Bard College at
SIMON'S ROCK
the Early College

Office of Admission

Spring 2015

Greetings,

Congratulations on your acceptance to Simon's Rock! Welcoming new students to campus is one of the most exciting parts of the year and we look forward to seeing you and your family on Arrival Day, Saturday, August 15.

Those of us in admission have enjoyed getting to know you through the application process, and are excited to introduce you to the rest of the college community when you arrive. You are beginning a great academic and personal adventure, and we look forward to seeing things unfold for you. We'll see you around campus and at college events, and we hope you will keep us updated on how you're doing.

In anticipation of your arrival, we are planning New Student Orientation. This week-long program includes a variety of activities designed to acquaint you with college life, with each other, and with the people and services that are here for your benefit. Your admission to Simon's Rock extends to you membership in a dynamic intellectual community. By becoming actively involved, you can make these years more fulfilling and meaningful. We believe you will find Simon's Rock to be a place where you are both respected and nurtured, in and out of the classroom.

Enclosed is information on logistical matters such as housing, packing, and staying in touch with people at home. Please make sure to review all of the information, to return the necessary forms as soon as possible, and to contact us if you or your parents have questions. Once again, congratulations and welcome to the Simon's Rock community!

Best wishes,

M. Leslie Davidson
Dean of the College

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Academic Calendar 2015-2016

Summer 2015

Wednesday, August 12	—New international students arrive
Saturday, August 15	—New students arrive 8:30-11:00 am *(Financial clearance required)*
Saturday, August 15 - Saturday, August 22	—Writing & Thinking Workshop / Orientation
Wednesday, August 19 – Thursday, August 20	—Senior Workshop
Friday, August 21	—Academic Advising 9:00 am-12:00 pm —Faculty Meeting 1:00-3:00pm

Fall Semester 2015

Sunday, August 23	—Returning students arrive after noon (*Financial clearance required)*
Monday, August 24	—Fall semester classes begin
Friday, September 4	—Last day to return course add forms to Registrar —Grades for Spring semester incompletes & grade changes to Registrar (I lapses to F)
Friday, September 18	—Last day to return course drop forms to Registrar
Friday, October 2	—Airport / travel information to Transportation by 5:00
Friday, October 9	—Fall Break begins after last class *(Residences close Saturday, October 10 at noon)* —Module 1 ends
Friday, October 9 - Sunday, October 18	—Fall break break
Sunday, October 18	—Students return after noon
Monday, October 19	—Classes resume —Module 2 begins
Friday, October 23	—Add / Drop period for Module 2 ends
Friday, October 30 - Sunday, November 1	—Family Weekend
Wednesday, November 11	—Social Justice and Diversity Teach-in, no classes. —Last day to withdraw from a class
Friday, November 13	—Airport / travel information to Transportation by 5:00
Friday, November 20	—Thanksgiving Break begins after last class *(Residences close Saturday, November 21 at noon)*
Sunday, November 29	—Students return after noon
Monday, November 30	—Classes resume
Wednesday, December 2	—Registration for Spring 2016 semester *(Financial clearance required)*
Friday, December 4	—Airport / travel information to Transportation by 5:00
Wednesday, December 9	—Last day of classes
Thursday, December 10	—Reading Day —Airport/travel information to Transportation by 5:00
Friday, Monday-Tuesday, December 11, 14-15	—Final examination period (end at noon on Tuesday) *(Residences close Weds, December 16 at noon)*

Intersession

Wednesday, December 16 – Sunday, January 24	—Holiday Vacation / Intersession
Thursday, December 24 – Friday, January 1	—School Closed (all campus offices closed)
Monday, January 4	—Fall semester grades and comments due to Registrar
Thursday, January 21	—Faculty Retreat

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Spring Semester 2016

Friday, January 22	—New students arrive 10:00-11:00 am
	—Advising/ registration for new students 1:00-3:00pm *(Financial clearance required)*
Sunday, January 24	—Returning students arrive after noon *(Financial clearance required)*
Monday, January 25	—Spring semester classes begin
Friday, February 5	—Last day to return course add forms to Registrar
	—Grades for Fall semester incompletes & grade changes to Registrar (I lapses to F)
Friday, February 19	—Last day to return course drop forms to Registrar
Friday, March 4	—Airport / travel information to Transportation by 5:00
Wednesday, March 9	—Scholarship applications due to Academic Affairs
Friday, March 11	—Module 1 ends
	—2-Week Spring break begins after last class (*Residences close Saturday, March 12 at noon)*
Friday, March 18	—Module 1 grades and comments due to Registrar
Sunday, March 27	—2-Week Spring break ends, students return after noon
Monday, March 28	—Classes resume
	—Module 2 begins
Friday, April 1	—Last day to return Module 2 Add/Drop forms
Friday, April 15	—All financial aid applications (FAFSA and Profile) due to Financial Aid Office
Wednesday, April 27	—Last day to withdraw from a class
Friday, May 6	—Airport / travel information to Transportation by 5:00
Wednesday, May 11	—Registration for Fall 2016 *(Financial clearance required)*
Friday, May 13	—Last day of classes
Saturday and Sunday, May 14-15	—Reading Period
Monday, May 16 - Wednesday, May 18	—Final examination period
Thursday, May 19	—Residences close at noon for non-degree students
Saturday, May 21	—Commencement *(Residences close for graduates at 4:00)*
Tuesday, May 31	—Spring semester grades and comments due by noon

International Student Orientation

Thursday-Friday, August 13-14, 2015

International students should plan to arrive on Wednesday, August 12 to attend International Student Orientation on Thursday and Friday. If you are arriving without your parents, please contact Susan Mower to arrange for transportation from the airport to campus. Further information about airport transportation can be found on page 6 of this booklet, and in the email sent separately to international students detailing international travel arrangements.

Orientation for international students will include sessions designed to acquaint you with the culture and educational system in the US, with the people on campus who support international students throughout their time at Simon's Rock, and with one another. Arriving early will also give you an opportunity to begin adjusting to the time difference.

Semester Breaks and Transportation

Simon's Rock students have two week-long breaks from classes in the fall semester, and one two-week break from classes in the spring semester. The breaks are intended as time to rest and recharge. During breaks, the residence halls are closed and all students who do not live more than 300 miles from campus are expected to leave for the duration of the break.

Those who live more than 300 miles from the college and wish to remain on campus during breaks must petition the Director of Residence Life for permission to stay. Petitions are due to the Office of Student Affairs on the Friday one week before each break begins. An email notification reminds students of the procedures and deadlines two weeks before each break. The Director of Residence Life will confirm authorizations via email on the Tuesday preceding break, and is the only one who can grant authorization.

In some cases, students with extenuating circumstances may be granted permission to remain on campus, or to leave late or return early from break. Students with such circumstances must contact the Director of Residence Life by the petition deadline to discuss their situation. Please note that being scheduled to work in a campus job does not qualify a student to stay on campus over break, so have your supervisor schedule your hours accordingly.

The residence halls close at the date and time published on the college calendars. After that time, those buildings are not staffed and supervision on campus as a whole is reduced. For this reason, only students who are authorized and acknowledged by Residence Life can be on campus. Students who remain on campus past closing time or who return before the residences reopen will be subject to fines.

Please note that during the December Break/Intersession, the college as a whole is closed and all domestic students are expected to leave for the duration of the break.

At the beginning and end of the academic year and of each college break, transportation to and from Albany and Bradley (Hartford) Airports is offered at a charge of $50 one-way or $100 round-trip; the cost will be billed to the student's account.

In order to arrange airport transportation for college breaks, students must sign up using the online form by 5:00 pm on the Friday one-week prior to the beginning of the break. Students not reserving a space by the deadline will be responsible for arranging their own transportation. If a student's transportation schedule changes, it is his or her responsibility to make arrangements for alternative transportation. A Coordinator of Transportation must be notified in the event of a change and all requests for credits of transportation fees must be made 48 hours in advance of said changes. Incoming first-year students who will be arriving without their family on Friday, August 14 should email transportation@simons-rock.edu to request an airport shuttle. Please include your flight information.

Many airlines require passengers to arrive at the airport one full hour before departure, so please schedule flights accordingly. Albany Airport is about one hour and 15 minutes from campus; Bradley Airport (Hartford) is about one and a half hours from campus. Due to variables such as weather conditions, traffic, etc., airport arrival times are approximate. Depending upon vehicle space considerations and airline departure/arrival times, we may occasionally need to alter our campus departure and airport pick up times; students will be notified as soon as possible. Due to space limitation on the shuttle, students should bring no more than one checked bag and one carry-on. Students who need to carry more should check with a Coordinator of Transportation to determine if there is space on the shuttle for additional luggage.

Simon's Rock also offers limited shuttle service to the Wassaic train station at the beginning and end of each

break, at a cost of $40. Wassaic is the northernmost stop on the New York Metropolitan Transportation Authority's Metro-North Railway (Harlem line). Connections to cities along the eastern seaboard via Grand Central station are often available. Please email transportation@simons-rock.edu for details or see the website for details on pick up dates and times.

Writing & Thinking Workshop/New Student Orientation

During the first week on campus, members of the fall entering class will participate in the Writing and Thinking Workshop sessions, and attend events and activities designed to acquaint you with college life in general and Simon's Rock in particular. All incoming first-year students are expected to stay on campus for the entirety of the week, including those students who will reside with their families during the academic year.

Please plan to arrive on campus ***between 8:00 and 11:00 am on Saturday, August 15,*** so that you have time to complete the check-in and move-in process before the opening events and your first Writing and Thinking Workshop session. Students will begin their first Writing and Thinking Workshop session in the early afternoon of August 15. Concurrent activities for families of incoming students are scheduled through the late afternoon. Families are not required to attend these activities, but those who choose to stay should leave campus by 5 pm.

Unlike the rest of the semester, much of your orientation time will be scheduled by the college. This is the only way we can ensure that you receive all of the information you need to start the semester. Required activities will be scheduled through the morning of Saturday, August 22. The best way to prepare for this busy week is to get plenty of rest and come ready to engage in a stimulating experience. In addition to your Writing and Thinking Workshop sessions, you will have the opportunity to get to know the other students in your class, and learn about everything from academics to athletics, from residence life to extracurricular activities.

Book One

The Book One Program at Bard College at Simon's Rock requires new students to read the first book of our General Education program over the summer. The work serves as the basis for reflection, discussion, and writing during Writing and Thinking Workshop and throughout the First Year Seminar course sequence, and the author visits and presents a lecture on campus during the fall semester. Each year, a different book is selected from a list of new and noteworthy publications and the shared experience of reading and talking about the text helps to shape each class's unique first academic experiences at Simon's Rock. A copy of Book One will be mailed to each incoming student as they complete the deposit process.

We are pleased to announce that the 2015 Book One is Geek Sublime: The Beauty of Code, the Code of Beauty by Vikram Chandra. Vikram Chandra is the author of two novels, Sacred Games (2006) and Red Earth and Pouring Rain (1995), a collection of short stories, Love and Longing in Bombay (1998), and most recently, Geek Sublime. He is also a two-time recipient of the Commonwealth Writers' Prize, the David Higham Prize for Fiction, and the Discovery (Plimpton) Prize from the Paris Review. In 2014, Geek Sublime was a finalist for the National Book Critics Circle Award in Criticism, an NPR Best Book, and a New York Times Notable Book. Born in Mumbai, he graduated from Pomona College in California with a BA in English and a concentration in creative writing. He attended film school at Columbia University, but dropped out to write. He later earned an MFA in creative writing at the University of Houston. In addition to his three works of fiction, Chandra co-wrote the screenplay for an Indian feature film, Mission Kashmir (2000). In keeping with his transnational storytelling style, Chandra divides his time between California, where he teaches at UC Berkeley, and Mumbai. A computer programmer for almost as long as he has been a novelist, in Geek Sublime, Chandra searches for the connections between the worlds of art and technology. Geek Sublime was published in 2014 by Graywolf Press.

Residence Life

Housing Overview

New students live in the tri-dorms – Dolliver, Kendrick, and Crosby Houses – for their first two semesters at Simon's Rock. The tri-dorms are located in the center of campus, close to the dining hall, academic buildings, and Livingston Hall Student Union. Dolliver House is all-male; Crosby House all-female; Kendrick House is gender neutral. Each residence hall is staffed by professional Residence Directors who provide support and guidance to their residents, administer the residence life policies, and uphold community standards. In addition, Peer Advocates, upperclass students chosen for their compassion and leadership abilities, advise and mentor students and produce educational and recreational programs. Your RDs and PAs will be here to greet you when you arrive and will work with you all year to help make your experience here a successful one.

Roommates

Most incoming first-year students will be paired with one other student in a double room. To help us pair you with a suitable roommate, please complete the *Housing Assignment Profile*. The information you provide on this form helps us to avoid pairing people with fundamental differences, such as early-risers with night-owls. We do our best to match people, but we count on you to be open-minded, accommodating, and flexible as you get to know a person who may have points of view different from your own. For many of you, this will be your first experience sharing a room with someone else. Learning to share a space and to respect the values of people with backgrounds different from yours are among the most important and valuable aspects of your education outside the classroom.

Please complete the *Housing Assignment Profile* as soon as possible. Students who submit this form by July 1 will be notified of their roommate assignment before they arrive on campus. Forms submitted after the deadline will be considered and assignments made after all other incoming students have been placed and will be notified of their roommate assignment on Arrival Day. Students who plan to commute to Simon's Rock from home during the academic year will reside on campus during Orientation and should still submit this form.

Student Handbook

In addition to detailing the principles of community living and the standards by which each member of the Simon's Rock community agrees to conduct him/herself, the handbook outlines all rules and regulations of living in the residence halls, college policies and procedures, and further resources. If you would like to review the student handbook before you arrive on campus, the most recent version is available on our website. This year's student handbook will be posted online shortly before Arrival Day.

Packing

Each student living on campus will be provided with a bed, a desk and chair, a dresser, and a wardrobe or closet. Rooms in the residence halls are fairly small, so we suggest that you consider carefully which items to bring. A list of suggested items to bring with you is included in the appendix of this document on page 23. Students living locally with their parents will be staying on campus during orientation, and will need to pack essentials.

Laundry

Each residence hall has laundry facilities. These machines are contracted with a local service provider and are free for use by campus residents so you may do laundry when you wish without the need for exact change. If you have never done your own laundry, please be sure to get a crash course before arriving.

Life Skills

While there are many support systems on campus, we strongly encourage students to have a grasp of useful life skills to support their increased independence as they attend college. Some examples include doing laundry, scheduling appointments, basic health care and first aid (for example, taking aspirin), general cleaning and cooking basic foods. It is a good idea to practice these skills before you arrive on campus.

Information & Technology Services (ITS): Computing & Email

Most students find their computers indispensable for writing essays, doing research, and communicating with one another. Although there are computer labs scattered around campus, many students prefer to bring their own machine. The college provides internet access and simons-rock.edu email accounts. All personal computers must be registered with the college's Information Technology Services (ITS) in order to access the campus network; registration of computers will take place during orientation or the first time you connect to the wired network and open a web browser.

For pre-registration and placement testing, you will be given a temporary username and password to log in to the Simon's Rock portal at http://my.simons-rock.edu. Your username will match your future campus email address, however **your Simon's Rock email account will not be activated until you arrive on campus**. Once on campus, the college portal my.simons-rock and email are primary modes of communication contact from many departments. It is important that you check the portal and your Simon's Rock email frequently.

Selecting a Computer

Laptop and small netbook computers have the advantage that you can take them to class, the library, or a friend's room, whereas desktop computers tend to be cheaper and easier to upgrade. The disadvantage of portable computers is that they are more fragile, and can more easily be lost or stolen. For this reason, we recommend that portable computer users purchase a padded sleeve or carrying case, plus a lock or computer recovery software. For laptops, the manufacturer's extended warranty is often worthwhile, especially a plan that covers accidental damage such as spills, if available. Lower cost netbook computers are inexpensive enough that an optional warranty may not be cost effective. Desktop computers are by far the best value but the lack of convenience may be too limiting. Any current new computer should be sufficient for general use. Many older computers are also serviceable for email, web browsing, and word processing.

Operating Systems & Software

We ask that your computer run a secure, modern operating system. All computers are required to have current OS security patches and updated application software, and to be running any automatic update services provided with your OS. Linux and Unix are permitted and encouraged for those who are able to maintain their own systems.

You should have access to word-processing software, such as Microsoft Office (Word, Excel) or LibreOffice. Students can typically purchase Microsoft Office software directly from Microsoft. Alternatively, LibreOffice is an open-source office suite freely downloadable for students who prefer not to pay for the Microsoft product. We also recommend and support the free Mozilla Firefox web browser and Thunderbird email client.

Printers

General-use network printers will be available in select public locations on campus (e.g. Library, Fisher Science and Academic Center, Student Union, Daniel Performing Arts Center, and Liebowitz Center for International Studies). You can also choose to bring a small printer to campus with you or acquire one once you arrive. Do not enable the wireless connection on your personal printer, as this causes too much wifi

interference in a crowded dorm. Instead, plan to use a USB connection to connect to your printer.

The Campus Network

Simon's Rock has a wired and wireless network throughout campus. For wireless, Simon's Rock is a member of the eduroam consortium, which gives secure wireless access to members of university communities around the world; see www.eduroam.org for a list of member institutions. Once you have configured your device to join the Simon's Rock eduroam network, you will be able to get online at any eduroam institution with no further changes. See http://wireless.simons-rock.edu for connection instructions and a coverage map.

Dorm rooms also have one wired network connection per student. This is the best way to connect game consoles and other small devices that generally are not able to connect to a WPA2 Enterprise network. Do not bring personal wifi routers, as they will compete with the campus network for available airtime, hurting the throughput for everyone in a crowded dorm.

In addition to email accounts, all students are given a server storage area for personal webpages and file backup. The College requires all members of the community to read and agree to our Network Acceptable Use Policy before connecting to the campus network. In particular, note that unauthorized duplication or distribution of copyrighted material is illegal in the US. The ITS webpage at http://simons-rock.edu/its has links to the Acceptable Use Policy and more information about copyright.

Computer Repair

All computers break eventually, usually at inconvenient times. To help guard against data loss and lessen the time it takes to get back up and running, we ask the following:

1. Be sure to bring the system discs that came with your computer to school with you. If your system did not come with system disks, most new computers will have a recovery partition instead. This makes restoration possible if the system gets corrupted.
2. Perform regular backups of all your important data. ITS is happy to demonstrate various ways to make safe copies of your documents to USB flash drives or media such as recordable CDs and DVDs, all of which are available for purchase at the local Staples store, or online from Staples or other providers. Secure storage is also available on a shared server; however, this space is for documents you generate only, not for copied music or other media.

Training and Support

Computer Assistants (CAs) and ITS staff are typically available 9-5, Monday through Friday in the ITS Offices under classrooms 9-14 to help with basic IT issues. A CA is available in the Library until midnight Sunday through Thursday nights. For serious failures, such as damaged hardware or boot failure, we may be unable to help. In these situations, we will be happy to suggest local repair shops or help you get in touch with your machine's manufacturer. We strongly recommend purchasing the extended warranty for computing equipment, particularly laptops; if a hardware problem occurs at any time during the warranty coverage, the contract generally pays for itself.

Telephone

Each room has one telephone line and you and your roommate will be responsible for providing a telephone. You will each have a private voice mailbox on the campus phone system. In the event of a power failure on campus, the telephone system is the most reliable way to reach students and pass along important information; we expect that each room has a telephone and that residents check their individual voice mail on a regular basis. Simon's Rock has no billable long distance service so we suggest you purchase prepaid calling cards prior to arrival on campus. Cell phone service is intermittent on campus, but is reliable in downtown Great Barrington.

Mail

All students will be assigned a mailbox in the Livingston Hall Student Union. If you do not receive your mailbox number in advance, you will receive additional information when you arrive on campus. All students receive mail at the college using the following address:

Student name
Bard College at Simon's Rock
SR Box #_
84 Alford Road
Great Barrington, MA 01230-1978

You may ship belongings ahead of your arrival, provided that they arrive **after August 1** for the fall semester, or January 2 for the spring semester. Your boxes will be catalogued and stored until you arrive. If you would like to ship anything in advance, please use this ***temporary*** address:

Student Name, First Year Student
Bard College at Simon's Rock
84 Alford Road
Great Barrington, MA 01230-1978

Please note:

- ☐ "First Year Student" is required, as this will assist the mailroom staff in sorting shipments intended for students arriving in time for Orientation.
- ☐ This address should *only* be used to ship items in advance of your arrival on campus. Once you have moved in, you will receive a permanent address which you can give out in order to receive mail and parcels.
- ☐ If you have any questions about what can and cannot be shipped or what address to use, please contact the mailroom at (413) 644-4127.

Security

The Bard College at Simon's Rock Security Department is committed to the promotion of personal and community safety. In addition to responding to emergency and safety concerns, the Security Department monitors the use of all campus buildings and grounds, enforces motor vehicle regulations, and monitors and facilitates building access. Security also responds to and investigates reported incidents and policy violations, and is open for these services 24 hours a day, year round.

Please ensure that any electronic equipment, musical instruments, and other items of value you plan to bring to the College are covered under your family's homeowner's insurance policy. The College assumes or accepts no responsibility for theft, loss, or damage to the personal property of any individual in college housing. Each student assumes responsibility for the insurance, safe storage, and maintenance of their personal property. In order to facilitate the recovery or replacement of personal belongings in the event of loss, theft, or damage, the College provides a Student Equipment Identification Form, which is available online. This form should be used to detail electronic equipment, musical instruments, or other items of value. More information about campus security is available on our website.

Dining on Campus

Students in residence are required to be on the meal plan. The meal plan offers 19 meals per week, including three meals daily during the week and brunch and dinner on weekends. Meals are served cafeteria style with a variety of options at each meal, including vegetarian and vegan offerings. In the evenings, the snack bar at Livingston Hall Student Union is open. Additionally, each residence hall is equipped with a shared kitchen for students to prepare snacks and the occasional meal.

Religious Services

Simon's Rock does not have a religious affiliation, and aside from the events hosted by student organizations, does not provide religious activities. Transportation to local places of worship is provided weekly after the conclusion of New Student Orientation. Searching for a faith-based community and getting in touch with congregants before arriving on campus may help ease your transition to Simon's Rock and the surrounding community. Anyone who needs information about places of worship in Berkshire County may contact the Student Affairs Office at 413-528-7693.

Campus Resources

Academic Affairs	**413-528-7247**
Admission	**413-528-7355**
Athletic Center	**413-528-7777**
Billing/Student Accounts	**413-644-4285**
Counseling Services	**413-528-7353**
Dining Hall	**413-528-7290**
Financial Aid	**413-528-7297**
Health Services	**413-528-7353**
Library	**413-528-7370**
ITS	**413-528-7371**
Mailroom	**413-644-4400**
Main Campus Switchboard	**413-644-4400**
Payroll	**413-528-7415**
Registrar	**413-528-7201**
Security	**413-528-7291**
Student Life/Housing	**413-528-7693**
Win Commons	**413-528-7444**

Athletics

Campus facilities include the Kilpatrick Athletic Center, outdoor tennis courts, and athletic fields. Competitive teams include: men's and women's soccer, men's and women's swimming, and men's and women's basketball. Students also have the opportunity to participate in intramural sports that include basketball, indoor soccer, ultimate Frisbee, volleyball, dodgeball. Competitive events with nearby colleges give Simon's Rock students the opportunity to test their mettle while making new friends outside of the college community. Participating in competitive athletics requires a higher level of commitment, responsibility, and enthusiasm and provides yet another unique opportunity to learn and grow during the educational process. The coaching staff's primary goal is to contribute to your liberal arts curriculum by utilizing the sports arena as their classroom and providing you with tools and experiences that will prepare you for life after Simon's Rock. Additionally, you will experience the camaraderie and excitement of participating in a team sport. If you are interested in playing on any of the Simon's Rock competitive teams, please be in touch with the athletic center during your first semester; all Simon's Rock teams compete in the fall semester.

ACE Requirement: Recreation, Wellness, and Service

The Active Community Engagement (ACE) requirement provides a framework for the students to learn how to balance their academic success with physical, emotional and social well-being, and to become active participants in the life of their communities. The ACE requirement calls for students to participate in college- sponsored activities and programming each term distributed across the three ACE areas: (1) Health & Wellness; (2) Athletics and Recreation; and (3) Participation and Service. Expectations: Associate of Arts degree candidates are expected to earn a minimum of ACE units each semester, distributed across the three ACE areas. The Athletic and Recreation component requires each student to participate in one class per semester for their first three semesters on campus. These requirements may be met through both noncompetitive and competitive activities. You will have the opportunity to register for Athletic and Recreational classes during Orientation. Athletic and Recreation opportunities include activities offered by the Kilpatrick Athletic Center including the competitive and intramural sports listed above, aqua-aerobics, aerobics, lifeguard training, Pilates, racquetball, rock climbing, squash, swim lessons, Swim America Instructor training, tennis, and yoga, as well as RD, Faculty & Staff led recreational events (i.e. hiking, canoeing).

Banking

There are several local banks, representatives of which will be present on campus during Arrival Day so that students may open accounts. There also is an ATM in the Livingston Hall Student Union. This ATM is not affiliated with any bank and will charge $1.50 for each use, in addition to any fees charged by your bank. On Fridays from 2-4pm, students may cash checks at the business office. This is limited to personal checks of $50 or less, or small paychecks from on-campus employers.

Books

Books for Simon's Rock courses are available through MBS Direct, an online bookstore. MBS Direct stocks all books required for classes, and you can order your books online by clicking the "Books" link next to each course listed in the online course guide, or by going to the MBS Direct website and selecting the courses for which you are registered.

Counseling Services

Counseling is available to all Simon's Rock students during the academic year. Students may see a therapist for a brief consultation or ongoing psychotherapy by appointment. Therapists are available for appointments during regular office hours, and are on call for emergencies overnight and on weekends; there is no fee for this service. Medication consultation may also be arranged with our consulting psychiatrist, and in most cases, the student health insurance and private insurance may be used to cover all or part of the cost of these consultations. All contacts with the counseling staff are confidential except in those instances in which disclosure is explicitly negotiated in advance with a student or is required by law.

To facilitate a smooth transition, it is important that Counseling Services be aware of previous or ongoing concerns, and of any medications you are taking. This information should be reported on the health forms included in this booklet. You are welcome to contact Counseling Services to discuss your concerns in greater detail if you feel that would be beneficial. Additionally, staff will be available on arrival day to meet with incoming students and their parent(s)/guardian(s). Offices are located with Health Services in the Livingston Hall Student Union.

Health Services

Health Services is located in Livingston Hall and is open Monday through Friday, 9 am – 5 pm. Students may be seen for scheduled or walk in appointments. Nurses are on call for emergencies when the office is closed as long as school is in session. Services include the treatment of acute illness/injury, monitoring of chronic illness, diagnostic testing, reproductive health, health education and counseling. Students are expected and encouraged to contact us with any health concerns. Referrals to outside specialists are arranged as needed. There may be times that we recommend students see their physicians or specialists at home in order to improve continuity of care.

In order for you to attend classes at Simon's Rock, certain health information is required. Please review and complete all required forms as thoroughly as possible, so that we may provide you with optimal care while you are on campus. **Please note: All vaccinations required by the Commonwealth of Massachusetts must be up to date prior to your arrival to campus.**

Health Services adheres to a policy of confidentiality regarding student visits. We make every effort to notify parents in the event of an emergency, serious illness or hospitalization, but we do not routinely notify parents of student contacts with our office.

Judith and Ba Win Student Resource Commons

The Judith and Ba Win Student Resource Commons is dedicated to helping students find personal and academic success at Simon's Rock and beyond. Through the Win Commons, students can receive individualized support for writing, time management, and study skills; work with Peer Tutors in most subject areas; secure adaptive technologies, services, and accommodations; find an internship, a study abroad program, or career opportunities. Win Commons staff will be present on Arrival Day to speak with parents about accommodations for students with disabilities and about resources available to Simon's Rock students outside the classroom.

Student Employment

Please be advised that it is the practice of Bard College at Simon's Rock to give priority to work-study eligible student employment applicants when student job openings are available. If you are work-study eligible, you will see that noted on your financial aid award letter from the Office of Financial Aid. If you are not eligible for work-study but happen to be offered employment on-campus, the offer will not be considered valid until the hiring supervisor receives authorization first from the college's Director of Administration & Finance.

When student employment positions are available they are posted on the campus portal under Campus Life then Payroll and Benefits in Student Employment. Student jobs are filled QUICKLY, and there are not enough student employment positions available for the number of students who need jobs. We recommend that students who will be seeking employment on-campus start their job search as soon as possible after arriving on campus. Since some employment forms require a parent/guardian signature and additional documentation (like photo ID, birth certificate, etc.) we advise you review or complete the required forms and bring them with you to campus. You can then submit them to the Payroll Office on the third floor of the Livingston Hall Student Union as soon as possible after receiving an offer of employment, or drop them off on Arrival Day.

Allowable Work Hours

The College's Director of Administration and Finance and/or the College's payroll managers will determine the number of average hours per week a student may work during each semester. This will be a rolling calculation based on Federal Work Study award amounts (if applicable), departmental budgets, the number of work-able weeks left in the semester, and the student's start date. In most cases, student employees will not be allowed to average more than 4 – 7 hours per week, regardless of how many student jobs they hold. The College will also comply with the Massachusetts Laws regulating minors' work hours and occupation restrictions.

Wages

Student employees are paid weekly on Fridays at the Massachusetts minimum hourly wage for hours worked the previous week. Student lifeguards are paid $0.50 more per hour worked in that position due to certification requirements they must obtain and maintain and student head lifeguards are paid $0.75 more per hour worked in that position.

Hiring Process

Students should review the list of jobs available on the College's website each semester. (Very few new campus jobs, if any, become available during spring semesters.) They should then contact the student employee supervisors for the position/s they are interested in. Before being legally authorized to work for the college, you must complete the required forms as described in the Appendix on page 33 and submit them to the Payroll Office located on the third floor of the Livingston Hall Student Union. You will need to know your social security number in order to complete most forms and some forms require parent/guardian signatures.

Once all necessary forms are completed, you will receive a work authorization note from one of the payroll managers. Students MUST present this authorization to the supervisor who offered them a position BEFORE working. *If a student is discovered working before completing the mandatory hiring process, and before receiving the appropriate College administrative approval, s/he will be asked to stop work immediately.*

REMINDER: work-study eligible students will be considered first for any student job openings. Following is a list of supervisors who generally hire student employees each academic year, along with their contact information:

Student Employee Supervisors:

Academic Affairs: Susan Mower, smower@simons-rock.edu
Admission: Coleen Cox, ccox@simons-rock.edu
Office of Communications: Karen Anderson, kanderson@simons-rock.edu
Dining Services: Meriweather Clark-Connors, mclarkconnors@simons-rock.edu
Information Technology Services (ITS): Charlie Derr, mailto:cderr@simons-rock.edu
Institutional Advancement: Cathy Ingram, cingram@simons-rock.edu
Kilpatrick Athletic Center – Rock Wall/Game Management: dcollopy@simons-rock.edu
Kilpatrick Athletic Center – Fitness Center: Kathryn McMillan, kmcmillan@simons-rock.edu
Kilpatrick Athletic Center – Swim Instructors: Bill Meier, billm@simons-rock.edu
Kilpatrick Athletic Center – Lifeguards: James Hennessey, jhennessey@simons-rock.edu
Library: Beth Sack, bsack@simons-rock.edu
Student Activities: Valerie Fanarjian vfanarjian@simons-rock.edu Switchboard/Reception: Irene Dvorchik, irene@simons-rock.edu
Arts &Theater: John Musall, jmusall@simons-rock.edu
Tutoring: Nancy Bonvillain, nancyb@simons-rock.edu

If you have questions, or have difficulty accessing the required forms, please contact:

Diane Rhoades-Warner, Assistant Payroll & Benefit Manager
413/528-7415
413/528-7446 (fax)
Email: *drhoades@simons-rock.edu*

Academics

New Student Registration

You may begin planning your first semester after you've reviewed these guidelines and submitted the enrollment deposit and financial paperwork. Your username and password will be emailed to you once your account has been activated, following completion of the enrollment paperwork. Having your username and password available will facilitate the preregistration and registration steps. Once you have read the information in this booklet, the requirements in the catalogue, and taken your placement exams, please complete the *New Student Registration Worksheet* in the Appendix on page 34.

How to Plan Your Program

You will find information about individual courses, programs of study and degree requirements in the Simon's Rock Catalogue and on the website. The course guide is the schedule for the coming semester's courses, and you should use it to plan your courses for this coming term. The New Students page via the college's **online portal** has links to placement tests, the course guide, and other resources you will need. These documents are available under the **Academics tab –**and scroll down to the **Information for New Students** section (note: you will need your temporary incoming student username and password to access this page; this will be sent to you via email).

Placement Tests

Take the mathematics placement test. This is REQUIRED of all new students. If you have studied French, German, or Spanish, you should also take a foreign language placement test. These tests are diagnostic; you should take one when you have at least two hours free, so you do not feel rushed, although many students finish in a far shorter time. They are multiple-choice tests; you may use paper and pencil, but not books or other source materials. The goal is to place you in a class where you will be able to succeed, without repeating material you've already covered. You will get your results immediately. All placement exams are accessible via the **online portal**: click on the **Academics tab**, scroll down to **Information for New Students,** or search for "placement".

Required and Recommended First-Semester Courses

General Education Seminars: All students are required to take three semesters of the General Education Seminars —in the first and second semester of their first year at Simon's Rock and in the first semester of their Sophomore Year. On occasion, January admit students may be assigned to a JA section of Seminar for the first semester at the college.

World Languages Courses: All students are required to complete college-level study of a language other than English. We recommend that you do this in the first year—if there is open space available in these courses—particularly if you are continuing a language you have already studied. If you want to register for a language course at a level above 100 (e.g. 101, 204, 205, 206) you will need to place into that level via a placement exam. (See guidelines for accessing placement exams above).

For students who place into the beginning (100/101) or intermediate (204/205) level of a world language course, the required coursework at Simon's Rock is two sequential semesters of one language. Those who place into the advanced level may complete the requirement with one advanced course (206 or above). In addition to French, German, and Spanish, Simon's Rock also offers Chinese, and Latin. Usually, the first half of introductory (100) or intermediate (204) language is offered only in the fall and the second half (101 and 205) are available only in the spring. However, often there is one section of Spanish 100 in the spring. If you place into a course or level that is offered only in the spring, you should plan to include it in your schedule for this spring to complete the year-long sequence on schedule. Otherwise, plan to start the year-long language course of study in the fall.

Mathematics Courses: All students are required to take at least one semester of mathematics. It is also best to meet the mathematics requirement in your first year, before you forget your mathematics preparation. To register for a mathematics course, you must have taken the placement test. (See guidelines for accessing placement exams above).

If your placement results indicate a math "tutorial", you should register for MATH 099, and send an email to mathplacement@simons-rock.edu to arrange for a discussion with a mathematics faculty member and/or a member of the academic affairs team regarding the best plan for your mathematic study at Simon's Rock.

Electives and Required Courses: In addition to mathematics and foreign language, you will need to complete one semester each of **natural sciences** (with a lab), **arts, cultural perspectives** ("CP" courses), and **Seminar** requirements as part of your associate's degree program.

*Non-Academic Requirements***:** Students are required to fulfill the Active Community Engagement Program (ACE), which involves health and wellness, athletics and recreation, and participation in community service. You will be eligible to sign up for these courses and programs when you arrive. ACE service and health/wellness events are announced throughout each semester and are generally a 3-4 hour commitment. More information at http://www.simons-rock.edu/ace.

Your Schedule

You will choose your courses from those listed in the online Course Guide. The Course Guide lists all the courses offered this coming term and the times they meet, as well as descriptions of all the courses offered (which also include the prerequisites and any other enrollment restrictions). Please note if a course is indicated as "**closed**." If a course is closed you may want to put your name on the waitlist (check how many are already on the waitlist—be aware that if there are more than 7 or 8 students– the enrollment will rarely drop by that many). Enrollment priority for courses is based on length of time at the College so recognize that you may not have all the classes you would like available or open to you— with seniority comes greater priority for registration.

Technically, your courses should add up to between 12 and 18 credits; first-semester students are highly encouraged to register for 14-16 credits in their first semester. Your schedule must include a section of Seminar I (4 credits). You may not register for more than 18 credits, but you will need to take at least 14 graded credits to be eligible for Dean's List. You should be aware that the two-credit "modular" courses meet for half the semester—those marked M1 meet in the first half of the semester, and M2 meet in the second half. Some courses (e.g., some studio art courses, lab-based science courses) have a course fee – the course abstract includes information as to if the course has a fee. Course fees generally range between $50 and $100. The course guide also lists private music lessons for which you may pre-register and earn one credit. **An additional fee is charged for music lessons (e.g., in 2015-16 the fee will be $60 per hour-long lesson, for 13 lessons per semester--$780/semester)**. Please contact Susan Mower (smower@simons-rock.edu) if you have questions regarding private music lessons.

It pays to think carefully about your schedule. Check to make sure that class times don't conflict, and allow yourself time for lunch each day sometime between 11:15 and 1:45. If a course has a required laboratory or studio, be sure to include it. It may seem that you will have a good deal of free time, but college classes demand more work outside of class than do most high school classes. You should expect to spend two hours preparing for each hour spent in class. Don't be unrealistic about what you can do, but seek a varied schedule of courses that will excite and challenge you.

While it is important to begin fulfilling your requirements, you should choose at least one or two courses in your first semester primarily because they look interesting to you. Courses recommended for first year students are indicated in the online course guide with a "FY" in the column next to the faculty member's name; courses that require a placement test or the permission of the faculty are marked "WP." If you feel you may have the necessary background for a particular advanced course, please include information about your previous experience with your registration worksheet.

How to Register

Visit the College's course guide website and complete the registration worksheet in the Appendix on page 34, then email your selections to registrar@simons-rock.edu. Please take into account what classes still have openings and include ALTERNATE SELECTIONS in case one or more of your initial selections are full, as well as a phone number so we can call if we have questions. If you would like to register for a course that requires permission (marked "WP")—other than language or math, which requires placement test results— please include in your email regarding your course selections information about your background in the subject area or contact the faculty member directly. If you have questions about the registration process, telephone the Registrar's Office at (413) 528-7201.

Once you have submitted your proposed schedule, you will be contacted by the registrar to discuss any questions you may have, and to review your schedule. After you and she have consulted, your preliminary course schedule will be set until the start of classes. Keep in mind that there is a drop-add period when your preliminary course schedule can, in consultation with your academic advisor, be revised or updated.

Academic Advising

You will meet with your assigned academic advisor on the Friday before classes begin. At this meeting, you and your advisor will discuss your schedule, make plans for the Add/Drop period if necessary, and arrange your weekly meeting time for the semester.

High School Equivalency/Diploma

For any students who might consider transferring after their AA studies, we recommend receiving a high school equivalency (HSE) credential or diploma before the end of first year. The summer before first year is a good time to complete the requirements as well. A high school credential is not necessary for applying to every transfer school, but possessing the credential helps students keep their options open with minimum stress. Depending on individual circumstances, students may have several options.

- **HSE Test:** Standardized HSE tests including the GED, TASC, and the HiSET
- **College Credit Exchange:** Programs to receive a high school diploma after demonstrating specific college coursework, available in select states
- **High School Completion**: Ad hoc arrangements to receive a high school diploma even after enrollment at Simon's Rock

In each case, you may find it helpful to check with target transfer schools to understand whether and how the selected option meets their application requirements.

HSE Tests: Typically students can pursue high school equivalency exams in either Massachusetts or his or her home state, for domestic students. Massachusetts and eleven other states offer the HiSET. New York offers the TASC, and most other states offer the GED. Through sponsorship by the College, the Massachusetts HiSET is available to all students, domestic and international, to earn a credential. It consists of a two-day five subject test covering language arts, science, math, and social studies (more details at hiset.ets.org). To make it convenient for

you to take the HiSET, Simon's Rock provides transportation on select dates. Alternatively, students can take the GED, TASC, or HiSET at home during a college break, or at another time the test is offered in Great Barrington.

College Credit Exchange: Some states also offer a high school credential once a student achieves a certain number of college credits ranging over specific subject areas (e.g. NY and PA).

High School Completion: In the past, some students have been able to work with their high school to complete outstanding high school credits during their AA studies at Simon's Rock and receive a high school diploma through their home high school, once the specified HS credits are completed. Whether this is possible varies by state and school district, and is the decision of a high school, not Simon's Rock. To pursue this option, students should speak with high school officials before beginning classes at Simon's Rock; some states require that very specific courses be completed and including them in your AA requirements may require multiple semesters.

Appendix

Checklist: What to Do Before You Arrive on Campus

- ☐ Complete Health Services forms including:
  - *Immunization records*
  - *Physical examination form*
  - *Student information & medical history*
  - *EpiPen form (if applicable)*
  - *Insurance information*
  - *Emergency contact information*
- ☐ Arrange for final transcript(s) of all work in progress to be sent to the Office of Admission
- ☐ Complete and submit the Housing Profile
- ☐ Complete and submit the Security Equipment Identification Form
- ☐ Read *Book One*
- ☐ Take placement tests
- ☐ Plan your schedule and complete the *New Student Registration Worksheet*
- ☐ Complete the employment forms and bring them with you on Arrival Day if you are a minor and plan to work on campus

Packing List

Each student will be provided with a bed, a desk and chair, a dresser, and a closet or wardrobe. Laundry facilities are located in each dormitory. Students living locally with their parents will be staying on campus during orientation, and will need to pack many of the following items for their stay on campus. Those items recommended for off campus students are marked with an asterisk (*).

- ☐ Alarm clock (*or watch)
- ☐ Appliances- i.e. irons, coffee makers, etc.- *with automatic shut-off*
- ☐ Power strip
- ☐ Desk lamp
- ☐ Small trash can
- ☐ Bedding sheets, blankets, pillows. Beds are extra long twin size. (*Off campus students please bring bedding or a sleeping bag for Writing & Thinking Workshop)
- ☐ Towels and toiletries (*)
- ☐ Sewing kit
- ☐ Laundry bag & detergent
- ☐ Cold weather clothing for winter & wet weather clothing for spring
- ☐ Prepaid phone cards (if you would prefer making long distance calls from your room phone)
- ☐ Computer
- ☐ Stereo
- ☐ Cleaning supplies (dust pan and brush, broom or small hand vacuum, for example)
- ☐ Items that will make your room feel like home, such as posters, plants, curtains (windows are 50” x 80” and have shades), an area rug.
- ☐ Telephone -REQUIRED- each room has one phone jack. You should discuss with your roommate which one of you will bring a phone.
- ☐ Refrigerator no more than 2 cubic feet in size--only one is permitted per room. Check with your roommate to make sure only one of you brings one.

What to Leave at Home

While the list below is fairly comprehensive, we encourage all incoming students to refer to the Student Handbook for a complete list. When in doubt as to whether an item is permitted, students should seek advance written permission from the director of Residence Life prior to bringing the item to campus.

- ☐ Simon’s Rock is a dry campus- drugs, alcohol and associated paraphernalia should not be brought to campus.
- ☐ Because of fire and safety concerns, microwaves, toaster ovens, electric blankets and other electric bedding, space heaters, immersion heaters, hot plates, open-coil appliances, fuel-run appliances, torchiere-style halogen lamps, and other potentially dangerous appliances are not allowed in the residence halls; open flames are also prohibited, thus candles, incense and related material are not permitted.
- ☐ Lofting material, other than items provided by the College, is not allowed.
- ☐ Weapons, including guns and firearms, ammunition, knives, swords, slingshots, martial arts paraphernalia and explosives, are not allowed or permitted. Articles used for class (such as fencing foils, bows for archery, etc.) must be registered with security and students will be referred to the athletic center for storage of such items; small utility or pocket knives are allowed.
- ☐ Pets, aside from fish, are not allowed. Freshwater fish may be kept by occupants of double rooms, with agreement of both roommates. Tanks should be made of Plexiglas and be no larger than 10 gallons.

Bard College at Simon's Rock

Health Services Forms and Information

You and your parent(s)/guardian(s) need to read the attached information carefully, and complete all necessary forms. (These health forms are also available on our website as a separate document under Forms for New Students). Massachusetts state law requires that the Health Services Office have your completed insurance and health information forms (including completed Massachusetts immunization forms) on file **before you can move into the residence halls and attend classes**.

Please complete and return the following forms as soon as possible and no later than July 15th for students entering in the fall and January 1st for students entering in the spring.

To be completed by a physician:

Physical Examination, Immunization Records, and EpiPen form (if applicable) on pages 29-31. **Immunizations required for college students in Massachusetts may differ from your state of residency; those listed on page 30 are required unless otherwise noted. If you are missing any of the required immunizations, you need to receive them prior to your arrival on campus**. If your physician does not have your complete immunization record, please obtain records from your current school and/or previous provider.

To be completed by the student and their family:

With the exception of the Physical Examination and Immunization records, all forms should be completed by the student and their family. Be thorough in completing all forms—the information you submit is necessary for us to care for you if you become ill on campus, and to support your ongoing health and well-being.

Please feel free to contact Health Services directly if you have any questions at
413-528-7353 or healthservices@simons-rock.edu
or visit their webpage on our website.

Please return the completed forms to:
Office of Admission • Bard College at Simon's Rock
84 Alford Road, Great Barrington, MA 01230-1978
P: 800-235-7186 F: 413-541-0081

Name _____ DOB _____

MEDICAL ALERT CONDITIONS

I have this "Med-Alert" Condition: _____

I have been prescribed an EpiPen: Yes ☐ No ☐ *If yes, EpiPen form must be completed by your physician and returned.*

On-going Chronic Illness: _____

List Medication Allergies: _____

List Other Allergies: _____

SCREENING QUESTIONS FOR STUDENT

	Yes	No
1. Do you have physical limitations? _____	☐	☐
2. Are you now receiving or have you ever received treatment or counseling for mental health illness ? _____	☐	☐
3. Have you had any serious illness, surgery, or been hospitalized? _____	☐	☐
4. Are you taking any medications or supplements regularly? If yes, name: _____	☐	☐
5. Do you have any health concerns that you would like help with while on campus? If yes, explain: _____	☐	☐

6: If you are interested in receiving counseling at Simon's Rock please call 413-528-7353 to arrange an appointment.

PERSONAL MEDICAL HISTORY

Check the box below if your son/daughter has had any problems in the following areas. **Comment on all checked boxes in the space provided (attach an additional sheet if needed).**

☐ Childhood Illnesses (scarlet fever, German measles, mumps, chicken pox, rheumatic fever, etc.):

_____

☐ Head/Neurological (headaches, migraines, seizures, head injury, etc.):

_____

☐ Ears, Nose, Throat, Mouth (ear infections, hearing loss, sinusitis, strep throat, tonsillitis, dental issues, braces, etc.):

_____

☐ Eyes (visual impairment, contact lenses or glasses, infections, etc.):

_____

☐ Heart (palpitations, dizziness, fainting, arrhythmia, high/low blood pressure, etc.):

_____

☐ Lung (shortness of breath, chest pain, asthma, infections, cough, etc.):

☐ My child has had a positive skin test for tuberculosis (TB)

_____

☐ Musculoskeletal (broken bones, dislocation, scoliosis, hernia, weakness, paralysis, etc.):

_____

☐ Gastrointestinal/Metabolic (abdominal pain, diarrhea, constipation, weight gain/loss, diabetes, etc.):

_____

☐ Genital/Urinary (Urinary tract infections, kidney stones, gynecological problems, etc.):

_____

☐ Skin (rash, eczema, herpes, etc.):

_____

☐ Psychological (ADHD, mood disorder, eating disorder, sleep problems, etc.):

_____

Please provide additional information on checked boxes including diagnosis, treatment and dates. (Use a separate sheet.)

The following pages need to be filled out by the student and a parent or guardian (if the student is a minor) with the exception of the physical exam and the immunization pages. **If there are any changes to this information during the academic year please notify Health Services.**

STUDENT IDENTIFICATION

Last Name First Name Middle

Home Address

City State ZIP

Home Phone (with area code) Cell Phone E-mail

Social Security Number Date of Birth

Country of Citizenship

NOTIFY IN EMERGENCY (parent/guardian)

Name and Relationship

Home Address of Person to Notify

Home Phone (with area code) Work Phone

Cell Phone E-mail (home/work, whichever is checked frequently)

NOTIFY IN EMERGENCY

Name and Relationship

Home Address of Person to Notify

Home Phone (with area code) Work Phone

Cell Phone E-mail (home/work whichever is checked frequently)

Name_____DOB _____

MEDICATION AGREEMENT

For students living on campus, it is often easier to have existing prescriptions filled at a local pharmacy. Village Pharmacy in Lenox delivers medications to Simon's Rock's Health Services daily. There are other pharmacies available in Great Barrington, if students choose to obtain prescriptions outside of Health Services.

STUDENT AGREEMENT FOR SELF- ADMINISTRATION OF MEDICATIONS

- I understand that I am responsible for following my doctor's directions for taking my medications.
- I will safely store prescribed and over the counter medication(s) in my room while at school.
- I will keep the medication in the original pharmacy-prepared container/package so that it can be easily identified if necessary.
- I agree to contact an adult on campus if I have an issue with medication.
- I agree to NEVER share my medication with another student.
- I will report lost or stolen medication to Security or Health Services immediately.
- I understand that if I do not follow the above agreements I may be subject to College disciplinary action.
- By signing below, I understand and agree that it is my responsibility to ensure that my prescribed medication(s) are being administered in accordance with my medical provider(s)' order(s).

_____

Student Signature Print Name Date

PARENTAL CONSENT FOR SELF-ADMINISTRATION OF MEDICATIONS

I give permission for my son/daughter to self-administer prescribed as well as over the counter medications. I understand and agree that it is my son/ daughter's sole responsibility to ensure that his/her medication(s) are being administered in accordance with his/her medical provider(s)' order(s) or the manufacturer's directions. I understand and agree that the College is not responsible for my son/daughter's failure to follow prescribing orders or for the consequences of such failure.

_____

Parent/Guardian Signature Print Name Date

CONSENT FOR OTC MEDICATIONS

In order that students have ready access to over the counter medications (Tylenol, Ibuprofen, Benadryl) when Health Services is closed, please read and sign below.

I give permission to the staff residence directors to give my son/daughter, an over-the-counter medication, as requested by my son/daughter or as recommended by the on-call medical provider

_____

Parent/Guardian Signature Print Name Date

Name _____DOB _____

Confidential Sharing Agreement and Consent for Treatment

The College assures that medical information will be regarded as confidential and shared only as necessary for the student's immediate safety. **Minor students (under 18 yrs.) cannot remain on campus** until Health Services receives a signed Consent for Treatment form.

I hereby give my permission for the medical staff at Bard College at Simon's Rock Health Services and their off site medical providers to provide and share medical information as needed for the medical treatment of my daughter/son during the time they are enrolled as a student at the College. Furthermore, I give my permission to Bard College at Simon's Rock to arrange for/or provide transportation for my child to receive medical treatment. In case of an emergency, I give my permission for transportation and treatment of my child at a medical facility which may include: ambulance transport, medical treatment, psychiatric evaluation and/or treatment, and when necessary, hospitalization.

_____

Signature of Parent/Guardian **(required if student is under 18 years of age)** Date

MEDICAL ALERT/MEDICATION ALLERGIES_____

Insurance Information

All students are required to purchase the college health insurance.
Family insurance will be used as necessary.

College Health Insurance
Consolidated Health Plans, 195 Stafford Street,
Springfield, MA 01104
413-733-4540

Do you have health insurance coverage under a family or individual policy? ☐yes ☐no

IF YES, PLEASE ATTACH A COPY OF YOUR HEALTH INSURANCE CARD

Please attach a copy of the FRONT of your insurance card here	*Please attach a copy of the BACK of your insurance card here*

SUBSCRIBER'S NAME: _____***D.O.B.*** _____

INSURANCE COMPANY: _____ ***INSURANCE ID#*** _____

Physical Exam Record

Simon's Rock requires a physical exam within the last 12 months for all current students. Please have your history reviewed by your health care provider and have them fill out the information below. **State regulation mandates that Health Services be in possession of relevant health records before a student assumes residency at the College. Include copies of any other records you feel pertinent.**

Name (print): _____
(last) (first) (middle)

Date of Birth:_____Date of Examination: _____

Height*: _____Weight:* _____* Please note any changes in the past year

Blood Pressure:_____Pulse: _____ Medication allergies: _____

Hgb or Hct: _____

Current Medications: _____

This individual has been prescribed an EpiPen: Yes ☐No☐ *If yes, EpiPen form must be completed and returned.*

Please check if normal and explain otherwise.

❑ HEENT_____ ❑ Abdomen_____

❑ Neck_____ ❑ GU_____

❑ Thyroid_____ ❑ Hernia/Pilonidal cyst _____

❑ Lungs_____ ❑ Extremities_____

❑ Breast_____ ❑ Gyn_____

❑ Cardiac_____ ❑ Spine_____

❑ Emotional/Psychiatric_____ ❑ CNS_____

Is this individual capable of unlimited physical activity? If not, please explain.

Significant past medical/psychiatric history:_____

_____

_____

_____

Healthcare Provider Signature: _____ Print Name:_____
(must be non-family member)

Address:_____

Telephone: (_____)_____ Fax: (___)_____

Please return the completed form as soon as possible to:
Office of Admission | Bard College at Simon's Rock
84 Alford Road, Great Barrington, MA 01230-1978
800-235-7186 • Fax 413-541-0081

FIRST NAME:_____ **LAST NAME:** _____**DATE OF BIRTH:**____/____/____

MASSACHUSETTS REQUIRED IMMUNIZATION HISTORY

This form must be signed by a physician. State regulation mandates receipt of health records before students reside on campus.

REQUIRED IMMUNIZATIONS:

TETANUS/DIPTHERIA/ACELLULAR PERTUSSIS (Tetanus must be within the last 10 years)
Primary series
#1 ___/___/___ #2 ___/___/___ #3 ___/___/___ #4 ___/___/___ #5 ___/___/___
MM DD YY MM DD YY MM DD YY MM DD YY MM DD YY

Tdap ___/___/___
MM DD YY

MEASLES, MUMPS, RUBELLA (MMR) 2 doses required.
MMR #1 ___/___/___ (First dose must be after age 12 months)
MM DD YY
MMR #2 ___/___/___ (Must be at least one month after dose #1)
MM DD YY

MENINGITIS VACCINE *
#1 ___/___/___ Booster #2___/____/____ **Required within the last 5 years**

VARICELLA (2 required)
#1 ___/___/___ #2 ___/___/___ **OR** Had the disease ___/___/___
MM DD YY MM DD YY MM DD YY

HEPATITIS B
#1 ___/___/___ #2 ___/___/___ (Must be at least 1 month after #1)
MM DD YY MM DD YY
#3 ___/___/___ (Must be at least 2 months after #2 and 4 months after #1)
MM DD YY

RECOMMENDED IMMUNIZATIONS:

Human Papillomavirus Vaccine: #1 ___/___/___ #2 ___/___/___ #3 ___/___/___
MM DD YY MM DD YY MM DD YY

Polio Primary Series:
#1 ___/___/___ #2 ___/___/___ #3 ___/___/___ **booster** #4 ___/___/___
MM DD YY MM DD YY MM DD YY MM DD YY

Tuberculosis testing: A mantoux is **only** required for students determined to be at high risk for tuberculosis. A chest film is required for any **positive** PPD PPD Date __/__/__ mm_____ chest X ray_____
Treatment dates_____

Physician Phone number_____ **Fax number**_____

Address_____

Physician's Signature_____ **Date**_____

EpiPen Form

This form is to be completed by the physician prescribing the EpiPen.

Name of Student:_____Date of Birth:_____

Identified allergens:_____

Date of first allergic reaction: _____

Symptoms experienced: _____

Initial symptoms requiring EpiPen treatment:_____

Number and type of subsequent reactions: _____

Number of episodes when EpiPen was administered:_____Date of most recent administration:_____

Have any allergic reactions required hospitalization? Yes ☐No☐ *If yes, please describe*

_____

_____

_____

Has this student received training on self-administration of the EpiPen? Yes ☐No☐

If yes, date:__Have they ever self-administered the EpiPen? Yes ☐No☐

Method of allergy testing: Blood ☐Skin ☐

Asthma: Yes ☐No☐

Current allergy treatment:

_____

_____

Prescription for EpiPen use: ☐Autoinjector ☐0.15mg ☐0.30mg ☐Twinject

Other treatments to be administered?

_____

_____

Is there any other information that may be useful in treating this student?

_____

_____

Healthcare Provider Signature:_____Print Name:_____

Date:_____ Phone:_____

If applicable, please return the completed form to: **Office of Admission • Bard College at Simon's Rock**
84 Alford Road, Great Barrington, MA 01230-1978
P: 1-800-235-7186 F: 413-541-0081

HEALTH SERVICES

Consent and Information Form

(For student to read and sign)

General Information

Health Services is available to all currently enrolled Simon's Rock students who have paid the student health insurance fee. The Health Services' hours of operation are Mon-Fri. 9am-5pm. The Health Services office is closed on weekends and during all school vacations.

Urgent Care and Emergency Services

Health Services provides urgent care coverage for weekends and nights when school is in session through an on-call nurse. The on-call nurse can be contacted through the Resident Directors or Security.

Making appointments

Walk in appointments are always welcome and we will do our best to see you as soon as possible.
Appointments can be booked through the Administrative Assistant for a specific nurse, the Nurse Practitioner, or Physicians.

Health Insurance/Cost

All medical care provided at Health Services will be covered by the school health insurance. The school health insurance will cover medication prescriptions issued from Health Services and outside providers with a copay which is charged to student's account. In the event you are referred to an outside provider or have an Emergency Room visit, your home insurance and the school health insurance will be billed. For further information regarding the school health insurance, contact Consolidated Health Plans at 800-633-7861 (consolidatedhealthplan.com) or the Health Services at 413-528-7353.

Confidentiality

Privacy of your health information is one of our top priorities. Other than as described in Exceptions to Confidentiality, no one outside of Health Services staff will have access to your medical information including parents, faculty, student life staff, other students, or school administration without a student's explicit written permission. To maintain continuity of care, all Health Services personnel will have access to your medical record. If you are referred to a medical provider outside of Health Services, medical information regarding the specific referral will be shared with the outside provider. Basic medical information will be shared with insurance companies to facilitate billing. If the student and provider deem it necessary to share medical information with someone outside of Health Services, this includes Counseling Services, a student will be asked to sign an authorization form to release the information. Voice mail and e-mail communications to students will not include personal health information to maintain privacy.

Collaborative Treatment and Shared Space

The Health and Counseling Services offices reside together in the Student Union. Our philosophy of practice assumes an integrated, whole person approach which includes sharing relevant health information in order to create a coordinated plan to best support a student's wellness.

Exceptions to Confidentiality

There are some exceptions to confidentiality. In situations in which there is evidence of a threat of serious harm to oneself or another, the medical staff is required to take action/disclose information to protect the person at risk of harm. When there is information about, or strong suspicions of physical or sexual abuse or neglect of a minor, this must be reported to the Department of Social Services. In certain legal situations, including court order, a medical provider may be required to disclose information. In addition, any time a student is admitted to the Emergency Room, the medical staff will contact the student's parents. This is a policy of Bard College at Simon's Rock and is in the student handbook.

I have read and understand the information above.

Student Signature: _____ Date: _____

Employment Forms and Instructions

Student employees are required to submit the following forms before being allowed to work on campus. Once all necessary forms are completed, you will receive a work authorization note from one of the payroll managers. Students MUST present this authorization to the supervisor who offered them a position BEFORE working. Please pay close attention to the signatures required on each form, and be advised that parent/guardian signatures are required on some forms. International students should contact the payroll manager before completing employment forms. The collection, maintenance and disclosure of personal information will be conducted in accordance with the Massachusetts Privacy Laws. All forms can be found on the Simon's Rock Portal- and instructions to find the individual forms below:

Using your user name and temporary password, first login to https://my.simons-rock.edu then click on Campus Life, and then on Payroll & Benefits from the list on that page. All of the below documents can be found in the Student Employment Section on that page. (Please remember that student jobs will be posted in the portal's Student Employment section when available).

Federal Income Tax Withholding Form (W-4) – Please complete a new W-4 each January for the current calendar year.

Massachusetts Income Tax Withholding Form (M-4) – If you wish to file a different withholding allowance for your Massachusetts income tax than you did for your Federal income tax, please complete this form. If you claim the same number of exemptions for Massachusetts and Federal income taxes, complete Form W-4 only.

Employment Eligibility Verification Form (I-9) – Please review this form before Arrival Day, paying close attention to Columns A, B and C on page 5 of this form. On Arrival Day, please bring to the Payroll Office one acceptable document from Column A **OR** one acceptable document from Column B and one from Column C.
If hired, the student employee has 3 business days from the date of employment to present the original acceptable evidence of identity and employment eligibility or acceptable receipt/s proving that s/he has applied for the replacements of the valid and acceptable required document/s. If presenting a receipt, the valid replacement document(s) MUST be presented to the Payroll Office within 90 days, or the student's employment will be terminated immediately.

Employment Permit Application for 14 through 17 Year-Olds – You must complete this employment permit application from the Commonwealth of Massachusetts if you are younger than 18 years of age. Your parent or guardian must also sign this form if s/he is approving the issuance of a work permit. The Physicians Certificate of Health is required of 14 and 15 year-olds only. Please note that Bard College at Simon's Rock is now the school you are enrolled in; it will also be your employer, if you are hired.

Direct Deposit Request Form – Bard College at Simon's Rock mandates that student employees receive their wages for hours worked via direct deposit to a checking or savings account. Before completing this form, please secure your bank's 9-digit routing number as well as your savings or checking account number**.** Routing numbers and account numbers are generally not the numbers listed on your ATM, debit or check cards. Please call your bank for this information if necessary. If you intend to open a checking or savings account on Arrival Day, please do so BEFORE visiting the Payroll Office. Please Note: parents or guardians of minors generally must be present to sign the applicable documents when a minor is opening a checking or savings account.

Equal Employment Opportunity-1 Self-Identification Form – The College is subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the College invites employees to voluntarily self-identify their race and ethnicity. The information will be kept confidential, and when reported data will not identify any specific individual. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. Please submit the blank version of this form if you are declining to voluntarily self-identify.

Bard College at Simon's Rock | The Early College

New Student Registration Worksheet

Use this worksheet to plan out your course selections then email your selections to registrar@simons-rock.edu. If you have questions, please contact us as listed below:

Registrar's Office | Bard College at Simon's Rock
84 Alford Road, Great Barrington, MA 01230
Phone: 413-528-7201, Fax: 413-528-7248

Name _____

Phone _____ Email _____

Math placement _____ Language placement _____

First-choice courses in order of priority (be sure to include all course information).

	Course Number	Course Title	Meeting Time	Credits
1st				
2nd				
3rd				
4th				
5th				

General Alternates: (Courses you would want to take if any of your choices are not available)

	Course Number	Course Title	Meeting Time	Credits
1st				
2nd				
3rd				

Specific Alternates: (Courses you would substitute only for a particular choice above)

	Course Number	Course Title	Meeting Time	Credits
1st				
2nd				
3rd				

Likeness Consent Form

Throughout the academic year the College photographs and makes audio and video recordings of the campus, special events, lectures, performances and classes in order to document life at Bard College at Simon's Rock and to celebrate the community's achievements.

Occasionally these photographs and recordings of faculty, staff and students are used on the College's website, in print publications and in social media outlets, In order to protect students' privacy, we obtain advance permission from students and their parents to reproduce students' likenesses. To grant such permission, please bring the completed form with you on Arrival Day, or return it to Karen Anderson in the Communications office via campus mail. If you have any questions about our publications or how student likenesses are used, you can reach Karen at kanderson@simons-rock.edu or (413) 528-7209.

CONSENT/RELEASE

I, _____, hereby give permission for and authorize Bard College at Simon's Rock (the "College") to use, re-use, publish, and re-publish, and otherwise reproduce, modify, and display, in whole or in part, individually or in conjunction with other information, and in conjunction with any copyrighted matter, in any and all media now or hereafter known, for illustration, promotion, art, advertising, and trade, news, informational and educational purposes my name, likeness, voice and biographical material about me in connection with program publicity and institutional promotional purposes.

I understand that such use may include posting on the College website, in print publications and on any College social media website channel, such as YouTube, Facebook or the like.

I agree that any and all such recordings and imagery shall remain the property of the College in perpetuity.

I hereby release and hold harmless Bard College at Simon's Rock, its trustees, officers, employees, volunteers, students, agents and representatives from any and all liability related to the use of such recordings, or my likeness, image or voice, including the unauthorized reproduction, distribution or display of such recordings, or likeness, image or voice in print or in any and all other media which may now or hereafter exist.

PRINT NAME OF STUDENT:_____

SIGNATURE OF STUDENT:_____ DATE: _____

Signature of parent or legal guardian if individual is a minor under the age of 18.

I consent and agree to the terms of the use of the above-named individual's name, likeness, voice and biographical material.

PRINT NAME OF PARENT/GUARDIAN:_____

SIGNATURE OF PARENT/GUARDIAN:_____ DATE: _____

Bard College at Simon's Rock | The Early College

Keeping in Touch: Extended Family

Many students have grandparents or other relatives who are interested in receiving information from Simon's Rock. If there are people in your extended family who you would like to receive our monthly digital news magazine and to be informed about any events open to the extended Simon's Rock community, please provide us with their contact information below. Feel free to print and submit as many copies of this form as you need.

Student Name:_____Date:_____

Address:_____

City:_____State:_____ Zip Code:_____

Telephone: _____Email:_____

Name:_____

Relationship to you:_____

Home Address

Number and Street:_____

City/Town:_____State/Province:_____

Country:_____Zip Code_____

Home Phone: _____

Cell Phone: _____

Fax:_____

Email:_____

Employer:_____

Position:_____

Nature of Business:_____

Work Phone:_____

Work Email:_____

College(s) (if any):_____

Degree(s):_____Year(s)_____

Graduate School(s) (if any)_____

Degree(s)_____Year(s)_____

Name:_____

Relationship to you:_____

Home Address

Number and Street:_____

City/Town:_____State/Province:_____

Country:_____Zip Code_____

Home Phone: _____

Cell Phone: _____

Fax:_____

Email:_____

Employer:_____

Position:_____

Nature of Business:_____

Work Phone:_____

Work Email:_____

College(s) (if any):_____

Degree(s):_____Year(s)_____

Graduate School(s) (if any)_____

Degree(s)_____Year(s)_____

Please return to:	Office of Admission Bard College at Simon's Rock 84 Alford Road Great Barrington, MA 01230	or fax: 413-541-0081 or email: admit@simons-rock.edu

Bard College at Simon's Rock | The Early College

Disability Identification Form

To ensure equal access to the college's programs and in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990, Bard College at Simons Rock provides reasonable academic accommodations to self-identified students with disabilities who present the appropriate documentation. It is the student's responsibility to request accommodations and to provide documentation of a disability.

To ensure the provision of appropriate accommodations, students must provide current documentation of their disability by an appropriate licensed professional. This documentation must indicate a specific diagnosis, information regarding onset, longevity and severity of symptoms, and must state how the disability and/or related medications and treatments interfere or limit functioning in any major life activity, including current participation in courses, programs, services, or any other activity of the college. Disabilities may include, but are not limited to, mobility, psychological or medical conditions, or learning disabilities and attention deficit disorder (ADD).

Questions should be directed to Jean Altshuler, Director of Accessibility and Academic Support Services: jaltshuler@simons-rock.edu

Student Name:_____Entry Year:_____

Address:_____

City_____State:_____ Zip Code:_____

Telephone: (___)_____Email:_____

1. Describe the nature of disability:

2. Please list specific academic accommodations you are requesting due to disability:

3. Documentation from a licensed professional is ☐enclosed ☐being sent under separate cover

Signature of student: Date:

Please return to:	Office of Admission Bard College at Simon's Rock 84 Alford Road Great Barrington, MA 01230	or fax: 413-541-0081 or email: admit@simons-rock.edu

Player Information Sheet: Kilpatrick Athletic Center

If you are interested in participating on one or more of the competitive sports teams, please complete the enclosed Player Information Sheet and return it to the appropriate coach or coaches by no later than August 1.

Name:_____

Mailing Address:_____

City:_____State:_____Zip:_____

Summer email address:_____

Summer phone #:_____

Sport(s) of interest:_____

Years of competitive playing experience:_____

List level of experience, achievements and/or any other pertinent information: _____

_____

_____

For Swimming return to: Bill Meier, Swim Coach
Bard College at Simon's Rock
84 Alford Rd.
Great Barrington, MA 01230
Phone: 413 528-7776
Fax: 413 528-7429
Email: billm@simons-rock.edu

For Basketball/Soccer return to: Dave Collopy, Director of Athletics & Facilities
Bard College at Simon's Rock
84 Alford Rd.
Great Barrington, MA 01230
Phone: 413 528-7773
Fax: 413 528-7429
Email: dcollopy@simons-rock.edu