up Vaccination

- The vaccine is also recommended for girls and women 13-26 years of age who did not receive it when they were younger.

HPV vaccine is given as a 3-dose series:

1st Dose: Now
2nd Dose: 2 months after Dose 1
3rd Dose: 6 months after Dose 1
Additional (booster) doses are not recommended. HPV vaccine may be given at the same time as other vaccines

Some girls or women should not get HPV vaccine or should wait.

- Anyone who has ever had a life-threatening allergic reaction to yeast, or any other component of HPV vaccine, or to a previous dose of HPV vaccine should not get the vaccine. Tell your doctor if the person getting the vaccine has any severe allergies.

- Pregnant women should not get the vaccine. The vaccine appears to be safe for both the mother and unborn baby, but it is still being studied. Receiving HPV vaccine when pregnant is not a reason to consider terminating the pregnancy. Women who are breast feeding may safely get the vaccine.

  Any woman who learns that she was pregnant when she got HPV vaccine is encouraged to call the HPV vaccine in pregnancy registry at 800-986-8999. Information from this registry will help us learn how pregnant women respond to the vaccine.

- People who are mildly ill when the shot is scheduled can still get HPV vaccine. People with moderate or severe illnesses should wait until they recover.

What are the risks from HPV vaccine?

HPV vaccine does not appear to cause any serious side effects. However, a vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of any vaccine causing serious harm, or death, is extremely small.

Several mild problems may occur with HPV vaccine:

- Pain at the injection site (about 8 people in 10)
- Redness or swelling at the injection site (about 1 person in 4)
- Mild fever (100°F) (about 1 person in 10)
- Itching at the injection site (about 1 person in 30)
- Moderate fever (102°F) (about 1 person in 65)

These symptoms do not last long and go away on their own.

Life-threatening allergic reactions from vaccines are very rare. If they do occur, it would be within a few minutes to a few hours after the vaccination.

Like all vaccines, HPV vaccine will continue to be monitored for unusual or severe problems.

What if there is a severe reaction?

What should I look for?

- Any unusual condition, such as a high fever or behavior changes. Signs of a serious allergic reaction can include difficulty breathing, hoarseness or wheezing, hives, paleness, weakness, a fast heart beat or dizziness.
What should I do?

- Call a doctor, or get the person to a doctor right away.
- Tell your doctor what happened, the date and time it happened, and when the vaccination was given.
- Ask your doctor, nurse, or health department to report the reaction by filing a Vaccine Adverse Event Reporting System (VAERS) form.
- Or you can file this report through the VAERS website at www.vaers.hhs.gov, or by calling 1-800-822-7967.
- *VAERS does not provide medical advice.*

How can I learn more?

- Ask your doctor or nurse. They can show you the vaccine package insert or suggest other sources of information.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO)
  - Visit CDC’s website at [www.cdc.gov/std/hpv](http://www.cdc.gov/std/hpv) and [www.cdc.gov/nip](http://www.cdc.gov/nip).
Programs & Activities

The Programs & Activities Department 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 and 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 C.A.B. 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 cross country running, men and women’s soccer, and men and women’s basketball in the fall and winter, followed by 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 C.A.B. meeting and fill out a club form. It’s that simple! Clubs for the 2006-2007 year 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. We also have a Women’s Support Group, as well as a Women’s Center that offers you resources and more ways to be involved.

**Cultural Diversity**

A huge part of the college experience is broadening your horizons and learning about other cultures. Landmark College is very dedicated to this premise — perhaps more so than most other colleges our size. Within the past few years, we have sponsored Black Poetry Evening, cooking classes (soul food, Jamaican, Indian), dancing lessons (African, Salsa), diversity dialogues, Gospel Singing Field Trip, Harlem Weekend, Irish Band and weekly movie nights.
Music

Music is one of life’s great joys. Landmark offers many opportunities for both accomplished musicians and beginners to make it on a committed or occasional basis. We currently offer these performance opportunities: Band (Pep and Roving), Chamber Ensemble, Chorus, Coffee House, Jazz Ensemble, Play/Theatre Accompaniment and Talent Show.

Theater

Many semesters, Landmark students put on a theatrical production. This is a great opportunity to get involved, even if you prefer not to act. 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 a free weekend shuttle service to all students to nearby areas for access to movies, restaurants, shopping and recreation.

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).
- A network connection for each student in residence hall rooms.
- Wireless network access in classrooms, labs, Library, and Student Center.
- 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 after June 1, 2007.
• 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 charged to the student account and can be paid by paper check or by e-check, credit/debit card using the Quick Pay system on our website either prior to or at registration.

Software & Services:
• Windows XP Professional
• Microsoft Office Professional
• Kurzweil 3000 Read
• Inspiration Concept Mapping
• Photoshop & Premiere Elements
• Novell Network & Groupwise Email Clients
• InoculateIT Anti-Virus
• Loss/Theft/Damage Insurance (1Year / $100 deductible per incident)
• 3 Year Std Warranty & ThinkPlus ThinkPad Protection Plan (parts replacement)

LMC Lenovo (IBM) Repair Center:
We have Lenovo Certified technicians on campus facilitating 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 while repairs are being made.

Macintosh Notebook Policy:
We do not support the use of Macintosh computers in our classrooms. You may bring a Mac to campus, but with the understanding that you will only be able to access the internet. Other network resources on campus will not be available.
This is necessary to provide a high level of computer support and software consistency in and out of the classroom.

**Bringing Your Own Computer**

Students who choose to bring a notebook from home will be responsible for hardware repairs, Windows Operating System and any other miscellaneous software troubleshooting. The Help Desk will support their campus network connection and LMC required software. The College does not currently support the use of the Windows Vista operating system. Students using Vista will be limited to internet access only. Please visit our website periodically, at [http://www.landmark.edu/about/technology/notebooks.html](http://www.landmark.edu/about/technology/notebooks.html) for updates on Vista support.

**Minimum Requirements if I choose to Purchase a Notebook on my own (For Questions Call 802-387-6800):**

- PC Compatible Notebook *(No Macintosh)*
- 1.0GHz (Gigahertz) or faster CPU
- 512MB Ram
- Windows XP Home or Professional
- 20GB hard drive with 3GB free space
- CD Drive *(CD Burner Recommended)*
- Sound support, including headphones
- 10/100 Ethernet connection
- 802.11b integrated wireless or external wireless card
- Novell Client/GroupWise Email Client *(Provided by LMC)*

**Software sold at the campus bookstore for computers not purchased through Landmark College**

**Required Software:**

- Microsoft Office Professional *(Campus license for enrolled students)*
- Inspiration Concept Mapping

**Recommended Software:**

- Kurzweil 3000 Read
- Dragon Naturally Speaking Preferred

For Questions Call the Landmark College Help Desk at (802) 387-6800

**Student Health Insurance Plan**

Landmark College has implemented mandatory health insurance for all students as the best means of providing adequate and proper coverage for our student population. This insurance is in addition to each student’s primary coverage and protects the student from out-of-network exclusions and deductibles. For students who do not have other insurance coverage, the school insurance will be their primary coverage.

More information about this plan can be found below or in the enclosed brochure.
Where to find help

For questions about:

- Insurance Benefits
- Preferred Provider Listings
- Claims Processing

Please contact:

Bollinger, Inc
101 JFK Parkway, PO Box 727
Short Hills, NJ 07078-0727
(800) 526-1379
www.BollingerInsurance.com/landmark

For questions about:

- Enrollment Forms
- Health Service
- On-Campus Referrals

Please contact:

Landmark College Business Office
P.O. Box 820
River Road South
Putney, VT 05346
(802) 387-4767

Claim Procedure

Customer Service Representatives are available 8:00 a.m. to 5:00 p.m. (ET), Monday through Friday, for any questions (800) 526-1379.

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 Business Office or www.bollingerinsurance.com/landmark and complete it as indicated.

3. Only one claim from 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 Brooks ID card to Brooks Pharmacy. The Brooks Pharmacy will bill Bollinger, Inc. for the cost of the drug, plus a dispensing fee. When you need to fill a Prescription at a Pharmacy other than Brooks Pharmacy and/or do not have your ID card with you, you may obtain your prescription from such pharmacy and be reimbursed by
submitting a completed claim form. You will be reimbursed for covered medications directly by Bollinger, Inc.

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.

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 therefrom 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).
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).

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).

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 educational program office at (802) 387-6712 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


**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

Bed & Breakfast Inns

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

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

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

**Four Columns Inn**
in the village of Newfane, VT
(800) 787-6633
www.fourcolumnsinn.com

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

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

**Raney - Crawford House**
1097 Westminster West Road, Putney, VT.
(800) 731-5502
www.ranney-crawford.com
Includes full breakfast

**Walpole Inn**
Walpole, NH
(603) 756-3320
www.walpoleinn.com
Includes full breakfast
Questions Frequently Asked by Incoming Students and Their Parents

Airport Shuttle (Bradley International Airport, Hartford, CT)

- **When does the airport shuttle leave campus before an extended break?**
  The shuttle leaves at 11:30 am on the Friday morning before an extended break. The pick up point is Middle Hall. The shuttle arrives at Bradley at 1:00–1:15 pm.

- **When and where does the airport shuttle meet returning students after an extended break?**
  The shuttle meets returning students at Terminal A arrivals at 6:00 pm on the Sunday before classes.

- **How much does this service cost?**
  $40 each way.

- **Are reservations required?**
  Yes, and they’re confirmed upon payment. An email will be sent out to the student body when it’s time to schedule.

- **Can new students arriving on campus take the College airport shuttle?**
  No. The shuttle is provided for students who are already registered at the College. New students should contact Thomas Transportation at 800-526-8143.

Counseling Services

- **What services does counseling provide?**
  The Counseling Center offers free professional mental health services for Landmark students. You’ll meet with a counselor to determine the nature of your needs and together determine a course of action. Options include individual and group counseling, as well as referrals to other community and campus resources. Counselors are also involved in educational and other activities on campus throughout the year.

- **Why would a student go to counseling?**
  There are a lot of reasons, including stress, anxiety, depression, relationship issues, and concern about substance use. Many students go to counseling simply because they want to learn more about themselves.

- **Is counseling confidential?**
  Generally, yes. Your contact with the Counseling Center and information you share with your counselor typically will not be shared with anyone—including parents, faculty and other College departments—without your express written permission. There are some legal and ethical exceptions, such as if you are in danger of seriously hurting yourself or are a threat to others. Additionally, counseling records are kept in secure, locked files and are not part of your Landmark College record.

- **Can a student be forced or otherwise encouraged to attend counseling?**
Generally, no. Except in the case of certain life-threatening situations, the choice of whether or not to go to counseling is entirely up to the student. Parents who are concerned about their students or wish to consult with a counselor about how to discuss that concern or the option of counseling may contact the Counseling Center.

FERPA

- **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. [http://www.ed.gov/policy/gen/guid/fpco/faq.html](http://www.ed.gov/policy/gen/guid/fpco/faq.html)

- **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.

- **Directory Information**: 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.

- **How does a student give voluntarily give their parents or guardians access to the information contained in their education record?**

  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).

- **How long will the waiver be in effect?**

  Consent will remain in effect until the student submits a notification in writing revoking his/her consent.

- **How do students revoke their consent to release information?**

  Students 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
Do parents or guardians of college students have the right to see their children’s education records? Does it make a difference if they are paying the tuition?

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.

Is an Authorization form needed if a student and family members have an appointment with faculty or staff to review the student's academic progress (like on Parents’ Weekend)?

Yes. By signing the consent form, students give the College authority to share information contained in their education records to their parent or guardian. FERPA does not allow for information to be released on the assumption that if the student is in the room, he/she has necessarily given consent.

Health Insurance

Is this my primary coverage?
This insurance is in addition to each student’s primary coverage and protects the student from out-of-network exclusions and deductibles. For students who do not have other coverage, the school insurance will be the primary coverage.

Can I get the insurance to cover my spouse and/or children?
Yes, please refer to the Coverage Web Site for details—www.bollingerinsurance.com/landmark

What does this insurance cover?
This insurance covers medical expenses which arise from an accidental injury or a sickness which occurs while you are covered under this program.

Does the Policy pay all medical bills in full?
In most circumstances, it will not. There are exclusions and limitations in the policy, so you will need to refer to the brochure.

May I go to any doctor?
Yes, you may.

How do I get medical expenses paid?
Any time you seek medical care off campus, you must submit a claim form to Bollinger Inc. One claim form needs to be submitted for each injury of sickness (refer to claim procedure).

Where do I get a claim form?
You can print one out from the web site.
• **How do I file a claim?**
  Attach your itemized bills to a completed claim form and mail to Bollinger, Inc., PO Box 727, Short Hills, NJ 07078-0727. Only one claim form is needed per injury or sickness.

• **With this insurance must I go to the College Health Center first?**
  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 insurance plan.

• **What if I am out of state when I get sick or injured?**
  This insurance plan will cover you for any illness or injury which occurs out of state. You must follow the same procedures in filing a claim as if it had happened here in Vermont.

**Health Services**

• **Can parents call to inquire about students’ health?**
  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.

• **Will parents be notified if a student is ill?**
  If a student is critically ill, parents will often be notified. And very often, if students are ill or injured, we will ask if they would like us to notify their parents.

• **What do students do if they are sick and Health Services is closed?**
  Brattleboro Primary Care, an internal medicine group, provides medical coverage when Health Services is closed. A physician is on call 24/7.

• **Does Health Services dispense medication to students?**
  No. Students keep their medications and are responsible for taking them as directed by their physicians.

• **If students are taking medications as part of their ADHD symptom management plan, how do they get their prescriptions renewed and medications filled?**
  There are two different approaches, each of which has plusses and minuses:

  1. Continue relying on the prescribing physician at home.
     • Preferred when you have an established, positive relationship with your prescribing physician.
     • Preferred when insurance benefits limit provider choice and/or out-of-state provider access.
     • Requires planning ahead for appointments to coincide with visits home.
     • Requires making arrangements to have prescriptions filled at home pharmacies and getting them mailed.
• Requires understanding your physician’s availability in case you have to report concerns or problems—or secure a refill prescription.

2. Establish a relationship with a prescribing physician in the Landmark area.
   • Preferred when your current prescribing physician cannot continue with medication management.
   • Preferred when you cannot get the support mechanisms in place to have prescriptions filled at home.
   • Requires planning and scheduling ahead.
   • Requires verification that both the physician and services are covered by your insurance, if benefits are a consideration for you.

Music and Music Programs

• *Can I take music lessons at the College?*
  Not exactly. The College does not offer lessons, but you’re welcome to join one of our ensembles. We attempt to find time to work with students on an individual basis whenever possible.

• *Can I store and practice my drums at the College?*
  No. We’re already very short on space.

• *What do I do if I want to participate in ensembles but have a scheduling conflict?*
  This is a common problem, since any course can be scheduled at any time. We welcome students who cannot participate in ensembles to participate in performance.

Parking & Vehicle Registration

• *How do I register my car?*
  Contact the duty officer at ext. 6899 or (802) 387-6799 and request to meet him or her at the Safety and Security Office. You will fill out a registration form and we’ll issue a permit for your vehicle and a copy of the campus parking and traffic regulations.

• *Where am I allowed to park on campus?*
  When you register your vehicle we’ll tell you where you’re allowed to park.

Residence Halls & Residential Life

• *When will I find out who my roommate is?*
  Typically, you’ll receive your roommate’s name and contact information 2-3 weeks before the beginning of the semester. Since we have a rolling admissions policy, some roommate assignments may not be available until you arrive on campus. In rare instances, we may also need to change roommate assignments before you arrive.
• **How big are the rooms?**
  Each double room ranges from 10’x17’ to 11’x17’.

• **What's in my room?**
  Each room has both shared features and basics provided for each student. Shared features include:
  - Wall to wall carpet.
  - Large window with blinds.
  - Overhead light.
  - Cable TV jack.
  - Telephone jack.

  Each student is provided with:
  - Bed, mattress and mattress cover (most are 80 inch size).
  - Chest of drawers.
  - Wardrobe or closet.
  - Desk and desk chair.
  - Computer network outlet.

• **What must I bring?**
  You’ll find the following fairly essential:
  - Alarm clock (pick a good one – we like to get started early!).
  - Bedding: pillows, blanket or comforter and sheets for 80-inch mattress.
  - Towels & toiletries (shampoo, soap, razors, deodorant, etc.).
  - Telephone.
  - Clothes hangers.
  - Mirror.
  - Wastebasket.
  - Small appliances: fan, iron, surge protectors and extension cords with built-in surge protectors.

• **Anything else I might consider bringing?**
  These things might make your stay more comfortable:
  - Study lamp or table lamp (the room has only one overhead light).
  - Stereo or radio with headset.
  - TV/VCR/DVD.
  - Small microwave.
  - Mini refrigerator.
  - Shower shoes.
  - Shower tote.

  It’s usually a good idea to confer with your roommate before bringing small appliances like a TV, fridge or microwave. You may not want two of these items in your room.

• **What am I not allowed to have in my room?**
  The following things are not allowed in the Residence Halls:
• Pets (except fish).
• Open flames or heating coils (candles, incense, toaster ovens, lanterns,
• space heaters, etc.).
• Alcohol and alcohol containers.
• Illicit drugs and drug-use paraphernalia.
• Explosives, firearms and firecrackers.
• Weapons of any sort.
• Decorations that hang from the ceiling.
• Furniture that has not been pre-approved by the College (this includes lofts,
• bunk beds and stuffed/upholstered furniture).
• Ordinary extension cords (use surge protectors instead).

• **Do I need a phone with a land line if I have a cell phone?**
  Yes! Your Resident Advisor, Resident Dean and other College staff will try to reach you on your room extension, not your private cell phone number. It’s important for all students to have a phone to access their room’s voice mail.

• **Can new students get single rooms?**
  Rarely. Most first year students will begin their stay at Landmark College in a double occupancy room in one of our seven Residence Halls. We do occasionally place students in single rooms as necessary according to specific need (things like student age and physical and medical necessity).

• **What criteria determine who gets single rooms?**
  In addition to the specific need assignments mentioned above, we also consider:
  • 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).

• **Is storage available?**
  Yes, on a limited basis, according to these criteria:
  • First-come, first-served basis.
  • You must be returning to the Putney Campus the next semester.
  • No food, and No furniture.
  • Small appliances—such as mini-fridges, TVs and fans—must be labeled.
• All other items must be boxed, sealed with tape and labeled with your name and home address. NO TRASH BAGS.
• You may access the storage room only during set storage hours.

Safety & Security

• How do I contact Security?
  Dial extension 6899 from any internal phone or call (802) 387-6899 from an external phone. This phone is answered 24/7. The Security Office is located on the first floor of Aiken Hall, but it is not staffed at all times.

• What happens 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, and evacuation routes are posted in each room. In addition, we’ll conduct a fire drill 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.

• How do I keep my personal belongings safe?
  Lock your room when you’re not in it or when you’re sleeping. Also, consider purchasing the student property insurance.

Tech Support Services

• Can I buy the required software from my courses on campus?
  Yes. The College Bookstore sells both required (Microsoft Office, Inspiration) and optional (Kurzweil and Dragon) software packages at a discounted price.

• Can I buy my required notebook computer through the College?
  You bet! In fact we encourage you to buy your computer through the College. 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.

• Can I bring my own laptop instead?
  Yes, but it must meet very specific requirements. Also note 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.

• Does the College support Macintosh computers?
No. We only support Windows-based computers. Macintosh computers cannot be connected to the College network. We need to do this in order to maintain a high level of computer support and software consistency.

- **Will the College support my printer or other peripheral equipment?**
  No. But you can access our printers and copiers at no charge.

- **Can I connect my PDA or gaming system to the College network?**
  No. We can only register PC-compatible computers for use on the network.