FALL 2015 INFORMATION FOR NEW STUDENTS
WELCOME!
The Office of Admissions has enjoyed working with you. We are pleased you will attend Elmira College. You are joining an outstanding group of students at a great college.

As part of our responsibility in assisting you with your transition to Elmira College, we are providing you with the names, phone numbers, and locations of the appropriate individuals who will answer topical questions. The phone number of Elmira College is (607) 735-1800. The Office of Admissions number is (607) 735-1724 or 1 (800) 935-6472. You can reach individual departments by dialing directly the phone numbers listed below.

<table>
<thead>
<tr>
<th>For Questions About...</th>
<th>Ask For...</th>
<th>Phone Number</th>
<th>E-mail Address</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advising and</td>
<td>Dr. Charles Lindsay Associate Dean of Faculty and Director</td>
<td>(607) 735-1798</td>
<td><a href="mailto:slindsay@elmira.edu">slindsay@elmira.edu</a></td>
<td>McGraw Hall, Room 106</td>
</tr>
<tr>
<td>Registration</td>
<td>of Academic Advising</td>
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<tr>
<td>Athletics</td>
<td>V.P. Patricia Thompson ’75 Vice President of Athletics</td>
<td>(607) 735-1730</td>
<td><a href="mailto:pthompson@elmira.edu">pthompson@elmira.edu</a></td>
<td>Speidel Gymnasium</td>
</tr>
<tr>
<td>Bills and Payments</td>
<td>Mrs. Jennie Adriaansen Bursar</td>
<td>(607) 735-1762</td>
<td><a href="mailto:jadriaansen@elmira.edu">jadriaansen@elmira.edu</a></td>
<td>McGraw Hall, Room 215</td>
</tr>
<tr>
<td>Evaluation of Credit</td>
<td>Dean Michael Halperin Registrar and Associate Academic</td>
<td>(607) 735-1895</td>
<td><a href="mailto:mhalperin@elmira.edu">mhalperin@elmira.edu</a></td>
<td>McGraw Hall, Room 113</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>Dean Kathleen Cohen ’83 Dean of Financial Aid</td>
<td>(607) 735-1728</td>
<td><a href="mailto:kcohen@elmira.edu">kcohen@elmira.edu</a></td>
<td>Hamilton Hall</td>
</tr>
<tr>
<td>Health Form and</td>
<td>Ms. Marjorie Hitchcock, R.N. Director of Health Services</td>
<td>(607) 735-1750</td>
<td><a href="mailto:mhitchcock@elmira.edu">mhitchcock@elmira.edu</a></td>
<td>Clarke Health Center</td>
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<tr>
<td>Immunization Records</td>
<td>and Counseling</td>
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<tr>
<td>Housing</td>
<td>Mr. Stanley Mugeki Director of Residence Life</td>
<td>(607) 735-1821</td>
<td><a href="mailto:smugeki@elmira.edu">smugeki@elmira.edu</a></td>
<td>Campus Center</td>
</tr>
<tr>
<td>Multicultural and</td>
<td>Ms. Valarie Martini ’09 Director of Multicultural and</td>
<td>(607) 735-1808</td>
<td><a href="mailto:vmartini@elmira.edu">vmartini@elmira.edu</a></td>
<td>Campus Center</td>
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<tr>
<td>International Student</td>
<td>International Student Services</td>
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<td>Services</td>
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<tr>
<td>Meal Plan</td>
<td>Mr. James Siconolfi Director of Dining Services</td>
<td>(607) 735-1875</td>
<td><a href="mailto:jsiconolfi@elmira.edu">jsiconolfi@elmira.edu</a></td>
<td>Campus Center</td>
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<tr>
<td>Orientation Programs</td>
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<tr>
<td>Summer Registration</td>
<td>Ms. Valerie Martini ’09</td>
<td>(607) 735-1808</td>
<td><a href="mailto:orientation@elmira.edu">orientation@elmira.edu</a></td>
<td>Campus Center</td>
</tr>
<tr>
<td>Fall Orientation</td>
<td>V.P. Chris Coons</td>
<td>(607) 735-1806</td>
<td><a href="mailto:ccoons@elmira.edu">ccoons@elmira.edu</a></td>
<td>Hamilton Hall</td>
</tr>
<tr>
<td>Family Weekend</td>
<td>Ms. Misheaila Neil Director of Student Activities</td>
<td>(607) 735-1814</td>
<td><a href="mailto:mneil@elmira.edu">mneil@elmira.edu</a></td>
<td>Campus Center</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>Ms. Misheaila Neil Director of Student Activities and</td>
<td>(607) 735-1814</td>
<td><a href="mailto:mneil@elmira.edu">mneil@elmira.edu</a></td>
<td>Campus Center</td>
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<td>Odyssey</td>
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<tr>
<td>Policies and Procedures</td>
<td>V.P. Chris Coons Vice President of Enrollment Management</td>
<td>(607) 735-1806</td>
<td><a href="mailto:ccoons@elmira.edu">ccoons@elmira.edu</a></td>
<td>Hamilton Hall</td>
</tr>
<tr>
<td>Security</td>
<td>Lt. Gary Miller Director of Campus Security</td>
<td>(607) 735-1776</td>
<td><a href="mailto:gmiller@elmira.edu">gmiller@elmira.edu</a></td>
<td>Tompkins Hall</td>
</tr>
<tr>
<td>Student Activities</td>
<td>Ms. Misheaila Neil Director of Student Activities and</td>
<td>(607) 735-1814</td>
<td><a href="mailto:mneil@elmira.edu">mneil@elmira.edu</a></td>
<td>Campus Center</td>
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<tr>
<td>(clubs and organizations)</td>
<td>Odyssey</td>
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<tr>
<td>Student Success and</td>
<td>Ms. Jennifer DeCapria Director of Retention and Advocacy</td>
<td>(607) 735-1147</td>
<td><a href="mailto:jdecapria@elmira.edu">jdecapria@elmira.edu</a></td>
<td>Gannett-Tripp Library</td>
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<tr>
<td>Advocacy</td>
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## ELMIRA COLLEGE
### ACADEMIC CALENDAR
#### 2015-2016

### TERM I

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sept. 3</td>
<td>(Thu)</td>
<td>Residence Halls Open for New Students</td>
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<tr>
<td></td>
<td></td>
<td>President’s Welcome to New Students, 2:00 p.m.</td>
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<tr>
<td>Sept. 3-6</td>
<td>(Thurs.-Sun)</td>
<td>Orientation for New Students</td>
</tr>
<tr>
<td>Sept. 4</td>
<td>(Fri.)</td>
<td>CLASSES BEGIN FOR MEMBERS OF THE CLASS OF 2019</td>
</tr>
<tr>
<td>Sept. 6</td>
<td>(Sun)</td>
<td>Academic Banquet (semi-formal attire)</td>
</tr>
<tr>
<td>Sept. 7</td>
<td>(Mon)</td>
<td>Classes Begin (Labor Day) for Class of 2016, 2017, and 2018</td>
</tr>
<tr>
<td>Oct. 2-4</td>
<td>(Fri-Sun)</td>
<td>Family Weekend</td>
</tr>
<tr>
<td>Oct. 3</td>
<td>(Sat)</td>
<td>Octagon Fair</td>
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<tr>
<td>Oct. 17</td>
<td>(Sat)</td>
<td>Mid-Term Break Begins</td>
</tr>
<tr>
<td>Oct. 21</td>
<td>(Wed)</td>
<td>Classes Resume, 8:00 a.m.</td>
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<tr>
<td>Nov. 21</td>
<td>(Sat)</td>
<td>Thanksgiving Break Begins</td>
</tr>
<tr>
<td>Nov. 29</td>
<td>(Sun)</td>
<td>Residence Halls Re-open, 12:00 p.m.</td>
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<tr>
<td>Nov. 30</td>
<td>(Mon)</td>
<td>Thanksgiving Break Ends; Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Dec. 4</td>
<td>(Fri)</td>
<td>Holiday Banquet</td>
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<tr>
<td>Dec. 19</td>
<td>(Fri)</td>
<td>TERM I ENDS</td>
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<tr>
<td>Dec. 20</td>
<td>(Sat)</td>
<td>Residence Halls Close, 12:00 p.m.</td>
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### TERM II

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<thead>
<tr>
<th>Date</th>
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<th>Event</th>
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<tbody>
<tr>
<td>Jan. 10</td>
<td>(Sun)</td>
<td>Residence Halls Open for Returning Students, 12:00 p.m.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Orientation for New Students</td>
</tr>
<tr>
<td>Jan. 11</td>
<td>(Mon)</td>
<td>ALL CLASSES BEGIN</td>
</tr>
<tr>
<td>Feb. 20</td>
<td>(Sat)</td>
<td>Mid-term Recess Begins</td>
</tr>
<tr>
<td>Feb. 28</td>
<td>(Sun)</td>
<td>Residence Halls Re-open, 12:00 p.m.</td>
</tr>
<tr>
<td>Feb. 29</td>
<td>(Mon)</td>
<td>Mid-term Recess Ends; Classes Resume, 8:00 a.m.</td>
</tr>
<tr>
<td>Apr. 15</td>
<td>(Fri)</td>
<td>TERM II ENDS</td>
</tr>
<tr>
<td>Apr. 16</td>
<td>(Sat)</td>
<td>Residence Halls Close, 12:00 p.m.</td>
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### TERM III

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<th>Date</th>
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<th>Event</th>
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<tbody>
<tr>
<td>Apr. 24</td>
<td>(Sun)</td>
<td>Residence Halls Open for Returning Students, 12:00 p.m.</td>
</tr>
<tr>
<td>Apr. 25</td>
<td>(Mon)</td>
<td>TERM III BEGINS</td>
</tr>
<tr>
<td>Jun 1</td>
<td>(Wed)</td>
<td>TERM III ENDS</td>
</tr>
<tr>
<td>Jun 5</td>
<td>(Sun)</td>
<td>Commencement, 11:00 a.m.</td>
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ORIENTATION PROGRAMS

Elmira College has a unique series of activities that will introduce you and your family to our community. Orientation is comprised of three programs: Summer Registration, New Student Fall Orientation, and Family Weekend. Summer Registration provides a chance for you and your parents to become acclimated to Elmira College. Fall Orientation is the next step in which parents begin to let go of their students, as you begin your new life. Finally, Family Weekend is a chance for parents to see how well you are “surviving” your college life, and for you to introduce your family to your new home and friends.

**Summer Registration**
All members of the Class of 2019 are required to attend a two-day Summer Registration program with at least one parent or guardian. In addition to meeting fellow members of your class, during the program you will discuss the College’s academic degree requirements and your personal goals with an academic coordinator in order to help you identify the direction for your higher education. You will also take academic assessments to help determine your course selections. And most importantly, you will register for your Term I courses!

In addition, you will have the opportunity to meet upperclassmen who will be your Orientation Leaders (OLs) throughout the Programs. At the end of these two event-filled days, you will leave with your College ID, your Term I course schedule, and many new friends.

For your parents, Summer Registration will serve as their orientation to Elmira College. The parent portion of the program is designed to help them prepare you for college by providing them with academic and support information. They will experience Elmira College by attending informational sessions, social events, and other activities aimed at familiarizing them to campus life.

**Fall New Student Orientation**
Fall Orientation is designed to inform you, entertain you, help you meet other students, and become involved in all aspects of College life. Members of the Class of 2019 must attend this mandatory program because the first four class sessions actually meet during Fall Orientation. The program begins on Thursday, September 3rd and you will receive an Orientation schedule when you arrive. You may also check out the schedule on the accepted student pages of the Elmira College website at www.elmira.edu/orientation. Please plan to arrive on campus between 9:30 and 11:30 a.m. and make your residence hall your first stop. The same OLs who led you through your Summer Registration program will also guide you during Fall Orientation. Fall Orientation kicks off with the Welcome Ceremony at 2:00 p.m. on Thursday, September 3rd, after which parents should depart campus. The Program will conclude on Sunday, September 6th with the Orientation Academic Reception. You should plan to attend in your coat and tie and equivalent attire for women. Plan to attend all of the Orientation events, including your class sessions, as this is a requirement of all new students.

**Family Weekend**
Family Weekend will occur from Friday, October 2nd through Sunday, October 4th. Throughout the weekend, there is a wide array of events to attend and participate in. In fact, you and your family will be able to choose exactly which events you would like to attend! Annual highlights include live entertainment sponsored by the Student Activities Board, Academic Open Houses, Savor the Finger Lakes Food Tasting, and a Term III Travel Course Information session. In addition, there will be various club showcases, academic presentations, honor society inductions, and a variety of athletic contests scheduled throughout the weekend. In August, your parents or guardians will receive a Family Weekend Registration Form and tentative schedule to sign up for the various events you are interested in attending.

Due to the popularity of the Family Weekend program, we encourage you to make your hotel reservations as soon as possible. For local accommodations, please feel free to refer to our website at http://www.elmira.edu/admissions-aid/Visit/Accomodations.html.
ACADEMIC ADVISING

All students must meet with an academic advisor for course selection prior to registration. Advisors provide the academic information needed to proceed with your registration. Freshmen are required to attend one of the Summer Registration programs in which course selection and registration will take place. You will receive a Fall Term Class Schedule and Course Description book at that time.

Those few freshman students who are unable to attend a Summer Registration, along with transfer students who have not completed registration over the summer, will be advised and registered during Fall Orientation. Please note that course selection may be more limited at this later date than at Summer Registration.

TRANSFER OF CREDIT, INCLUDING AP, IB & CLEP

1. It can be confusing to know how colleges evaluate courses from other sources such as AP and IB credit, CLEP exams, or other transfer credits. Here are some guidelines to keep in mind:

2. Grades you receive from sources outside of Elmira College (transfer credit, AP and IB credit, CLEP) do not figure into your cumulative grade point average (GPA). However, when calculating grades for academic honors (graduation honors, Valedictorian), grades from those other sources are figured into the calculations. Additionally, grades from other sources will be calculated into your GPA for courses in your major, which must be a 2.0 or above to graduate.

3. Students who intend to request AP and IB credit or credit for college courses taken while in secondary school must arrange to have official transcripts sent to the Elmira College Office of the Registrar as soon as they become available.

4. More information about accepting transfer credit may be found in the current Elmira College Bulletin. The Elmira College Bulletin is maintained on the College’s website at http://www.elmira.edu/academics/Academic_Resources/Registrar/College_Bulletin.html.

5. Elmira College does not accept more than 68 credits from two-year institutions and 90 credits from four-year institutions. There is a residency requirement for students to take at least their final 30 credits at Elmira College.

6. Unless otherwise specified in an articulation agreement with a former institution you have attended, grades of C- and below will not count as transfer credit. However, courses in which you receive grades of D-, D, or D+ may be used as a basis for waiving a requirement.

7. If all transcripts are not received by the time the next term’s registration begins, there will be a registration hold put on the student’s account.
RESIDENT STUDENT INFORMATION

The College’s Residence Life Staff is strongly committed to making your stay on campus a positive learning experience. It is important to recognize that more than 75% of your time at college will be spent outside the classroom and that in many ways, you will learn as much outside of class as in class.

With this booklet, we are including a copy of a New Student Housing Form. During the Summer Registration Program, you will be given the opportunity to fill out this form. We have students complete the form on campus to insure that answers are up to date, and so we will be able to answer any questions. Following Summer Registration III, the Residence Life Staff will meet to review roommate selections and assign roommate pairs for the academic year. This process is done over a period of several days “the old fashioned way”, in other words, the Residence Life Staff actually reads each form, and puts together roommates by hand. While not perfect, we feel this leads to the best possible roommate matches.

Additionally, we anticipate availability in wellness living-learning communities for members of the Class of 2019. The number of residents expressing interest in them will dictate the availability and location of these floors.

You will receive your roommate’s name and contact information in mid-August so that the two of you can be in contact with each other before you arrive at the College. *You are encouraged to make plans with your roommate to decorate and furnish your room. Depending on new student enrollment, room assignments may be subject to change.

Try not to make judgments as to whether or not you will get along with your roommate until after you have spent some time together. The vast majority of roommates get along well together, but in a few cases, roommates prove to be incompatible. For this reason, room changes may be made during the academic year; however, we require that you give the process of getting to know each other some time and that you participate in a mediation process.

Living with a roommate can be fun, but trying at times. It is important to understand that successful roommates need not be, and usually are not “best friends.” Resident Assistants and Residence Life Coordinators, who live in your residence hall, will help you with these and many other adjustments. Please feel free to seek their assistance if a problem arises. For further information about residential living or your room assignment, feel free to contact Stanley Mugeki, Director of Residence Life, at (607) 735-1821 or reslife@elmira.edu.

*You may be assigned a roommate who is an international student. This is a unique opportunity to get to know a student from Canada, Japan, the Bahamas and many other countries. You may request an international roommate on the New Student Housing Form. Being in touch with your international roommate may be challenging but we will assist you any way we can.
RESIDENCE HALLS

ALUMNI HALL
This residence hall contains both men’s and women’s floors, and houses students in double rooms. Housing in this hall is primarily freshmen with space for upperclass students as well. Alumni Hall has extended quiet-study hours.

ANDERSON HALL
Anderson Hall provides housing primarily for freshmen men. However, a limited number of freshmen women will be assigned to this residence hall. There is an opportunity for upperclass men and women to be housed in this hall as well.

COLUMBIA HALL
This primarily women’s residence provides housing for freshmen women. A limited number of upperclass women may also be assigned to this hall.

MEIER HALL
Opened in September of 2010, Meier Hall is the newest residence hall on the Elmira College campus. An upperclassmen dorm, Meier Hall features state of the art accommodations and included a work out room as well as a music practice room.

PERRY HALL
Containing floors for both upperclass men and women, Perry Hall has a limited number of suites as well as doubles. This dormitory has extended quiet-study hours.

TOMPKINS HALL
This hall provides accommodations for sophomore, junior, and senior women. The majority of rooms are single rooms. Housing availability in Tompkins is very competitive.
YOUR ROOM

Elmira College residence halls come equipped with one bed, dresser, desk, and desk chair per student. You may supplement the furniture in attractive and imaginative ways. Anything that is added must meet safety requirements. Please read the Elmira College Student Handbook which can be found on our website at http://www.elmira.edu/campus/Offices_Resources/Student_Handbook.html. Waterbeds and lofts are not permitted.

You should plan on bringing your own linens. Beds are primarily regular twin size. Extra long mattresses are available on a limited basis. You will also need to provide a mattress pad, a pillow, and blankets. Every student room is furnished with flame retardant drapes. In order to provide for the safety of every resident student, you will be required to use these drapes. Many students have found it most useful to plan room decorations with their roommate. Fire code and College policy prohibit candles, tapestries, extension cords other than surge protected power strips, and cooking in students’ rooms. Animals are not allowed in the residence halls or other campus buildings. Exceptions are made for guide dogs for the blind and for fish.

Each student room is equipped for telephone service and cable. You may wish to bring a telephone and a television (check with your roommate).

You will most likely want to bring the following items with you as you begin your life on campus:

- Laundry Bag
- Soap Dish
- Clothes Hangers
- Towels, washcloths
- Toiletries bag or shower caddy
- Alarm Clock
- Desk Lamp (no halogen lamps)
- Waste Basket
- Small Refrigerator
- Semi-formal attire
  (coat and tie for men, dresses for women)

If you wish to ship items in advance, address them as follows: (Your Name and class numerals)

c/o Facilities Management
Elmira College
One Park Place
Elmira, New York 14901
“HOLD FOR ARRIVAL”

NOTE: Items shipped in advance will BE AVAILABLE UPON YOUR ARRIVAL through your Residence Life Staff.
DINING SERVICES

The Elmira College Meal Plan is a convenient, prepaid a la carte dining plan that works much like a checking account debit card and is used in all Elmira College dining facilities for the purchase of meals and snacks. The plan is moderately priced and based on the assumption that Elmira College students will take a certain number of their meals off campus given both fast food and more upscale restaurants being conveniently located near the College.

With use of this dining plan, students are charged only for what they order at any of the Dining Services areas. Unlike all-you-can-eat meal plans that are available at many other colleges, students may choose what, when, and where on campus they take their meals without the penalty of losing money if a particular meal is not eaten.

There are a number of conditions under which students might wish to add money to their plan:

1. They define themselves as “heavy” eaters.
2. Their intention is to eat three full meals on campus each day.
3. They are athletes in season.
4. They enjoy mid-day and evening snacks at the College snack bar, Mackenzie’s or Harris Cafe, in addition to their meals.
5. They have preference for higher-priced dinners such as those available in our full-service restaurants, Simeon’s or The 1855 Room
6. They choose to purchase grocery convenience items from Mrs. Sweeney’s Shoppe on a regular basis.
7. They stay on campus during normal college breaks and eat at the dining hall.

The most common amount to be added to plans is $150 to $200 per term. Although it is less convenient, additions to the Basic Plan can be made in increments as small as $50.

If lower than average consumption results in money being left in the meal plan at the end of Term I or Term II, the balance is carried forward and is available to the student in the next term. The money that remains left over could also be used to purchase grocery items from Mrs. Sweeney’s Shoppe. To maintain state sales tax exemption status, funds remaining in a student’s account at the end of the academic year (after Term III) may not be refunded or transferred.

Because of the flexibility of this plan, students may take meals during any of the sixteen hours of normal Dining Services operation.

Questions about the meal plan in general or about adding funds beyond the basic meal plan should be discussed on a personal basis with the Dining Services staff. Additionally most special diets can be accommodated but should be discussed in advance with a Dining Services manager and the College’s Head Nurse to permit a complete understanding of what is available.
ELMIRA COLLEGE WRITING PROGRAM

Good communication skills are essential for professionals in today’s world. Elmira College is proud of the Writing Program, which is designed to provide each student with the writing skills necessary for success both in College and beyond.

For most students, the Writing Program includes WRT 1010: College Composition I (3 credits) and WRT 1020: College Composition II (4 credits). These courses are taken sequentially. The class meetings of WRT 1010 and WRT 1020 are scheduled Monday, Wednesday, and Friday. The Elmira College writing requirement is completed in the junior or senior year by completion of a three-credit writing intensive (or “W”) course in the discipline of the student’s major, in which writing techniques appropriate to the field are taught.

Complete descriptions of WRT 1010 and WRT 1020 as well as “W” (writing) courses, may be found in the Elmira College Bulletin and Course Description Catalogs.

ODYSSEY PROGRAM

Liberal Education exists in many forms outside of the classroom. Experienceing live performances, academic lectures, scholarly discussions, formal debates, and art of all forms outside of the confines of the traditional classroom is essential for a liberally educated graduate. Attending and participating in such events creates graduating students who are better informed, well-rounded, and more appreciative of the work around them. Elmira College designates such educational opportunities as Odyssey events and requires all full-time undergraduate students to attend four Odyssey events in the Fall and Winter terms of each academic year, at least two of which must be performing arts events.

COMMUNITY SERVICE PROGRAM

One of the distinctive aspects of the Elmira College curriculum is the Community Service Requirement, established over forty-five years ago to heighten interest and compassion for others less fortunate and to instill the habit of civic service. Students are required to perform sixty hours of work with a non-profit organization during their first two years at Elmira College. Most students find the process so fulfilling that they volunteer during their later college years. Presidents Obama, Bush, and Clinton have praised this unique program.

ATHLETICS AND RECREATION

Regardless of whether your interest is as a spectator or participant, Elmira College offers a wide range of intramural and recreational activities along with 28 varsity and junior varsity sport offerings. A description of these programs can be found in the brochure entitled Athletics and Recreation. If you have not received a copy of this publication, please contact the Office of Admissions to have one mailed to you. Additional information may also be found in the College Bulletin and on the College website at www.elmira.edu.

Full-time students can take advantage of athletics and recreational facilities in Emerson Hall and the triple-domed Murray Athletic Center. The College intranet posts information on pool and fitness center hours, upcoming intramural activities, home athletics contests, aerobic classes and more.

For more information regarding intercollegiate athletics, general recreation or intramural sports programs, please contact Patricia Thompson ’75, Vice President of Athletics, at (607) 735-1730 or by email at ecathletics@elmira.edu.
STUDENT ACTIVITIES

There is always something going on at the Elmira College Campus Center. In addition to special events throughout the year, bowling in our College lanes, and the on-campus portable Mini Golf course, programs are presented every weekend by the Student Activities Board (SAB), Weekend Festivities, and the Student Government Association. With so much to do, the majority of students remain on campus during the weekends.

You can develop an impressive array of useful skills through increased involvement in student activities. There are more than 100 co-curricular clubs and organizations for students interested in Campus Media, Performing Arts, Music, Theatre, Activities and Programming, Academic Honor Societies, Student Government and Advisory Councils, Intramurals, and Pre-Professional, Religious and Spiritual, Service-Oriented, and other Special Interest student organizations. Join these clubs and organizations because getting more involved on campus helps you to meet other students, administrators, and faculty members, learn more about your own areas of interest, and develop your leadership and interpersonal skills. You can even obtain various leadership positions in organizations to make you more experienced, marketable, competitive, and knowledgeable in your career, community, and life. New members are welcome at any time of the year in our student organizations. You also have the option of starting a club of your own!

Recent events include:

- Films (Captain Phillips, About Time, Carrie, Romeo and Juliet, Mandela and the African American Heritage Film Fest with Long Walk to Freedom, The Butler, as well as the The Hobbit, Catching Fire, Pitch Perfect)
- Student Performances (Talent Shows, A Cappella Weekend, Poetry Slams, Karaoke contests, EC Idol)
- Interactive Events (DJ Rodeo and Mechanical Bull, Zombieland Siblings Weekend, Family Weekend Hypnotist, Big Laughs Fest, Inflatable Go Carts and Human Twister, Black Light Laser Tag, Human Bowling, Casino Night)
- Novelty Give-Aways (Make your own dog tag and street signs, Mustache stations, Photo Booths, Personalized Rings, Airbrush Trucker Hats)
- Weekend Festivities (Pub Trivia, Coffeehouses, College Football and March Madness Tournament viewings, Texas Hold ‘em tournaments, Bowling for Bucks, Holiday Spa, Cash Cab, EC Winter Festivus, with outdoor bonfires Words for Diversity, Life Size Monopoly, Chopped, Gingerbread houses, and Pool tournaments)
- Day trips (Ithaca Apple Fest, Corning Harvest Fest and Winter Ice Skating, Elmira Harris Hill and Bradley Farms Halloween Fest)
- Overnight visits (New York City, Washington, D.C., Salem Massachusetts for Halloween, Hershey Theme Park, Niagara Falls, and the Syracuse Carousel Mall, Baltimore, Maryland)
- Annual Fundraisers for Cause and Remembrance Ceremonies (Relay for Life, JDRF Walks, 9-11 Memorial Service, Operation: Christmas Child, World AIDS Day, Dr. Martin Luther King Jr. Celebration, Breast Cancer Awareness Pink Games, Blitz Build, and Autism Awareness, Circle K Olympics)

For more information on clubs and activities, please feel free to contact Ms. Misheaila Neil, Director of Student Activities, at (607) 735-1815, or email mneil@elmira.edu.
THE CLARKE HEALTH CENTER

The staff of the Clarke Health Center realizes that total health is an important factor in the success of a student on Campus. As a result, our programs and services are designed to enable students to reach optimum wellness, which will allow them to take full advantage of the academic experience. In addition, our goals are to prepare students to be competent healthcare consumers.

The Clarke Health Center is staffed by registered nurses 8:30 a.m. until 4:30 p.m. Monday through Friday for full-time students. During the Academic Year, the College Physician, a Nurse Practitioner or a Physician Assistant are also available for students during the 3 hour Daily Clinic Monday through Friday.

Services available at the Clarke Health Center include assessment and treatment of illness and injury, referrals to other healthcare agencies, a relaxation room, wellness programs and psychological counseling with licensed professional counselors. The Health Center offers educational programs and a variety of brochures. Families should note that extensive healthcare services are also available by two area hospitals and an urgent care center located near Campus. Services rendered outside of the Clarke Health Center are not included in the student health fee. It is the student’s and the family’s responsibility to be familiar with how their insurance coverage works before the student arrives to Campus.

In order for the Clarke Health Center to provide competent and thorough treatment, we require a COMPLETED HEALTH FORM for each full time student. This form must be on file in the Clarke Health Center one month prior to the student’s arrival. If it is not, the student’s Elmira College account will be charged a fee of $100.00. An additional fee of $100.00 will be added each month and the student will be placed on registration hold for the following term until the COMPLETED Health Form is received.

The Health Form (the four-page form included with this booklet) should be completed and returned by mail to the Clarke Health Center one month prior to the student’s arrival.

**The Health Form must include:**

1. Completion of the first two pages by the student. Please note student signature requirement on the bottom of page two.
2. Completion of the college physical exam on page three performed by a physician, nurse practitioner, or a physician’s assistant, which must be within six months of arriving to Campus.
3. Completion of page four (i.e. the immunization record) with the signature of your health care provider. New York State Public Health Law 2165 requires proof of immunity against measles, mumps, and rubella. This is required of all students.
4. In addition to the MMR requirement, you will also need a:
   (a) Tetanus vaccine history of primary series and booster within ten years (T-dap may be preferred - please ask your physician)
   (b) Hepatitis B Series of three vaccines or date of positive Hepatitis surface antibody. Provide a copy of positive titer level if applicable.
   (c) Meningococcal vaccine and booster if vaccine received before age of 16.
   (d) Polio vaccine primary series and booster or date of positive polio titer with copy of lab test.
   (e) PPD within the last six months (skin test to screen for tuberculosis). Please note, any positive PPD reading will require a chest x-ray on or after the date the PPD was planted. The public health department or pulmonologist work-up needs to be sent including documentation that anti-TB medication was discussed and offered to the student. The copy of the chest x-ray report needs to be sent with the Health Form. Please list BCG vaccine if applicable.
   (f) Varicella vaccines; two vaccines at least one month apart or date of disease or date of positive Varicella antibody test with copy of test.
   (g) Copy of insurance card (front and back)
COUNSELING SERVICES

Confidential emotional, psychological and academic counseling is available at the Clarke Health Center for full-time students Monday through Friday from 10:00 a.m. – 4:00 p.m. during the academic year. It is free and just a phone call away. Appointments will be set-up around student’s classes.

If you have any questions regarding health services or counseling, you may call the Clarke Health Center at (607) 735-1750.
COUNSELING AND HEALTH SERVICES
NOTICE OF PRIVACY PRACTICES

THIS NOTICE DESCRIBES HOW MEDICAL INFORMATION ABOUT YOU MAY BE USED AND DISCLOSED AND HOW YOU CAN GET ACCESS TO THIS INFORMATION. PLEASE REVIEW IT CAREFULLY.

We have established the minimum need to know privacy standards and limit staff members’ access to your health information according to their primary job functions. Everyone on our staff is required to sign a confidentiality statement. We will keep your health information confidential and use it only for the following purposes:

Healthcare Operations: We may use health information about you for treatment (such as sending your medical records information to a specialist as part of a referral), to obtain payment for treatment (such as sending billing information to a health insurance plan), for administrative purposes, and to evaluate the quality of care that you receive (such as comparing patient data to improve treatment methods). We may also contact you about appointment reminders or treatment alternatives.

We may use and disclose your health information to seek payment for services we provide to you. This disclosure involves our business office staff and may include insurance organizations or other businesses that may become involved in the process of mailing statements or collecting unpaid bills.

We may release health information concerning your medical and psychological status and condition, injuries, prognosis, diagnosis and treatments to an interpreter when there is a communication barrier.

We may release health information concerning your medical and psychological status including: injuries, prognosis, diagnosis and treatments to professors, nursing instructors, education program directors, ADA Compliance and Student Advocate staff, ROTC commanders, Term III Travel professors, dance and physical education instructors, community service supervisors, and Residence Life staff when professional judgment deems necessary.

We may release health information concerning your medical and psychological status including: injuries, prognosis, diagnosis and treatment to health care providers including the College Physician, the student’s primary care physician, midlevel practitioners, nutritionists, psychiatrists, counselors, athletic trainers, or other professionals in order to provide a multidisciplinary approach for medical and psychological treatment.

Athletes: We may disclose your health information to your coaches, athletic trainers and the Vice President of Athletics in order to assure your safe participation and allow coaches to make informed decisions about the student athletes’ playing status in practice, games, and other team activities. Information given may include the diagnosis, prognosis, restriction, precaution, and treatment of such illness or injury.

Emergencies: We may use or describe your health information to notify, or assist in the notification of a family member or anyone responsible for your care, in case of any emergency, your location, your general condition, or death. If at all possible we will provide you with an opportunity to object to this use or disclosure. Under emergency conditions, a threat to your health or safety or another person’s health or safety, if you are incapacitated, or when the EC Pandemic Plan is initiated, we will use our professional judgment to disclose only that information directly relevant to your care.

We will also use our professional judgment in your best interest by allowing someone to pick up filled prescriptions, x-rays, or other similar forms of health information or supplies unless you have advised us otherwise.
Required by Law: Subject to certain requirements, we may give out health information without your authorization for public health purposes, abuse or neglect reporting, auditing purposes, worker’s compensation purposes, and emergencies. We provide information when otherwise required by law, such as court or administrative order, subpoena, discovery request or other lawful process. We will use and disclose your health information when requested by national security intelligence, and other State and Federal officials and if you are an inmate or otherwise under the custody of law enforcement.

In any other situation, we will ask for your written authorization before using or disclosing any identifiable health information about you. If you choose to sign an authorization to disclose information, you can later revoke that authorization to stop any future uses and disclosures.

Individual Rights: In most cases, you have the right to look at or get a copy of health information about you. If you request copies, we will charge you $0.25 for each page. You also have the right to receive a list of instances where we disclosed health information about you. If you believe that information in your record is incorrect or if important information is missing, you have the right to request that we correct the existing information or add the missing information. You have the right to request that your health information be communicated to you in a confidential manner such as sending mail to an address other than your home.

You may request in writing that we not use or disclose your information for treatment, payment, or administrative purposes or to persons involved in your care except when specifically authorized by you, when required by law, or in emergency circumstances. We will consider your request but are not legally required to grant it.

We may change our policies at anytime. Before we make a significant change in our policies, we will change our notice and post the new notice in the waiting area and in each examination room. You can also request a copy of our notice at anytime.

Complaints: If you are concerned that we have violated your privacy rights, or you disagree with a decision we made about access to your records, you may contact the person listed below. You may also send a written complaint to the U.S. Department of Health and Human Services at 26 Federal Plaza, Suite 3313, New York, New York 10278. Under no circumstances will you be retaliated against for filing a complaint. If you have any questions or complaints, please contact:

Marjorie C. Hitchcock, RN, BSN, MS Ed.
Clarke Health Center
One Park Place
Elmira, New York, 14901
(607) 735-1751
mhitchcock@elmira.edu

Our Legal Duty: We are required by law to protect the privacy of your information, provide this notice about our information practices, and follow the information practices that are described in this notice.
**VACCINE INFORMATION STATEMENT**

**Meningococcal Vaccines**

*What You Need to Know*

1. **What is meningococcal disease?**

Meningococcal disease is a serious bacterial illness. It is a leading cause of bacterial meningitis in children 2 through 18 years old in the United States. Meningitis is an infection of the covering of the brain and the spinal cord.

Meningococcal disease also causes blood infections. About 1,000–1,200 people get meningococcal disease each year in the U.S. Even when they are treated with antibiotics, 10–15% of these people die. Of those who live, another 11%–19% lose their arms or legs, have problems with their nervous systems, become deaf, or suffer seizures or strokes.

Anyone can get meningococcal disease. But it is most common in infants less than one year of age and people 16–21 years. Children with certain medical conditions, such as lack of a spleen, have an increased risk of getting meningococcal disease. College freshmen living in dorms are also at increased risk.

Meningococcal infections can be treated with drugs such as penicillin. Still, many people who get the disease die from it, and many others are affected for life. This is why preventing the disease through use of meningococcal vaccine is important for people at highest risk.

2. **Meningococcal vaccine**

There are two kinds of meningococcal vaccine in the U.S.:

- Meningococcal conjugate vaccine (MCV4) is the preferred vaccine for people 55 years of age and younger.
- Meningococcal polysaccharide vaccine (MPSV4) has been available since the 1970s. It is the only meningococcal vaccine licensed for people older than 55.

Both vaccines can prevent 4 types of meningococcal disease, including 2 of the 3 types most common in the United States and a type that causes epidemics in Africa. There are other types of meningococcal disease; the vaccines do not protect against these.

3. **Who should get meningococcal vaccine and when?**

**Routine vaccination**

Two doses of MCV4 are recommended for adolescents 11 through 18 years of age: the first dose at 11 or 12 years of age, with a booster dose at age 16.

Adolescents in this age group with HIV infection should get three doses: 2 doses 2 months apart at 11 or 12 years, plus a booster at age 16.

If the first dose (or series) is given between 13 and 15 years of age, the booster should be given between 16 and 18. If the first dose (or series) is given after the 16th birthday, a booster is not needed.

**Other people at increased risk**

- College freshmen living in dormitories.
- Laboratory personnel who are routinely exposed to meningococcal bacteria.
- U.S. military recruits.
- Anyone traveling to, or living in, a part of the world where meningococcal disease is common, such as parts of Africa.
- Anyone who has a damaged spleen, or whose spleen has been removed.
- Anyone who has persistent complement component deficiency (an immune system disorder).
- People who might have been exposed to meningitis during an outbreak.

Children between 9 and 23 months of age, and anyone else with certain medical conditions need 2 doses for adequate protection. Ask your doctor about the number and timing of doses, and the need for booster doses.

MCV4 is the preferred vaccine for people in these groups who are 9 months through 55 years of age. MPSV4 can be used for adults older than 55.

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*Many Vaccine Information Statements are available in Spanish and other languages. See www.immunize.org/vis*  
*Hojas de información sobre vacunas están disponibles en español y en muchos otros idiomas. Visite www.immunize.org/vis*
Some people should not get meningococcal vaccine or should wait.

- Anyone who has ever had a severe (life-threatening) allergic reaction to a previous dose of MCV4 or MPSV4 vaccine should not get another dose of either vaccine.
- Anyone who has a severe (life threatening) allergy to any vaccine component should not get the vaccine. Tell your doctor if you have any severe allergies.
- Anyone who is moderately or severely ill at the time the shot is scheduled should probably wait until they recover. Ask your doctor. People with a mild illness can usually get the vaccine.
- Meningococcal vaccines may be given to pregnant women. MCV4 is a fairly new vaccine and has not been studied in pregnant women as much as MPSV4 has. It should be used only if clearly needed. The manufacturers of MCV4 maintain pregnancy registries for women who are vaccinated while pregnant.

Except for children with sickle cell disease or without a working spleen, meningococcal vaccines may be given at the same time as other vaccines.

What are the risks from meningococcal vaccines?

A vaccine, like any medicine, could possibly cause serious problems, such as severe allergic reactions. The risk of meningococcal vaccine causing serious harm, or death, is extremely small.

Brief fainting spells and related symptoms (such as jerking or seizure-like movements) can follow a vaccination. They happen most often with adolescents, and they can result in falls and injuries.

Sitting or lying down for about 15 minutes after getting the shot—especially if you feel faint—can help prevent these injuries.

Mild problems
As many as half the people who get meningococcal vaccines have mild side effects, such as redness or pain where the shot was given.

If these problems occur, they usually last for 1 or 2 days. They are more common after MCV4 than after MPSV4.

A small percentage of people who receive the vaccine develop a mild fever.

Severe problems
Serious allergic reactions, within a few minutes to a few hours of the shot, are very rare.

What if there is a serious reaction?

What should I look for?
Look for anything that concerns you, such as signs of a severe allergic reaction, very high fever, or behavior changes.

Signs of a severe allergic reaction can include hives, swelling of the face and throat, difficulty breathing, a fast heartbeat, dizziness, and weakness. These would start a few minutes to a few hours after the vaccination.

What should I do?
- If you think it is a severe allergic reaction or other emergency that can’t wait, call 9-1-1 or get the person to the nearest hospital. Otherwise, call your doctor.
- Afterward, the reaction should be reported to the Vaccine Adverse Event Reporting System (VAERS). Your doctor might file this report, or you can do it yourself through the VAERS web site at www.vaers.hhs.gov, or by calling 1-800-822-7967. VAERS is only for reporting reactions. They do not give medical advice.

The National Vaccine Injury Compensation Program

The National Vaccine Injury Compensation Program (VICP) is a federal program that was created to compensate people who may have been injured by certain vaccines.

Persons who believe they may have been injured by a vaccine can learn about the program and about filing a claim by calling 1-800-338-2382 or visiting the VICP website at www.hrsa.gov/vaccinecompensation.

How can I learn more?
- Ask your doctor.
- Call your local or state health department.
- Contact the Centers for Disease Control and Prevention (CDC):
  - Call 1-800-232-4636 (1-800-CDC-INFO) or
  - Visit CDC’s website at www.cdc.gov/vaccines

Vaccine Information Statement (Interim)
Meningococcal Vaccine

10/14/2011
42 U.S.C. § 300aa-26
CAREER SERVICES

The Office of Career Services, located in the Student Learning Commons in the Gannett Tripp Library, offers Elmira College students comprehensive services:

- College Adjustment
- Career Exploration and Coaching
- Career Decision Making
- Graduate School Guidance
- Self-Assessment Tools
- Internships
- The Job Search
- Resume & Cover Letter Assistance
- Career Library
- Field Experience:
- Community Service

Students are actively involved in the career development process during all four years of college. Specific career programs and services available include:

COMMUNITY SERVICE
Assistance provided to help students find rewarding service projects available in the Elmira area.

INTERNSHIP
Advice and guidance provided to ensure that students develop the connections they need to secure an appropriate career-related internship placement.

SOCIAL MEDIA
Facebook and Twitter updates to highlight career trends, career-related events, salary information, job search tips and advice.

CAREER ADVISING
Individual appointments scheduled to discuss career-related questions and concerns.

JOB ANNOUNCEMENTS
Job bulletin board, and jobs on the internet are easily accessible.

PRACTICE INTERVIEWS
Students sharpen skills and learn new ways to present themselves during interviews.

JOB INTERVIEWS
On-campus interviews scheduled with employers and graduate school representatives.

RESUME GUIDES, WORKSHOPS and REVIEWS
The “Resume Starter Kit” is available to get students started. Resumes and cover letters are reviewed for improvement.

GRADUATE SCHOOL INFORMATION
Personal assistance, program guides, graduate admission test applications, tuition cost and financial aid information and “The Graduate School Planning Guide”.

CAREER ASSESSMENTS
Students use career assessments to link their values, abilities, skills, interests, and personal needs with academic majors, careers and graduate school programs.

PLACEMENT FILES
A central holding place created for recommendations and other documentation to assist in job and graduate school searches.
CAREER LIBRARY
Career planning guides, graduate school information, “how to” resources, job forecasts and trends.

SPECIAL PROGRAMS
Career seminars and workshops offered throughout the year; special career information programs arranged for student organizations and clubs, academic departments and residence hall groups.

MAJOR ON-CAMPUS EVENTS FOR INFORMATION AND PLACEMENT:

• Community Service Fair: students meet with service organization representatives
• Graduate School Fair: students meet with graduate school admission representatives
• Career Fair: students meet with organization recruiters

The Office of Career Services will help you build a bridge between your undergraduate education and first post-graduate experience. If you have career planning or graduate school questions, please contact Michael Blasic, Director of Career Services at (607) 735-1830 or mblasie@elmin.edu.
INFORMATION TECHNOLOGY

For the latest updates on the resources and services that Information Technology provides to students go to the Summer Registration 2015 page: sites.elmira.edu/helpdesk/srinfo

The Nathenson Computer Center is located in the terrace level of the Gannett-Tripp Library. By combining library and computing services into one building, we provide you with invaluable learning resources in one location, only a short walk from your dormitory.

The Computer Center includes three large labs equipped with high-speed, networked computers, multimedia projectors, and electronic presentation lecterns. The computer labs make it easy for you to complete homework assignments, rehearse class presentations, or work together on group projects. Spacious work areas invite you to work comfortably in these labs for hours at a time.

In addition, the Computer Center offers the Open Lab, a relaxing environment where you can quickly check e-mail or hook up your personal laptop to do work. The Multimedia Resource Lab allows you to do such things as edit digital video, digitize audio, or scan photographs for use in enhancing class presentations and projects. Located on the Library’s main floor the new Malesardi Finance Trading Room provides practical, experiential learning to students majoring in finance. The new facility provides 24 desktop computers each equipped with two LCD monitors. The room is designed to simulate the functions of live stock trading and the exchange of securities between buyers and sellers.

Virtually all students who enter Elmira College bring a laptop for use in their dorm rooms. Refer to elmira.edu/it for detailed information about purchasing and bringing a computer to campus. The web site outlines what type of computer hardware you will need in order to access the Elmira College network and the Internet from your dorm room. The site also includes recommended Macintosh and Windows laptop configurations, links to Apple and Dell educational purchase sites, as well as answers to frequently asked questions.

We recommend that you purchase a laptop directly from Apple or Dell by first going through the Elmira College web site: elmira.edu/it. From our experience, a computer that is custom built by a local vendor is not as reliable and may not carry the same high level of warranty and support as one made by a major vendor. Information Technology recommends Windows 8.1, Mac OS X 10.9 Mavericks, or Mac OS X 10.10 (Yosemite). Refer to Elmira College’s table of recommended requirements following this page.

Your Macintosh or Windows laptop and mobile devices such as smartphones and tablets can take advantage of campus-wide wireless access in all Elmira College buildings including the Library, Campus Center, dorms, and classrooms. Please be aware that personal wireless access points (e.g. wireless routers, hubs, and switches) are prohibited and may not be used on campus. For students who prefer wired access an Ethernet cable can be connected from your computer’s network adapter to the Ethernet wall jack in your dorm room.

Students receive a Google Apps @elmira.edu account that includes virtually all Google applications (Gmail, Calendar, Contacts, Drive, Sites, Blogger, YouTube, and more) under a single sign-on. You receive with your Google account 1 TB (terabyte!) of storage for archiving messages, photos, videos and other files such as Office documents and PDF’s. Gmail is ad-free and through Google’s powerful spam filters significantly reduces spam and junk mail to allow you to do more. Your Google Apps @elmira.edu e-mail account (e.g. mtwain18@elmira.edu) is yours through and after graduation. Google Apps at Elmira College provides many of the software tools you need for your academic work and campus life.
The following table summarizes recommended hardware and software requirements that provide you with a computer system for long-term use and easy connection to the Elmira College network.

Go to http://www.elmira.edu/it and choose Computer Purchase Program for recommended Dell and Apple computer systems. We recommend that you wait until at least June before making your purchase.

### RECOMMENDED LAPTOPS

<table>
<thead>
<tr>
<th>Computer Type</th>
<th>Processor</th>
<th>Memory</th>
<th>Operating System</th>
<th>Ethernet</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows laptop</td>
<td>2.5GHz GHz dual-core</td>
<td>8 GB or higher</td>
<td>Windows 7</td>
<td>Built-in and</td>
</tr>
<tr>
<td>DVD±RW/CD-RW</td>
<td>Intel core i5 or higher</td>
<td></td>
<td>or Windows 8</td>
<td>wireless</td>
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<tr>
<td>Macintosh laptop</td>
<td>2.5GHz GHz dual-core</td>
<td>8 GB or higher</td>
<td>Mountain Lion (10.8)</td>
<td>Built-in and</td>
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<tr>
<td>DVD±RW/CD-RW</td>
<td>Intel core i5 or higher</td>
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<td>wireless</td>
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### SUPPORTED OPERATING SYSTEMS

<table>
<thead>
<tr>
<th>Operating System</th>
<th>Version</th>
<th>Supported</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windows 8</td>
<td>Windows 8, Windows 8 Professional</td>
<td>Yes</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Home Premium, Professional, Ultimate</td>
<td>Yes</td>
</tr>
<tr>
<td>Windows Vista or XP</td>
<td>Home Premium, Professional, Ultimate</td>
<td>No</td>
</tr>
<tr>
<td>Mac OS X</td>
<td>Mavericks (10.9), Mountain Lion (10.8), Lion (10.7), Snow Leopard (10.6)</td>
<td>Yes</td>
</tr>
<tr>
<td>Windows 7</td>
<td>Starter, Basic</td>
<td>No</td>
</tr>
<tr>
<td>Windows Vista or XP</td>
<td>Home Basic</td>
<td>No</td>
</tr>
<tr>
<td>Mac OS X</td>
<td>Versions older than Snow Leopard (10.4, 10.5)</td>
<td>No</td>
</tr>
</tbody>
</table>

### IMPORTANT SECURITY WARNING:

To protect your Windows PC start Internet Explorer and enter windowsupdate.microsoft.com in the Address Bar. Your Windows laptop must have the latest antivirus, antispyware, and system updates before it can join the Elmira College network. Information Technology recommends Microsoft Security Essentials for Windows 7 computers (available as a free download at microsoft.com/security_essentials) and Symantec Antivirus for Macintosh (available as a free download by logging on to sites.elmira.edu/helpdesk and clicking the IT Connect link). Windows 8 PC’s have security software pre-installed.

**MyEC Web Portal**

As an Elmira College student you can log on to MyEC.elmira.edu to access your course information, billing records, schedules, and quick links to resources that you commonly use. Please contact the IT Help Desk at helpdesk@elmira.edu or 607-735-1915 with any feedback or questions that you may have on this important resource for students.

**Laptop and Microsoft Office 365 University**

To assist you with the purchase of a laptop Elmira College maintains agreements with Dell and Apple that allow you to purchase their systems at special prices. Additionally, the College provides Microsoft Office 365 as a free service to all enrolled students. You can download and run Office on up to five Windows or Macintosh computers. You can also download Office apps on up to five of your mobile devices: Apple iOS or Android. (Windows Mobile includes Office apps by default.) You first register and sign in with your Elmira e-mail address to access the personal software page: portal.microsoftonline.com. The subscription is available as long as you are a current student.

If you need additional assistance with your computer or accessing your personal Office 365 page, please e-mail the Help Desk staff at helpdesk@elmira.edu or call (607) 735 1915.
CHARGES AND EXPENSES

The charges for attending Elmira College have been established by our Board of Trustees, which reserves the right to designate increases in subsequent years. Annual charges remain at the lowest possible level consistent with a quality educational program. We encourage you to review the financial aid section of your Elmira College Bulletin and to seek assistance from our Office of Financial Aid at (607) 735-1728 if needed.

Elmira College is committed to the residential college concept. As a result, all students are required to reside in on-campus housing provided by Elmira College while they are students. Exceptions are those students living with parents within 50 miles of the College and students 25 years of age or older.

The charges shown below do not include expenses for required books and supplies. We estimate these expenses to average $1,300 per year. Cost of travel, entertainment, personal expenses, personal care, clothing and merchandise purchases vary with each student. We suggest budgeting $1,300 per year to cover these items.

TERM I BILLING

Term I bills for tuition and other charges will be mailed out in July and must be paid by July 31. Students who will be receiving financial aid may have their expected financial aid amounts, excluding work, applied toward payment of their bill. If you need to make special arrangements for making payment, please contact the Bursar, at (607) 735-1762. Failure to pay your bill, or make special arrangements for late payment, will delay your registration confirmation.

BASIC CHARGES FOR 2015-2016

<table>
<thead>
<tr>
<th>CHARGE</th>
<th>TERM I</th>
<th>TERM II</th>
<th>TERM III</th>
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<tbody>
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<td>STUDENT ACTIVITY FEE</td>
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<td>250</td>
<td>**</td>
<td>500</td>
</tr>
<tr>
<td>HEALTH CENTER FEE</td>
<td>275</td>
<td>275</td>
<td>**</td>
<td>550</td>
</tr>
<tr>
<td>TECHNOLOGY FEE</td>
<td>300</td>
<td>300</td>
<td>**</td>
<td>600</td>
</tr>
<tr>
<td>ORIENTATION FEE</td>
<td>450</td>
<td>0</td>
<td>0</td>
<td>450</td>
</tr>
<tr>
<td>*ODYSSEY FEE</td>
<td>150</td>
<td>150</td>
<td>**</td>
<td>300</td>
</tr>
<tr>
<td>*FRESHMAN WRITING FEE</td>
<td>150</td>
<td>150</td>
<td>**</td>
<td>300</td>
</tr>
<tr>
<td>**TOTAL</td>
<td><strong>$26,175</strong></td>
<td><strong>$25,725</strong></td>
<td><strong>$1,100</strong></td>
<td><strong>$53,00</strong></td>
</tr>
</tbody>
</table>

| **TOWN STUDENTS**              |          |          |          |        |
| TUITION                         | $19,150  | $19,150  | **       | $38,300|
| SPECIAL EVENTS FEE              | 175      | 175      | **       | 350    |
| STUDENT ACTIVITY FEE           | 250      | 250      | **       | 500    |
| HEALTH CENTER FEE              | 275      | 275      | **       | 550    |
| TECHNOLOGY FEE                 | 200      | 200      | **       | 400    |
| ORIENTATION FEE                | 450      | 0        | 0        | 450    |
| *ENCORE FEE                    | 150      | 150      | **       | 300    |
| *FRESHMAN WRITING FEE          | 150      | 150      | **       | 300    |
| **TOTAL                        | **$20,800** | **$20,350** | **$0**     | **$41,150** |

* If applicable.

** Students entering mid-year will be charged for the Winter and Spring Terms. Spring Term charges for mid-year admission are: **Tuition $5,745, Room $960, Board $1,100, Special Events Fee (Town students) $53, Activity Fee $75, Health Center Fee $83, and Technology Fee (Resident students) $90 (Town students) $60.**
A local bank, Chemung Canal Trust Company, offers an Automated Teller Machine (ATM) in the Campus Center of the College. In addition to Chemung Canal accounts, students may access any other bank account using the Cirrus or NYCE ATM systems.

Elmira College offers a “Student Bank” in which students can deposit money to be safely held by the Business Office for future withdrawal. This account is not subject to fees nor does it pay interest. The “Student Bank,” located in the Business Office, McGraw Hall Room 223, is open from 3:00 p.m. to 5:00 p.m. on weekdays when the College is in session. Deposits and withdrawals may be made during these hours. A maximum of $100 per day may be withdrawn.

The Business Office in McGraw Hall will cash personal checks from students made payable to Elmira College up to $100. The Business Office will also cash checks made payable to students up to $100, except checks written by an Elmira College student to a Elmira College student. Students must present an Elmira College I.D. card when cashing checks.

Area banks include:

Chemung Canal Trust Company  
Community Bank  
One Chemung Canal Plaza  
300 West Water Street  
Elmira, New York 14901  
Elmira, New York 14901  
(607) 737-3711  
(607) 733-5533  
www.cctc2me.com  
www.communitybankna.com

Elmira Savings Bank  
Five Star Bank  
333 East Water Street  
150 Lake Street  
Elmira, New York 14901  
Elmira, New York 14901  
(607) 734-3374  
(607) 737-2165  
www.elmirasavingsbank.com  
www.five-starbank.com

First Heritage Federal Credit Union  
Visions Federal Credit Union  
Wegman’s Plaza  
303 North Main Street  
1100 Clemens Center Parkway  
Elmira, New York 14901  
Elmira, New York 14901  
(607) 734-0231  
(607) 732-4220  
www.fhfcu.org  
www.visionsfcu.org
Horseheads
10 minutes north of Elmira College

Corning
20 minutes west of Elmira College

Painted Post
35 minutes west of Elmira College

Pine City
15 minutes southwest of Elmira College
Elmira College
NEW STUDENT CHECKLIST

This checklist has been designed to assist you in your preparation for enrollment at Elmira College. Please call the Office of Admissions with any questions.

TRANSFER DORMITORY STUDENTS:

☐ Complete and return the enclosed Housing Form, or contact the Office of Residence Life to complete the form over the phone as soon as possible.

ALL STUDENTS:

☐ Complete and return the enclosed Health Form as soon as possible. Your Health Form must be on file in the Clarke Health Center by September 7, 2015. (Please read the instructions on the form carefully and complete the form thoroughly.)*

*Fall athletes, please note: If you anticipate playing a fall sport, your completed health form must be received before you will be allowed to begin preseason practice.

☐ Complete and return the enclosed Public Relations Form, and include a photo of yourself if one is available.

☐ Request that final official transcripts for any college work you have completed at other institutions be sent to the Elmira College Office of Admissions as soon as they become available.

☐ Be sure your final Secondary School Transcript is sent to Elmira College Office of Admissions after graduation.