Welcome and congratulations, Valiant!
This guide has been created to streamline the next steps in the enrollment process and to answer questions you and your family may have.

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To ensure your successful transition to Manhattanville College, you are required to complete several forms and tests prior to orientation. To facilitate a smooth transition, it is vital that students complete each task and adhere to the specified deadlines.

**Deadlines and additional information can be found at orientation.mville.edu.**

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**ACTION ITEMS**

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**Action Items Checklist**

- Course Preference Request Form
- Register for New Student Orientation *(Attendance is essential.)*
- On-Campus Housing
- Placement Exams
- Office 365 Student Email & WebAdvisor
- RAVE
- FERPA
- Explore the student engagement website: https://manhattanville.presence.io/?rf=rebrand

- Health Forms *(Need before you can move in/take classes.)*
- High School Transcript
- Student Handbook/Code of Conduct Acceptance
- Student Accounts Payment
- Medical Insurance Waiver
- Everfi Wellness Program: Haven
- Everfi Wellness Program: AlcoholEdu
- Missing Person/Emergency Contact

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**COURSE PREFERENCE REQUEST FORM**
The Course Preference form is essential for preparing students for their academic life on campus and, specifically, their spring semester course schedule. The information received guides placement into courses (first-year seminar, mathematics, language, etc.). Please complete all sections of the survey.

**REGISTER FOR NEW STUDENT ORIENTATION** *(Attendance is essential.)* Students and families must register and attend an orientation session. If a student is unable to attend orientation, the student must still complete the registration process, stating the reason for not attending. Once information is received an orientation staff member will be in contact with you.

**ON-CAMPUS HOUSING**
This information is provided to the Office of Residence Life with the process of assigning rooms and roommates. Room assignments and roommate(s) information will be emailed to your Manhattanville account.

**PLACEMENT EXAMS**
Placement testing at Manhattanville College ensures that students are placed in the correct level of classes in areas of study within biology, chemistry, French, German, Italian, math, and Spanish. Most placement tests are offered online with scoring results available shortly after completion of the exam. Normally within 48 hours, placement scores and their Manhattanville course equivalencies (if applicable) will appear in your WebAdvisor.
account. Click the “Placement Exams, Non Course and Transfer Course Equivalencies” link on the right side of the WebAdvisor student menu to view your placement exam results. Because exams can only be taken once, you are encouraged to test at a time when you will be able to do your best.

**OFFICE 365 STUDENT EMAIL AND WEBADVISOR**
Student email is the primary way Manhattanville College communicates with students. Check yours often! Take the next steps and activate your account today. WebAdvisor allows students to access their personal information, grades and unofficial transcripts, copy of schedule, course registration, and financial aid information.

**RAVE**
Rave is the College’s emergency notification system that is used to call student cell phones and/or send text messages in the event of an emergency or school closure. Go to www.getrave.com/login/mville to complete the form.

**FERPA**
Students manage their FERPA record access waivers online in their WebAdvisor accounts. Go to www.mville.edu/ferpa FYI for more information about FERPA and instructions to fill out the waivers.

**LOG IN AND EXPLORE PRESENCE**
Access Presence by searching “Manhattanville College Events” in both Google Play and Apple Store to download the app. Once you have access to the app go on to learn more about the student clubs/organizations and manage your activities and involvement on campus.

**HEALTH FORMS**
(Need before you can move in/take classes.) Students are required to submit health history and proof of immunizations or titers. Make sure to include a PPD tuberculosis skin test (no more than 12 months old). Students may not move into a residence hall or begin classes until health forms and all immunizations are met. Health forms can be dropped off in person to the Health Center on the ground floor of Spellman Hall, or faxed to the office at 914-323-5257.

**HIGH SCHOOL TRANSCRIPT**
All students are required to submit a final high school transcript prior to their first day of classes.

**STUDENT HANDBOOK/CODE OF CONDUCT ACCEPTANCE**
The Student Handbook/Code of Conduct must be read, understood, and fully agreed to by new students before arriving to campus. Students will be held accountable for their actions in accordance with the Student Code of Conduct.
STUDENT ACCOUNTS PAYMENT
All payments are due by August 1 for the fall semester and December 1 for the spring semester. The College makes available a monthly payment plan administered by Tuition Management Systems. Please visit manhattanville.afford.com for more information.

MEDICAL INSURANCE WAIVER
Manhattanville College requires all full-time undergraduate students to maintain or purchase health insurance coverage. This requirement was created to maintain the health and well-being of students, which is vital to the quality of the student’s college experience. The College automatically enrolls each student in the CHP health insurance plan each year. A charge for this plan appears on the student’s tuition bill. If the student has access to health insurance through other means (i.e. parent’s policy) and does not wish to be enrolled in the CHP plan, the student must go online to www.chpstudent.com to decline the coverage and provide proof of coverage by February 17.

EVERFI WELLNESS PROGRAM: HAVEN
Manhattanville College requires all new students to complete Haven, an online learning platform that addresses the critical issues of sexual assault, relationship violence, and stalking. All responses are confidential. The course has two sections, both of which must be completed to fulfill this requirement. Part 1 of the program takes about an hour to complete. Students can take it in multiple sittings. Part 1 ends after Survey 2 and Exam is completed. Student must complete Part 1 by February 2. About 45 days after completing Part 1, students will receive an email to complete Part 2. Part 2 completion deadline is April 23. You will be emailed specific information from the Dean of Students’ office by January 8.

EVERFI WELLNESS PROGRAM: ALCOHOLEDU
Manhattanville College requires all new students to complete Alcoholedu, an interactive online program designed to reduce the negative consequences of alcohol amongst students. It is the most widely used alcohol prevention program in higher education, and helps schools comply with Education Department General Administrative Regulations (EDGAR part 86). The online programs deliver a personalized experience to all types of students dependent on their current drinking choices. All responses are confidential. The course has two sections, both of which must be completed to fulfill this requirement. Part 1 of the program takes about an hour to complete. Students can take it in multiple sittings. Part 1 ends after Survey 2 and Exam is completed. Student must complete Part 1 by February 2. About 45 days after completing Part 1, students will receive an email to complete Part 2. Part 2 completion deadline is April 23. You will be emailed specific information from the Dean of Students’ office by January 8.

MISSING PERSON/EMERGENCY CONTACT
All Manhattanville College students are required to provide contact information for a person(s) the student would like the College to contact in the event of an emergency or if the student should ever be reported missing during his or her tenure at the College. More information is available at www.mville.edu/orientation.

For more information about orientation, please contact:

Email
orientation@mville.edu

Phone
914-323-5154

Fax
914-323-7218

Website
orientation.mville.edu
How to Get Started

Our goal is to connect you, as a new student at Manhattanville College, with other students, faculty, staff, and the community. By taking advantage of all that Manhattanville has to offer, you will have the opportunity to become fully involved members of our vibrant community. There are programs to help with the connection.

NEW STUDENT ORIENTATION
It provides an opportunity for students to become familiar with the campus; make connections with other students, faculty, and staff; receive their course schedule; and learn strategies for balancing academic and co-curricular responsibilities. To learn more about Orientation, please go to orientation.mville.edu.

SPRING KICK-OFF
This is activities/events to allow students to reconnect with each other and with the Manhattanville community. To learn more about the activities and events during the Spring Kick-off, please visit mville.edu/student activities.

FIRST-YEAR PROGRAM
The academic centerpiece of your first-year experience at Manhattanville will be the First-Year Program (FYP). The program is composed of two required courses for your first semester, a first-year seminar, and a linked first-year writing course. First-year seminars are topical or thematic, reflecting faculty interests and/or expertise. Seminar topics and themes are diverse and reflect the broad spectrum of the undergraduate liberal arts curriculum. All seminars count towards the fulfillment of college-wide requirements and some may carry departmental credit. First-year writing continues for a full year (two semesters), and the courses provide intensive foundational instruction in the mechanics of academic writing, with exercises and assignments relating to the seminar topic. The first-year seminar instructor also serves as a faculty mentor to students in their first semester to support them as they transition to academic life at the College. In addition, an upperclass student mentor is assigned to each FYP course to serve as an additional resource to all students in their first year.

ATLAS PASSPORT
Atlas Passport consists of credit-bearing, graded courses that are offered to new students during their first year at the College. The purpose of the Passport program is to guide new Manhattanville students in making a successful transition to the College, both academically and socially. Passport can be taken as one three-credit course in the fall semester, or it can be taken as two separate 1.5 credits courses (one in the fall semester and one in the spring semester — Passport A and Passport B). Passport A focuses on student goal setting and the development of a sense of belonging to the Manhattanville community. This is accomplished through small group interactions, an introduction to key campus resources, and opportunities to learn about the unique history and mission of the College. Passport B is designed to facilitate community development through small group work focused on career exploration and self-reflection through the development of academic and career goals; increased understanding of civic engagement, responsible citizenship, and social action; and the development of intercultural communication and understanding. Both courses use ePortfolio as a tool and count toward the College’s digital literacy requirement.

ACADEMIC ADVISING
The Office of Academic Advising coordinates the College’s advising system and its professional staff serves as primary academic advisors for all freshmen and sophomores at the College. Advisors are assigned to students according to their First-Year Seminar group, so that all students enrolled in a seminar are assigned to a specific advisor. Advisors visit the FYP classes each semester and collaborate with the FYP faculty throughout the year to create a team approach in working with first-year students.

Our team of academic advisors educate students about the College’s policies, procedures, and expectations, and work with students both individually and in small groups to explore their interests, and develop their academic and personal goals. Students will learn about the College’s degree requirements, course selection and registration process, and curricular and co-curricular opportunities, and they will receive appropriate support and referrals to other campus resources as needed.

When students declare their major during the freshman or sophomore year, a faculty advisor in the major is also assigned to work with them along with their primary advisor. The Advising Office will assist other students in transitioning to a faculty advisor in their major at the end of the sophomore year, and will then continue to serve as a resource for all students through graduation.
MENTOR PROGRAM
The Manhattanville Mentor Program connects incoming students with successful upperclassmen in order to help them with the transition to college life with emphasis on successful academics and student leadership. Mentors are tied to each FYP class and are available upon request for individual support. Mentors provide educational and developmental programs based on the needs of their mentees, such as stress relief programming and registration help.

ORIENTATION LEADERS (OL)
Upperclassmen who lead you through the orientation program.

RESIDENT ADVISORS AND RESIDENT LEADERS (RA/RL)
Resident Advisors and Resident Leaders are paraprofessional student leaders who live with and are responsible for the management and assistance of residents within a specific section or wing of a residence hall. RAs and RLs serve as the initial contact person for the students on issues such as: roommate conflicts, maintenance concerns, general questions about the campus, and issues that may arise within a residence hall community. RAs and RLs implement social and educational programs within the halls, build community, and assist in enforcing the College’s Code of Community Conduct. RAs are on duty Monday through Friday from 7 p.m. until 9 a.m. and 24 hours a day on both Saturday and Sunday. RA office hours are held in each building from 8 to 11:00 p.m. Sunday through Thursday and 8 p.m. to 12 a.m. on Friday and Saturday. Staff offices can be found near a central entrance in each building.

ASSISTANT RESIDENT DIRECTORS (ARD)
Assistant Resident Directors are senior students at Manhattanville who have received extensive training in order to help the Resident Director build and lead the communities in the Residence Halls. ARDs are responsible for supervising the RA programming efforts in the hall and also offer students an invaluable resource of guidance.

RESIDENT DIRECTORS (RD)
Resident Directors are live-in (reside in the residence halls with the students) professional staff members. The RD is a college administrator entrusted with the supervision of a residence hall and its residents. The RD supervises a resident advisor staff, helps students acclimate to college life, and serves as a positive role model for students in their hall. Resident directors are available to assist with housing issues, mediate conflicts, and work with students on life skill issues. The RD has extensive education and training in the realm of student development. They hold office hours, which are posted on each office door, in their respective buildings. There is an RD on call 24 hours a day, seven days a week, to serve as a contact in case of an emergency.

MEAL PLANS
All incoming freshmen must have a 19-meal-per-week meal plan for their first year. Meal plans for upperclassmen can be changed up until the first Friday of the semester.

<table>
<thead>
<tr>
<th>Meal Plan</th>
<th>Cost</th>
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<tbody>
<tr>
<td>19 Meals per Week + 100 points</td>
<td>$2,920</td>
</tr>
<tr>
<td>15 Meals per Week + 150 points</td>
<td>$2,720</td>
</tr>
<tr>
<td>10 Meals per Week + 250 points</td>
<td>$2,810</td>
</tr>
<tr>
<td>Block Plan: 135 Meals + 150</td>
<td>$2,810</td>
</tr>
</tbody>
</table>
Students are required to carry their Manhattanville ID card at all times. It is Manhattanville College’s official identification card. Students will have their picture taken during orientation or when the student arrives on campus. Students will receive their Manhattanville College ID card during the Kick-off check-in. The Manhattanville College ID Card is an all-in-one card and will be used for the following:

**BUILDING ACCESS**
To the residence halls, the library, and computer labs.

**PRINTING**
Manhattanville’s Go Green printers are available for our public access computers in the library and at other public locations with printers around the campus. At the beginning of each term, you will receive a print allowance of $15 per semester (300 pages doubled-sided) which is stored on your Manhattanville ID card. For each page that you print, a small fee is deducted from your account balance. If you use your entire allowance, you must add funds to your account at a Go Green pay station in the library. If you don’t use your full Manhattanville allowance, it expires at the end of the term; it will not be added to your allowance for the next term.

**MEAL PLAN**
All residential students are automatically enrolled in a meal plan (first-year students are required to have the 19-meal plan for the year). Commuter students are eligible to purchase a meal plan. For more information about the meal plan and service provided by Chartwells visit www.dineoncampus.com/mville.

**POST OFFICE**
Students are required to provide their Manhattanville College ID Card when picking up a package.

**SPELLMAN HALL**
Spellman Hall is the first-year residence hall at Manhattanville. It offers a great interactive community as well as numerous programs and educational opportunities to its more than 400 residents. Because it is the first-year hall on campus, Spellman is a “dry hall” where no alcohol is permitted. Spellman Hall offers students single, double, triple, and quad-style living arrangements.

**EMERGING LEADERS**
The Emerging Leaders Program in Spellman Hall is a year-long selective and competitive first-year living and learning community — focusing on leadership development and student engagement. To learn more about the program, please contact the Office of Residence Life at 914-323-5217.

**DAMMANN HALL**
Dammann Hall is a suite-style living facility for upperclassmen. The building offers 205 students a chance to live with five friends who will share a bathroom and common area — with each suite offering two double and two single rooms. Dammann Hall contains a gender-inclusive suite which omits gender from the housing selection process.

**TENNEY HALL**
Tenney Hall is a suite-style living facility for upperclassmen. The building offers 205 students a chance to live with five friends who will share a bathroom and common area — with each suite offering two double and two single rooms. Tenney Hall is Manhattanville College’s Wellness Building, offering students a chance to focus on promoting a healthy lifestyle. Our wellness model includes 24/6 quiet hours and encourages a substance-free living environment.

**FOUNDER’S HALL**
Founder’s Hall is an upperclassmen building offering more than 400 students single, double, triple, and quad-style living arrangements that share a bathroom space with the room next door.

**LAUNDRY**
Each residence hall has a laundry facility. Residential students are charged $60 per semester. Laundry is unlimited.
The Academic Calendar is a resource of dates for registration, withdrawal deadline, college closings, add/drop deadline, and final exam dates.

The Academic Calendar is on the College website at www.mville.edu/academics/academic-services/office-registrar/academic-calendars.

ACADEMIC ADVISING
The Office of Academic Advising coordinates the College’s advising system and its professional staff serves as primary academic advisors for all freshmen and sophomores at the College. Advisors are assigned to students according to their First-Year Seminar group, so that all students enrolled in a seminar are assigned to a specific advisor. Advisors visit the FYP classes each semester and collaborate with the FYP faculty throughout the year to create a team approach in working with first-year students.

ACADEMIC RESOURCE CENTER (ARC)
At the Academic Resource Center, students receive individual and group support in a variety of subjects at all levels of the curriculum. Tutors and supplemental instruction leaders offer assistance to undergraduates in every major, throughout the academic year. Students are able to get help with their coursework and with general study strategies that will enable them to become independent learners. In addition, undergraduates are able to gain valuable work and teaching experience by serving as peer tutors and supplemental instruction leaders in the ARC. Please visit the centers on the first floor of the Library.

The Writing Center — At the Writing Center, students can receive support with any aspect of writing at any stage of the writing process. During one-on-one conferences, students work closely with trained undergraduate peer tutors, graduate Writing Center fellows, and professional instructors. Walk-in assistance is available from 10 a.m. to 9 p.m. Monday through Thursday, 10 a.m. to 5 p.m. on Friday and 5 to 9 p.m. on Sunday.

Mathematics Tutoring — Walk-in assistance is available daily at regularly scheduled times in all math courses through Calculus II.

Peer Tutoring — One-on-one assistance for many classes is available. It is conducted individually or in small groups at times mutually convenient for both students and tutors.

SUPPLEMENTAL INSTRUCTION (SI)
Regularly scheduled review sessions are available for nearly two dozen different classes. SI reviews are designed to help students build study strategies and reinforce difficult concepts in a group setting.

OFFICE OF DISABILITY SERVICES
Helps students gain equal access to the Manhattanville experience by working with all corners of the College to provide reasonable accommodations for students with documented disabilities. Other services provided by the department for a fee are:

THE HIGHER EDUCATION LEARNING PROGRAM (H.E.L.P.)
H.E.L.P. is a fee-based program that serves as a center of support for students with documented learning disabilities. It is designed to assist students to successfully meet the academic challenges of the Manhattanville College curriculum. This program offers tutoring services that are individualized to meet the needs of each H.E.L.P. student. Instruction is provided by professionals who have training and experience working with this population. Tutors provide three hours of one-on-one tutoring per week which may include writing support, reading comprehension, organizational skills, support with time management, study skills, and content area tutoring.

THE PATHWAYS AND CONNECTIONS (PAC) PROGRAM
The PAC Program is a fee-based program that will include features such as career development, individual counseling, peer-mentoring, and a partnership with Purchase College’s Autism Spectrum Disorders Program for social events. The goal of the Manhattanville PAC Program is to provide participants with a well-rounded campus experience, connections to the community, social events off campus, and an extensive preparation for life after Manhattanville College. To learn more about the programs and services offered contact the Office of Disability Services at 914-323-7127.

LIBRARY
Conveniently open 24 hours on weekdays, the library provides each student with ample opportunities to study, find readings, and broaden the mind. Whatever your major, we’ve got you covered, with subject librarians available in person or online. Every library staff member is here to help students achieve academic success. Whether you prefer quiet study, group collaboration, attending informative events, or meeting up with friends in the café, the library has the right space.

ART GALLERIES
Manhattanville College maintains two art galleries to help engage and educate the academic and local art communities. The Arthur M. Berger Gallery of Art, located in the Berman Center, is dedicated to showing the work of professional artists and providing a space...
The Castle Scholars Honors Program

The Castle Scholars Honors Program offers students of exceptional ability a broader and more intensive program of study than the usual college curriculum. It provides motivated students in any major field with challenging, cross-disciplinary courses that encourage their academic and personal growth. Participation in the Castle Scholars Program encourages intellectual exchange among students and faculty, and fosters independent initiative in academic and creative realms. Castle scholars are well prepared for success in graduate and professional schools, as well as in the professional world.

Honors seminars are the core of our program. Manhattanville’s most engaging faculty offer innovative and often interdisciplinary seminars that are limited to 15 students, a format that ensures in-depth discussion and exploration of the subject matter. In addition, many of our seminars incorporate experiential learning through trips into New York City and other sites in the region. These classes provide high-achieving students with the opportunity to explore areas within and without their intended major, and all of them will fulfill some of Manhattanville College’s general education requirements. To learn more about the program and how to apply, please visit www.mville.edu/programs/castle-scholarhonors-program.
# Sample Student Schedule

**Student Name**

**Student ID:** XXXXXXX

**Student Address**

**Academic Program(s):** UG.UNDECLARED

**Ant Degree:** BA

**Ant Cmpl Date:** month/date/year

**Advisor:** Student Advisor

<table>
<thead>
<tr>
<th>Course Instructor</th>
<th>Days</th>
<th>Meeting Times</th>
<th>Location Bldg/Room</th>
<th>Inst Meth</th>
<th>Start Date</th>
<th>Term</th>
<th>Credits</th>
<th>CEUs</th>
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<td>08/24/15</td>
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<td>3.00cr</td>
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<tr>
<td></td>
<td>M</td>
<td>09:00AM 11:00A</td>
<td>BR 111</td>
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<td>12/07/15</td>
<td></td>
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<td>04:20PM 06:20P</td>
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<td></td>
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<td>08/24/15</td>
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<tr>
<td></td>
<td>W</td>
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<td>BR 115</td>
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<td>08/24/15</td>
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<tr>
<td></td>
<td>M</td>
<td>11:30AM 01:30P</td>
<td>BR 6</td>
<td>FINAL</td>
<td>12/07/15</td>
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</tr>
</tbody>
</table>

**Total Credits:** 16.00

**Total CEUs:** 0.00

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**Student Schedule Breakdown:**

- **Course** = Course number and name
- **Instructor** = Instructor's/Professor's name
- **Days of the Week:** M-Monday  T-Tuesday  W-Wednesday  R-Thursday  F-Friday
- **Meeting Times** = Time of day class will meet

**Bldg** = Name of Building:
- BR = Brownstone
- BS = Berman Center
- LIB = Library
- BEZ = Benziger Hall
- E-01, 02, or 03 East Room (2nd floor Benziger hall above cafeteria)
- MECC = Computer lab located in lower chapel corridor

**Room** = Room number where class is to be held

**Inst Meth** = Type of class

**Start Date** = This is the 1st date of the semester; not the start date of every class. The actual start date of each class is determined by day of the week the class is scheduled on.

**Term** = The semester the class is being held

**Credits/CEU** = The number of credits each class is worth

**Total Credits** = The amount of credits being taken in that semester
Understanding My Spring 2018 Course Schedule

Q: How were my classes chosen?
A: Classes were carefully selected based on the individual responses students provided in their “Orientation RSVP and Course Preference Form” including intended major, areas of academic interest/least interest, completion of applicable placement exams, student schedule restrictions (including athletic participation), anticipated transfer credit, and availability of courses.

Q: How were the class times selected?
A: Times were selected based on course offerings and the academic interests indicated in student preference form responses. If a student indicated he/she intends to play a sport, we also took the applicable team schedule into account (provided by the Athletics Department). Work schedules and resident/commuter status were also taken into consideration if indicated.

Q: How many credits should I take and how will they all count toward my degree requirements?
A: Students are registered for an average of 15 to 17 credits in order to progress toward degree completion within four years/eight full-time semesters. All courses count toward one (or more) of the following degree requirements: intended major, general education, liberal arts credit requirements, and total credits required for degree completion (a minimum of 120).

Q: What is the minimum number of credits I can take as a full-time student?
A: We strongly recommend students take an average of 15 to 17 credits per semester to insure regular progress toward degree completion in four years (eight semesters of 15 credits = 120 credits). However, some students may choose to pursue their degree taking fewer credits but must take a minimum of 12 credits to maintain full-time status. Students should consult with an advisor if they are considering attending as a part-time student (i.e. fewer than 12 credits in a given semester).

Q: Should I have a class in my major on my schedule?
A: Whenever possible, students were placed in an introductory course for their intended major as recommended by academic departments and if any applicable placement exams had been completed.

Q: If I have not yet taken some of the required placement exams can I still take them?
A: Yes! The directions for available placement exams are on the orientation webpage and once completed, placement exam results will remain on your student record for reference in registering for the applicable course in a future semester.
Q: How do I know when my classes meet?
A: Class days are listed on your schedule under the “Days” column as follows: M (Monday), T (Tuesday), W (Wednesday), R (Thursday) and F (Friday). Please note: The majority of classes at Manhattanville meet on a M, R (Monday, Thursday) schedule or T, F (Tuesday, Friday) schedule, though some courses vary.

Q: What does TBA mean on my schedule?
A: TBA indicates To Be Announced. In some cases, instructor names and rooms are still being finalized. Once the information is finalized, it will be automatically added to your schedule. Please be sure to check your class schedule in WebAdvisor just before the beginning of the semester to confirm the room locations for all of your classes.

Q: Can I make a change to my Spring 2018 schedule during the Add/Drop period?
A: The Add/Drop deadline for the Spring 2018 semester is Tuesday, January 31, 2017. This is the deadline by which all students (both new and continuing) must finalize their schedule for the spring. Since there is no guarantee a space will open in a particular course, students are encouraged to keep the schedules that have been created for them. Should a first year student wish to make an adjustment during Add/Drop (1/23 – 1/31), he/she MUST first obtain the signature of an advisor in the Office of Academic Advising on the Add/Drop form before submitting to the Registrar’s Office to make the schedule change. Courses may not be added after January 31, and withdrawals after that date require the signature of the advisor and professor on a paper withdrawal form.

Q: Who is my Academic Advisor?
A: All incoming students will be assigned to work with an advisor from the Office of Academic Advising.

Q: Will my schedule be created for me again for the Fall 2018 and future semesters?
A: No. New students are pre-registered for the Spring 2018 semester only based on their individual responses to the “Course Preference Form.” Going forward, all students will meet with an advisor to discuss degree requirements prior to selecting and registering for their courses in future semesters to create their schedules. Going forward, once a student meets with an advisor, he/she registers for courses through his/her WebAdvisor account.

Q: What if I have taken AP/College level courses?
A: If you have AP or transfer credits, you should send applicable official score reports and/or official transcripts to Manhattanville as soon as possible for evaluation if you have not already done so. Students are notified of the awarding of any transfer credit via their Manhattanville email and the information is viewable in your WebAdvisor account.

Q: Are the First-Year Seminar and Writing courses on my Fall schedule a requirement?
A: Yes. All incoming freshmen (and transfer students coming to Manhattanville with fewer than 30 credits) are required to take both the First-Year Seminar and First-Year Writing courses. Your seminar and writing classes are linked and students are enrolled in both classes together (i.e. you will have the same classmates in seminar and in writing).

Study Abroad Programs:
International Educational Opportunities

Manhattanville offers you the opportunity to visit the world. Our highly regarded connections with international institutions, colleges, universities, and providers make living and studying abroad an even more appealing option. Spain, Italy, South Africa, Japan, Puerto Rico, Germany, and Mexico are just some of the major countries that you can add to your academic and life experience. Our very competitive programs range from specializing in the arts, humanities, and social sciences to programs in globalization, leadership, and health and community concerns. Whether your desire is to study politics, the European Union, or Asian fine arts, Study Abroad makes it happen. Please visit our Study Abroad web page to learn more at http://mville.edu/academics/undergraduate-experience/study-abroad.
STUDENT LIFE SERVICES AND RESOURCES

Student Life Services and Resources

LECTURES AND OTHER EVENTS
Throughout the year, various departments bring outside scholars and our very own faculty and staff to share their expertise on a wide range of topics of interest to campus through lectures and workshops. To learn more about the lectures and events please visit the College’s Master Calendar at www.mville.edu/calendar.

OFFICE OF STUDENT ACTIVITIES (OSA)
The Office of Student Activities serves to empower, engage, and educate students, and to support the mission of the College. OSA collaborates with Student Affairs and Academic Affairs across campus to develop social and educational programs and traditions which support the college mission, foster student development, and build institutional spirit. OSA contributes to the creation of a vibrant campus life and student personal growth through participation in student clubs/organizations, Student Government Association, traditions, and events occurring both on and off campus.

Clubs and Organizations — For a list of the clubs and organizations available at Manhattanville College, please go to www.mville.edu/life/campus-life/office-student-activities.

Leadership Development — The department offers workshops for students to explore and discover their leadership skills and discuss how to use them successfully in and out of the classroom.

CAMPUSS ACTIVITIES BOARD (CAB)
CAB is a student-run programming board that provides a wide variety of programs and activities for all students to enjoy. CAB plans the Nights parties, entertainment for Fall Fest’ville and Quad Jam, and partners with other clubs and departments to provide off-campus events like apple picking or ice skating. CAB is known for their After Dark series along with their student appreciation days. CAB is comprised of undergraduate students ranging from freshmen to seniors with various majors and interest. CAB is open to all students. Follow CAB on Facebook at Mahanttanville Campus Activities Board or on Twitter @Mville_CAB.

STUDENT GOVERNMENT ASSOCIATION (SGA)
SGA is here to serve as the voice of the student body and the liaison between administration and students. We work to achieve the college’s mission, promote campus life, further the interests of the student body, and encourage students to develop leadership qualities. SGA also serves as a platform for addressing controversial issues directly affecting the student body while providing adequate channels of expression.

COMMUTER SERVICES
Commuting students comprise approximately 30 percent of the Manhattanville community, and are encouraged to participate in all aspects of campus life, including academic and student organizations and other on-campus activities. Manhattanville College has a number of facilities to provide for commuters to socialize and study during their days on campus:

The Commuter Lounge — On the first floor of Brownson Hall, Spellman Lounge on the ground floor of Spellman Hall, the Game Zone on the ground floor of Benziger Hall, and the Library, all provide spaces to study individually or in groups, as well as places to relax and meet other students between classes.

Food Services — Available at the Benziger Dining Hall during normal meal times, the Pub after hours, and in the Benziger Café and Library Café during their operating times. Cash and Cafe Cash are methods of payment at all locations. The Pub and Dining Hall also accept credit cards.

Lockers — Available for commuters, and may be requested at the Office of Student Activities which is located in Founder’s Hall G-33. Please contact the Office of Student Activities at 914-323-5154 or email osa@mville.edu with any questions or program ideas for commuter students.

OFFICE OF RESIDENCE LIFE
The Office of Residence Life is excited to welcome you to our community. Residence Life at Manhattanville College is an integral part of the educational program and academic support services of the institution. Residence Life is more than just housing at Manhattanville College. We strive to create a dynamic living environment in which all students are comfortable. The Office of Residence Life is located in Founder’s Hall, G-5, and is open Monday through Friday from 9 a.m. to 5 p.m.

Residence Hall Association (RHA) — RHA is a student-run residence hall governing body that strives to create a residential environment that is both educational and fulfilling. Residence Hall Association is primarily concerned with programming activities, and addressing residential student concerns, such as building services (repairs and upgrades) and general hall environment. RHA is committed to continuously improving the on-campus experience at Manhattanville College. For more information on the activities and programs hosted by the Residence Hall Association, please contact the executive board via email at rha.manhattanville@gmail.com.
STUDENT LIFE SERVICES AND RESOURCES

DEAN OF STUDENTS
The dean provides programs and services to support the development of students’ personal growth. The dean’s role includes interpreting and applying policies and procedures including the Student Code of Conduct. For further information, please contact the dean at 914-323-3134 or deanofstudents@mville.edu.

ATHLETICS
The Manhattanville College Department of Athletics is guided by the belief that the intercollegiate athletics experience is integral to the educational mission of the College. It is our purpose, as educators and leaders, to provide competitive athletics programs intended to encourage in our male and female students a desire for excellence, respect for peers, commitment, teamwork, leadership, loyalty, and integrity.

The department also works to assure that athletes are representative of the student body, and are treated as all other students with regard to for their academic achievement, commitment to community service, and their overall personal development. By carrying out our mission, we strengthen the ability of our student-athletes to develop into responsible and contributing members of society.

CENTER FOR INCLUSION
The Center for Inclusion at Manhattanville College provides educational, cultural, and social programming; mentoring; training; comprehensive resources; and materials to facilitate and support the development and enhanced understanding of different cultures, ethnicities, backgrounds, and experiences. The Center for Inclusion is located in Founder’s Gallery next to the Office of International Student Services, the Duchesne Center for Religion and Social Justice, and the Center for Student Success, and helps to establish and maintain an environment that supports, values, and respects every Manhattanville student, faculty, and staff regardless of race, class, gender, age, sexual preference, disabilities, nationality, religion, or beliefs.

The focus of the center is to:
• Offer programming such as the Manhattanville ICCP (intercultural competency certificate program) which covers topics such as: intercultural dialogue and conflict, social identity, power, privilege and oppression, and how to be an active ally. These programs are highly interactive, encourage self-reflection and not only provide great skills for everyday life, but also useful resume builders.
• Provide space for students, staff, and faculty to come together and dialogue about hot-button issues affecting our community. The resource center will have books, videos, and other learning tools to foster difficult communication.
• Bring dynamic speakers and events to campus as well as create partnerships with local and national organizations to provide students the opportunity to learn from the best in regards to social justice education and training.

OFFICE OF INTERNATIONAL STUDENTS AND SCHOLARS (OISS)
The Office of International Students and Scholars (OISS) provides comprehensive guidance to international undergraduate and graduate students and exchange visitors at Manhattanville.

We advise students on their rights and responsibilities relating to their specific visa status, counsel students during the cultural adjustment period, and link students to services and activities on our campus and in the surrounding community (Center for Career Development, Counseling Center, banking, Social Security, DMV, etc.). OISS conducts orientation sessions for new international students (freshmen and transfers) each fall. Throughout each year, we send email alerts, offer workshops, and advise individuals about immigration and travel matters, required income tax filings, authorized employment and internships, and other related issues.

We administer the health insurance program for F-1 students and J-1 exchange visitors and serve as an advocate for all students in nonimmigrant status (A, F, G, L, etc.). OISS is located in the Founder’s Gallery Rooms E&F. Call 914-323-5168 or www.mville.edu/oiss.

CENTER FOR CAREER DEVELOPMENT (CCD)
Create your four-year plan, activate your Manhattanville Career Network account, and attend one of the many career events. Career counselors can help you choose a major, write your resume, and explore internships. The Office of Student Employment will help you find federal work-study or a campus employment position to help build your skills and gain work experience while connecting to campus departments. CCD services are available to alumni for life. Please visit the center on the first floor of Founder’s Hall.

DUCHESNE CENTER FOR RELIGION AND SOCIAL JUSTICE
Social justice and civic engagement are the heart of the Manhattanville mission — and the Duchesne Center is at the heart of our service efforts. Each year, students complete at least 30,000 hours of local and global community service through the center which coordinates many of the service programs we embark upon. The Center serves to facilitate, educate, and encourage student involvement in community outreach, cultural, leadership, and spiritual initiatives across the Manhattanville College campus and beyond. Our service experiences and programs are tightly linked to our academic curriculum to ensure students are building the intellectual framework and acquiring the skills to make them effective and responsible members of their communities. To learn more about the Center, please visit http://mville.edu/life/communityservice/duchesne-center-religion-and-social-justice.

HEALTH CENTER
The Health Center is a safe, confidential place where full-time undergraduate students can receive comprehensive medical care, referrals, and treatment. The Health Center is staffed by board certified physicians and licensed registered nurses. We have many resources and tips to help you get through your stay here at the College. Please do not hesitate to stop by with any questions or concerns or just to say hello.

COUNSELING AND WELLNESS CENTER
The Counseling and Wellness Center offers comprehensive clinical services to the full-time undergraduate and full-time residential graduate students of Manhattanville free of charge. The Counseling and Wellness Center is staffed by licensed psychologists, a psychiatrist, and a nutritionist. The center offers individual, group, couple, and family therapy, as well
as consultations, assessments, psychiatric evaluations, crisis intervention, referrals, and educational outreach programs. The center also has a wellness program designed to reduce stress and promote optimum health. It includes hypnosis, a message chair, a light box, aromatherapy, biofeedback, and healthy eating education. Please stop by Founder’s Hall, G-29, from Monday through Friday, 9 a.m. to 5 p.m. or contact the center at 914-323-5155.

ATM AND CASH MACHINE
An automated teller machine (ATM), operated by Wells Fargo, is located on the ground floor of Benziger Hall near the Bookstore.

BOOKSTORE AND CONVENIENCE STORE
The Bookstore is located on the ground floor of the Benziger Hall. It stocks the required texts for courses, general interest titles, stationery and art supplies, toiletries, snacks, and college merchandise. The Bookstore accepts American Express, Discover, Visa, MasterCard, personal checks with proper ID, and, of course, cash. Returns policy: Merchandise may be returned with receipt during posted time periods. You may reach the Bookstore at 914-323-5323 or visit it online at www.mvilleshop.com.

POST OFFICE
All full-time undergraduate residential students are assigned a campus mailbox. Student mailboxes and the mailroom are located on the ground floor of Benziger Hall. Students will need their Student ID card to open their mailbox for the first time and to receive packages. Window hours are Monday through Friday, 10 a.m. to 4:30 p.m. and Saturday, 10 a.m. to 2 p.m.

INFORMATION TECHNOLOGY
The Information Technology staff is here to provide technical support and to enhance your educational experience through the use of technology. Some of the essential services provided by the Office of Information Technology are:

Campus Wi-Fi — Connectivity is available in most academic buildings and residence halls. No registration is required. You will be connected automatically to the “Mville Wi-Fi Network.”

Email — A critical resource, with which you will receive important messages from your professors as well as important and informative community announcements.

WebAdvisor — Your “one-stop shop” to register for classes, check grades, see your account statement, make a payment, check faculty office hours, email your adviser, and much more.

Blackboard — Allows faculty to place resources online for students that enhance teaching and learning. If you are enrolled in a class, you are automatically enrolled in Blackboard. All of your courses will appear on your home page.

The Student Quick Links Menu — The gateway to these essential tools. On the Manhattanville website, click “MyMville,” and then click “Students.” If you need further assistance, the IT Support Center is available any time. Or call the IT Help Desk at 914-323-7230. Office hours are 8:30 a.m. to 5 p.m.

CAMPUS SAFETY
The Department of Campus Safety is located in the main lobby of Spellman Hall near the front entrance of the campus. The department headquarters can be reached 24 hours a day, 365 days a year at 914-323-7233. The department supports the peace, safety, and security of persons and facilities on the Manhattanville campus and properties owned, controlled, or occupied by the College. The department’s mission is to ensure a safe, problem-free environment for students, faculty, and staff in which the College can fulfill its educational mission. The Department of Campus Safety is responsible for security and safety enforcement, crime reports, investigations, emergency response, fire and medical emergencies, traffic, parking, and campus awareness. The department maintains a close working relationship with all law enforcement agencies.

TRANSPORTATION
Manhattanville College provides a daily off-campus Valiant Bus Shuttle service that departs from Spellman Hall. The Valiant Bus service goes to numerous locations in White Plains, including the Metro North Train Station, Stop & Shop Supermarket, and the Galleria Mall. On the weekends the Valiant Bus service runs into New York City. The shuttle buses are handicapped accessible. Schedules are located in the lobby of Spellman Hall and on the college’s website. For more information on travel accommodations, please visit http://www.mville.edu/admissions/visit-campus.

PARKING
All students are allowed to have cars on campus. There is a parking fee for full-time residential and commuter students. Full-time commuters pay $50 a year and full-time residential students pay $100 per year.

PARKING STICKERS
All students must have a parking sticker on their car. For more information on how to register for a parking sticker, please visit http://campussafety.mville.edu/joom-embeddecal.php.
Financial Preparation

As college costs rise, more and more people are exploring the availability of financial aid. At Manhattanville College there are many programs of direct financial assistance available in the form of grants, scholarships, loans, and employment. Financial aid is designed to supplement your family’s ability to pay for college costs, including tuition, fees, room and board, books, supplies, transportation, and other related educational expenses. Funding is provided by federal and state governments, the College, and private organizations. Please do not hesitate to contact a member of our financial aid staff by email, telephone, or a personal visit to help make sure you are aware of your financial aid options.

PAYMENT PLAN
This smart and cost-effective way to pay for school, a monthly payment plan enables you to break your educational costs into easy-to-handle monthly payments rather than pay for the entire semester in one large sum. You pay only a small enrollment fee to participate each semester. After enrolling, you simply make monthly payments to Tuition Management Systems (TMS). Low cost, no approval, no interest, just a $50.00 enrollment fee. For more information, please visit manhattanville.afford.com.

OFFICE OF FINANCIAL AID
It is the mission of the Manhattanville Office of Financial Aid to provide financial assistance in an accurate, efficient, and timely manner as well as to provide the best possible service. The staff is here to help you understand the various types of aid — grants, scholarships, loans, waivers, and work-study, and will assist you through the financial aid process. Please visit the Office of Financial Aid in Reid Hall on the third floor or contact a financial aid counselor at 914-323-5357.

OFFICE OF STUDENT ACCOUNTS
The Office of Student Accounts is dedicated to providing all students with excellent service in a friendly and timely manner while maintaining internal controls to ensure transactions are accurately processed and records are properly maintained. The Student Accounts Office performs the following functions for the College:

- Responsible for all student accounts receivables
- Billing and collection of payments
- Coordinates fee assessment and the billing process
- Processes private scholarships
- Applies financial aid funds to students’ accounts
- Processes and disburses refunds
- Processes Perkins loans
- Administers financial holds on student accounts
- 1098T tax forms
- Dispenses room lottery clearance slips

Please visit the Office of Student Accounts in Reid Hall on the third floor or contact a student accounts rep at 914-323-5403.
Events that are offered to students throughout the academic year

✓ Student Involvement Fair
✓ Convocation
✓ Broadway Show Tickets
✓ Engage NYC
✓ Leadership for Lunch
✓ Red Madness
✓ Family Weekend
✓ Fall Fest’ville
✓ International Bazaar
✓ Battle of the Bands
✓ After Dark Series
✓ Stress Relief Week
✓ Senior Night Parties
✓ Drag Show
✓ Student Leadership Awards
✓ Late Night Brunch
✓ Quad Jam
PARENT AND GUARDIAN

NOTIFICATION AND STUDENT PRIVACY

In compliance with the Family Educational Rights and Privacy Act (FERPA), all students will manage their FERPA record access waivers online in their WebAdvisor accounts. The FERPA Policy can be found in the Student Handbook/Code of Conduct: mville.edu/life/student-services/dean-students/student-conduct.

The Family Educational Rights and Privacy Act is a federal law that applies to students attending college. In general, FERPA transfers the right of access to records from the parent or guardian to the son or daughter once the son or daughter attends college. Under FERPA, educational records including grades and disciplinary matters will be held in confidence and not shared with anyone including the students’ parents or guardians.

There are exceptions to this right of confidentiality, including but not limited to situations where the College determines that a health or safety emergency warrants communication without student’s consent. In general, Manhattanville College will determine on a case-by-case basis whether to contact a parent or guardian in relation to an injury or medical condition requiring hospitalization. The College will always encourage students to contact parents or guardians themselves in the event of hospitalization.

A student’s grades are made available electronically through WebAdvisor and directly through the student. If a student gives written permission by submitting a records release form to the Office of the Registrar, only then can the information be shared. Exceptions to receiving written permission from the student include the student’s academic advisor and selected Manhattanville personnel. The College strongly encourages parents to ask their students directly for this information and about what is going on in and out of the classroom.

Similar to the student’s academic record, a student’s disciplinary records are confidential, and the College does not release information related to a student conduct without written permission by the student. The form can be found in the Dean of Students’ office. Exceptions include selected Manhattanville personnel. If a student is found responsible for violating the alcohol and drug policy, a letter will be sent to the student’s parent or guardian.

Consistent with state and federal law, both the Health Center and the Counseling and Wellness Center are prohibited from sharing a student’s medical or counseling records with anyone unless the student gives written consent. The Authorization of Release form can be found at each Center. Exceptions to rules regarding confidentiality exist, and College personnel will attempt to contact a parent or guardian when a student’s life is at imminent risk for medical or psychological reasons.
How can I help my son or daughter with the transition?

Going off to college is important for both the students and their families. To assist with the transition here are some important topics you should discuss with the student before coming to college.

1. **Academic Performance** — Discuss with the student expectations for academic performance. Concentrate the conversation on learning and not solely on grades. Make this a routine conversation, and not just when grades come out. Remind the student of the resources available if they need help and support.

2. **Financial Consideration** — Discuss with the student methods of cash flow, including credit cards and student employment on and off campus.

3. **Health Care and Insurance** — Discuss with the student how they should take care of themselves if they are feeling under the weather and encourage the student to go to the Health Center during operating hours. Also, provide the student with their own health insurance card.

4. **Communication** — Discuss with the student how often the student and parent/guardian should communicate. Also help the student with their transition to adulthood and encourage them to inquire about situations or concerns on their own before having their parent/guardian contact the College.

5. **Social Life and Alcohol** — Discuss expectations for the student’s social behavior. Alcohol is a factor in college life. Discuss expectations for balancing social life with academic performance and the importance of good decision-making.

6. **Travel Expectations** — Discuss with the student expectations about communicating with parent/guardian or roommate about plans to travel home or away for the weekend.

7. **Living in a Residence Hall Community** — Discuss with the student that at college students share a room with one to three other peers and a common bathroom with hall mates. Discuss realistic expectations of the roommate experience and the openness necessary to live in a space with others who are different from them. Discuss expectations about having a guest stay over. Share the consequences if the student doesn’t live up to expectations (dorm damages or disciplinary hearings) of being a college student.

8. **Co-curricular Involvement** — Discuss with the student co-curricular activities the student can engage in at the College. Studies show that students are more satisfied and do better academically when they are involved in co-curricular life at college. Encourage the student to visit the Office of Student Activities for a list of student clubs and organizations.

9. **Saying Goodbye** — Take some time to engage in a family outing (favorite restaurant, family game night, or family trip) before packing. Do something that everyone will enjoy. The day students move into college is busy and it can be a difficult time to say a proper goodbye.
1. BARAT HOUSE
   Dowd-O’Gorman Center for Creative Writing

2. BARBARA KNOWLES DEBS
   PRESIDENT’S COTTAGE

3. BENZIGER HALL
   ATM
   Bookstore
   Cafeteria
   East Room
   Game Zone
   The Nook
   Outtakes
   Post Office
   School of Education (SOE)

4. BERMAN CENTER
   3D Printing Lab
   Berger Art Gallery
   Computer Labs
   Dance Studio
   Fitness Studio
   Green Screen Room
   Meeting Room
   Music Rooms
   MVL Radio Station
   Student Lounge
   Berman Theatre
   Touchstone

5. BROWNSON HALL AND WING
   Brownson Café
   Brownson Art Gallery
   Commuter Lounge
   Computer Labs
   Dean, School of Arts & Sciences
   Little Theatre
   Photography Lab
   Registrar
   Science Labs

6. COTTAGE ROW
   Burnett House - 6A
   Duchesne House - 6B
   Houston House - 6A
   Marissa A. Pagli House - 6C
   Olmsted House - 6A

7. DAMMANN HALL
   The Pitt

8. FACULTY HOUSING

9. FOUNDER’S HALL
   Academic Advising
   Campus Activity Board (CAB)
   Career Services
   Commuter Student Services
   Center for Student Success
   Connie Hogarth Center
   Counseling Center
   Duchesne Center
   EX Theatre
   The Gallery
   International Student Services
   Residence Life
   Student Activities
   Study Abroad

10. KENNEDY GYMNASIUM
    Athletics Fields
    Athletics Hall of Fame
    Athletics Offices