Getting Here
For GPS use 300 Pulteney Street, Geneva, NY 14456

• From the New York State Thruway (Interstate Route 90), Take exit 42 (Geneva)
  • Veer right heading south onto Route 14 toward Geneva.
  • Travel approximately 3.8 miles into the City of Geneva – pass through the City.
  • Turn right onto Seneca Street.
  • Travel to the top of the hill (this is a T-intersection).
  • Turn left onto South Main Street/Route 14.
  • Travel approximately 7.1 miles passing the view of Seneca Lake on your left and the HWS campus on your right.
  • Turn right onto St. Clair Street.
  • Turn right onto Pulteney Street.
  • The Office of Intercultural Affairs is the last house on the left before the traffic light. (Parking is available behind the office.)

• From the west (Buffalo), Routes 5 and 20 lead directly to Geneva. Upon reaching the city, proceed several miles to Pulteney Street, where you will make a right turn onto the campus. The Office of Intercultural Affairs is the first house on the right.

• From the south, Route 14 North from Elmira becomes Main Street in Geneva. Turn left onto St. Clair Street. At the stop sign turn right onto Pulteney Street. The Office of Intercultural Affairs is the last house on the left before the traffic light. Parking is available behind the office.

• From the downtown area (NYC), the fastest route is via Interstate 80 West to Interstate 380 North. There, pick up Interstate 81 North. In Binghamton, pick up Route 17 West to Route 14 North (follow the above to campus).

Please see the enclosed map for location of campus buildings.

• STIPENDS A weekly stipend is available to cover personal items, such as toiletries, as needed. Your expenses for approved trips and events planned by personnel are also covered. If you wish to bring extra funds for personal use, please be aware that the Colleges assume no responsibility for lost or stolen money – so plan to secure your valuables. Please note: students are not permitted to hold jobs during the summer program.

• WHAT TO BRING Your room will be furnished with a desk, chair, twin bed, and lamp. Window shades are also provided. Some helpful hints on what to bring with you to Summer Institute:
  - sweatshirt/jacket
  - swimsuit
  - blanket
  - pillow
  - linens
  - umbrella
  - alarm clock
  - washcloths
  - iron
  - toiletries
  - shower shoes/sandals
  - hangers

  Remember that it is summer, so you should bring clothing for warm weather. The only dressy occasion scheduled for the entire group is the banquet that marks the completion of the program. However, if you wish to attend religious services, you may want to bring some dressier clothing for these as well. Keep in mind that whatever you bring this summer must be taken back home with you at the end of the program. Bring only the essentials! One large bag and a book bag is plenty.

• SUMMER INSTITUTE RULES, REGULATIONS, EXPECTATIONS, AND COMMUNITY CONSIDERATIONS
  In the attempt to create and maintain a respectful and healthy living community during the summer program at Hobart and William Smith Colleges, rules and regulations have been developed that we expect all to follow:
  1. Respect! Always show respect to the Peer Advisers, faculty, administrators and to each other, and you will be respected in return.
  2. No drinking of alcohol.
  3. The use of or possession of illegal or illicit drugs of any kind is against the law and strictly prohibited by Hobart and William Smith Colleges.
  4. No smoking of cigarettes in any buildings, especially in your residence hall.
  5. Physical confrontations will automatically require a Dean’s hearing with possible dismissal from the program and Hobart and William Smith Colleges.
  6. No personal intimate relationships between summer students and student staff or faculty.
  7. No breaking of curfew: 11 p.m. Sunday through Thursday and midnight Friday and Saturday. As an institution, we are responsible for your well-being while you are here over the summer. Another important reason is that students have a busy academic schedule and need quality sleep in order to be productive at the highest level. If you are not rested, then you cannot be productive. If a student violates curfew, the student may be dismissed from the program and sent home.
  8. No noise after quiet hours which begin at 10:30 p.m. and end at 7 a.m. on Sunday through Thursday, and begin at midnight and end at 8 a.m. on Friday and Saturday.
  9. 24 hour courtesy hours. Always be aware of your noise level as it can disturb others. If a fellow student or Peer Adviser asks that you turn down the noise, whether it is talking loud or music, you must be respectful and comply with the request.
  10. Never be absent from or late to class.
  11. Never leave campus without the permission of a Peer Adviser. For your safety and our accountability, we need to know where you are.
  12. No visitors of any kind.
  13. No TVs, DVD players or VCRs are allowed. iPods and headphones of any kind are strictly forbidden during class, study tables, and meetings.
  14. Cell phones must be left in your dorm room during class hours and study time. They can not be used during meetings or while Peer Advisers are giving information or directions. We recognize the importance of staying in touch with family and friends, but if this rule is violated, the phone will be confiscated and held until your departure.

What happens if a student violates any one of the rules/considerations? If a student violates any of the rules/considerations, that student will be given a verbal warning by a peer adviser, who will also document the incident in writing and submit it to the administrative staff. Each incident referred by the Director of Opportunity Programs will be adjudicated by the Office of Student Affairs on a case by case basis. Sanctions range from a warning to a suspension.

Campus Resources
(called with questions)
HOBART DEAN’S OFFICE
(315) 781-3100
Fax: (315) 781-3025
WILLIAM SMITH DEAN’S OFFICE
(315) 781-3460
Fax: (315) 781-3103
RESIDENTIAL EDUCATION
(315) 781-3880
CENTER FOR TEACHING AND LEARNING
(315) 781-3351
ADMISSIONS
(315) 781-3621
STUDENT ACCOUNTS
(315) 781-3341
FINANCIAL AID OFFICE
(315) 781-3315
Fax: (315) 781-4048
HUBBS HEALTH CENTER
(315) 781-3600
COUNSELING CENTER
(315) 781-3388
COLLEGE STORE
(315) 781-3449
Office of Opportunity Programs
288 Pulteney Street
Geneva, NY 14456
(315) 781-3319

As a Hobart and William Smith Colleges HEOP and AOP student you will begin this four-year journey in the Summer Institute but will always benefit greatly as an HEOP and AOP student until your graduation. The start of the Summer Institute is just around the corner, and we are looking forward to welcoming you to campus. This mailing contains most of the information necessary to prepare you for this rewarding summer experience, as well as several forms that must be returned prior to your arrival. Please read this information carefully and return the completed forms immediately in the envelope provided. There is a checklist on page 2 to help you keep track of what must be returned to us. Please take special note that a physical examination is required before you come to the summer program and that we must receive a completed health form prior to your arrival. You may download the physical examination form from the Hubbs Health Center website on the Hobart and William Smith website. If you need another copy, please contact our office immediately at the number provided below. You may call collect, if necessary. Students who have alien registration cards must also include copies of these along with your other forms.

We hope that the information and recommendations contained in this mailing will eliminate any questions or concerns you might have and prepare you for a smooth transition. You may also download forms on the HEOP website. If you have additional questions, please do not hesitate to contact us at (315) 781-3319.

Office of Opportunity Programs
Phone: (315) 781-3319; Fax: (315) 781-3888
THE INS AND OUTS OF THE SUMMER INSTITUTE

ARRIVAL The Summer Institute headquarters is located in the Office of Opportunity Programs at the Intercultural Affairs House, 288 Pultney St. Check-in will be from 8 a.m. – 4 p.m. Most students travel by bus. If you plan to take the Greyhound bus from the NYC metro area, it leaves the Port Authority early in the morning at approximately 8:25 a.m. and will arrive in Geneva mid-afternoon (about 3 p.m.). A Hobart and William Smith Colleges van will pick you up at the Geneva Greyhound station and transport you to the Office of Opportunity Programs on campus for check-in.

When your travel plans become clear, please use the enclosed postpaid postcard to let us know your arrival time. If you are traveling by car, directions to campus are provided on page 4.

Your packet includes a campus map to help you find our office (the Office of Opportunity Programs) for check-in. Peer Advisers will be on hand to help you locate your room. We would appreciate hearing from you regarding the date and time of your arrival, as well as your mode of travel, as stated on the “Travel Post Card,” included with this mailing.

ROOMS All Summer Institute participants reside in campus housing. A resident Peer Adviser is assigned to each living area. You will be responsible for the upkeep of your room.

ROOM KEYS Individual room keys are provided to each participant. We encourage you to keep careful tabs on these, as there is a substantial replacement charge per lost key.

IDENTIFICATION CARDS Your College I.D. card is your ticket into the dining hall, as well as your passport to borrow materials from the library and use the gym facilities. If you have not sent your photo to the Registrar’s Office a photo will be taken of you.

DINING Participants take their meals together in the Scandling Campus Center at designated times. Your HWS I.D. card is required for entry into the dining hall.

CLOTHING Summer weather in Geneva can be quite variable. Daytime temperatures can range from 70 to 95 degrees, though low 80s are more typical. Evenings are generally cooler. Your dress attire should be cool and comfortable. Typical dress is sandals, shorts, and other forms of casual clothing. For daily wear, washable, permanent press casual clothing is preferable. Coin-operated washers and dryers are available in your residence hall. More formal attire may be advisable for one or two social activities. Bring only the clothing you need for the four-week program, as you will have to take all you have back home with you at the end of the program. No hats or head-gear are allowed in class.

ELECTRONICS iPods and laptops are permitted. We recommend that you depend on the televisions located in the lounge of each residence hall. Please do not bring TVs, DVCs, or VCRs. iPods and other car-phone devices are not allowed during class, meetings, or mandatory study time.

HEALTH CARE Any health emergencies that arise during the summer program will be handled by Geneva General Hospital. The following information is required of all participants prior to arrival:

— Health Insurance Information Sheet with the required signatures. If you are not covered by a family medical plan, arrangements will be made for you to receive medical coverage during the summer program and throughout the school year.

— The enclosed Emergency Information Form, signed by your parent(s) or guardian, in order to receive emergency medical care at the hospital, if necessary.

— An immunization report and a physical exam. Also, please make us aware, prior to arrival, of any special medical needs, such as insulin or allergy injections, special medications, dietary restrictions, or any other special requirements.

COURSE INSTRUCTION You will receive more than 100 hours of instruction from members of the Colleges faculty. Classes will meet Monday through Friday; you can expect to receive daily assignments, which must be completed prior to the next scheduled class. Class attendance, punctuality, and scheduled study tables are mandatory.

Low grades can be related to deficiencies in basic skills. The Summer Institute affords an excellent opportunity to build upon and strengthen your basic skills in reading, writing, quantitative reasoning, and study techniques. If you successfully pass your courses this summer, credit will be given toward graduation. Also be aware that all students must pass their courses with a minimum grade of C in order to meet the summer completion requirements for full entrance to Hobart and William Smith Colleges.

ACADEMIC SUPPLIES Textbooks, calculators, notebooks, paper, and pens are provided, without charge, to all participants.

SUMMER PROGRAM TUITION The cost of summer tuition and instruction is paid by the program at no cost to you.

RESOURCES AND FACILITIES Summer Institute headquarters is located in the Office of Opportunity Programs located in the Intercultural Affairs Center on the Hobart and William Smith campus at 288 Pultney St., Geneva, NY 14456. This is where you will receive your mail, stamps, and general assistance regarding your attendance. All participants also have full use of the library and other facilities. The regular student I.D. card is necessary for admission and use of most facilities.

OFFICE HOURS During the summer, all administrative offices, including the campus Post Office, are open 8:30 a.m. – 5 p.m., Monday through Friday.

PEER ADVISERS Peer Advisers are upper-class Hobart and William Smith students who have been selected for their academic accomplishments, maturity, interpersonal skills, and leadership qualities. They are available to assist with your homework as needed; facilitate group tutorials and workshops; and organize activities held in the evenings and on weekends. They also serve as resident advisers (RAs) in the residence halls and are responsible for monitoring student safety and enforcing Colleges’ policy.

ACADEMIC SUPPORT Academic support activities include required workshops, study tables, and tutorials that supplement classroom instruction and facilitate your adjustment to college. Mandatory study tables occur between the hours of 7-11 p.m., Sun. - Thurs. Students must sign-in and be on time.

ALCOHOL AND DRUG ABUSE All New York state laws governing alcohol and drugs apply. Drug use by a student in Colleges-owned, -operated or -affiliated living units is due cause for disciplinary action and may result in suspension and possible permanent separation from HWS.

TRANSPORTATION Summer Institute participants are not permitted to bring cars or motor vehicles to campus during the summer program. Most stores and entertainment centers are within walking distance and a college van will be provided for certain program activities. A local taxi service is also available to those who require off-campus travel when needed.

RECREATION A schedule of social activities has been planned for you. The college facilities are for Summer Institute use but to other summer use, the athletic facilities will be available to Summer Institute participants only at specified times. NOTE: If you wish to use the pool you will need to take swim test for your safety.

WEEKENDS Summer Institute’s comprehensive schedule includes both social and academic activities for some weekends. This intensive approach is designed to help participants adjust to being away in a college environment and to use weekends effectively for academic preparation and personal growth. Participants should not expect to visit home or travel outside of Geneva. Guests will not be allowed.
Checklist of information required from all participants:
- Physical Examination Report
- Health Insurance Card (photocopy)
- Health Insurance Information Sheet
- Medical Prescription and Medicine Form
- Parent Emergency Release Form
- Immunization Report
- One form of identification, (photocopy of alien registration, driver’s license, etc.)
- Mode of Travel Card

Please note: before you begin the summer program, you must get a physical.

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Summer Institute

A special welcome to Summer Institute participants from the Office of Opportunity Programs

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Students who have alien registration cards must also include copies of these along with your other forms.

We hope that the information and recommendations contained in this mailing will eliminate any questions or concerns you might have and prepare you for a smooth transition. You may also download forms on the HEOP website. If you have additional questions, please do not hesitate to contact us at (315) 781-3319.

Office of Opportunity Programs
Phone (315) 781-3319; Fax (315) 781-3888

HOBART AND WILLIAM SMITH COLLEGES

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288 Pulteney Street
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Summer Institute Rule Book

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