Guide for Parents and Families

Worlds of Experience, Lives of Consequence
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<td>Orientation begins for international students</td>
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<td>Orientation Weekend begins for first-year and transfer students</td>
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For incoming first-year and transfer students, Orientation Weekend begins Friday, August 28. International students have a special Orientation that begins on Monday, August 24. All new students are expected to attend Orientation.

On August 28, families should arrive at the Orientation Tent on the Quad between 8:30 a.m. and noon, where your student will matriculate and receive residence hall keys. Once you’ve been to the Quad, you can move your student into his or her residence hall between 8:30 a.m. and 1:30 p.m.

Later in the day, your student will begin his or her HWS experience with a variety of activities and events, while parents and families speak with key campus administrators, faculty and staff, and attend lectures and panel discussions. President Mark D. Gearan will also address families and host a reception.

**Family Schedule for Orientation**

**Friday, August 28, 2009**

- **8:30 a.m. - noon** Check-in and Matriculation
- **8:30 a.m. - 1:30 p.m.** Move-in
- **1:30 p.m. - 2:00 p.m.** First Year Deans Panel for Families
- **2:00 p.m. - 4:00 p.m.** Concurrent Information Sessions about the HWS Experience for Families
- **4:30 p.m. - 5:00 p.m.** President’s Welcome Ceremony
- **5:00 p.m. - 5:30 p.m.** Family Farewell
- **5:30 p.m. - 6:30 p.m.** Family and Faculty Reception

A complete schedule for August 28 will be mailed in August.

Leading up to Orientation Weekend, you can learn more about Orientation online at [www.hws.edu/orientation](http://www.hws.edu/orientation). Though the site is primarily geared toward students, you’ll find great information about what your student will need and details about upcoming events.
The Orientation Staff

Hobart and William Smith have an experienced and dedicated staff that plans Orientation. If you have any questions in the coming weeks and months, don’t hesitate to contact any of these HWS community members. You’ll likely get to know many of them even before you arrive on campus!

Francesca Antonucci ’10 and Chris Bramwell ’11 are our Orientation Coordinators. They help plan and oversee nearly every aspect of the Orientation experience, working to ensure that every facet of the Orientation program is ready to go in August. You can contact them with questions about Orientation, student life or anything that’s on your mind at orientation@hws.edu or (315) 781-3041.

All first-year students will receive a warm reception and support from Associate Dean of William Smith College Lisa Kaenzig (kaenzig@hws.edu or (315) 781-3467) and Assistant Dean of Hobart College David Mapstone ’93 (mapstone@hws.edu or (315) 781-3300). If you have any questions about selecting courses or campus life, be sure to contact them.

Director of Student Activities Robert Pool oversees campus events across campus and helps plan the Orientation programming. You can contact him with questions about campus events or campus life at pool@hws.edu or (315) 781-3513.

Director of Residential Education Kate McCaffrey is responsible for the room and board assignments of all first-year students. If you have any questions about room assignments or meal plans, contact her at mccaffrey@hws.edu or (315) 781-3880.

Associate Director of the Center for Community Engagement and Service Learning Katie Flowers helps students become active, global citizens. During Orientation Weekend, students will take their first steps in that direction, participating in a community service event designed to introduce them to the Geneva community and help them make friends. You can contact Katie at serve@hws.edu or (315) 781-3825.

Director of the Center for Teaching and Learning Susan Pliner works to help all students, including those with disabilities, improve their academic performance through one-on-one and course-specific tutoring as well as a wide assortment of skill-building workshops. If you have any question about academic resources, contact Susan at ctl@hws.edu or (315) 781-3351.

If you have any questions that can’t be addressed by those staff members listed here, feel free to call (315) 781-3041, and someone will direct your call to the proper person(s).

orientation@hws.edu
The First Year at HWS

At Hobart and William Smith, first-year students take four courses per semester. This fall, first-years students will take one First-Year Seminar and three other courses.

First-Year Seminars are designed to stimulate intellectual curiosity, introduce academic expectations and engage first-year students without regard for future major or minor choices. The seminar topics vary each year, as do the professors who teach them, so the classroom discussions are always fresh and interesting.

Seminar classes are small—usually only 14 or 15 students—allowing faculty and students to participate in discussions and debates in an intimate group. Discussions and assignments are designed to hone writing, speaking, critical thinking and other academic skills that your student will draw upon during the rest of his or her HWS career.

Other than the First-Year Seminar, there are no other “required courses” for first semester students, so many students use the first semester to explore their academic interests and try new things. You should encourage your student to explore, experimenting with courses from dance, economics or world religions.

At Hobart and William Smith, learning happens outside of the classroom as well, and many students live in deliberately designed Learning Communities that are intended to build bridges between what happens in and out of the classroom.

Most first-year students take one or more courses together with their room- and floor-mates, and they may also attend lectures and field trips together. An upper-class peer mentor often also lives on the floor to provide additional social and academic support.

These living and learning environments focus on shared, active learning and allow students to develop strong bonds with faculty and fellow students.

How You Can Help

After years of working with first-year students and their parents, Deans Mapstone and Kaenzig have a few tips for parents as well as a list of recommended readings that will help you – and your student – get through this period of transition smoothly.

A message from Deans Mapstone and Kaenzig:

Though we do everything we can to help make your son or daughter’s transition to the Colleges smooth, many students experience unique challenges and adjustments.

During this period, your student may forge new identities or seek to clarify their values and beliefs. This may require an examination of self, friends and family. It may also be a time for exploration and experimentation, and a period in which your son or daughter may question or challenge values.

It is important to recognize that every student will experience his or her own changes, just as every parent will have different expectations for and reactions to their student’s college experience. It will be a significant transition for you, as well.

As parents, you may experience feelings of happiness, excitement and pride when your student leaves for college. At the same time, you may feel a sense of sadness and pain and have many understandable fears and concerns about your son or daughter’s future and well-being. You may worry about your student’s safety and ability to care effectively for him- or herself.
Although your student may want and need to become more autonomous during this period, it is important for him or her to know you are still available. Maintaining a supportive relationship can be critical, particularly during their first year in college.

If you and your student were not particularly close prior to their leaving home, it is still important for you to convey your support. You may be surprised to find that some space and distance from your son or daughter can help improve your relationship.

It is important to maintain regular contact with your student but also to allow space for your son or daughter to approach you and set the agenda for some of your conversations. Let your student know that you respect and support his or her right to make independent decisions and that you will serve as an advocate and an adviser when asked.

Finally, recognize that it is normal for your student to seek your help one day and reject it the next. Such behavior can be confusing and exhausting for parents, so make sure to take care of yourself by talking about your feelings with your own support system.

Be realistic and specific with your student about financial issues, including what you will and will not pay for, as well as your expectations for how they will spend money.

It is also important to be realistic about your student’s academic performance, recognizing that not every straight-A student in high school will be a straight-A student in college. Help your son or daughter set reasonable academic goals and encourage him or her to seek academic assistance when needed.

The fact that your student has left home does not necessarily prevent family problems from arising or continuing. Refrain from burdening your son or daughter with problems from home that they have no control over and can do nothing about. Sharing these problems with your student may cause them to worry excessively and even feel guilty that they are away from home and unable to help.

You can also support yourself by recognizing that it is normal to have mixed feelings when your student leaves home. It is also normal to feel a sense of relief when your son or daughter leaves for college and to look forward to some time alone with your significant other or with your younger children.

Do your best to develop and maintain your own social support and to maintain your own sense of well-being.

**Recommended Reading**
- The Launching Years by Laura Kaster and Jennifer Wyatt
- Generation Me by Jean Twenge
- Don’t Tell Me What To Do, Just Send Money by Helen Johnson and Christine Schelhas-Miller
- Letting Go by Karen Levin Coburn and Madge Lawrence Treeger
- Empty Nest...Full Heart by Andrea Van Steenhous
- In Addition to Tuition by Marian Edelman Borden, Mary Anne Burlinson and Elsie R. Kearns
- Let the Journey Begin by Jacqueline Mackay and Wanda Ingram
- When Your Kid Goes to College: A Parent’s Survival Guide by Carol Barkin
- You’re On Your Own (But I’m Here if You Need Me) by Marjorie Savage

**We have enclosed two additional readings with this handbook. We encourage you to read and think about them prior to Parents Weekend (Oct. 23-25), when Deans Kaenzig and Mapstone ’93 will lead a discussion about parenting a college student.**
Parents Services

We believe that parents and families are an important part of the HWS community, and we know that when parents are informed, students benefit. Your student will seek your advice and guidance about their college experience, so we want you to be an informed resource for them!

Parents Office and Web site
The Office of Parents and Families coordinates and promotes family involvement within the campus community, including special events like Orientation, Family Weekend and Commencement as well as regional networking events for HWS community members.

The Parents Office also oversees the Parents Association and the Parents Executive Committee, which meets twice during the academic year and works together with the Colleges’ administration to enhance Hobart and William Smith and the student experience.

The Parents Office staff, led by Director of Parent Relations Kerry Cassell P’07, P’10, P’12, are available to answer any and all questions that you may have at (315) 781-3755 or parentsoffice@hws.edu. And if they can’t help you, they’ll find someone who can.

parentsoffice@hws.edu

Deans Offices
As parents, your most important contacts are the Hobart and William Smith Deans, who are responsible for the academic and co-curricular well-being of all students.

The Deans Offices provide information and advice concerning academic programs, academic standards and co-curricular activities, and the Deans themselves are available to talk with students about academic and personal problems or any other concerns they may have.

All first-year students will receive a warm reception and support from the First-Year Deans: Associate Dean of William Smith College Lisa Kaenzig (kaenzig@hws.edu or (315) 781-3467) and Assistant Dean of Hobart College David Mapstone ’93 (mapstone@hws.edu or (315) 781-3300). The First-Year Deans not only hand-register each student in their first semester classes, they also make an effort to meet each new student individually during the first semester so that a personal relationship is established early.

If you have concerns or questions about your student’s well-being or academic progress, it is appropriate for you to contact the Deans Offices. They play an important role in academic counseling and are available to assist students, make referrals and talk with concerned parents.

Publications, Publicity and the Daily Update
As an HWS Parent, you’ll receive a variety of communications throughout the year that will help you keep in touch with HWS including periodic mailings about the Parents Fund and upcoming special events, like Family Weekend.
You’ll also receive the Colleges’ magazine, The Pulteney St. Survey, published three times a year. And check your inbox for the monthly Parents E-Newsletter, which will keep you up-to-date with what’s happening on campus as well as upcoming events for HWS families. To sign up for the Parents E-Newsletter, send an e-mail to parentsoffice@hws.edu.

Between mailings from the Colleges, you can keep up with campus happenings by visiting the HWS Daily Update online at http://www.hws.edu/dailyupdate/. The Daily Update includes a calendar of upcoming on- and off-campus events as well as stories about what’s going on with our students, faculty and staff.

www.hws.edu/dailyupdate/

If your student is planning an event or has an interesting accomplishment or internship, we’d love to publicize their success! You can share your stories with us online at http://www.hws.edu/news/publicity.aspx.

Special Occasions
There are a variety of businesses that will help you celebrate your student’s special occasion in style. The following florists will deliver to campus:

Lake Country Gardens and Florists  (315) 789-1866
Don’s Own Flower Shop   (315) 789-2554

The following bakeries accept special cake orders:

Tops Market    (315) 781-7790
Wegmans    (315) 781-7660

The following bakeries accept special cake orders and will deliver to campus:

Bagels and Cakes   (315) 781-7643
HWS Dining Service   (315) 781-3092

The following store will prepare balloon bouquets and gift bags:

The College Store   (315) 781-3449

Student Mailing Address
A United States Post Office is located on campus in the Scandling Campus Center. Each student is assigned a post office box to receive mail and USPS packages. Packages sent via UPS or FedEx can be picked up in the basement of the Scandling Campus Center. You can mail your student at:

Student’s Name
Box #, Scandling Campus Center
Geneva, NY 14456-3381
Academic Life

At Hobart and William Smith, academic life is rigorous and invigorating. From in-class debates to out-of-class lectures and workshops with some of the nation’s greatest minds, your student will be encouraged to make connections, push the boundaries of knowledge and take ownership of his or her education.

Curriculum

We believe that the best way to educate students broadly and deeply is through a curriculum that requires them to complete courses that are both disciplinary – deeply focused on a single area of study – and interdisciplinary – reaching across disciplines and drawing on a variety of departments. Students typically take four courses per semester. Classes are small, allowing faculty and students to participate in discussions and debates.

Aside from the First-Year Seminar, there are no courses required of HWS students, although there are several things students must do before they can graduate to ensure that they receive an education based on multiple perspectives and experiences. These include addressing the institution’s eight goals, completing any faculty-mandated writing requirements, passing 32 courses, and completing a major and a minor (or two majors).

Every Hobart and William Smith student must fulfill these eight goals before graduating:
1. Develop skills for effective communication: listening, reading, writing, speaking;
2. Develop skills for critical thinking and argumentation;
3. Develop the ability to reason quantitatively;
4. Experience scientific inquiry and understand the nature of scientific knowledge;
5. Develop an appreciation of artistic expression based in the experience of a fine or performing art;
6. Develop an intellectually grounded foundation for understanding differences and inequalities of gender, race and class;
7. Acquire critical knowledge of the multiplicity of world cultures;
8. Develop an intellectually grounded foundation for ethical judgment and action.

The eight goals and objectives can be achieved in the context of many different programs of study. Your student must work with their faculty adviser to design a program of study that both meets their interests and fulfills all the requirements for a degree, including addressing all eight goals and objectives.

For most students, the curriculum unfolds over a period of four years in the following manner:

- **First Year:** Take a First-Year Seminar and explore areas of interest broadly. In so doing, establish a foundation for more advanced work, perhaps even laying groundwork for what will become major(s) or minor(s). Map out a preliminary program of study with the academic adviser.
• **Sophomore Year:** Further develop interests and move into more advanced course work. Working with the adviser, plan possible majors and minors as well as consider the many off-campus opportunities offered. Mid-way through the year, declare a major. Continue building a plan for addressing the eight goals.

• **Junior Year:** Select a minor (or second major). With the adviser, complete a baccalaureate plan, which includes a description of the program of study, the ways the overall program of study addresses the eight goals, and a plan to complete any outstanding major(s) or minor(s) requirements.

• **Senior Year:** Complete major(s) and minor(s) and any work specified in the baccalaureate plan. Complete any capstone experiences, like an honors project, an independent study, an internship, a recital or a senior seminar.

**Study Abroad**
While only about 1% of students nationwide study abroad, at HWS more than 59% do so.

We believe that immersion in another culture is a powerful way of learning, which is why we encourage all of our students to study abroad during their time at the Colleges, whether the experience is a semester studying Chinese language and culture in Beijing or learning French and completing an internship in Switzerland.

For many students, becoming immersed in another culture is truly transformative, and it helps them develop a global perspective and an appreciation for the vivid diversity of cultures. They return self-reliant, mature and open to new experiences.

Hobart and William Smith provide opportunities for off-campus study by sponsoring more than 35 semester-long options and several short-term summer programs in different academic disciplines throughout the world. We encourage students to look for an off-campus experience that is appropriate to their personal and academic interests.

Many students travel abroad during their sophomore year, but sophomores, juniors and seniors in good standing are eligible to study abroad. Because students must apply to study abroad about one year in advance, you should encourage your student to begin considering programs as early as the first semester on campus.

Consult the Center for Global Education Web site at [www.hws.edu/academics/global/](http://www.hws.edu/academics/global/) for specific program details about academic focus, accommodations, eligibility and approximate cost. If you have any additional questions, contact the **Center for Global Education** at (315) 781-3307.

**Career Development**
At Hobart and William Smith, career planning isn’t only for seniors; instead students begin to understand their capabilities and explore their interests as early as the first year.

Through a carefully cultivated career development cycle, your son or daughter will explore career fields, participate in one (or more) of the literally thousands of available internships and take advantage of job shadowing and networking opportunities with an extensive group of HWS alums, parents and friends.

By the time graduation rolls around, our goal is that your student will have the clarity to articulate and realize his or her professional goals and will likely join the thousands of other alums who’ve gone on to bright futures in business, the arts, the sciences and public service.
Encourage your student to visit the Salisbury Center for Career Services during the first semester on campus to take advantage of all that HWS has to offer. If you’d like more information on available programs or have specific questions about the Salisbury Center for Career Services, contact cso@hws.edu or (315) 781-3514.

Community Engagement and Service-Learning
At Hobart and William Smith Colleges, a liberal arts education is more than a major and a minor; it’s about recognizing the importance of becoming an engaged leader in the community.

The Center for Community Engagement and Service-Learning (CCESL) unites students with the greater Geneva community and provides opportunities to build the skills necessary for active citizenship through a variety of on- and off-campus events throughout the school year and during breaks.

Engaged citizenship at HWS goes beyond traditional community service and civic engagement to include service-learning experiences that fill the gap between theory and practice. Many HWS faculty members build meaningful service experiences into their coursework, allowing students to use the local community as a laboratory to test the theories and ideas they’ve learned in class.

During their first 24-hours on campus, your student will participate in a Day of Service, working alongside fellow students and Geneva community members on a variety of community service projects throughout the local area. They’ll learn more about the community they’ll be living in while recognizing the importance of service at Hobart and William Smith.

Encourage your student to learn more about community engagement and get involved in the HWS and Geneva communities. Maybe your son or daughter will travel to New Orleans during Alternative Spring Break, coordinate an American Reads program or build a house with Habitat for Humanity. Whatever their involvement, your student will develop the kind of character that will act as a compass for life.

If you’d like more information about the types of community service available at HWS or have questions about service-learning, contact the Center for Community Engagement and Service Learning at serve@hws.edu or (315) 781-3825.

Academic Resources
The Hobart and William Smith experience is rigorous and challenging, but we don’t expect students to undertake the process alone. We offer several resources designed to support students as they make their way through the Colleges curriculum.

Advising
At Hobart and William Smith, advisers are educational partners, helping students navigate the HWS curriculum and achieve breadth and coherence in their programs of study.

Each Hobart and William Smith student is assigned an academic adviser during the summer before their first semester. That adviser is usually also the student’s First-Year Seminar professor, providing familiarity and support as the student explores areas of interest.
Once students declare a major, usually during the sophomore year, they’ll switch to an adviser in their major-area of study who’ll help them design a program of study that both meets their interests and addresses the Colleges’ goals and objectives.

During the junior and senior years, students work together with the adviser to complete a baccalaureate plan, which records a student’s progress toward completing a program of study and the eight goals and identifies work to be done in the senior year to complete all requirements.

Throughout their academic career, all students are also required to consult with their advisers prior to course registration, and students often develop a close, friendly relationship with their adviser as they transverse courses, requirements, study abroad and college life.

**CTL Programs**

The Center for Teaching and Learning provides a variety of programs available to all Hobart and William Smith students. These programs are designed to enhance the academic experience and assist students in achieving their academic goals.

Students who need content-area skills, meet with peer Teaching Fellows in anthropology, biology, chemistry, economics, geoscience, philosophy, physics, psychology, sociology, and Spanish and Hispanic studies. Students who need help with papers can meet by appointment with peer Writing Colleagues or professional writing specialists for individualized support in the writing process. Semester-long Peer Tutoring is also available, individually and in groups, for those students wishing to improve their performance in their coursework.

A disabilities specialist is available for advising, consulting and assuring accommodations for students with all types of disabilities. Registered students with disabilities who need academic accommodations or disability-related support services are asked to make their needs known and to file timely request forms each semester with Disability Services.

If you have any questions about specific programs or services, contact the Center for Teaching and Learning at ctl@hws.edu or (315) 781-3351. To learn more about services for students with disabilities, visit the Disability Services Web site at www.hws.edu/studentlife/stuaffairs_disabilities.aspx or have your student fill out the Disabilities Disclosure form under the Medical Forms task on the Orientation Web site.

**The Centennial Center for Leadership**

Through interactive seminars, activities and events, The Centennial Center for Leadership deliberately guides students in understanding the concept of leadership, creates opportunities for them to study with experienced and successful leaders, and provides them with empirical leadership-building opportunities. All HWS students benefit from the wisdom of Leaders-in-Residence and speakers, as well as leadership development seminars and workshops.

The Center’s rigorous and competitive Leadership Certificate Program, HWS Leads: Minds Wide Open, is based on the idea that leaders are not born, but rather are developed. The program is designed to help students develop leadership the behaviors and skills essential to becoming more effective leaders, whether for a club or organization, in the community, or in their everyday lives.
Technology
Owning a computer is not a necessity at HWS, although it is helpful. If your student opts not to bring a computer, there are multiple computer labs available throughout campus, including the new Rosensweig Learning Commons in the Warren Hunting Smith Library.

The Learning Commons has more than 130 computers with both Mac and Windows platforms, nine LCD screens, six copier/printer/scanner/fax capable machines, two Smart Boards and two computer projectors. There are also several additional labs throughout campus, and we provide one all-night study area, giving students computer access 24 hours per day during the semester.

If your student decides to bring a personal computer, know that all student residences have full Internet access and that wireless Internet access is available throughout campus.

Hobart and William Smith have partnered with CDW-G and Apple to offer computers that meet our recommended configuration at a discounted rate. For more information about purchasing a computer through HWS partner organizations, see the flyers for Apple and CDW-G, included with this handbook.

If you chose to purchase a computer from another vendor, please keep the following hard- and software specifications in mind:

**Recommended Hardware Configuration:**
- Processor: Pentium Dual Core, Core Duo equivalent (PC or Apple)
- RAM (Memory): 2 GB or higher
- Hard drive (Storage): 120 GB or higher
- Disc drive: CD-RW / DVD-ROM or CD-RW / DVD-RW
- Wireless: Built-in
- Warranty: 3 or 4 year parts and labor
- Insurance: Safeware accidental damage protection (visit [http://www.safeware.com/hobartwilliamsmith](http://www.safeware.com/hobartwilliamsmith) for more information)

**Recommended Software Configuration:**
- Operating system (PC): Windows XP Professional or Vista Home Premium/Business/Ultimate or (XP Pro and Vista Ultimate are available for purchase at these IT Help Desk)
- Operating system (Mac): Apple Macintosh OS X 10.3, 10.4, or 10.5 (10.5 Leopard is available for purchase at the IT Help Desk)
- Productivity (PC): Microsoft Office Enterprise 2007 (PC)
- Productivity (Mac): Microsoft Office 2008 (Apple)

Whether your student brings a computer or not, there are several resources on campus available to students who may need assistance with technology. The Instructional and Research Technology team, located in the Learning Commons, are available to provide individual training sessions on commonly used software and technology-related course assignments. Their Resource Center also has scanners, video editing stations and other technologies that students can use on their own or with assistance from the staff.

For information regarding student computer requirements or recommendations at HWS please contact the HWS Help Desk at helpdesk@hws.edu. For information about the Instructional and Research Technology team, email [instructionaltech@hws.edu](mailto:instructionaltech@hws.edu) or call (315) 781-4420.
Student Life

At Hobart and William Smith, learning doesn’t stop at the classroom door. From late night conversations in the residence halls to political discussions over ice cream in the café, as well as a rich religious life, your student will become a part of a community that never stops thinking, never stops learning and never stops questioning.

Residence Life

The living options at HWS are as varied and unique as the students who live in them. First-year students are housed in double, triple or quad rooms in co-ed and single-gender buildings across campus. Sophomores are able to select from traditional residence hall living as well as rooms in theme houses, co-ops and apartment-style accommodations.

Juniors have the additional option of condo-style living at The Village at Odell’s Pond. In addition to these other options, a small number of seniors are selected to live off-campus, either by renting their own apartment or home (with permission from Residential Education) or living at 380 South Main Street, an apartment-style building located in downtown Geneva.

Though first-year students are not able to select their own roommates, room and roommate selection for upperclass students occurs each year during April and May for upperclass students and is based on a lottery system. All students living on campus or at 380 South Main Street are provided with a desk, chair, dresser, closet or wardrobe and bed as well as window shades. Students living off-campus must provide their own furniture.

Though most residence halls and homes have a small kitchen area, each student is also allowed a small mini-fridge, which can be brought from home or rented from the Refrigerator Leasing Company at (607) 431-9525. (See flyer included with this handbook for more information.)

During your student’s Orientation Weekend, residence halls will open at 8:30 a.m. on Friday, August 28, but typically, residence halls open at 9 a.m. the day before classes begin. Students are to vacate their rooms completely 24 hours after their last exam or at noon on the day after the last exam of the semester, whichever comes first.

All requests for early arrival or late departure because of extraordinary situations must be submitted in writing. Early arrival requests are due three weeks before the beginning of the semester, and late departure requests are due three weeks before the end of the semester. Similarly, if your child must stay on campus during Thanksgiving Recess or Spring Break, they must request permission. All requests should be faxed to the Office of Residential Education at (315) 781-4026.

Except in rare cases, usually for international students, Hobart and William Smith do not provide storage over the summer. If storage space is desired, there are several local storage companies in Geneva (see Community Resources for more information). Any personal items remaining on campus after closing will be removed and donated to charity or disposed of at the student’s expense.

Eating at HWS

At Hobart and William Smith, all students living on campus are required to have a meal plan. Meal plans are for use in Saga Dining Hall, located in Scandling Campus Center, which offers breakfast, lunch and dinner every day.
Saga offers a variety of choices at each meal, from a salad bar and comfort foods to pizza, soft-serve ice cream and fresh-baked desserts. They also offer several vegetarian and vegan options at each meal, and the staff is willing and able to accommodate students with special dietary requirements. For more information, please contact HWS Dining Services at (315) 781-3092.

In addition to Saga, there are three other on-campus eateries, the Café, Cellar Pub and de Cordova Café, where students can use cash, snack money or one-swipe meals to purchase Starbucks beverages as well as a variety of salads, hot or cold sandwiches, fresh-baked pastries and snacks.

First-year students should have already selected a meal plan from one of three options:

- **Basic**: 15 meals in Saga per week, $100 in snack money and 3 guest passes per semester. The cost is $2,347 per semester ($4,694 per year).

- **Silver**: Unlimited access to Saga from 11 a.m. to closing (lunch and dinner only), $125 in snack money, 6 guest passes per semester, and 15 one-swipe meals. The cost is $2,477 per semester ($4,786 per year).

- **Gold**: Unlimited access to Saga, $175 in snack money, 8 guest passes per semester, 30 one-swipe meals, a cake on your birthday and parents dine at Saga for free when visiting. The cost is $2,624 per semester ($5,248 per year).

Upperclass students may select from a wider range of meal plans based on where they will be living.

You can also add additional snack money to your student’s account at any time during the year by either visiting the Dining Services Office (in the Saga Dining Hall), calling (315) 781-3092 or submitting a deposit along with the Snack Money form included with this handbook. Snack money is nonrefundable and must be used by the end of the academic year.

If you have questions about dining on campus or special dietary needs or restrictions, don’t hesitate to contact Dining Services at (315) 781-3092.

**Religious Life**

At Hobart and William Smith, we believe that the life of the spirit and the life of the mind need not be separate or mutually exclusive, but in fact may be profoundly interrelated and rewarding. The Office of Religious Life supports and encourages the practice and exploration of traditions through services, programming and spiritual support that provide hospitality and advocacy for students of all religions and cultures.

Religious Life staff members Chaplain Lesley Adams, Hillel Coordinator Lorinda Weinstock and Buddhist Adviser The Venerable Tenzin Yignyen organize a variety of events designed to foster a vibrant and active spiritual community. They plan special religious events during the semester, like a Ramadan breakfast meal and a celebration of holiday carols, as well as a slate of regular campus events.

Regular non-denominational events, including the weekly Pasta Night dinner and knitting group, provide opportunities to gather for conversation, fellowship and prayer, while denominational events, like Buddhist Meditation,
Bible Study and Kosher Shabbat Dinners, allow students to celebrate their own faiths or explore new faiths.

St. John’s Chapel, the on-campus center of religious life, hosts regular services for Catholics, Episcopalians, Quakers and Buddhists. The local community is also home to a variety of religious services, including Baha’i, Baptist, Jewish, Unitarian, Methodist and Presbyterian. More information about specific churches and services is included in the Guide for New Students.

Hobart and William Smith accept the responsibility of making sure that if a student must miss class because of religious obligations and practices, an opportunity to make up any examination, study or work requirement missed will be provided. Students should make every effort to tell their professors in advance if they must miss class in order to practice a religious tradition.

If you’d like more information about specific religious events, contact Chaplain Lesley Adams at ladams@hws.edu or (315) 781-3671 or Hillel Director Lorinda Weinstock at lweinstock@hws.edu or (315) 781-3385.

Extracurricular Activities

Extracurricular activities and events play a large role in a well-rounded liberal arts education. Between club activities, nationally renowned speakers, concerts and volunteer opportunities, there are many ways for HWS students to explore their interests, have fun and make a difference.

There are also more than 70 student groups that address a broad range of interests, including politics, performing and studio arts, community service, activism, media and sports. Club activities vary somewhat from year to year in response to student interests, and students are encouraged to start their own club, with help from the Office of Student Activities, if a club that covers their interests doesn’t exist. Recently founded clubs include those focused on fencing and glass blowing.

Hobart and William Smith sponsor a variety of opportunities for students to interact with national and international figures, engaging the leading thinkers of the day in interesting and thought-provoking conversations about everything from politics and world events to career opportunities. Recent visitors to campus have included Nobel Peace Prize Recipient Wangari Maathai, Senator Mushahid Hussain of Pakistan and Assistant to the President for Energy and Climate Change Carol M. Browner.

Campus is also host to a wide range of cultural activities and events designed to help students become citizens of the world. Guest artists, like the Rochester Philharmonic and Little Feat, present concerts on campus and in Geneva each year.

Recent on-campus art exhibitions include works by photographers, painters and multimedia artists from around the globe. Dance troupes, like Garth Fagan Dance, Jody Sperling’s Time Lapse Dance Company and other companies, frequently perform. And the active theatre program exposes students to a variety of student-run and faculty-directed productions, like The Phoenician Women and John Gabriel Borkman.

If you’d like to learn more about student clubs and organizations, contact the Office of Student Activities at (315) 781-3513.
Athletics

More than 80 percent of HWS students are involved in some kind of athletic activity, whether it’s intramural or intercollegiate athletic teams or outdoor recreation programs, like hiking and camping.

Those who wish to enjoy the fun and competition of athletics without the time commitment of playing on an intercollegiate team often join one of the many intramural leagues or club sports teams on campus. Students, individually or in teams, can sign up to play flag football, tennis, wallyball, soccer, golf, badminton, alpine ski, basketball, bodybuilding, soccer, cycling, fencing, field hockey, volleyball, table tennis, baseball, lacrosse, rugby, gymnastics, paintball, track and field, Nordic ski, basketball, dodgeball, floor hockey, ice hockey, squash and softball.

Those who wish to get active outdoors are involved in the Outdoor Recreation and Adventure Program (ORAP), located in Bristol Field House. ORAP sponsors a variety of day and overnight excursions and activities in the Finger Lakes, including hiking, rock and ice climbing, rafting, snowshoeing and camping. The group also maintains a student-built climbing wall and offers a variety of equipment for rent.

Those who wish to compete at the top of their sport become members of one or more of the 22 varsity teams, many of which are regular contenders for conference and national titles.

Athletics is a large part of the campus culture, even for those students who never step foot on the field. There is a sense of community and pride surrounding the Hobart and William Smith athletics teams, and many students cheer on the teams during home and away games. And, when the weather is nice, it’s not unusual for a pickup game of softball or Frisbee golf to overtake the Quad.

Getting Around Campus

The Hobart and William Smith campus is small and within easy walking distance of many services that students may need, like the grocery store, banks, restaurants and a movie theatre. Many students find that they don’t really need a car on campus, and ‘by-foot’ is by far the most common mode of campus transportation.

However, if your student would like to bring a car to campus, you should know that all student vehicles must be registered within three business days of the first class day each semester in order to park on campus. To register a vehicle, students should visit Campus Safety to complete a registration form, show a valid student I.D. and state registration and pay the appropriate fee. For first-year students, the fee for registering a vehicle is $60/semester or $100/year.

Once registered, the student will receive a parking decal that must be promptly and properly installed on the vehicle. The first-year parking permit allows students to park in the first-year lot, the Houghton House lot as well as designated student lots. First-year students are not allowed to park on city streets in or surrounding the campus to reduce congestion.

For students who don’t have a car but are concerned about getting around, there are campus shuttles that operate seven nights a week on a pre-set route transporting students around campus and to several off-campus sites, including...
the grocery store. As part of the HWS Goes Green Transportation Initiative, designed to reduce on-campus driving, HWS introduced an additional shuttle during the fall 2008 semester: a purple and green biodiesel trolley that runs on Wednesdays, Fridays and Saturdays.

The Yellow Bike program offers another alternative means of transportation sponsored by the HWS Goes Green Transportation Initiative. The Colleges’ fleet of 70 yellow bikes is locked up on various bike racks around campus so that members of the program can borrow a bike whenever they need it, then lock it up for the next person to borrow. Students interested in the bike program are able to sign up at the HWS Bike Shop, between 3 and 5:30 p.m., Monday - Saturday, in the garage behind 141 St. Clair St. There’s a $10 deposit for membership.

Finally, for those students who prefer to get around on foot but are concerned about traveling alone, Campus Safety Officers are available to escort students around campus, especially after dark and when the shuttles are not running. Students in need of an escort should contact the Campus Safety Office from a safe, well-lit location, and a uniformed officer will meet them.

If you have any other questions about getting around campus with a car, escort or shuttle, contact The Campus Safety Office at (315) 781-3656.

For more information about the Yellow Bike Initiative, contact Sustainability Coordinator Jamie Landi at landi@hws.edu.

Health and Wellness

Nearly all HWS students take advantage of the generous wellness programs on campus, including professionally staffed Health and Counseling Centers, an Office of Alcohol and Other Drugs and a well-rounded wellness program. With dozens of support groups, fitness classes and skill-building workshops, there are countless chances to establish a healthy balance for the mind and body, which we believe is vital to achieving personal and academic success.

Hubbs Health Center

Hubbs Health Center delivers health care and health education to the HWS campus community. The Center provides high-quality, low-cost, clinically-appropriate services in a nonjudgmental, compassionate and timely manner.

The Center is staffed by a health-care team consisting of a physician, a full-time board certified nurse practitioner, a part-time board certified internist, a full-time board certified physician assistant, several licensed professional nurses and a full-time secretary receptionist.

With daily operating hours, the Center is set up to accept patients on both a walk-in and appointment basis. To support the health of the campus community, the Center provides a wide spectrum of services, including, but not limited to:

- Specialist referrals
- Gynecological services, including annual exams, contraception and pregnancy testing
- Allergy injections
- STD counseling and testing, including HIV testing
- Medications and pharmaceutical supplies
- After-hours contact
- Sports medicine
- Assistance to students with special needs, including but not limited to, adult attention deficit disorders, eating disorders and tobacco addiction
- Evaluation and treatment of illnesses and injuries
- Assistance/maintenance of students with chronic physiological disorders such as asthma, diabetes, HIV, hypertension, cancer and physical handicaps
Influenza vaccinations
Immunization updates
Health recommendations for international travel
Physical exams for graduate and professional schools and employment

All HWS students are enrolled in a health insurance plan through Excellus BlueCross BlueShield and should receive an insurance ID card in the mail. If you have questions about the student insurance plan, please contact Excellus by visiting their Web site at www.excellusbcbs.com.

Hobart and William Smith recommend that all students obtain additional health and accidental injury insurance to cover costs for any medical care not provided by Hubbs Health Center, including off-campus referrals, emergency room treatment, laboratory services, care provided by specialists and hospitalization.

HIPPA laws prohibit the release of any medical or health information (including whether or not your son or daughter is a patient at Hubbs Health Center) to parents, outside medical professionals, college officials and all others without the student’s written consent. In the case of a life-threatening emergency, the Hubbs staff consults with the Vice President of Student Affairs, who will ultimately decide whether to contact a student’s family.

Please note that New York State Public Health Laws require all students to provide proof of immunity to measles, mumps and rubella (MMR) as well as the date of their meningitis immunization or their signature indicating receipt of information about meningitis. We ask that students submit this important medical information as soon as possible through the Student Health Form on the Orientation Web site.

For questions regarding immunizations, call (315)781-3600.

The Center for Counseling and Student Wellness
The Center for Counseling and Student Wellness (CCSW) enhances the well-being of students by facilitating their emotional, interpersonal and intellectual development and providing free, confidential services for HWS students, including individual and group counseling, crisis intervention and psycho-educational outreach programming.

In addition to offering seven-day/24-hour emergency services, the CCSW staff sees students on an appointment or walk-in basis and seeks to create a safe environment that is welcoming of all students. Additionally, CCSW staff members serve as consultants to the greater campus, promoting an informed, prepared and safe community, and offering psychological consultation to students, faculty, staff or parents who are concerned about a student.

Laws and ethics prohibit the release of any medical or health information (including whether or not your student is a patient with CCSW) to parents, outside medical professionals, college officials and all others without written consent. In the case of a life-threatening emergency, the Center’s staff consults with the Vice President of Student Affairs, who ultimately decides whether to contact a student’s family.

Confidentiality may not apply if the counselor believes that students are in clear and imminent danger of harm, if a student provides information indicating that someone under 18-years-old is being abused or if the student is under 17 ½-years-old. In such cases the counselor may be legally required to notify proper authorities or may feel that it is in the student’s best interest to contact their family or HWS officials.
The Office of Alcohol and Other Drugs
The Office of Alcohol and Other Drug Programs takes a proactive approach to providing the prevention, education and counseling necessary for students to make responsible choices concerning alcohol and other drugs.

The Office provides a variety of educational outreach programs throughout the academic year, and all first-year students participate in a mandatory workshop designed to help students evaluate the choices they make and examine their misperceptions regarding alcohol and other drug use among their peers.

The Office also works closely with a variety of student organizations as well as with the students living in substance-free housing to coordinate community-wide prevention programming. Through the social norms approach, students receive current and accurate information regarding what their peers are (and aren’t) doing at HWS. A variety of prevention strategies are provided to encourage students to look at their behaviors along a continuum of healthy to unhealthy consequences.

One-on-one counseling is available to students who are at risk of developing alcohol and other drug-related concerns as well as for those who are impacted by another persons’ abuse of substances. Students seeking assistance for themselves or a friend are protected under federal confidentiality guidelines.

For more information about the available programs, contact the Office of Alcohol and Other Drug Programs at (315) 781-3478 or AOD@hws.edu.

The Wellness Program
The HWS Wellness Program is located in Bristol Field House and emphasizes eating a healthy diet, exercising moderately and practicing various relaxation techniques to promote a healthy lifestyle.

The Field House is home to a fitness center, indoor track, athletic courts and group exercise rooms. The program supports several free body-conditioning, aerobic and balance-promoting exercise sessions weekly as well as a variety of special contests and programs throughout the semester designed to teach students about well-balanced nutrition and an overall healthy lifestyle.

Additionally, students who are struggling with their exercise program or nutritional choices are encouraged to contact Program Director Russ Hess, who provides one-on-one counseling to students striving to get healthy and fit.

The program also offers regular Red Cross CPR and first aid trainings throughout the semester for students interested in becoming or maintaining a certification.

For more information about any of these wellness initiatives, contact Russ Hess at (315) 781-3901 or hess@hws.edu.
Policies and Preparedness

You’ve entrusted Hobart and William Smith with the safety and well-being of your son or daughter, and we take that charge very seriously. Our policies and preparedness plans are designed to keep you and your student safe and protected at the Colleges.

FERPA and privacy

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), Hobart and William Smith Colleges have established protocols that protect confidentiality and allow students to access and amend their educational records.

Confidentiality for Students with Disabilities: The Americans with Disabilities Act and the FERPA have established guidelines for confidentiality of all disability-related information. Documentation and any communication related to a student’s disability is maintained in strict confidentiality. This information is stored in the Center for Teaching and Learning and is released by CTL only on a need-to-know basis, and with a consent form authorized by the student, except in cases required by law. All records are archived for seven years following the student’s graduation or last date of enrollment at the Colleges, after which all records are destroyed. A list of records destroyed is maintained on a permanent basis. Information is disclosed only when necessary to fulfill the Colleges’ obligation to provide equal access under ADA and Section 504 of the Rehabilitation Act.

Educational Records Policy: The maintenance and disclosure of educational records are regulated by FERPA. Educational records generally include files, documents, and material in whatever medium (handwriting, print, tapes, film, microfilm, microfiche) maintained by the Colleges, which are directly related to students and from which students can be individually identified.

Education records do not include: (1) Records of instructional, supervisory, administrative, and certain educational personnel which are in the sole possession of the maker thereof or another such person acting temporarily in place of the maker; (2) Records of a law enforcement unit of the institution, which are maintained apart from other institutional records, maintained solely for law enforcement purposes and not disclosed to individuals other than law enforcement officers of the same jurisdiction; (3) Records relating to individuals who are employed by the institution, which are made and maintained in the normal course of business, relate exclusively to individuals in their capacity as employees, and are not available for use for any other purpose. (Records of individuals in attendance at the Colleges who are employed as a result of their status as students are education records, e.g. work-study.); (4) Records relating to a student which are created or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional to be used solely in connection with the provision of the treatment to the student; and not disclosed to anyone other than individuals providing such treatment; (5) Records of students that contain only information about an individual after he or she is no longer a student.

Educational records are maintained by the dean’s offices. In addition, the Office of the Registrar has transcripts, records that explain transcript notations, and a list of addresses to which to mail transcripts for all students and graduates. The Office of Intercultural Affairs keeps grade reports,
transcripts, applications, letters of recommendation, and College Board scores of some enrolled minority students. The Center for Teaching and Learning, departmental offices, and faculty advisers will usually have some student records appropriate to the carrying out of their various institutional responsibilities. The Office of Residential Education files contain records of any judicial processes regarding the residence halls. Career Services maintains files of letters of recommendation prepared by students and alumni/ae to which they may or may not waive the right of access. Files maintained by the dean’s offices are for the use of members of the dean’s staffs and contain educational records including: high-school academic records, recommendations solicited for admission and counseling purposes, grade reports, all correspondence to or from the student, housing information, extracurricular-activity lists, transcript-related information (e.g., faculty notes about failures and incompletes, evaluations of course equivalents, etc.), dean’s excuses from classes and examinations, copies of recommendations made by a dean on behalf of a student, records of conversations between deans or Vice President for Student Affairs or designee and students, and a list of those who have accessed the student’s file according to the third item below. A student has the right to inspect the educational records in his or her dean’s office file or any of the offices listed above, with the following exceptions: any materials written in confidence prior to January 1, 1975; financial information provided by parents or guardians; any recommendations written after January 1, 1975, to which the student has waived (in writing) the right of access.

No educational records are released from any of the offices above to third parties except at the written request of the student or as required or permitted by law. Directory information (name, address, telephone, date of birth, place of birth, major faculty adviser, activities list, dates of attendance, degrees and awards, height and weight of athletes, and most recent school attended) may be released at the discretion of Colleges officials. However, students are given the opportunity during the course-registration process to check the accuracy of any directory information maintained by the Colleges and to restrict the right of the Colleges to release part or all of the directory information listed. According to federal law, educational records may be released under specified circumstances, without the permission of the student, to certain government offices, accrediting agencies, and the College Entrance Examination Board. Educational records may be shown without the written consent of the student to those within the Colleges who have a legitimate educational interest. Therefore, members of the Committee on Standards and faculty advisers may see the same materials (but no others) that are open to the inspection of students. In the case of students applying to or admitted to the Honors program, transcripts are given to the faculty member of the Honors Committee and the Honors adviser. Finally, the director of financial aid has access to educational records upon which financial-aid decisions are based.

To inspect his or her educational records, a student should go to the appropriate office and request access to his or her record. Educational records, with the exceptions noted above, will be shown to the student within a reasonable period of time (in most cases, immediately) not to exceed 45 days, after all restricted records have been removed. There is no charge for this service; however, if a student wishes a copy of any records, a fee to cover the cost of copying will be charged.

If a student wants to amend any portion of his or her file, he or she should request the change in writing to the administrator charged with keeping the record in question (the accuracy of recording grades may be challenged, but not the legitimacy of the grade per se.) If the student’s request is denied, he or she will be told that he has the right to appeal the decision to the Committee on Standards. The members of this committee will be convened promptly, and the student will be given their decision in writing by the Vice President for Student Affairs or designee. At the hearing, the student has the right to be represented by any member of the Colleges community. If the decision of the Committee on Standards is negative, the Vice President for Student Affairs or designee will inform the student of his or her right to insert a comment about or an explanation of the record in question in his or her own file; the Vice President for Student Affairs or designee will also inform the student of his or her right to file a complaint with the United States Department of Education. If the Committee on Standards recommends that the record in question be amended, changes will be made promptly, and the student will be given a copy of the revised record.
All of the foregoing applies only to educational records (i.e., does not apply to medical, psychological or alumni/ae records, which are strictly confidential and are not available to the inspection of students, alumni/ae, or third parties inside or outside the Colleges) and conforms to the final rule on the privacy of parents and students concerning education records, published by the Department of Health, Education and Welfare in the Federal Register, Vol. 41, No. 11.

A student’s official college transcript is a record of most of the important academic events in his or her college career. It contains a list of all courses taken, with semesters taken and grades received. It records any off-campus activities that student considers pertinent to his or her overall academic development that have been approved by the Committee on Standards. It also records the academic major and any prizes, awards, and other special achievements, such as election to Phi Beta Kappa, departmental honors, or Latin praise at Commencement.

**Community Standards**

The Colleges’ Handbook of Community Standards provides much of the detailed behavioral guidelines members of the Colleges community are responsible for knowing. All students are responsible for knowing the material in this handbook, and the handbook is available online at [http://www.hws.edu/studentlife/community_standards.aspx](http://www.hws.edu/studentlife/community_standards.aspx).

**Safety**

The Office of Campus Safety is responsible for maintaining a safe, secure environment by enforcing the rules and regulations set forth by Colleges authorities, maintaining order, keeping the peace, safeguarding lives and property, preventing and detecting crime and helping those in need.

In addition to enforcing state, federal and local laws and ordinances as well as Colleges’ policies, the Office also oversees the institution’s parking and motor vehicle regulations. All vehicles that park on campus must have a registration sticker, which can be obtained at the Office of Campus Safety. To register a vehicle, students should complete a registration form, show a valid student I.D. and state registration and pay the appropriate fee. For first-year students, the fee for registering a vehicle is $60/semester or $100/year.

Visitors to campus who will not be staying overnight must obtain a daily vehicle permit from the Office of Campus Safety upon arrival on campus. There is no charge for a daily permit, which allows the vehicle to park in lots designated for V permits. Parents, families and other visitors who plan to visit campus frequently, may apply for an annual visitor’s permit. This permit eliminates the need for a visitor to continually obtain day passes.

The Office maintains a series of outdoor emergency telephones that are marked by blue lights. The blue light phones are located throughout the campus along commonly used routes. Pushing the button on an emergency phone connects you to Campus Safety, who will immediately dispatch a uniformed officer to the phone. All emergency telephone calls are recorded for immediate playback or for use at a later date. Campus Safety publishes *Paths of Light*, a brochure that offers a map of safe routes and the location of the blue light emergency phones. The brochure is available at the Office of Campus Safety.

In addition, the office oversees the HWS shuttle service, which operates seven nights a week on a pre-set route from 7 p.m. to 1 a.m. Campus Safety Officers are
also available to escort students around campus, especially after dark and when campus shuttles are not running.

The Office of Campus Safety annually publishes Living Safely, a handbook outlining their policies and procedures as well as reporting campus crime statistic data. The handbook is available online at http://www.hws.edu/studentlife/pdf/living_safely.pdf.

Emergency Preparedness
Hobart and William Smith have several procedures in place to address emergency situations as they arise on campus. We use an emergency notification system that allows voice mail, text and e-mail messages to be sent simultaneously to all campus constituencies in the event of an on- or off-campus emergency. This work was completed in consultation with members of the campus community, local municipal agencies and emergency experts, and the system is tested annually.

Hobart and William Smith Colleges also work regularly in conjunction with officials from the City of Geneva and Ontario County to maintain and update emergency preparedness plans. During summer 2008, HWS played host to an emergency preparedness conference that included a response drill and mock disaster simulations.

Fire Safety: All residence halls contain fire doors, which must be kept closed at all times. In accordance with National Fire Protection Association and local fire-safety codes, HWS conducts fire drills in all student residence halls and classroom buildings periodically to make sure that occupants are aware of exit locations and emergency-response personnel know their respective and mutual responsibilities. Residence staff will check residence rooms during fire alarms. Students who fail to exit a building when the fire alarm sounds will be fined $50.

Finances

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<th>2009-2010 Tuition, Room and Meal Plan Charges</th>
<th>(Per Semester)</th>
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<tr>
<td>Tuition*</td>
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<tr>
<td>Room</td>
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<td>Odell’s Village</td>
<td>2,710</td>
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<td>Meal Plan (required of all students)</td>
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<td>Gold/Seneca meal plan</td>
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<td>Silver/Finger Lakes plan</td>
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<td>Basic/Geneva meal plan</td>
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<td>90-meal plan</td>
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<td>Co-op meal plan</td>
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| Required Fees | |
|----------------|
| Health Services Fee | 224.50 |
| Student Activity Fee | 133 |
| Technology Fee | 181 |

| Other Fees | |
|------------|
| Matriculation/Institutional deposit | 500 |
| Car registration | 60 |
| Lock change | 30 |
| Replace identification card | 15 |
| Transcript fee | 5 |
| Course change/late registration fees | 75/course |
| Computer lab paper charge (over allotted 300) | |
| black and white copies | .05/pg |
| (color copies) | .25/pg |

* Full-time tuition is billed for students enrolled in three to five courses per semester. Single courses or additional courses are billed at the rate of $4,893 per course.
Course fees
Applied Music Classes (music lessons) carry an additional nonrefundable fee of $280.

Health Services Fee
The Health Services Fee is required of all students and provides a broad range of general medical services including no additional fees for services at the on-campus Hubbs Health Center. Health insurance coverage is included in this fee and all students are enrolled in the group policy as a condition of enrollment at the Colleges. If a student is covered by another policy, the school provided policy becomes secondary insurance which can be utilized to pay costs not covered by the primary insurer. This policy also covers students while they are studying abroad. Specific information will be mailed to you directly from Excellus BlueCross BlueShield. Questions about insurance coverage should be directed to the toll free customer service number on the back of the student insurance card.

Matriculation/Institutional Deposit
The institutional deposit is to cover either damage incurred to property of the Colleges or other expenses incurred by the student. At the Colleges’ discretion, it may be used to pay for expenses incurred by the student that remain unpaid when the student leaves the Colleges permanently.

Tuition Stabilization
The Colleges offer a stabilization benefit for those students who wish to prepay their entire college tuition. Students pay at four times the current tuition rate.

Tuition Insurance
The Tuition Refund Plan, offered by A.W.G. Dewar, Inc., is an insurance plan to protect your tuition and fees if a withdrawal is necessary due to personal illness or accident. A mailing describing this plan will be sent to you in July. Coverage and application information is available online at www.collegerefund.com.

Tuition Payments
A reply envelope is enclosed with each bill, but if you lose the envelope, mail payments to Hobart and William Smith Colleges, Student Accounts Office, 300 Pulteney Street, Geneva, NY 14456.

Other Programs
The cost of attending certain off-campus programs may exceed regular tuition, fees, room and board.

Bills
The academic year is divided into fall and spring semesters. Bills are mailed in the student’s name to the permanent home address at least two times each term. Anyone wishing bills to be mailed to another address should notify the Student Accounts Office in writing (to Hobart and William Smith Colleges, Student Accounts Office, 300 Pulteney Street, Geneva, NY 14456) of that preferred billing address. If necessary, statements will be sent monthly to bill incidental charges or reflect other changes in account activity. An academic transcript hold will be placed on all accounts for amounts billed but not paid by the due date.

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<th>Initial Bill Mailed</th>
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<td>Fall 2009</td>
<td>July 1, 2009</td>
<td>Aug. 1, 2009</td>
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<td>Spring 2010</td>
<td>Nov. 18, 2009</td>
<td>Dec. 18, 2009</td>
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- Hobart and William Smith Colleges
  - Student Accounts Office
  - 337 Pulteney Street
  - Geneva, NY 14456
Payment Options
Return check or money order made payable to “Hobart and William Smith Colleges” with remittance in envelope provided.

Transfer funds directly from a U.S. checking or savings account. Go to www.hws.edu, Quick Links, “Pay Student Bill.”

Pay monthly by enrolling in the TuitionPay plan administered by Sallie Mae. No interest is charged on the unpaid balance, but an annual enrollment fee is required. You may set up recurring credit card payments with this option, however a convenience fee will be charged. If you enrolled before bill generation 1/2 your annual contract amount has already been credited to your bill as a payment. For more information, visit tuitionpay.salliemae.com/hws or call 800-635-0120. Have your financial aid award letter available. Do not include work study in the calculation for a payment plan or parent loan. Work study is not credited as a payment to the student account; your student will receive a paycheck instead.

If you are unable to pay the balance due in full by the due date or if the monthly payment amount is too large, please contact the Financial Aid Office to ensure that you have explored all available sources of financial aid including parent loans, additional student Stafford loans, and alternative loans. Additional Stafford loan amounts are available to students whose parents have been denied a parent loan for credit reasons.

Students whose bills are not paid in full nor approved for a full or partial deferment by the due date will not be allowed to register for the upcoming semester; students already registered will have their registration canceled. Students should not arrive on campus and expect full services without first making acceptable payment arrangements by the due date. Transcripts and diploma will be withheld until the student accounts balance is paid in full. In cases where registration is cancelled and later reinstated, the Colleges will make every effort to honor the student’s original selection of courses on a space-available basis. We cannot, however, guarantee that selection.

Refund Policy
Notification of withdrawal and requests for refunds must be made in writing and addressed to the appropriate dean with copies to the Student Accounts Office. A 100-percent refund will be given to students who withdraw after tuition; fees, room and board have been paid, but prior to registration and the first day of classes. After the beginning of classes, refund of tuition, room, board, and off campus program charges, and return of all federal and institutional financial aid and education loans and other sources of payments are prorated based on the percentage of the semester the student is enrolled.

There is no refund of costs of attendance, and no financial aid or loans will be returned to the grantors after the student is enrolled past 60 percent of the semester. The official withdrawal date used to determine the enrollment period is the later of the date the student’s written request for authorization of official withdrawal is received by the appropriate dean or the last date the student attends classes.

This policy applies only to charges processed by the Colleges on the student’s account. The Student Activity Fee, Technology Fee, Health Services Fee and vehicle registrations fee are also excluded from refunds. Examples of the application of this policy may be obtained from either the Office of Financial Aid at (315) 781-3315 or the Student Accounts Office at (315) 781-3343.

Returned Checks
A returned check fee of $20 is assessed when checks are returned to the Colleges as uncollectible when presented. Returned checks result in the loss of check-cashing privileges.
Refunds of Overpaid Amounts
Refunds of overpaid amounts will be mailed to you upon request, except when otherwise required by Federal Title IV regulations.

Late Payment Penalty Charge
Tuition and other charges not paid when due may be subject to a late-payment charge. The late charge is computed at a rate of 1 1/2 percent per month on any outstanding balance from the due date until paid in full. This equals an annual rate of 18 percent. A minimum monthly penalty of $50 may be assessed upon any late accounts.

Should a student’s unpaid balance remain outstanding 90 days after the due date, the Colleges reserve the right to transfer the account to a professional collection agency and pass along any additional costs of collection to the student’s account.

Student Employment
Most students work an on-campus job either to satisfy a work study component in their financial aid package, to begin to develop professional skills or to earn extra money. At Hobart and William Smith, there are a variety of employment options for students, including office positions, lab assistant positions and fundraising positions.

If your student plans to work on campus, download and complete the W-4 and I-9 forms, which your student can access on the Orientation Web site under the Employment Requirements task. You should bring the completed forms with you during Orientation along with the necessary documentation (usually a driver’s license and social security card or passport). A representative from the Department of Human Resources will be under the matriculation tent to review and verify the documents.

Current available job opportunities across campus are listed on the Office of Financial Aid Services and Student Employment Web site at www.hws.edu/offices/finaid/. For information about a specific job, your student should contact the job supervisor directly.

Questions
• If you have general questions, contact the Student Accounts Office at (315) 781-3343 or studentaccounts@hws.edu.
• If you have questions about payment plans, contact TuitionPay at 1-800-635-0120 or visit their Web site at tuitionpay.salliemae.com/hws.
• If you have questions about grants, scholarships or loans, contact the Office of Financial Aid at (315) 781-3315 or finaid@hws.edu.
• If you have questions about housing and meal plans, contact the Office of Residential Education at (315) 781-3880.

www.hws.edu/offices/finaid/
Getting Involved

One of the truly wonderful things about Hobart and William Smith parents is their willingness to become involved in the Colleges, and we hope you’ll become a part of that proud tradition.

Parents Association

Hobart and William Smith parents develop close and lasting relationships with faculty members, administrators, fellow parents and friends of their sons and daughters. In a very real sense, we are like an extended family. This is not accidental, and the HWS Parents Association, believed to be the first of its kind, plays an important role.

The Parents Association provides a vehicle through which the Colleges and parents work together. We all share one thing in common: a vital interest in the welfare and education of your student. Every parent is considered an important member of the Parents Association, and we welcome hearing from you. Please feel free to contact the Parents Office at (315) 781-3755 or parentsoffice@hws.edu.

Representing Hobart and William Smith parents, the Parents Executive Committee is comprised of the officers of the Parents Association, which include the president and chairpersons of the Parents Fund, Admissions, Events and Career Services committees of the Association. All positions may be held by an individual or shared by a couple. The Parents Executive Committee meets on campus twice during the academic year, once at Family Weekend in the fall and once in the spring.

Family Weekend

Each fall, the Parent Relations Office hosts Family Weekend. It’s our chance to welcome you and help you feel connected to the HWS community. You’ll have the opportunity to sit in on classes, meet faculty and staff and interact with your student and their friends. Family Weekend 2009 will take place October 23-25. You should consider making hotel reservations early because local hotels fill up fast.

Volunteers

Throughout the year, parents often host HWS programs in their area. Parents also play active roles in career services, admissions, communications, parent programs and the Parents Fund. We’ve outlined some examples of parent involvement in recent years, but if you would like to volunteer in another capacity, we’d love to hear from you. Please feel free to contact the Parents Office at (315) 781-3755 or parentsoffice@hws.edu.

Admissions Committee: Parents who volunteer to assist the Office of Admissions provide a valuable resource for prospective students and parents to gain useful information about the HWS experience. Parents may wish to host or attend admissions receptions or information sessions held in various locations throughout the year. Current parents have also found it enjoyable to participate in admissions phone-a-thons, encouraging prospective students to attend the Colleges.

Parents Fund Committee: We are extremely proud of our Parents Fund. When parents make a gift to the Colleges above and beyond the cost of tuition, it’s a wonderful endorsement of their belief in the education their sons and daughters are experiencing at Hobart and William Smith Colleges. We are also fortunate that many parents whose children graduated ten, 20 or 30 years ago are still supporting education at Hobart and William Smith.

Career Services Committee: Parents often join alumni, alumnae and others to share their experience and knowledge of career options with students at events on and off campus. In addition, the Colleges’ Center for Career Services maintains the Career Network, a database
system of volunteers through which parents, alumni and alumnae offer to provide advice and information regarding their career paths to HWS students, alumni and alumnae. Some HWS parents have also helped set up internship programs at their companies for HWS students.

Events Committee: Members of the Events Committee volunteer over Orientation Weekend or Family Weekend to share their knowledge about the Colleges with new parents. They offer valuable feedback, ensure that parents are kept abreast of the important issues affecting the Colleges and are comprised of some of our best ambassadors.

If you’re interested in participating on any of these committees, please contact the Parents Office at (315) 781-3755 or parentsoffice@hws.edu. If you are unable to volunteer your time (and even if you are), considering making a gift to The Parents Fund. The Fund, a critical part of annual giving, is another way HWS parents and families can support the extraordinary academic experiences taking place on campus and enhance the standard of excellence.

Community Resources

Geneva, NY
Hobart and William Smith are located on a spectacular 188 acres along the northern tip of Seneca Lake in the City of Geneva. The area is rich in history and natural beauty and serves as a spectacular living and learning environment for our students.

The rare natural topography offers unparalleled combinations of rolling hills and expansive, placid lakescapes, providing inspiration for students in the arts and an outdoor classroom for many of our students in the sciences. It’s also the birthplace of the women’s rights movement and a path along the Underground Railroad for slaves escaping to freedom, a powerful cultural history that students in the humanities are able to study firsthand.

Hobart and William Smith Colleges also maintain a close relationship with the City of Geneva, allowing students to use the community as a laboratory to test what they’ve learned in the classroom while simultaneously making Geneva a better place through community service and service-learning programs.

In 2007, Colleges President Mark D. Gearan officially formalized that relationship, announcing an initiative called The Geneva Partnership, which aims to enhance community life for all residents, deepening Hobart and William Smith’s engagement with the community and developing students who will be agents for change in their own communities.

For more information about the local area, contact the Geneva Area Chamber of Commerce at (315) 789-1776.

Hospital
Though Hubbs Health Center serves the student population on campus, occasionally it is necessary for students to seek further evaluation or emergency services. In such cases, Geneva General Hospital, a 132-bed general acute care hospital, is located about 1.5 miles from campus in the City of Geneva. The Hospital is a member of Finger Lakes Health, a multi-institutional
health system that provides a full range of acute and long-term care health services to residents of the Finger Lakes region.

The facility offers a full range of laboratory and diagnostic services and operates a 24-hour emergency room, a 10-bed intensive care unit, a 12-bed telemetry unit, a 14-bed birth center as well as six pediatric beds. Geneva General also operates a 13-station outpatient renal dialysis center and inpatient acute treatment center as well as an acute physical rehabilitation center for patients diagnosed with debilitating conditions and a full range of in- and outpatient mental health services.

In conjunction with Geneva General, Finger Lakes Health operates The Finger Lakes Surgery Center, also located in Geneva, the only stand-alone outpatient surgery center of its kind in the region that provides a full range of outpatient and inpatient surgical services.

Geneva General is a two-time recipient of the New York State Department of Health Patient Safety Award in acute and long-term care programming, and the Emergency Department is a NYS designated Stroke Center.

Hotels
Below, we’ve provided a list of several local hotels in various price ranges, but the Colleges maintains a more complete listing of area hotels and bed and breakfasts online at http://www.hws.edu/alumni/activities/lodging.aspx.

Belhurst Castle, 4069 Lochland Road (Route 14), Geneva, NY 14456, (315) 781-0201
Best Value Inn, 473 Hamilton Street (Routes 5 and 20), Geneva, NY 14456, (315) 789-7600
The Bragdon House, 527 South Main Street (Route 14), Geneva, NY 14456, (315) 781-6320
Chapman House, 562 South Main Street, Geneva, NY 14456, (315) 781-1847
Clark’s Motel, 824 Canandaigua Road (Routes 5 and 20), Geneva, NY 14456, (315) 789-0780
Geneva-on-the-Lake, 1001 Lochland Road (Route 14), Geneva, NY 14456, (315) 789-7190
Hampton Inn, 43 Lake Street, Geneva, NY 14456, (315) 781-2035
Motel 6, 485 Hamilton Street (Routes 5 and 20), Geneva, NY 14456, (315) 789-4050
Ramada Geneva Lakefront, 41 Lakefront Dr., (Routes 5 and 20), Geneva, NY 14456, (315) 789-0400
William Smith Inn, 600 Castle Street, Geneva, NY 14456, (315) 789-1230

Restaurants
American/Continental
Belhurst Castle, Lochland Rd., Route 14, (315) 781-0201
Dana’s Time Out, 258 Hamilton St., (315) 781-2107
Emile’s Restaurant, East North Street and Routes 5 & 20, (315) 789-2775
Geneva-on-the-Lake, 1001 Lochland Rd., Route 14, (315) 789-7190
Mac’s Philly Steaks, 10 Castle St., (315) 789-1101
Morgan’s, 93 Seneca St., Geneva, NY 14456, (315) 789-8900
Pier House, Ramada Inn, Rts. 5 & 20, (315) 789-0400
Ports Restaurant, 4432 West Lake Rd., (315) 789-2020
Red Dove Tavern, 30 Castle St., (315) 781-2020
Sticky Fingers BBQ, 143 Wadsworth St., (315) 789-2560
Torrey Park Grill, 89 Avenue E, 315-(315) 789-1629
Diners/Grilles
The Captain’s Room, 372 Exchange St., (315) 781-0122
Club 86 Bagels and Cakes, Hamilton St., (315) 781-7643
Cedar Inn (Ron’s Sports Bar), Lenox Ave., (315) 789-9637
Deluxe Grille, 156 N Genesee St., (315) 789-1171
Flour Petal Cafe, Linden St., (315) 781-2233
Parker’s Grille & Tap House, 100 Seneca St., (315) 789-4656
Ports Cafe, 4432 West Lake Rd., (315) 789-2020
Red Brick Inn, 291 Main St., (315) 789-3247
Water St. Cafe, 467 Exchange St., (315) 789-2560

Italian-American and Pizza
Cam’s New York Pizza, 476 Exchange St., (315) 789-6297
Ciccino’s Pizzeria and Restaurant, 401 Exchange St., (315) 789-4613
Mark’s Pizzeria, 120 Seneca St., (315) 719-0205
Nonna Cosentino’s Trattoria, 1 Railroad Place, (315) 789-1638
Pasta Only Cobblestone Restaurant, 3610 Pre-Emption Rd., (315) 789-8498
Uncle Joe’s Pizzeria, 99 N. Genesee St., (315) 781-1199

International
El Morrow Puerto Rican Restaurant, on the corner of Connector St. and Franklin St.
Garcia’s Mexican Restaurant, 313 Hamilton St., (315) 789-5760
Ling Ling Chinese Buffet, 481 Hamilton St., (315) 781-0668
Main Moon, 480 Exchange St., (315) 781-5106
Wing Tai Oriental Restaurant, 164 Castle St., (315) 789-8892

Coffee Houses
Geneva’s The Coffee House, 486 Exchange St., (315) 789-2028
Irene’s Coffee & Jazz House, Geneva Centre Plaza, Hamilton St.

Fast Food/Family Chains
Routes 5 & 20 west of downtown Geneva (Hamilton Street) offer an array of popular fast food and family chains, including Arby’s, Friendly’s, Kentucky Fried Chicken, McDonald’s, Pizza Hut, Subway, Taco Bell and Wendy’s.

Banks
If your student plans to use a personal checking service, it is strongly advisable to open a local account. There are several commercial banks in Geneva, most within walking distance of campus, and there are two on-campus ATM machines.

Students may also cash personal checks for up to $20 at the College Store, Monday through Friday. There is a 10¢ charge per check for this service.

The National Bank of Geneva
Main office: 2 Seneca Street, (315) 789-2300
Branch: Town & Country Plaza, (315) 789-3300
Drive-thru: 65 Elizabeth Blackwell Street; ATM: Scandling Campus Center, HWS campus

Community Bank
Main office: 5 Seneca Street, (315) 789-7700
Branch: 371 Hamilton St., (315) 789-4721; ATM: 371 Hamilton St.

First Niagara Bank
Main Office: 470 Exchange Street, (315) 789-1049 Branch: Pyramid Mall, (315) 789-6004; ATM: The College Store, HWS campus

M & T Bank
Main Office: Tops Market, Pyramid Mall, (315) 789-2496; ATM: Tops Market
**Shopping**

The College Store stocks many commonly needed items, but if your student needs to purchase additional items for their residence hall or groceries, there are several locations in and around Geneva.

- **Wegmans (grocery store and pharmacy)**
  300 Hamilton St
  Geneva, NY 14456
  (315) 781-1591

- **Tops Market (grocery store and pharmacy)**
  Pyramid Mall
  Routes 5 & 20
  Geneva, NY 14456
  (315) 781-7777

- **BJ’s Wholesale Club (members-only warehouse store)**
  3635 Berryfields Rd. (off Routes 5 & 20)
  Geneva, NY 14456
  (315) 789-7777

- **Waterloo Premium Outlets (outlet center)**
  655 Route 318
  Waterloo, NY 13165
  (315) 539-1100

- **Wegman's (grocery store and pharmacy)**
  300 Hamilton St
  Geneva, NY 14456
  (315) 781-1591

- **Tops Market (grocery store and pharmacy)**
  Pyramid Mall
  Routes 5 & 20
  Geneva, NY 14456
  (315) 781-7777

- **BJ’s Wholesale Club (members-only warehouse store)**
  3635 Berryfields Rd. (off Routes 5 & 20)
  Geneva, NY 14456
  (315) 789-7777

- **Peebles (department store)**
  Town and Country Plaza
  Hamilton St. (Routes 5 & 20)
  Geneva, NY 14456
  (315) 781-2241

- **Wal-Mart (department store)**
  West of Geneva on Routes 5 & 20
  Geneva, NY 14456
  (315) 781-3253

**Storage**

Most students do not remain on campus during summer break, and the Colleges do not allow belongings to be stored on campus during the break period. Students are responsible for either transporting their belongings home or storing them in Geneva.

There are several private mini-storage facilities around the Colleges, and students must provide their own transportation to get their belongings to the storage location. There are two facilities in Geneva that offer truck and trailer rental.

Alternatively, Simply Storage (1-800-StoreIt) is a storage company that works with college and university students by supplying boxes and arranging a pick-up and delivery date.

**Storage Locations in Geneva:**

- **Geneva Mini-Storage**
  Suite 450 Liberty Commons
  450 Pre-Emption Road
  Geneva, NY 14456
  (315) 789-2656

- **West River Road Mini Storage**
  1 North Exchange Street
  Waterloo, NY 13165
  (315) 789-7470

- **City Mini Storage**
  493 South Main Street
  Canandaigua, NY 14424
  (585) 394-9400

**Truck and Trailer Rental in Geneva:**

- **U-Haul Co.**
  1 North Exchange Street
  Geneva, NY 14456
  (315) 789-7470

- **Seneca Movers**
  2915 Route 96
  Waterloo, NY 13165
  (315) 539-3432
Directions

**Directions by Car from the North**
From the New York State Thruway (I-90), take exit 42 – Geneva. Once through the toll booth, take a right, heading south on Route 14 toward Geneva. Travel approximately 5.8 miles through the City of Geneva. Turn right on to Seneca Street. Travel to the top of the hill to the “T” intersection. Turn left onto South Main Street/Route 14. Travel approximately .7 miles, passing Seneca Lake on your left and Hobart and William Smith in your right. Take a right onto St. Clair Street, then take the first right on to Pulteney Street. Turn right into Medbery Parking Lot, the designated visitor’s lot.

**Directions by Car from the South**
From the Southern Tier Expressway (Route I-86/17), take the Elmira exit off of I-86 for Route 14 North. Follow Route 14, approximately 50 miles, until you reach Geneva. Once in Geneva, make a left onto St. Clair Street, then take the first right on to Pulteney Street. Turn right into Medbery Parking Lot, the designated visitor’s lot.

**Directions by Car from the Greyhound Bus Station**
From the bus station, make a right onto Lake Street (Route 14). Make a left at Pulteney Street, then a left into Medbery Parking Lot, the designated visitor’s lot.

**Walking Directions from the Greyhound Bus Station**
From the bus station, make a right on to Lake Street. Turn left on Exchange Street. Turn right on to Seneca Street. Make a left on to Main Street and follow for approximately .7 miles. Hobart and William Smith will be on your right.

**Directions from Rochester Airport**
Take the ramp onto I-390 South toward New York State Thruway/Corning. Exit at 12B to merge on to I-90 East. Take exit 42 – Geneva. Once through the toll booth, take a right, heading south on Route 14 toward Geneva. Travel approximately 5.8 miles through the City of Geneva. Turn right on to Seneca Street. Travel to the top of the hill to the “T” intersection. Turn left onto South Main Street/Route 14. Travel approximately .7 miles, passing Seneca Lake on your left and Hobart and William Smith in your right. Take a right onto St. Clair Street, then take the first right on to Pulteney Street. Turn right into Medbery Parking Lot, the designated visitor’s lot.

**Alternate Transportation**
Hobart and William Smith also offer shuttle services to Rochester Airport and bus service to Manhattan for Fall Break, Thanksgiving Break, Winter Break and Spring Break. Students will receive an e-mail in September detailing the dates and the times of those shuttles, and they can begin booking seats on the shuttle then. The Parent Relations Web site will also have up-to-date information about shuttles and buses, which you can access at http://www.hws.edu/alumni/parents.

There are also several companies that offer shuttle services to the Rochester or Syracuse Airports:

- Finger Lakes Limo provides one-way, sedan and van service to both Rochester and Syracuse airport, though they often run specials around breaks. They can be contacted at (315) 789-7272 either on or before the day you intend to travel.
- Mr. Dependable provides one-way transport to Rochester and Syracuse. They offer a discounted rate for students traveling in groups of three or more and ask for 3-5 days notice. You can contact them at (585) 264-0925.
- Sunset Limousine offers one-way and roundtrip fares to both Rochester and Syracuse airports. Please contact them at least one week in advance of your intended travel at (315) 539-5297.