Navigating Vassar: A Student’s Guide to Accessing Opportunities at Vassar
About Navigating Vassar

In May 2007, several students formed the Class Issues Alliance (CIA, now the Vassar Association of Class Activists, or VACA). This group was and remains devoted to promoting awareness of the existence of class difference on campus and in the greater community, and to providing a support network for first-generation/working-class/low-income background students as part of a larger shift in the Vassar community toward a greater sensitivity to the subjectivities of its students. Working in tandem, Vassar College and the CIA sponsored panel discussions, group events, and the First Annual Northeast Class Issues Conference in the spring of 2008 to expand the conversation on class difference in our community. It was during this conference that the idea for *Navigating Vassar* arose. Initial research was conducted during the summer of 2008, and it was revised and updated throughout the 2009-2010 academic year.

Throughout these two years, it has become clear that we need something that students can look to in beginning a search for the many resources—financial, academic, emotional, and everything in-between—that the College already provides. *Navigating Vassar* intends to begin to fulfill that need. The focus over two years of research and revisions has consistently been ensuring access to financial resources, though many non-financial resources are of equal importance and thus included in these pages. Still, while providing information that many students have found helpful during their time here, *Navigating Vassar* is by no means comprehensive. It merely serves as a steppingstone in taking full advantage of your time here. What is not included
here can be found in the Student Handbook, the Freshman Handbook, the Course Catalogue, on websites of offices and departments, and in conversations with administration, staff, faculty, and other students. If any of this information is outdated or inaccurate, or you find that we missed something that might be helpful to other students, let us know! You can email any comments or suggestions to John Joyce at jojoyce@vassar.edu. Our hope is that this document, created by students, for students, will provide some perspective on how to make the most of your time here and help fulfill the words of the Vassar College Mission Statement: "Vassar College is committed to working toward a more just, diverse, egalitarian, and inclusive college community where all members feel valued and are fully empowered to claim a place in—and responsibility for—our shared working, living, and learning."

We would like to thank the Office of the President for providing funding both for the initial research as well as printing costs, and President Hill for her continued support of this project. We also would like to thank the following people for sponsoring and supporting this project: the Dean of the College, the Dean of the Faculty, the Dean of Planning and Academic Affairs, the Dean of Freshmen, the Office of Residential Life, the Campus Life Office, the Committee on Inclusion and Excellence, and the College Relations Office.

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General Tips for Navigating the Campus

It’s important to remember that you are in control of your time here. Though at times life here can be hectic (particularly during your first semester), remember that things are rarely set in stone—problems can be fixed. For example, if you find that your pre-major adviser just isn’t a good match, you can speak to the Dean of Freshman to change advisers. Or, if you’re having or anticipate having trouble paying your bill, speak to Michael Fraher—the Director of Financial Aid—as early as possible; there may be additional ways to help finance your education.

Also, take the time to get to know people around campus. Administrative assistants, faculty, administration, staff, and even other students will help you adjust to life at Vassar as well as help you navigate the campus. Vassar makes a point to ensure the accessibility of faculty, administration, and staff, so take advantage of that accessibility when you’re looking for resources around campus.

Keep your eyes and ears open for the great resources already free and available to all students. Check the Vassar Student Association’s (VSA) website for the many student organizations open to all students, subscribe to Vassar Events via email to learn about the many weekly events on and off campus, or even check out some of the offerings at the Fitness Center (many of which are free) in their weekly emails. There are
many non-financial resources available to all students, a number of which will be detailed later.

**Feel empowered** to approach people on campus with any questions or concerns you might have. If you’re thinking of a major or correlate, declare early and you’ll be put on the department/program’s email list. Introduce yourself to administrative assistants and faculty, and don’t be shy about asking for recommendations (the earlier, the better). It is also your right to have course materials. If course materials are difficult to access, say making copies is expensive or finding things in the library is difficult, talk to your professor.

**Don’t be afraid to approach people about any problems or struggles you might have here.** Your pre-major adviser can be contacted about any academic or non-academic issues, and you can always contact Financial Aid, the Dean of Students, the Dean of Studies, or any other administrator with any financial or non-financial issue you might encounter. If you find a class too difficult, don’t be afraid to drop or elect the Non-Recorded Option (NRO) but pay attention to deadlines (more information about these options is available at the Office of the Registrar)! If you think academic assistance or counseling might help you, do so early. More information about the Learning, Teaching, and Research Center and Counseling Services is included later.

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**Financing your Vassar Education**

**The Office of Financial Aid**

Remember that the Office of Financial Aid isn’t just a calculator that figures out how much you pay to Vassar every year—it’s a place to go for help, guidance, advice, or assistance in accessing resources. Visit the office to discuss literally any financial concern you have, regardless of how personal or unrelated it seems to your education. One of the four office counselors is available every day except Thursday during office hours. The office cannot guarantee help in all situations, but will certainly try to meet your needs. In the worst-case scenario, you’ll get a sympathetic listener and sound financial advice. Also, the earlier you visit the office, the better. The longer you wait to discuss whatever issue you may have, the less the chance that you’ll be able to find help. Financial Aid exists to make a Vassar education possible for those of us who attend, so don’t be shy! Just a few of the resources available through this office include:

- **Emergency Loan Fund:** The Financial Aid office offers short-term emergency loans for students. The office will not ask you any questions for loans up to $100, which must be repaid within 30 days at no interest. If you fail to repay the loan within 30 days without coming in to discuss your inability to pay on time, your loan will be considered in default and will be put onto your Student Accounts bill. You will not be allowed to borrow again from the office. If you need to borrow more
than $100, you should come into the office and discuss your situation with one of the directors.

- **Travel Allowance:** The individual travel allowance in your financial aid package is based on the average of two round-trips from home to Vassar. If you require additional aid for traveling home, speak with one of the financial aid directors.

- **Computer Loans:** One time in the duration of your Vassar career you may borrow funds from the Office of Financial Aid to purchase a computer and/or printer (with a cap of $3,500). Print out information about your intended purchase and bring it to the office to discuss your loan with one of the directors.

- **Stipends for Arts and Music Study:** If you are a student receiving a Vassar scholarship, you may receive one stipend per semester for music performance ($500, and you must be taking a music tutorial for credit to receive the stipend) and arts ($100, if you are registered for painting, drawing, costume design, sculpting, etc. courses). Both applications can be picked up at the Office of Financial Aid.

- **GRE and Graduate School Admission Fee Waivers:** Students who are eligible for Pell grants are entitled to one GRE test fee waiver. They are also eligible for graduate school admission fee waiver letters. If you meet this qualification, visit the Office of Financial Aid to pick up applications and/or let them know the number of graduate school admission fee waivers you require.

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**Student Employment**

If you are a student who receives financial aid, you get first pick of your preferred campus job, and for the first two weeks of the semester only you and other students receiving aid can register for jobs before other students not receiving aid can apply. If you think you need to adjust your student employment situation, work with your assigned employment department and the Office of Financial Aid to change your allocated number of hours. Individual student circumstances might warrant an adjustment in the hours you are allowed to work and other strategies of meeting your needs can be discussed. Some student employment opportunities include:

- For Federal Work Study students, the **Community Service Work Study** program through the Office of Religious and Spiritual Life offers a great opportunity to work off-campus in a work-study position. There are many different positions available, so contact the Student Employment Office or the RSL Office for more information.

- If you enjoy the writing process you may want to consider taking CLCS (College Course) 110, “**Process, Prose, and Pedagogy**.” Students who complete this course are eligible to apply to be a writing tutor for the Learning, Teaching and Research Center. Trained tutors receive a stipend for their work: they conduct individual peer consultations with Vassar students who bring in their writing projects or papers to the center. You can also contact the LTRC for information about how to serve as a peer-facilitator for the weekly
Supplemental Instruction (SI) study sessions in Math, Chemistry, and Physics.

- A number of other student employment opportunities both on and off campus are available. Everything from working at the Post Office, the Walker Field House, the Infant Toddler Center or Wimpfheimer Nursery School, to the Biology Department’s greenhouse is an option. Contact the Student Employment Office if you have any questions about employment or specific jobs—but keep in mind that a number of student employment positions have “vetting” processes. That is, you may need to interview or meet certain qualifications. It’s best to contact the Student Employment Office if you have any questions or concerns about any positions you might be interested in.

- Students receiving financial aid and international students are first priority for campus jobs during winter, spring, and summer breaks. Positions for these times have very tight deadlines, so make sure that you pay attention to them when signing up for work during breaks. Your regular academic year student job continues during October break.

- Ask for “Vassar College Summer Experiences” in the Career Development Office—it is a pamphlet describing all of the summer opportunities and funding in support of summer opportunities that Vassar. Students employed at Vassar over the summer are able to live on campus for only several dollars a day. There are many different opportunities for summer employment. The Ford Scholars program allows

   students of the humanities and social sciences to serve as research assistants to faculty members conducting research both at and away from campus. The Undergraduate Research Summer Institute (URSI) allows students to collaboratively conduct high-level research with faculty supervisors. The Exploring Transfer program, which introduces community college students to the possibilities of transfer to a wide range of four-year colleges and universities, requires a number of Vassar students to serve as counselors during the summer session. These three programs are just a small sampling of the summer positions available at Vassar, which also include work in various offices and departments. You should hear about these opportunities at the beginning of spring semester, but don’t be shy in checking in at the CDO about these and other opportunities for summer employment.

- Another opportunity to think about is research assistance with faculty members. Many faculty members require student research assistants for library work, film screenings, research for classes or other research, or any number of additional tasks. Though some positions are advertised (by department) through Student Employment, many come about simply by fostering close relationships with faculty members who might later ask you to assist with their research. If you’re interested in serving as a research assistant, check both with the Student Employment Office and individual faculty members if any positions are open.
Other Financial Resources

The following list is made up of those resources students have found particularly helpful during their time at Vassar. This list should not be considered exhaustive, as many other financial resources are available through the various offices, departments, and programs on campus. As the needs of the student body continue to change, so too will the resources accessed by and helpful to students.

The Academic Enrichment Fund: Administered through the Dean of Studies Office, this fund is available for students’ academic, for-credit work including thesis research, conference papers or projects, fieldwork, and independent study. You must demonstrate your proposed project’s relevance to your major and academic goals as well as make a brief report back about your project after it is completed. The fund is $15,000 and disburses grants up to a maximum of $350. You can find more information and the application on the Fellowships webpage (http://fellowships.vassar.edu). While there you can also browse for other grant funds such as the Geraldine Gewirtz Friedman Fund, the June Ross Marks ’49 Travel Fund and many more.

Environmental Research Institute: The Environmental Research Institute (ERI) is part of Vassar’s Environmental Studies program. It promotes multidisciplinary research and fieldwork on environmental systems and engagement with the local community. Both on- and off-campus research projects of Environmental Studies majors can be funded by the ERI (up to $1000 for on-campus research, and up to $3,500 for off-campus research). More information can be found at: http://environmentalstudies.vassar.edu/resources/eri/index.html.

Center for Collaborative Approaches to Science: The Center for Collaborative Approaches to Science (CCAS) is funded through the Howard Hughes Medical Institute and disburses grants for students to engage in any number of research experiences. Information about applying for a Research Enhancement Award can be found at: https://ccas.cs.vassar.edu/opportunities_for_students.

Fellowship and Grant Funds: A number of fellowship and grant funds are available for current, graduating and recently graduated students. Many are for fieldwork, internships, travel, or research during the summer, while other funds are for academic-year work. Visit the website for the Office of Fellowships and Pre-Health Advising early and often to learn more about these resources, to access applications, and to be in contact with any individuals or offices who might be administering these funds. Many fellowships, such as the Jacob Javits and Freeman Asia, among others, consider financial needs as one of their criteria. The Watson Fellowship will repay your Stafford and Perkins loans for you while you are on your Watson year. Additionally, programs such as Teach for America and AmeriCorps offer educational awards, loans, grants, and scholarships to graduate school. Be sure to investigate these programs if you are looking for loan-forgiveness options.

Visit the office early on in your Vassar years to get advice in order to maximize your fellowship opportunities.
**Internship Grant Fund:** This fund assists Vassar students (freshmen, sophomores, and juniors) who demonstrate financial need for summer experiences related to their future careers. Applications are due toward the end of March. More information can be obtained by emailing igf@vassar.edu or by stopping in the Career Development Office.

**Dress for Success Fund:** This fund assists students with the purchase of business and/or interview attire and is based largely on financial need. Contact Mary Raymond (maraymond@vassar.edu) or Stacy Bingham (stbingham@vassar.edu) in the Career Development Office.

**President’s Discretionary Fund:** This fund occasionally supports students and student groups in hosting special events that require funding beyond the traditional fund-raising routes. In the past, the debate team was granted funds when it hosted the national championship, and women’s chorus received assistance for their trip to Spain. Speak with John Feroe (feroe@vassar.edu), assistant to the president, or President Hill if you think that you or your student group may be eligible for such funding. Requests for projects that will benefit many students have a better chance of being approved than more personal projects.

**Campus Life Emergency Loan Fund:** The fund offers interest-free loans of up to $300—but depending on your emergency, these terms may be flexible. Discuss your situation with the Campus Life office administrative assistant; the office will work with you to determine when to repay your loan, according to your circumstances. If you don’t wish to explain your situation, simply define your need as “personal emergency,” and the office will not press you for an explanation. In the past, students have used the fund to pay for their emergency transportation home and for minor medical expenses.

**General Financial Resources:** Many academic departments and programs have funds specifically designated for majors. Many of these resources provide funding for summer research, academic-related travel, attendance at conferences, field work, research, and much more. If you’re at all interested in a major or program, feel free to ask the department chair or program director, or the administrative assistant about any additional resources that might be available to you. Most departments/programs pay for their students to go on field trips; if this is not the case and you cannot pay for yourself to go on a field trip, speak with your professor or the department/program chair.
More Financial Tips

Field Work: A wide variety of field work placements are available, everything from interning for newspapers to helping out on a farm. You can do field work during the academic year or the summer, wherever you will be. Unlike internships, field work provides a structured academic experience away from Vassar, and therefore is done for academic credit with a faculty sponsor. You must pick up an application from the Field Work Office; for summer positions, make sure to register before you leave campus for the summer! For Poughkeepsie-area placements, consider using the campus shuttle (for free) or public transportation, both of which can save money. If you require a car, contact the Field Work Office for car scheduling. Also, ask about the re-imbursement policy for students driving their own cars to fieldwork. You are given $200 a semester for transportation, but you must pay beyond that. For NYC area placements, $200 may not be enough for one semester. Check with your department or program for additional funds (Sociology students, for example, may apply to the department’s Koempel Fund for up to $500 per proposal to assist with expenses related to fieldwork).

Study Away: Your financial aid package will proportionally cover the cost of your study away program, if it is approved. But the cost of living is higher in some countries or regions than others, and you will have to absorb that cost. A few tips to help with your decision to study away:

- Make an individual appointment with the director of the Office of International Programs, Susan Correll.
- Feel free to stop in to the Study Away office to use its reading resource room, which holds a library of pamphlets, catalogues, and student evaluations of programs’ housing, academic, and social strengths and weaknesses. You are welcome to use the resource room’s computer for researching programs.
- On-campus housing often offers subsidized rent. Though many programs assign students to home-stays, on-campus housing at other colleges or institutions may provide a less-expensive alternative to off-campus housing.
- Try to be in contact with students who have studied in the location you’re thinking of, and faculty who may have traveled there before. Many departments and programs hold presentations during fall semester where recently returned students share their experiences abroad.
- There are some scholarships available for study away that you may apply to: http://internationalprograms.vassar.edu/financing/scholarships.html.

Spring Break Courses/Trips: Many students have found that taking academic trips during spring break is an inexpensive alternative to JYA. The International Studies Program offers an annual trip abroad during the two-week spring break, focusing on a particular country or region. Past destinations have included
Cuba, Kenya, Vietnam, the Caribbean, and southern Mexico. The Environmental Studies Program likewise regularly offers spring break study trips to various places. Other programs and departments, like American Studies, have offered trips in the past. Make sure to keep your eyes open fall semester and read the course catalogue carefully to find out about these opportunities!

**Books and Bookstore:** Like your travel allowance, the book allowance in your financial aid package is based on a weighted average the office calculates every four years. If you require additional aid for books, speak with one of the financial aid directors. A few tips for obtaining your books:

- Federal law mandates that faculty members release booklists a few weeks before the semester begins (though the Committee on Inclusion and Excellence had suggested this and Vassar had already made the change). You can also always check the bookstore website before classes begin to check which books have been ordered for your classes. This might be helpful in preparing and budgeting book costs for the semester. If your professor doesn’t email you, don’t be afraid to email him/her and ask for the booklist a few weeks before the semester begins.

- Pay attention to what edition you’re getting when buying online: you’ll want to try to “be on the same page” as the other students in the class for convenience—and especially for a class dealing in contemporary issues, you don’t want to have an outdated text!

- If you are unsure as to whether you’ll be keeping a class, still buy your books from the campus bookstore. You can return the books you won’t be using with a receipt to the bookstore if you drop a course during the add/drop period.

- As a senior, you will usually be able to check out books from the library for the entire semester, but remember to do so early.

- Check the library catalogue to see if your course materials have been placed on library reserve. You can borrow materials usually either for 3 hours or 3 days at a time.
Non-Financial Resources/Information

The college has many academic resources besides financial ones. Here are just a few examples:

**Places:**

Weather permitting, the **Class of 1951 Observatory** and its telescopes are open (and free) on Wednesday nights during the school year from 9:00-11:00pm.

The over 500-acre **Vassar Farm and Ecological Preserve** have a number of free resources, including the Priscilla Bullitt Collins Field Station, the Poughkeepsie Farm Project, and a number of trails.

The **Francis Lehman Loeb Art Center** is typically open from Tuesdays through Sundays until 5pm. However, the Center is closed for renovations through January of 2011, and will only be available to individual courses. For more information about the Loeb during spring semester, you can call the information line at 845.437.5632. The FLLAC also runs a “Late Night” program on Thursday evenings which will continue fall semester at alternate locations. Keep your eyes open for emails about Late Nights!

The **Archives and Special Collections Library** on the bottom floor of Thomson Memorial Library contains the College’s collection or rare books, manuscripts, College documents, and special materials.

In addition to these primary sources, students also have **free access to a number of scholarly journals, databases, and archives**, including JSTOR, LexisNexis, the National Security Archive and many, many others.

Stop by the **library’s reference desk** with your questions or schedule a research consultation with one of the librarians. The library website has video tutorials to familiarize you with using the library, citation guides, and guides for individual courses and subjects.

The library is also adding a **24-hour study space** this year, provided for by the Class of 2012 Sophomore Gift. In addition, the library’s media cloisters, on the second floor, provide students with a wide range of technological assistance. Stop by to inquire about specific projects or to receive more information!

A number of laboratories are open for use by Vassar students, including Anthropology’s Digital Video and Sound Analysis Labs, Olmstead’s Interdisciplinary Robotics Research Laboratory, the Human Neurophysiology (EEG-recording) Laboratory, and the Science Visualization Center in Mudd Chemistry. The Film, Drama, and Music Departments, among others, also have facilities available for students to use.

ACDC hosts a number of **foreign language tables** during dinner times throughout the year. If you’re taking a particular language here or just want to brush up, you can usually find the times posted in the east (smaller) side of ACDC or by contacting professors of that foreign language.
The foreign language lounges in Chicago Hall have international TV and foreign language videos, newspapers, and magazines for perusal.

**Academic Advancement:**

The Learning, Teaching and Research Center, located on the first floor of the library, supports the pursuit of academic excellence. You do not need to be experiencing difficulty in your coursework to come to the Center; rather, the Center offers tips for all students—including, but not limited to, help with presentations, note-taking, reading, and test-taking strategies, listening and organizational skills, and time management. Supplemental Instruction sessions for Math, Chemistry, and Physics (focused on introductory courses) are also available.

It may be intimidating coming to class and feeling pressure to contribute to class discussion. These feelings are so common that the Center’s Academic Resources Specialist runs an “I Wish I had Known Sooner” workshop, which aims to address the feelings of inadequacy students may have. The Academic Resources Specialist also works individually with students to build academic self-esteem. If you are having any trouble in any of your classes or anticipate any difficulties, be in touch with the Center, particularly with Karen Getter (getter@vassar.edu), the Academic Support and Learning Resources Specialist. Even if their office doesn’t have the specific resources you require, they might know who does.

Feel free to consult any number of people for academic advice. Though your adviser is your “go to” person with respect to academic counseling, and Vassar places a premium on the availability of its faculty members, it doesn’t mean that you can’t go to other individuals with academic questions or concerns. Department/program interns, administrative assistants, or other faculty members can be helpful resources. The department/program intern, for example, assists students with understanding department/program expectations—for example, you can ask the Philosophy Department intern for help when you are writing your first philosophy paper. Consult the department/program chair, on the other hand, if you are confused as to whether you will receive department credit for coursework you want to take during your junior year abroad, or for information regarding how you may be able to use departmental funding to fund an academic project. Beyond needing advice for distinct problems or issues, getting to know a wide variety of people can assist you in thinking about your more advanced coursework, internship opportunities, study away programs, a thesis, grad school, and more!

**Other Resources:**

Should you need a book that isn’t in the Vassar library, you may still be able to access the material through ConnectNY, which allows Vassar students to request books from other colleges and universities in New York State. You can always check with a librarian about how to access materials that aren’t available in hard copy at the library. Should you need a book for a thesis or
senior project that the Vassar library and/or ConnectNY does not have in its holdings, talk to your adviser or one of the librarians about ordering it.

It might be wise to consider taking **summer courses for credit**. Not only are many courses relatively inexpensive, but they can also free room in your schedule to take higher level or just interesting courses here at Vassar. Vassar does not guarantee that you will receive credit for your work unless you apply for credit before leaving for the summer. Ask at the registrar for a summer course credit registration form.

The **Cognitive Science and Computer Science’s Annual Robot Competition** affords students with a background of some sort in the subject area to explore robotics here at Vassar. Interested students can speak to the Director of the Cognitive Science Program, Gwen Broude (broude@vassar.edu) about participating in a semester-long independent study in which faculty group students into teams that create robots together to perform a certain task. At the end of the semester, teams compete against each other.

Vassar professors periodically teach a number of courses in which Vassar students travel to prisons and jails in order to take classes with inmates. **The Green Haven, Otisville, Taconic, and Dutchess County Jail field courses** are typically announced by email to students the semester prior to the course. The courses require that students apply and interview, so keep your eyes open for these messages.

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**Other Student and Campus Life Resources**

**College Resources:**

**Health Services/Medical:** Located in Baldwin Hall, Health Services provides for the routine and emergency health needs of Vassar students, including coordination with home physicians. Regular clinic hours are Monday-Friday, 9:00am-4:30pm and nurses are available on site from 8:00am-8:00pm Monday-Friday and 11:00am-5:00pm Saturday and Sunday. After hours, health emergencies can be directed to the Triage Night Nurse at 845.437.5800. Health Services provides a plethora of free health information for students and regularly schedules appointments with nutritionists, HIV testing, and periodic vaccinations, among other services. For more information, call 845.437-5800 or stop by.

In most instances, your family is expected to provide for your medical costs. If a family has high medical expenses, however, they should be in contact with the Office of Financial Aid, which may be able to adjust the family’s financial contribution. If you don’t have coverage under a family plan, Financial Aid has limited resources to help with medical expenses.

Your health fee (billed to you each year) covers the cost of your visits to Baldwin; you are charged extra for medications, laboratory work, and any visits to a specialist or to a hospital—check your insurance to understand how it may or may not cover these costs.
Baldwin has a small discretionary fund that is rarely used for student health costs. Contact Baldwin for concerns related to medical costs (Box 17, 845.437.5800).

Counseling Services: On-campus counseling is free for students. Counseling Services provides a variety of services to help students and the campus community handle the problems associated with academics, college life, and personal development. Services include individual, couple and group therapy, short-term medication management, assessment, consultation, campus outreach services, and referral to off campus clinicians. Approximately fifty percent of Vassar students seek support from the Counseling Service before they graduate, and strict ethical principles and codes of conduct govern the Counseling Service, ensuring confidentiality within specific legal limits.

The Counseling Service is open during the academic year Monday through Friday, 9 AM to 5 PM. To schedule an initial appointment, call 845.437.5700 or stop by Metcalf House. If it is urgent, please let the front office staff know. During the academic year, after hours and on weekends, a counselor is on-call to respond to urgent calls. The counselor on-call may be contacted through the Campus Response Center (CRC) at 845.437.7333.

Disability and Support Services: Also located in Metcalf House, Disability and Support Services provides assistance for students with documented disabilities as well as for reported incidents of harassment (students might also want to read the harassment policy in the Student Handbook). The office is open 9:00am-5:00pm Monday-Friday during the academic year and by appointment during the summer. The office can be reached at 845.437.7584.

Resource and Cultural Centers on Campus: Several resource and cultural centers, including the ALANA (African American/Black, Latino/a, Asian/Asian American, and Native American) Center, the LGBTQ Center, and the Women’s Center, support students who self-identify culturally, racially, sexually, etc., with these centers. Further, the Religious and Spiritual Life Office provides a number of resources and programs to students who identify with particular religions, faiths, and spiritualities. Stop by these centers to pick up more information or talk to people to see if you would like to participate.

Athletic Resources: Students can play 9 holes on the Vassar golf course for $2; $4 for 18 holes. Student use of the pool, tennis courts, and field house (which can be rented out for pick-up games), fields, etc. are all free—you just need your student ID card! A number of free intramurals sports are also open for all Vassar students, so check the Athletics website for information about seasons and signing up.

Transportation: The free Community Shuttle, begun in the 2007-8 school year, transports students to Poughkeepsie-area locations, and can be used for fieldwork, volunteering, or just getting out into the community. The route and schedule information can be found at: http://neighbors.vassar.edu/transportation/shuttle.html.

Dining: Dining plans for students on financial aid are the
average of the Enhanced plan and the Standard plan. Food allowances for seniors are calculated based on the dining plans. If you find that your dining plan needs to be adjusted, speak with one of the Financial Aid directors.

**Technology:** On a case-by-case basis, Computing and Information Services (CIS) will entertain hardship conversations for technological needs. Contact Bret Ingerman (ingerman@vassar.edu) with special requests for technology assistance.

**Computing and Printing:** Several public computers and printers are available for your use at the library and in the dorm computer lounges. You can do copying at the copy center in Main Building for a small fee and color printing at the color printer in the library.

Use the Career Development Office’s (CDO) computer workstations to print a resume or cover letter or to conduct your job/internship search.

You can bring questions about your personal computer to the CIS Help Desk.

**Fax:** Faxing services are available at the Career Development Office.

**Other Equipment:** You can borrow a digital camera from Media Resources; get a faculty member to sponsor your request. Media Resources also loans certain A/V equipment to students; speak to them about your A/V needs. Talk to Media Resources if you wish to conduct a conference call or to use the college’s videoconferencing equipment.

**Career Development Office’s Resource Library:** The CDO’s student interns can help you to navigate the office’s extensive library of internship and job opportunities, books to help focus your career interests or job search, books about graduate school, volunteering, and finding financial aid. There is an informal checkout service for the lending library; if you would like to borrow a book let one of the office’s administrative assistants know.

**E-Recruiting:** Every Vassar student (even entering students) has an account; you just need to activate it. The CDO will send messages through E-Recruiting to students according to class year and major, to alert you of relevant, available jobs and internships. Go to: http://vassar.erecruiting.com/er/security/login.jsp and follow login instructions.

**Individual Consultation:** Schedule an individual consultation with a CDO counselor for career counseling, interview practice, resume review, graduate school advice, and more.

**Peer Resources:**

**The Listening Center:** TLC is a student group that provides non-judgmental, confidential, peer counseling by phone to the Vassar student body. They also offer information and referrals to other campus and community services. Contact the 24-hour
hotline by calling 845.382.0374. Enter your phone number after you hear the tone and a counselor will call you back.

**CARES:** Counseling and Assistance in Response to Rape and Exploitive Sexual Activity is a student run, nonjudgmental, non-political, confidential peer-listening resource for anyone affected by abuse. Counselors are available 24 hours a day, 7 days a week.

Students are encouraged to contact CARES if any form of abuse has touched you or someone you know, be it sexual abuse, physical abuse, emotional abuse, or psychological abuse, or if you or someone you know has been abusive in any way. Call 845.437.7333 and ask for a CARES counselor or e-mail CARES@vassar.edu.

**Extracurricular Activities and the VSA:** Full participation in all student clubs is included in your activity fee (billed to you each year). You can apply to the Vassar Students’ Association (VSA) through your club to finance extracurricular activities you wish to do—traveling to conferences, bringing a speaker to campus, hosting a fundraiser. If you apply far enough in advance, they may be able to front you money for conference fees, hotel, travel costs, etc. The VSA cannot guarantee you funding, but it may be able to subsidize you—worth a shot.

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**Index of Contacts/Offices**

Though this list is by no means comprehensive (more contact information can be found in the Student Handbook and in the Course Catalogue), it serves as a valuable starting point for accessing the resources you might be looking for here at Vassar. You are encouraged to contact the people in these offices—including Cappy and the Deans—for any problem or concern you might encounter here.

**The President**

The President of Vassar College is Catharine “Cappy” Hill: Main Building, Second Floor, Room 207, and by phone at 845.437.7200. President Hill holds open office hours several times each semester and students are notified by email in advance when these hours are. You can use these hours to discuss any issues of concern you might have.

**Vassar Deans**

The **Dean of the College** is Chris Roellke: Main Building, North Wing, Room 214; by email at chroellke@vassar.edu; by phone at 845.437.5600. The Dean of the College Office oversees a number of other offices in order to provide a comprehensive resource for students to assist with our academic and non-academic lives. Offices included under the Dean of the College Office include the Dean of Freshmen, the Dean of Students, and the Dean of Studies, among many more.
The Dean of the Faculty is Jon Chenette: Main Building, North Wing, Room 104; by email at jochenette@vassar.edu; by phone at 845.437.5300. The Dean of the Faculty Office is the academic administrative office of the college and oversees the Field Work Office and Registrar.

The Dean of Planning and Academic Affairs is Rachel Kitzinger: Main Building, South Wing, Room 220; by email at rakitzinger@vassar.edu; by phone at 845.437.7970. The Dean of Planning and Academic Affairs works to connect the academic, financial, and technological dimensions of the college and oversees Admissions, Financial Aid, Athletics, the Frances Lehman Loeb Art Center, the Libraries, and the Wimpfheimer Nursery School and Infant Toddler Center, to name a few.

Other Important Places

You can stop by the Career Development Office in Main Building, South Wing, between 8:30am-5pm Monday-Friday, email cdo@vassar.edu, or call at 845.437.5285.

The Copy Center is located in Main Building, South Wing, Room 180.

The Community Action Office is located in Main Building, North Wing, Room 171. You can drop by between 2-4pm Monday and Wednesday, 11am-1pm on Tuesday, and 10am-12pm on Friday. You can also reach them by phone at 845.437.5312.

The Office of Financial Aid is located in Main Building, South Wing, Room 199 and is open Monday-Friday from 8:30am-5:00pm. You can reach the office by email at finaid@vassar.edu.

The Student Employment Office is located within the Office of Financial Aid and is open Monday-Friday from 8:30am-5:00pm. You can reach the office by phone at 845.437.5318 or email at stuemp@vassar.edu.

The Field Work Office is located in Main Building, North Wing, Room 165. You can reach the office by phone at 845.437.5280, or by mail at Box 40. The staff is listed at http://fieldwork.vassar.edu/staff.html, where you can contact them through email.

The Learning, Teaching and Research Center is located toward the back of the first floor of the main library, Room 122, and can be reached by phone at 845.437.5215.

Computing and Information Services has two help desks, available for students having trouble with their (or Vassar’s) computers. The Computer Center (in the College Center, behind the Kiosk) is open from 8:30am-5pm on weekdays, and the Library Help Desk in Main Library is open Monday-Thursday, 8:30am to 1:30am; Friday 8:30am-10pm; Saturday, 12pm-8pm; and Sunday, 12pm-1:30am. Or you can email helpdesk@vassar.edu or call 845.437.7224. CIS also oversees Media Resources, located across from the Copy Center in the South Wing of Main Building. You can contact the office via email at mediaresources@vassar.edu, or call 845.437.7479 (for technical assistance) or 845.437.7480 (for consulting assistance).
The Office for Fellowships and Pre-Health Advising is located in Main Building, North Wing, Room 162. You can also reach the office by phone at 845.437.5263 or by mail at Box 122.

The Registrar is located in Main Building, North Wing, Room 118 and is open from 9am-4pm Monday-Friday. You can also call the Registrar at 845.437.5270 or mail them at Box 11 with questions.

The Study Away Office is located in Main Building, North Wing, Room 173. Note: If you choose a domestic Study Away program, you will need to follow the procedure explained at http://studyaway.vassar.edu/domestic.html and/or contact Diana Brown in the Dean of Studies office at dibrown@vassar.edu.

Health Services, located in Baldwin Hall, has regular clinic hours Monday-Friday, 9:00am-4:30pm and nurses available on site from 8:00am-10:00pm 7 days a week. After hours, health emergencies can be directed to the Triage Night Nurse at 845.437.5800. To contact Health Services for more information, call 845.437.5800 or stop by.