

# PARENT & FAMILY RESOURCE GUIDE

2022-2023

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## 13 Goals of a Colgate Education

1. See themselves honestly and critically within a global and historical perspective: recognize that their beliefs, identities, interests, and values are in part a reflection of their background, education, and life experiences.

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2. Understand the methodology, modes of thought, content, and discourse of a particular scholarly discipline: articulate questions for research and craft a coherent argument so as to produce a substantial work in their chosen field.

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3. Conduct interdisciplinary inquiry: synthesize viewpoints from multiple disciplinary perspectives so as to overcome the limitations of any one perspective.

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4. Appreciate the myriad modes of human creative expression across time and place.

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5. Investigate human behavior, social relations, and institutions in order to understand the complex relationship between self and society.

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6. Examine natural phenomena using the methods of science, and understand the role of science in contemporary society.

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7. Acquire valuable habits of mind: listen and read well; think critically and creatively; ask challenging questions; gather relevant information and construct cogent arguments to answer them.

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8. Communicate well: speak and write correctly and precisely; speak and read a second language; present information effectively.

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9. Set an example of ethical behavior in public and in private: take a principled stand for what they believe and be accountable for their actions; uphold the legal and ethical uses of information.

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10. Be engaged citizens and strive for a just society: embrace their responsibilities to local, national, and global communities; use their influence for the benefit of others.

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11. Respect nature and the diversity of life on earth: recognize their individual and collective responsibilities for the stewardship of the earth's resources and the natural environment.

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12. Grow in both confidence and humility: affirm a set of values while respecting and learning from the diverse perspectives, identities, ways of life, and philosophies of others.

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13. Continue learning beyond college: sustain a lifelong curiosity and grow in knowledge and wisdom.

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## Our Philosophy

Dear Parents, Family Members, and Guardians,

Welcome to the Colgate community! You are an integral part of your student’s success — important sources of support and care.

We believe in communicating and interfacing with parents and guardians in ways that are developmentally appropriate. This is a transition from the support that parents and families may have provided throughout high school — this chapter of their education requires more independence so that students can grow their self-confidence and problem-solving abilities.

At Colgate, we foster an environment where students have the freedom and autonomy to solve their own problems and experience struggle, difficulty, and even failure. Those experiences will help them to develop the skills and resilience they need to be independent, successful adults. With these as guiding principles, we believe that students should:

- Be encouraged to make their own decisions about their Colgate experience, from selecting classes, choosing a major and extracurricular activities, and setting up their room, to how they manage their schedule, finances, and personal life and well-being.
- Learn how to advocate for themselves and create positive relationships with campus representatives. To that end, we believe that students should contact campus departments themselves when they need assistance or encounter an issue.
- Participate in a campus culture where mistakes can be seen as opportunities for learning and growth.
- Have the privacy that is their right under FERPA (Family Educational Rights and Privacy Act) respected. More information on FERPA can be found in the Individual Communication section under Parent & Family Communications.

We do our utmost to ensure that students have access to campus resources that support their physical, emotional, environmental, financial, intellectual, occupational, social, and spiritual well-being.

We ask that you partner with us in following these principles throughout your student’s journey here.

Again, welcome to the Colgate community!  
We are delighted to have your student — and you — join us in this journey.



*Paul J. McLoughlin II*

Paul J. McLoughlin II  
Vice President and Dean of the College

## Our Philosophy

Greetings, and welcome to Colgate's parent and family community!

We offer this guide to explain what to expect and how things work at Colgate. It also provides information about resources and where to turn for assistance in helping to support your student's success. Our goal is to provide you with the information you need to understand your student's experiences here; support their learning; and empower them to take responsibility for personal, social, and academic choices

Guided by these principles, most communications from Colgate will go directly to your student: bills, health insurance paperwork, grades, etc.

At the same time, we know that there are moments when it is important — and necessary — to communicate directly with students' parents or guardians. This Parent & Family Communications section explains the circumstances under which Colgate personnel might do so on an individual basis, as well as the information resources we offer to all families.

I serve as a liaison to ensure that you receive useful and timely information. I can also be a first point of contact if you have a question or concern and are not sure where to turn. I have worked in Colgate's communications office for more than 25 years, and it's fulfilling to apply my knowledge of the University to helping family members support their students.

Please know that we are open to your input on what kinds of information and resources can be most helpful to you. If you have a question or comment, feel free to reach out.

May your student have an exciting and fruitful career at Colgate!



*Rebecca Downing*

Rebecca Downing  
Senior Director, Communications and Parent Initiatives  
parents@colgate.edu  
315-228-7415

→ See Supporting Your Student Through Problems for tips

## Parent & Family Communications

### Parent & Family Resources Webpage

Colgate.edu/parentresources is a great place to start if you have a question. The page lists, in one place, links to key information on the Colgate website of interest to parents and family members. These resources include:

- Academic Calendar
- Information for New Families
- Parent & Family Newsletter Archive
- Event Information
- Financial Matters
- Health, Safety, and Wellness Information (including insurance)
- Policies
- Transportation Information
- Sending Mail and Packages
- Religious Life
- Diversity, Equity, and Inclusion
- Dining
- Volunteer Opportunities
- Giving to Colgate

### Parent & Family Newsletter

Sent quarterly via email, the Parent & Family Newsletter covers timely topics and milestones tied to the academic year cycle. In it, you'll find:

- Articles and campus updates to help you support your student's learning and development
- Information on events such as Family Weekend
- Upcoming deadlines

→ See Family Contact Information to learn how to receive the newsletter.

### Colgate University Parents Facebook Group

This private group for parents and family members of current students facilitates awareness building, advice, and information sharing about practical matters relating to their students' college experience. Members actively support each other, providing insight, experience, and knowledge.

Although the group is administered by the Office of Communications (whose staff will post useful information or occasionally answer a question), it is not a primary source of information from the University. Information posted by members also does not necessarily reflect the views of the University. And, while we do our

best to provide clarification on any incorrect information posted to the group, please turn to the University's official sources of communication for accurate information. With that in mind, please ensure that you are on the list to receive emails from the University.

If you have a specific concern or question for Colgate, the best route to a timely answer or resolution is to reach out directly at parents@colgate.edu or 315-228-7415.

### Email: Informing Families About Campus Matters

Typically, general information and email updates about campus matters affecting students are sent only to students.

That said, there are times when it may be helpful for parents and family members to be made directly aware of a significant issue or situation affecting large groups of students or everyone on campus, such as serious health, safety, or housing matters.

In these situations, campus updates will be sent to parents and family members. These are not necessarily "calls to action" because we want students to make decisions on their own. That said, we see this as a service that enables family members to support their students at important moments.

→ Want to make sure you are on the mailing list? See Family Contact Information for information.

### Emergency Email Communications

During a campus emergency, please understand that the Emergency Response Team must first secure life safety and physical safety. Colgate will direct initial communications to students and employees, focusing its resources on managing the emergency and keeping the community safe. Colgate will email you with information as appropriate and when possible. Your patience and understanding will be appreciated.

It is important to remember that telephones (both landlines and cell phones) are critical tools for emergency managers. Please refrain from calling Colgate during an emergency; instead, look for information on colgate.edu and through email.

Every effort will be made to keep parents and family members well informed in ways that help them to support their students' continued well-being. In extended situations where the scope of an incident and those who are affected changes over time, Colgate will adjust notification practices accordingly.

## Family Emergencies

If you have a family emergency and can't reach your student, call Campus Safety at 1-315-228-7333.

## Non-English speakers

If English is not your first language, a translation service is available to help you speak with Colgate officials. Contact the Office of International Student Services at 1-315-228-6131.

## Family Contact Information

There are several different communication and information systems that parents and family members may want access to. For some systems, students control their data and who is able to see it. With others, parents and family members can provide and/or update their contact information themselves.

- **Parent & Family Communications:** regular email communications to the parents and families of current students, such as newsletters, announcements, notable operational changes at the University, and more. The contact information is initially collected with students' applications to the University.
  - New contacts or updates to existing contacts may be submitted online at [colgate.edu/parent-contact](http://colgate.edu/parent-contact).
  - Students who do not wish their parents or family members to receive these communications can contact [alumnirecords@colgate.edu](mailto:alumnirecords@colgate.edu).
- **Emergency situations:** All students are required to provide emergency contact information for at least one individual who should be contacted in the event of an emergency specifically impacting them (e.g., medical emergency). Students may provide multiple emergency contacts.
  - Students update their emergency contact information via the Colgate Portal. They are required once per year to review and confirm or update their emergency contact information.
- **Student Accounts/TouchNet:** For access to their billing account, your student must first make you an authorized user.
  - Tuition Bills/Student Accounts: [colgate.edu/paying-tuition-online](http://colgate.edu/paying-tuition-online)
- **Access to Student Records:** For access to information such as grades, class schedule, and financial aid awards, your student must grant you "designee" access.
  - Infoshare: [colgate.edu/infoshare](http://colgate.edu/infoshare)
- **Career Services.** You can receive the weekly emails to students about programs and recruiting opportunities. Visit [colgate.edu/career-services](http://colgate.edu/career-services) and click the Subscribe button.

## Individual Communication and Student Privacy

Colgate has a legal responsibility to protect students' privacy at the same time that we fulfill our educational commitment of supporting their transition to independence. Just as they are now responsible for managing their daily schedule, making their own dietary choices, and learning to live and study with people who have experiences, ideas, and backgrounds different from theirs, students are also responsible for deciding when and with whom they share personal information. Federal law protects that right.

## FERPA and Access to Student Information

The Family Educational Rights and Privacy Act (FERPA), passed by the U.S. Congress in 1974 and sometimes called the Buckley Amendment, prevents colleges from sharing education records without students' express consent. **Personally identifiable information** includes, but is not limited to: Social Security number, student identification number, residency status (citizen, permanent resident, nonresident alien, etc.), gender, race/ethnicity, religious preference, and passwords.

**Education records** include, but are not limited to: grades/GPA, academic transcripts, class schedule, test scores, academic standing (e.g., on academic warning), number of currently enrolled course credits, completed or outstanding graduation requirements, financial aid status or account information, and other matters such as petitions, leave requests, disciplinary information, etc.

What does this mean? At the college level, parents (who under FERPA are considered a "third party") have no inherent right to the above kinds of information. As the U.S. Department of Education states in its FERPA Guidance for Parents, "When a student reaches 18 years of age or attends a postsecondary institution, he or she becomes an 'eligible student,' and all rights under FERPA transfer from the parent to the student."

Therefore, staff and faculty members cannot discuss a student's academic standing or record with anyone, including parents, without signed consent from the student. Observing the law also supports the notion that students should make contact with campus departments themselves when they need assistance or encounter an issue.

Of course, you can certainly ask your student to share their progress and concerns with you. And we encourage you to talk with your student — to ask helpful guiding questions and provide experienced support — throughout their college years.

☑ [U.S. Department of Education FERPA Guidance for Parents:](https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html)  
<https://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>



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## Academic Life and Success

Colgate provides layers of support for students and a variety of people to help them achieve their goals. Two of their primary contacts are their academic adviser (a faculty member) and their administrative dean (a staff member).

### Academic Advising

Each student has an academic (faculty) adviser who serves as an important source of counsel and guidance through their decision-making about courses, choice of major/minor, and other matters related to their progress toward their degree. Throughout each semester, the academic adviser provides information on course withdrawal and registration for the upcoming term, and monitors the student's midterm reports. Students are required to consult with their academic adviser prior to registering for courses.

A student's First-Year Seminar (FSEM) professor will often serve as their academic adviser until they declare a major. Transfer students are assigned an academic adviser based on their area of interest. The first individual academic advising meeting takes place during New Student Orientation.

Students declare their major no later than the spring semester of the sophomore year (see Choosing a Major). At that time, they will choose a new academic adviser in that department or program. The major adviser is a mentor who will advise your student about requirements in the context of a sound, comprehensive academic program.

We encourage students to take the time to get to know their academic adviser, who can be an invaluable resource for them. Faculty advising can be essential to a student's success and sense of satisfaction with their academic program. Effective advising develops when students fulfill their responsibility of reading the [Colgate University Catalog](#) and the [Colgate Student Handbook](#), and seek their adviser's assistance early and often.

### Administrative Deans

Each student is assigned an administrative dean to support them throughout their time at Colgate. The administrative deans are committed to developing meaningful relationships with their students and to assisting them in taking ownership of their Colgate education. They provide support while promoting students' intellectual, personal, and emotional

development. Your student's administrative dean will be connected to their Residential Commons. Students are welcome and encouraged to reach out to their administrative dean at any time. They can seek their administrative dean's advice on both personal and academic matters, including developing strong study skills, improving time management, and adjusting to the demands of college, to name a few. They can ask for their help identifying support resources or for assistance in understanding administrative policies and procedures.

As explained elsewhere in this guide, Colgate works with students as adults who are taking responsibility for their academic and personal lives. That said, in the event that an administrative dean feels that a student's Colgate career is in jeopardy due to health, academic, or disciplinary reasons, they or another representative may contact the student's parents or legal guardians. Administrative deans are happy to speak with parents and guardians who may wish to share concerns about their student but will of course be bound by federal privacy laws (see FERPA and Access to Student Information) in terms of what they can discuss with them.

Outside of business hours, Colgate has a dean on call to assist with individual student emergencies.

**C** More at [colgate.edu/administrative-deans](http://colgate.edu/administrative-deans)

### Academic Support

If your student is in need of academic support, several resources are available to help them. Encourage your student to reach out to these services if they encounter an unfamiliar type of assignment, feel they are missing some background knowledge, are feeling unfocused, or are struggling with challenging course material. Let them know that it's a normal part of the college experience to tap resources when they need to; and that it's never too early to do so. Remind them that asking for assistance helps them master their course material and pursue their academic goals — and that it's an opportunity to build life skills.

### Academic Adjustments

Disclosure of a disability and providing documentation supportive of the disabling condition is the student's sole responsibility. The exact nature of one's disability is kept confidential, and the necessary paperwork is processed by the Office of Disability Services via Accommodate, a software portal used to electronically process adjustment requests. Although we utilize an electronic portal for processing adjustment requests, the student must ensure receipt of their own adjustment plan to instructors and other necessary personnel. Many students find disclosure useful in pursuit of their academic, social, and/or personal goals at Colgate. Individuals may also grant permission to the Office of Disability Services to discuss the nature of their disability with others in pursuit of these goals.

Students seeking adjustments/accommodations and services must register through the Office of Disability Services. Depending on the nature of their condition, students are asked to provide sufficient and complete documentation from their medical provider, psychologist, former academic institution, and/or other appropriate professionals.

Documentation must clearly identify the individual's disability, how the disability impacts the academic environment provided by Colgate, and recommendations for appropriate and reasonable adjustments. Once the documentation has been reviewed by the Office of Disability Services, an appointment will be scheduled to discuss the request for adjustments. Determination of appropriate and reasonable adjustments will be made using input from the student, documentation provided by the student, and with consideration of the courses in which the student is enrolled. Adjustment plans are active for one semester only; each semester the student's plan is reviewed and reissued if appropriate.

### Faculty Office Hours

Every member of the faculty posts and maintains regular office hours, typically three to four hours per week, as dedicated time for their students to ask questions about concepts, assignments, or other matters related to their courses. Students can find their professors' office hours in the course syllabus, as well as in their on-campus directory listing.

### Center for Learning, Teaching, and Research

The [Center for Learning, Teaching, and Research](#) offers students tutoring and learning support, coordination of summer research opportunities with faculty members, disability services (including an accommodated testing center), and student-athlete support.

**C** More at [colgate.edu/cltr](http://colgate.edu/cltr)

### W.M. Keck Center for Language Study

The [Keck Center's](#) robust technology and study space supports Colgate's commitment to broaden students' perspectives. There, students can explore diverse ways of thinking through both academic study and immersion in new languages and cultures. Each year, Colgate hosts foreign language interns from several different countries; students are invited to develop their conversational language skills by talking with these native speakers.

**C** More at [colgate.edu/keck-center](http://colgate.edu/keck-center)

### Office of National Fellowships and Scholarships

Colgate takes pride in the students and alumni who receive prestigious national fellowships and scholarships each year. Some examples are Fulbright, Watson, Goldwater, NIH, Oxford-Cambridge, and Carnegie. [The Office of National Fellowships and Scholarships](#) (ONFS) works intensively with students and alumni through every step of the process. Students are eligible for fellowships in all four years of their Colgate career, and it is important to start early. The ONFS team encourages students to visit them early on to gain readiness and prepare applications.

**C** More at [colgate.edu/onfs](http://colgate.edu/onfs)

### Writing and Speaking Center

Writing and speaking are critical skills. Students who seek assistance with effective communication are encouraged to tap the services of the [Writing and Speaking Center](#) at any stage of their process for academic projects. Peer consultants work one on one with students, offering suggestions for revision as they help students experience their work from a reader's or listener's perspective. The consultants can also direct students to individually relevant resources, including guides to the various genres of academic writing and speaking.

**C** More at [colgate.edu/writing-and-speaking-center](http://colgate.edu/writing-and-speaking-center)

## Academic Calendar

The academic calendar is the official listing, organized by semester, of important dates and academic-year milestones. The schedule is established and approved four years in advance by Colgate's Academic Affairs Board, which includes elected faculty members and student representatives.

The schedule is determined according to specific guidelines, including semester-length requirements by the University's accrediting bodies. Every effort is made to complete fall-semester final exams by December 21, to have a four-week winter break, and to hold commencement (graduation) on the third Sunday in May, although these goals are not always possible. Visit [colgate.edu/academic-calendar](http://colgate.edu/academic-calendar) for specific commencement dates.

Additionally, Colgate is careful to ensure that the academic calendar does not stifle students' religious and spiritual growth and practices. [Recognized religious holidays](#) were identified through consultation with religious leaders from the community. There is also a [Policy on the Observance of Religious Holidays](#) through which students can request religious accommodations if conflicts occur.

C More at [colgate.edu/academic-calendar](http://colgate.edu/academic-calendar)

## Course Selection

### Incoming Students

Course registration for incoming students begins with filling out the Colgate Academic Preferences and Experiences form.

From that questionnaire, the student's initial course schedule (four courses) will be established. One course will be a [First-Year Seminar](#); the professor of that course will be their initial academic adviser. As a means of bridging the academic and residential components of a student's experience and fostering intellectual engagement outside the classroom, the First-Year Seminar will determine the student's assignment to a [Residential Commons](#).

The additional three courses will be assigned taking their preferences and experiences into account, and typically include a core course if the First-Year Seminar is not a core course.

As students are considering courses, a special group of Summer Advisers (listed on the [Incoming First-Year Registration](#) page) are available to answer specific questions. For example, students with questions about Advanced Placement credit or exams or who plan to pursue a pre-med course of study may wish to ask for guidance on course selection. Students are also welcome to reach out to department chairs about major-specific questions, as well as to the Office of the Registrar about the process in general.

C More at [colgate.edu/first-year-registration](http://colgate.edu/first-year-registration) and in department or program descriptions at [colgate.edu/catalog](http://colgate.edu/catalog)

### Sophomores, Juniors, and Seniors

Continuing students work closely with their academic advisers to plan their course selections in order to ensure progress toward completing their degrees. Each semester, course registration for the following semester takes place during a designated week. Students are expected to verify their registration status for the upcoming term in Banner Self-Service, the system used for course registration.

### Drop/Add Period

The Drop/Add period at the beginning of the semester is a time when students are able to make adjustments to their schedule, with instructor permission where required. Most students can attempt to add a fifth course to their schedule during the drop/add period, if they would like to do so.

### Course Warnings

During the semester, a student's professor may formally notify them of a concern about their performance in their course — for example, if they exhibit noticeable difficulty with the work, absenteeism, or another problem — through a course warning. The purpose of this system is to identify issues proactively so that students can get the assistance they need to take corrective action to succeed in the course.

The course warning, which outlines concerns and provides recommendations, is sent to the student via email with a copy to the academic adviser, administrative dean, and all faculty members listed as the instructors of record for the course.

Students receiving warnings are encouraged to meet with the professor, their academic adviser, and administrative dean for help in making improvements. Administrative deans make a point of meeting with students who receive two or more course warnings, and, when appropriate, coordinate with the academic adviser to help the student to achieve success.

### A Word About Course Availability

In order to provide a deep and broad selection of course subject matter for 56 majors across nearly 40 departments and programs, each semester the University offers more than 600 stand-alone courses that must be scheduled within a finite number of time slots. The course registration process also accounts for priority setting according to class year, major, and minor so that students can complete their academic requirements, among other factors.

Many courses are taught by only one professor who has designed their class to capitalize on their particular scholarly expertise. That customization, and the deep level of individual attention that professors can provide their students, is thanks in large part to the small class sizes and low student-to-faculty ratio that Colgate is known for.

Although we know — and expect — that students will be strongly interested in particular courses, much as every student hopes to get their first choices, they can't all register at the same time. Someone gets to go first, someone else has to go last — and everyone else registers somewhere in the middle. And, with maximum capacities, priority sometimes has to go to students with specific curricular requirements or restrictions.

Given these many factors, we encourage students to not set their hearts on one specific set of courses for a semester. Rather, it is important for them to have in mind a selection of courses that will fit their academic plan and requirements. Students frequently report that the serendipity of pivoting during the process and stumbling across a course that they hadn't previously considered has led to extremely fulfilling experiences and exciting new academic interests.

Things do evolve from the initial course registration process into the start of the academic semester. Waitlists are common and, occasionally, adjustments such as adding sections or increasing course enrollments are made based on demand for particular courses.

Course registration can be stressful for some students, and yet, every year, they get into at least four courses that serve to progress them to their Colgate degree. To the extent possible or necessary, please encourage your student to consult with their academic adviser and, if needed, department chair or program director, to help them find a successful path through their major, and reassure them that things will work out.

## Majors

The value of a Colgate liberal arts education is about much more than just the major. All majors produce employable graduates. The major gives students the opportunity to dive deeply into an area of study that they find truly academically interesting as they hone their core skills — from oral and written communication, critical thinking, time management, working across difference, technology, and collaboration, to their ability to receive and deliver constructive feedback.

Students build these skills through the collective experiences of their academic courses, as well as co-curricular activities, internships, research, career development programs, and leadership opportunities. Employers report that those skills, tied with diversity of thought and perspective that is inherent in different academic majors' training are invaluable to their teams.

So, although choosing a major is an important moment for students, focusing on what they find truly academically interesting is a key consideration. Deep fascination and sheer enjoyment of the subject are key to ensuring intrinsic motivation toward their studies. (International students may have some special considerations; see [A Note About International Students and Majors](#).)

### Choosing a Major

Students must declare their first major no later than February of the sophomore (second) year.

Colgate's faculty and staff are there to guide and support students through their selection. If your student isn't sure about their academic choices, career direction, or even how co-curriculars might help to shape their path, encourage them to tap the many resources and services available to them. They can:

- Meet with professors in the department of the major they are interested in
- Talk with their academic adviser and administrative dean



- Set up an appointment with a Career Services adviser.
- Check out the [Explore Majors & Careers](#) page on the website.

As for the process of declaring a major, sophomores receive an explanatory email with a link to a webpage providing step-by-step instructions, information about resources, and helpful prompts of what to consider and ask about while making their academic plans.

They will meet with their FSEM professor/academic adviser to talk about their interests and goals. Together, they will use the Degree Works platform, whose What-If audit helps them to review requirements and track progress in their intended major and other graduation requirements. Online tutorials are available to help them navigate the process.

As they declare their major, they will choose a new academic adviser in that department or program.

## Conversation Starters

While some sophomores may have no doubts about their course of study, others might wrestle with making the choice. As well, students who have already declared a major might be considering a change of major or the addition of a major or minor after a semester or two.

If your student asks for assistance in sorting out their choice of major — or in considering a change of major — you can help by asking open-ended questions:

- What are you going to talk about with your FSEM or academic adviser?
- Have you been to [Career Services](#) yet to talk about the ways students apply their majors to their career interests? Which of their resources might you tap?
- What courses have you gotten the most excited about? Why?
- Have you attended any events offered by the department or program you're interested in?
- Which courses did you NOT enjoy? Why?
- What have you enjoyed about your extracurricular activities?
- Are there aspects of your personal identity that are influencing the academic decisions you have made thus far?

## A Note About International Students and Majors

For international students who would like to stay in the United States for internships and post-graduate work, the choice of major has particular significance. Their major must typically fit within the career field in which they would like to work; the U.S. visa process is strict about this.

These students should, early on in their time at Colgate, take advantage of the support provided by [Career Services](#) and the [Office of International Student Services](#) to discuss their goals and ensure that their plan meets the necessary requirements.

## Changing Majors

Sometimes students realize that their major no longer fulfills their interests or, through elective courses, discover strong new interests that might lead them to want to pivot. It is often possible for students to change their major or minor without delaying graduation. Some students change majors and shift their original major to a minor to keep their hand in the subject matter.

Such academic shifts should be done in consultation with their academic adviser. Career services advisers can also help a student describe how their new major is aligned with career options of interest or help them explore new career areas.

If your student is thinking of changing their major, ask questions that help them self-direct in the decision:

- What have you learned about this new major that is getting you excited to move in this direction?
- What does your academic adviser say about this?
- How will changing your major impact your progress in completing your degree?
- Have you met with any faculty members in your new area of interest to help explore that possible major further and to map out a plan for major and degree completion?
- What differences do you anticipate in the types of classes, assignments, or class structures compared to your declared major?
- How would this new major align better with what makes a fit for you?

Pivoting from an intended major is not the end of the world. It might open up exciting new paths and possibilities for your student's future. The important part is helping them ensure that they have done their homework in thinking through the change.

## Off-Campus Study

The [Office of Off-Campus Study](#) (OCS) recognizes that a semester away presents exciting opportunities for your student as well as unique needs and, perhaps, a new dimension of anxiety, for their families. We offer these tips to help you.

### Planning for an Off-Campus Semester

The Office of Off-Campus Study provides in-depth guidance to students on all aspects of logistics and planning for a semester off campus; be sure they are taking advantage of those resources, many of which are on the website.

The [Off-Campus Study Semesters Discussion Guide](#) provides helpful information to consider, based in part on your student's class year and where they are in the process. Read it at [colgate.edu/off-campus-discussion-guide](http://colgate.edu/off-campus-discussion-guide). Remember that it is University policy for all students studying off campus for a semester to pay the normal Colgate tuition. Student financial aid packages can apply to these programs.

### During an Off-Campus Semester

Our protocols provide a clear understanding of how we will communicate with family members about matters relating to a student's program during the semester. These include:

- Messages or instructions sent by the OCS office to students in a specific Colgate group. Students are requested to share this information with their family members.
- For students in Approved Programs, primary communication will always come from the host organization or institution. That said, OCS stays in close contact with these organizations. The students are responsible to share information with their parents.
- In instances of individual, national, or international emergencies (such as the emergence of the COVID-19 pandemic in spring 2020), the OCS office provides updates and instructions to students and leaders of affected groups.
  - Colgate-sponsored Off-Campus Study groups (semester-long and Extended Study) will hear from OCS personnel via their Colgate emails, and faculty directors will follow through with in-person instructions.
  - Students will be asked to communicate with their families under these circumstances. If the emergency involves changes to the

program, OCS will communicate that by email to families as well. Communications will vary by geographic location and specific type of emergency.

- Approved (non-Colgate) Programs are operated by outside organizations that have on-site staff. The individual organization will issue instructions to students (and often to families) by email. Colgate's OCS personnel will write to students and ask them to follow the plans of the sponsoring organization. Normally, Colgate will only write to family members in the unlikely event of an extreme emergency (e.g., pandemic, terror threat, or natural disaster) to advise about any additional help that Colgate can provide.
- In the case of individual emergencies, the student's Emergency Contact on record would be contacted.

More at [colgate.edu/off-campus-study](http://colgate.edu/off-campus-study)



## Office of Undergraduate Studies

Colgate recognizes that not all incoming students have equal access to resources while they are in high school. Colgate's Office of Undergraduate Studies (OUS) hosts the Undergraduate Scholars Program, a supportive four-year program that taps the potential of each OUS Scholar, particularly in terms of academic excellence and leadership in the traditions of the liberal arts. Candidates chosen to be part of the program are a highly select group of students who have demonstrated creativity and determination in the face of personal, economic, and social challenges. They have achieved success while systematically pursuing the most demanding academic paths open to them. Admission to OUS is determined at the time of admission to Colgate, and no separate application is necessary.

### Summer Institute

The Summer Institute introduces students who have been chosen for the OUS program to Colgate's academic rigor and to the campus.

The institute is designed to bridge the transition to college with a focus on the academic culture of Colgate. The program promotes personal growth and educational achievement.

From late June to early August, OUS students live on campus and participate in two academic courses taught by Colgate faculty members, with emphasis on critical reading, analytical writing, and quantitative literacy skills. Courses are intensive and on a shortened schedule; they range from cancer biology to educational studies to the core curriculum.

The Summer Institute also offers these students ways to build connections and feel at home before their first semester starts.

## The OUS Experience

As Colgate students, OUS scholars participate in four years of programming and engagement.

Throughout the first year, OUS scholars learn effective strategies to transition to campus life, how best to access mentors and work with faculty members, how to develop and sustain social and cultural capital, and how to become fully engaged students.

As sophomores, OUS scholars broaden their involvement on campus. OUS collaborates with campus partners to sponsor programming such as opportunities to learn about study abroad and other off-campus study options, internship and academic research opportunities, choosing a major, and career planning.

As juniors, OUS scholars deepen their involvement as active learners and engaged citizens. Programming focuses on alumni and career networks, nationally competitive fellowships and scholarships, and internships and other experiential activities. OUS scholars are encouraged to engage in academic research and study-abroad opportunities.

Colgate also encourages OUS scholars to pursue thesis work, independent research, and other scholarly opportunities as seniors. Students connect with counselors in career services as well as alumni regarding life after Colgate.

Students in the OUS Scholars Program are change agents — scholars have a history of making significant and meaningful impacts on campus.

C More at [colgate.edu/ous](https://colgate.edu/ous)

## Campus Life

Colgate fosters an active, intellectually curious campus community where life and learning transcend disciplines, cultures, and classrooms. Each student is an essential part of a tight-knit community that shares a common purpose and nurtures close bonds of lifelong friendship. The University's purposeful and thoughtful approach to all aspects of campus life is designed to support students' physical, emotional, environmental, financial, intellectual, occupational, social, and spiritual development and well-being.

### Dining

Healthy eating habits are an important factor for students in staying active and at their best to pursue their education and their activities.

### Meal Plan Selection

The Premier meal plan is required for all first-years and sophomores, as well as juniors and seniors who live in traditional residence halls. The most comprehensive plan, it offers unlimited dining access seven days per week at Frank Dining Hall during hours of service, plus many options for food and beverages at other campus dining locations such as the Coop, Chobani at the Hieber Café, Donovan's Pub, and Dining Services-operated food trucks.

Juniors and seniors living in campus apartments may select from among several available meal plans. Seniors granted permission to live in private off-campus housing can choose to purchase meal plans if they would like to, as well.

The meal plan charge will appear on the student account within one week of selection.

### Flex Dollars

Each meal plan includes a certain amount of flex dollars. These add flexibility to dining options and may be spent like cash at Frank, the Coop, Chobani at the Hieber Café, and Donovan's Pub. As an additional value, flex dollars are tax exempt. Unused dollars may carry over from fall to spring semesters; however, unused flex dollars expire on the last day of the academic calendar year and do not roll over to the following academic year.

### 'Gate Cash

Students can use 'Gate Cash on their 'Gate Card to purchase meals at any campus dining location and at many locations in the local community. 'Gate Cash carries over from fall to spring as well as between academic years.

C More at [colgate.edu/mealplans](https://colgate.edu/mealplans)

→ See Billing and Student Accounts section for financial information.

### Dietary Restrictions

Colgate is committed to accommodating students with food allergies and other dietary concerns. The dining services staff can best serve those who contact them; therefore, students with dietary restrictions can submit a [Dietary Restriction Disclosure Form](#).

### Campus Nutritionist

If your student would like help navigating the dining hall, finding balance in their diet, or getting advice about general nutrition questions or concerns, they can set up an appointment with the campus dietitian nutritionist by calling 315-228-6403.

### Breaks

For students who remain on campus during University break (recess) periods, Dining Services maintains a modified schedule at select locations. During Thanksgiving break, typically a dinner host program matches students with Colgate faculty, staff, and community members, who open their homes for this holiday meal.

### Adjusting to Dining Halls

It does take some students a bit of time to adjust to eating in a dining hall environment. Some may find the many choices overwhelming. Others long for the flavors, textures, or choices that they are used to and need to adjust their palate. You encourage your student with these tips to maintain a balanced, nutritious diet:

- Keep an open mind about trying new things.
- Become familiar with the offerings at each dining venue.
- Look carefully around the venue to find all that's available that day
- When planning their schedules, prioritize time for eating.
- Take advantage of the mobile app for pre-ordering when time is tight.
- Consult with the registered dietitian on staff for suggestions on strategies for navigating the dining venues.

Students are always welcome to reach out to dining services with feedback, questions, or concerns. They can text 315-825-4119 or email [diningservices@colgate.edu](mailto:diningservices@colgate.edu).



## Housing

As a residential liberal arts institution, Colgate approaches student housing as an integral aspect of assisting emerging adults to develop skills for living, learning, and relationship and community building. **Students are required to live on campus for the duration of their enrollment according to the residency requirement outlined in the *University Catalog*.**

The [Office of Residential Life](#) promotes a purposeful and inclusive environment. The professional staff members are trained in student development, mentoring, conflict mediation and resolution, and providing a safe and inclusive living environment for all students. Each residential facility has a staff Area Director (AD) as well as student Community Leaders (CLs/residence advisers) — trained student employees — in residence to serve as a first point of contact with residents, providing advice, mentoring, and assistance.

### Residential Commons: First-Years and Sophomores

The Residential Commons system is the foundation of students' four-year living and learning experience. First-years and sophomores live “on the hill” as members of one of the [Residential Commons](#), each of which has specific affiliated residence halls. Our four Residential Commons communities are Brown Commons, Ciccone Commons, Hancock Commons, and Mabel Dart Colgrove Commons. Students stay connected throughout their four years on campus with their Residential Commons community, even after moving to junior and senior residential facilities.

Each commons is led by two co-directors and is supported by residential life professional staff members, faculty affiliates, and residential fellows. All faculty and staff members work together to provide residents with intellectual, academic, and social opportunities and a sense of belonging and connection with peers and the Colgate community.

Each commons has unique identities, traditions, activities, and gatherings. Additionally, each commons fosters intellectual engagement within the community through programs such as discussion-based dinner series, invitations to guest speakers and performers, and connections to faculty experts across campus, challenging residents to learn in their residential community.

As a means to bridge the academic and residential components of a student's experience and foster intellectual engagement outside the classroom, the First-Year Seminar (FSEM) will determine a student's assignment to their [Residential Commons](#).

**C** More at [colgate.edu/residential-commons](http://colgate.edu/residential-commons)

### First-Year Housing

Once an incoming student has been assigned a Residential Commons, they are then assigned housing in an affiliated residence hall.

Most incoming students will have a roommate or roommates, depending upon the room assignment. Roommate matches are based on the information provided in a student's housing preference form — part of the new student checklist. The preference form provides an opportunity for students to describe their daily habits and lifestyle. Incoming students have an opportunity to apply for necessary accessibility accommodations as well.

Incoming students are notified of their room assignment and roommates in early August. Students are encouraged to communicate with their roommates to get to know them before arriving on campus.

### Move-In: Purchasing and Planning Tips

Colgate provides incoming students with helpful information on [what to bring and not bring](#) for their residence halls prior to campus arrival. This information is sent to students directly when they receive their fall housing assignment. It is also on the Colgate website. Please note: there are a number of prohibited items that students must not bring to campus, including candles, hot plates, air conditioners, and other items listed in the [Residential Housing Agreement](#) in the *Student Handbook*.

Room layouts vary widely from building to building. We recommend that students bring all essential items with them, but wait to purchase any items that would be room layout-specific until after arrival. It is often beneficial to have a few days in the room in order to determine any additional needs. We also suggest that roommates connect prior to arrival in order to coordinate shared items such as microfridges, fans, futons, etc., and to avoid duplication.

### Live Far Away? Mailing Packages

In preparing to move in, your student is welcome to send packages — or catalog or online orders — to campus. Mail services is extremely busy at the beginning of the semester; therefore, we recommend all essential items (bedding, towels, toiletries) be brought with your student.

→ See Send Mail and Packages to a Student on Campus for details.

**C** More at [colgate.edu/new-student-housing](http://colgate.edu/new-student-housing)

### Sophomore, Junior, and Senior Housing

Housing selection for sophomores, juniors, and seniors takes place every spring for the following fall. Colgate's goal is to facilitate a process through which students can select housing where they can be successful academically, develop positively as a whole person, and live with people who matter to them. Colgate works to provide students with as much choice as possible, although there are times when students may not be able to be placed in their top choices of housing type or location. The types of housing at Colgate are quite varied, however — and the process is designed to offer options for students based on their interests, habits, and style of living preferences.

The Office of Residential Life provides information each year explaining all options and the [housing selection process](#). The office staff are always happy to answer questions or have a discussion with them along the way.

### Sophomore Housing

Sophomores remain in their Residential Commons, but they typically choose their own roommates from within the membership, and there is potential to live in a different building than in the first year. Room selection is managed through a lottery process. The lottery takes place in the spring of the first year.

### Junior and Senior Housing

Juniors and seniors live “down the hill” in a variety of theme houses, interest groups, apartments, townhouses, or fraternity or sorority chapter houses, which are owned and operated by Colgate. Many of these options provide more independence than traditional residence halls.

### A Cautionary Word on Senior Year, Private, Off-Campus Housing

Colgate requires every student to live in University-owned housing during all four years of their education, with one exception. Historically, Colgate has permitted a limited number of students to live off campus during their senior year. Interested students must apply for and then secure a space through the private off-campus housing lottery during the fall semester of their junior year. Securing permission to live off campus is not a guarantee; more students request this option than receive permission.

Applicants must meet conduct expectations that demonstrate a pattern of respectful, healthy community behavior, and must receive written notice of permission from the Office of Residential Life.

**It is important that students not sign a lease with an off-campus landlord before receiving a lottery place in off-campus housing from Colgate.** Students who sign a lease prior to obtaining permission will be responsible for paying both University housing and any financial obligations to the landlord required by the lease. In other words, signing a lease will not release students from the requirement to live in University-owned housing and will not be considered a valid reason for Colgate to release a student from this requirement.

**C** More at [colgate.edu/housing-selection](http://colgate.edu/housing-selection)

## Helping Your Student With Housing Matters

### Roommate and Hallmate Conflicts

There are times when roommates encounter difficulties in adjusting to each other's habits; learning to communicate expectations and resolve issues are important skills for our students to develop. Colgate has a set process for helping students to navigate conflicts with their roommates that is meant to help them learn to have productive discussions, advocate for themselves, and develop healthy, respectful, inclusive relationships.

- First, try to resolve the issue on their own, whether with their roommate, floormates, or hallmates.
- Second, seek assistance from the CL, either to mediate the disagreement between the roommates or to seek additional University resources to support their needs.
- Third, with the CL, seek assistance from the AD. The AD will assist the student(s) with either additional mediation or resources.
- In extreme cases when a situation is determined to be unresolvable, the AD might make a recommendation for a room move. Recommendations are evaluated based upon available spaces and provide an option for relocation if possible.

If your student finds themselves in conflict with their roommate or hallmate, encourage them to be as open and honest as they can, to speak up early before small issues fester into bigger resentments, and to practice self-care as well as empathy. Remind them about the process and the staff resources available to them.

### Housing Selection

Family members can help their students consider the meaning and purpose behind their living situations with the following principles:

#### Develop Goals and a Set of Choices

Good strategies include purposefully identifying specific goals for their residential situation, as well as identifying several choices they would be comfortable with.

Students should read the materials provided so they can be informed about what options are available to them. Ideally, they will come to the process having considered the type of living situation and the corresponding [facilities that interest them](#).

### Value People Over Place

A student's choice of whom to live with is an important aspect of the residential experience. It's often helpful for students to prioritize choosing the people and potentially the general type of housing (such as single, double, suite, theme housing, apartment) rather than having their hearts set on a specific room or building.

### Tap Available Resources

The residential life staff are happy to help students talk through their options, plan a strategy, or ask for help in locating a roommate. The more the staff can get to know them and understand the nuances of their situation, the better they can address what is within the available resources.

### Learning Moments

If your student is upset about where they've landed in the housing lottery, lend them an ear and sympathize, but help them develop a healthy perspective: It wasn't personal. Sometimes our circumstances fall to the luck of the draw. Remind them of a challenge they have previously overcome, or share a situation when you had a similar disappointment but persevered. Some of the best outcomes in life were those that came about as a backup plan.

### Student Leadership in Residential Life

As part of the Office of Residential Life mission, holistic student development is demonstrated through our commitment to student leadership. We create opportunities for student leadership that will enhance the student's growth and provide them with integrated, hands-on opportunities to shape the residential experience at Colgate. There are several ways for students to get involved in residential life, including being an executive board member for their Commons Council, applying to be a Community Leader (CL), or applying to be a student worker in the Office of Residential Life.

## Involvement Outside the Classroom

Colgate has many ways for students to get involved — we call these co-curricular activities. Each student has much flexibility in finding meaningful experiences, developing friendships, and building their own community. In this guide, we cover a few specific areas in depth because they draw the most questions from parents and family members.

### ALANA Cultural Center

Colgate's [Africana, Latin, Asian, and Native American \(ALANA\) Cultural Center](#) provides multicultural exploration, social justice education, and campus community building. In this learning place, social space, and campus focal point, Colgate students, faculty, and staff of every class year, race, ethnicity, gender, religion, and sexual orientation gather to learn about multicultural heritages, struggles, and accomplishments. The center affirms their cultural identities and histories through visual arts and reading materials, student group advising, and intellectual, educational, and social programming. It supports and engages all members of the Colgate community interested in exploring issues of inclusiveness and the intersection of race and other social identities.

Five tenets guide their mission: community building; a commitment to social justice; celebrating the unique cultures and histories of students, staff, and faculty members; helping students feel empowered to take ownership of their lives; and peer education and engagement.

The center hosts and cosponsors many annual events, from ALANAPalooza, the Martin Luther King Jr. celebration, Multicultural Fashion Show, Cooking Around the World, and the Social Justice Summit, to monthly Thrive brown bag lunch discussions, to African American, Hispanic Heritage, Asian Awareness, and Native American History months. It also offers education and training programs — experiential activities and workshops that help students to learn about themselves and challenge their own implicit biases in a forgiving space. Examples include cultural humility, implicit bias training, InterGroup Dialogue, Social Justice 101, and Thriving in a Multicultural Environment.

The Empower support group brings students together for honest, supportive, validating, and collaborative discussions about how to survive and thrive in college as a person of color.

ALANA staff members also serve as advisers to more than 20 cultural organizations on campus, providing advocacy and coaching to help student leaders fulfill the missions and visions of their groups and at the same time, to exercise their leadership and social skills. Monthly VISION meetings bring the leaders of multicultural student groups together to discuss programming and campus issues.

The cultural center also collaborates with the Office of Alumni Relations in creating opportunities for current students of color to find mentorship and guidance from Colgate's alumni network. For example, the Alumni of Color in STEM monthly dialogue connects students who are interested in STEM majors, minors, or classes with alumni who are working in STEM fields for advice, recommendations, and network opportunities.

More at [colgate.edu/alana](http://colgate.edu/alana)

### Center for Leadership and Student Involvement

The [Center for Leadership and Student Involvement](#) advises student groups and their leaders in planning the year's educational and social events, facilitates collaboration, and promotes student leadership and skills development. With more than 150 student clubs and organizations to choose from, students are free to explore their passions while discovering new ones along the way.

This office also plans and supports traditional events including the Welcome Back Festival, Homecoming, Fall Fest, Springfest, Dancefest, and many more.

Whether it is a campus cultural group, a dance group, a service organization, a team, or a fraternity or sorority, joining a student organization is one of the key ways that Colgate students meet one another. Through shared interests, activities, and time, students form bonds and communities that carry them through their four years on campus, and often through a lifetime of friendship. Students also have the opportunity to facilitate their own sense of belonging by starting a new club in the fall semester.

Colgate's [Get Involved](#) platform is the online focal point for many clubs and organizations. Students can peruse the listings to see the groups they may wish to join, and they utilize the platform for club administrative functions.

More at [colgate.edu/clsi](http://colgate.edu/clsi)

## Max A. Shacknai Center for Outreach, Volunteerism, and Education

The [Max A. Shacknai Center for Outreach, Volunteerism, and Education](#) (COVE) fosters a commitment to social responsibility and engagement through mutually beneficial, community-centered partnerships. Students learn the leadership skills needed to impose lasting social change through a variety of collaborative civic projects serving the areas of child and youth mentoring, food and shelter, educational enrichment, and community health. The COVE can help students who are looking for volunteer opportunities connect with community partners, and provides a forum for questioning and reflecting on the root causes of challenging social issues. Since the COVE's founding in 2001, more than 10,000 students have contributed more than 575,000 service hours, equaling almost \$15 million in salary savings to community partners.

C More at [colgate.edu/COVE](http://colgate.edu/COVE)

## Office of LGBTQ+ Initiatives

The [Office of LGBTQ+ Initiatives](#) works to enhance campus inclusion and provide support for lesbian, gay, bisexual, transgender, queer, questioning, and ally students, staff, and faculty through intellectual and leadership development, building community, outreach, and visibility. The office is committed to ensuring that everyone, regardless of their sexual orientation, gender identity, or gender expression, feels supported in a safe and affirming community. Their educational and community-building opportunities focus on enhancing LGBTQ+ inclusion and advocating for the needs and concerns of the LGBTQ+ community. Their home in the Center for Women's Studies (East Hall) includes programming space, a library, meeting room, classroom, and a kitchen, sharing the space with the academic programs in LGBTQ and women's studies.

Programming and involvement opportunities include LGBTQ+ History Month and Queerfest events, game nights, mix and mingle social gatherings, various trainings on sexuality and LGBTIQ+ identities, Lavender Graduation, etc.

Student organizations include Lambda, which provides a supportive, confidential social outlet for students to share experiences and organize around relevant political issues and events, and QTPOC (Queer and Trans People of Color), whose members empower and protect students of color who identify as LGBTQIA+.

Safe Zone training, open to all, is a two-hour seminar that provides an educational environment to learn about and discuss sexuality, gender, and LGBTQ+ topics such as coming out, pronouns, and allyship. Activities and discussions are meant to engage participants in conversations that could improve not only individual understanding but also the lives of LGBTQ+ folks around them.

The office also provides funding for students to attend or present at national and regional conferences focusing on LGBTQ+ research, education, and community organizing, or activism.

→ See the Diversity, Equity, and Inclusion section of this guide for more information about support for LGBTQ+ individuals.

C More at [colgate.edu/lgbtq-initiatives](http://colgate.edu/lgbtq-initiatives)

## Fraternities and Sororities

Fraternities and sororities have a long history at Colgate. The University currently recognizes five fraternities and three sororities, all internationally affiliated organizations. Today, approximately 32 percent of eligible students join one of these organizations as part of their campus experience.

Fraternities and sororities at Colgate, supported and advised by the [Office of Fraternity and Sorority Advising](#), seek to enhance the student experience, mold thoughtful and engaged adults, and provide lifelong connections. Their stated specific goals include intellectual development; citizenship, leadership, and service; diversity, access, and inclusion; personal growth, health, and wellness; accountability; and lifelong connections.

Each organization has a dedicated philanthropy that they raise funds for; hosts signature chapter events; and offers a unique experience within the fabric of the larger campus community. Each organization occupies a University-owned house on Broad Street, as part of Colgate's residential education program. Members are expected to live in the house during the time of their membership.

Students have the opportunity to go through the recruitment process during the fall semester of their sophomore year and may go on to assume leadership roles in their individual organizations and in the larger community. The formal fraternity and sorority

recruitment process is organized by the organization's respective governing council and is advised by the Office of Fraternity and Sorority Advising.

Joining a fraternity or a sorority comes with a financial commitment of dues and fees outside of the University's Student Activities Fee. Potential new members are given information regarding costs of membership per organization, and whether the organization provides any scholarships, during the recruitment period. It is important for students and their families to discuss these financial obligations in the context of their individual financial situations before a student decides to join a fraternity or sorority.

C More at [colgate.edu/fraternities-and-sororities](http://colgate.edu/fraternities-and-sororities)

## Physical Education, Recreation, and Athletics

The vision of the Division of Physical Education, Recreation, and Athletics is to be an inclusive community of competitive excellence. At its heart is a belief that sport can develop community; inspire the pursuit of excellence; and bring out what is best within each of us.

Whether competing as a member of one of Colgate's 25 varsity sports teams, cheering on the Raiders on game day, participating in Outdoor Education or club sports programs, or pursuing health, wellness, and connection in our recreational facilities, every Colgate student has a place and an opportunity to get involved.

### Varsity Sporting Events

Colgate students receive free admission to all varsity regular-season home contests. There is a designated student section called Section 13 in each venue. Student attendance is encouraged at varsity contests, where they can develop friendships and show school spirit.

Parents and families may purchase tickets to any of our ticketed sporting events by calling 315-228-4062, visiting the ticket office located in Reid Athletic Center, or at [colgateathletics.com/tickets](http://colgateathletics.com/tickets).

### Recreation Facilities

Colgate students receive free access to all [recreation facilities](#), including the Trudy Fitness Center; recreational basketball, volleyball, squash, and racquetball courts; Lineberry Natatorium (swimming pool); indoor climbing wall; and fitness studios.

Parents of current Colgate students may purchase [day passes](#), valid for all recreational facilities, at a discounted rate of \$5.00/day. Visitors should visit the

Equipment Services Window in Huntington Gym to purchase passes and sign a facility use agreement.

### Group Fitness Classes

[Group fitness classes](#) are available at no charge to students, including yoga, high-intensity interval training, cardio, strength training, and barre classes.

### Physical Education Requirement

The [Physical Education](#) curriculum — a graduation requirement for all Colgate students — emphasizes practices based in the eight dimensions of wellness: social, emotional, spiritual, intellectual, physical, environmental, financial, and occupational. The curriculum helps students to identify helpful resources and establish healthy behaviors during their time at Colgate and beyond.

### Outdoor Education

Outdoor Education (OE) provides Colgate students with leadership, wellness, personal growth, sense of place, and community-building opportunities through outdoor and experiential programs. The OE community, which emphasizes the values of sustainability, diversity and inclusion, safety, and improvement, organizes the popular [Wilderness Adventure](#) pre-orientation program for incoming students.

During the academic year, OE offers a [wide range of trips and outings during every season](#). In a physical education class with OE, students get off campus for a chance to disconnect, meet a dynamic group of adventurous people, and learn a new skill. Backyard Adventures (BYA) are free, low-commitment, local outings that encourage students to spend more time in the outdoors.

First-years and sophomores can apply to take part in the OE [Staff Training Program](#). Staff Training is a nine-month program featuring a curriculum in leadership, teaching, risk management, sense of place, expedition behavior, and outdoor skills. Upon completion, qualified students may be hired as OE staff members. Previous outdoor experience is not a prerequisite. Leadership potential, a desire to learn and to teach, and a positive attitude are paramount.

In addition to these programs, students can also borrow equipment for their own adventures from the [Outdoor Equipment Rental Center](#).

Financial assistance is available for Wilderness Adventure, Staff Training, and Physical Education classes.

C More at [colgate.edu/athletics-recreation](http://colgate.edu/athletics-recreation)

## Religious Life

The [Office of the Chaplains](#) is Colgate's religious hub, nurturing engaged, thoughtful communities of spiritual practice. Most of the major religious traditions have active student groups providing a vibrant and diverse community with regular opportunities for worship. Through these connections, students in many traditions meet weekly for worship, prayer, discussion, learning, and meals. The chaplaincy staff also routinely supports opportunities to worship with local congregations.

Colgate's chaplains are a steady, reliable campus resource — available to all — during times of strife, tension, or tragedy. The chaplains are a confidential resource, available to provide individual pastoral care and counseling, share personal triumphs, provide advice, or offer comfort in times of sorrow or stress. Participation in religious observances is never required, before or after consultation — all are welcome.

Religious celebrations and observances are open to all, with opportunities to celebrate familiar traditions and connect with others.

If your family's religious tradition is not currently represented on campus, your student is welcome to contact the chaplains' office; they are always willing to begin a new group if there are interested students.

By engaging with the Office of the Chaplains, students can approach life's biggest questions in a friendly, dynamic, and supportive environment. Members of Colgate's diverse religious groups have the opportunity to reinforce their own faith through campus experiences. Meanwhile, they gain insight into the values and practices of other traditions. These interactions, open to the entire community, encourage open dialogue — a valuable life skill that serves undergraduates well, long after graduation.

## Sacred Spaces

The Office of the Chaplains oversees several spaces available to all.

- Colgate Memorial Chapel hosts Sunday Mass by the Newman Catholic Community and Sunday services with University Church. There is a Muslim prayer room open at all times at 110 Broad Street.
- Judd Chapel on the garden level of Memorial Chapel offers an interfaith space, used for Jummah prayers, Mass, Buddhist meditation, Bible study, and individual reflection.
- The Michael Saperstein Jewish Center is the home of the Colgate Jewish Union and hosts weekly Shabbat services and dinner.

## Observance of Religious Holidays

Colgate is committed to providing a welcoming and supportive environment for students from all cultural and religious backgrounds. All members of the community are expected to ensure that students will not suffer adverse consequences for practicing their religions; the Student Handbook outlines the Policy on Religious Life that guides these principles.

**C** More at [colgate.edu/religious-life](https://colgate.edu/religious-life)

## Finding Their Place

Is your student looking for ways to meet people and get involved? There are many opportunities! Point them to these resources:

- [Campus events calendar](#). It lists all manner of happenings — some virtual, some in person. It also has a Groups feature, where students can explore areas of interest.
- Staff members at the [ALANA Cultural Center](#), [Center for Leadership and Student Involvement](#), [Office of LGBTQ+ Initiatives](#), [Max A. Shacknai Center for Outreach, Volunteerism, and Education](#), [Shaw Wellness Institute](#), and [Office of the Chaplains](#) would be more than happy to connect them with active students in their areas of interest.
- Community Leaders and Orientation Links can provide great advice about clubs and activities. These more experienced students are trained to help students find resources and activities of interest.

## Transportation

### Cars on Campus

Students are allowed to bring cars to Colgate; they must follow all campus regulations regarding their vehicles. They must register their vehicle with Campus Safety within 24 hours of being on campus and obtain a parking permit decal, which must be properly affixed to the vehicle's driver side rear window. Vehicles not properly displaying a valid decal or permit are considered to be unregistered.

Parking of student vehicles on campus is regulated in terms of location and, typically, time of day: in particular, student parking on campus is prohibited (with exceptions for students with handicap, medical, or special parking permits) during workday hours.

Students who live off campus typically may obtain a special permit to park in a designated lot on campus during workday hours.

**C** More at [colgate.edu/parking](https://colgate.edu/parking)

### Colgate Cruiser

The Colgate Cruiser is a [free shuttle service](#) around campus and Hamilton and is available to all students and family guests.

### On-Demand Shuttle

The University's on-demand shuttle service offers the Colgate community and campus visitors easy and safe transport to and from Hancock International Airport and the bus and train stations in Syracuse and Utica. The service, which requires reservations in advance, is priced on a sliding scale based on the destination and number of riders.

## RideAssist

This nonemergency transportation service is for students with qualifying temporary or chronic medical conditions. The service is restricted to the Colgate campus and is provided to assist authorized users getting to academic activities, medical appointments, rehabilitation sessions, and athletic commitments. It is not intended to be an individual's primary means of transportation and does not transport students to social or recreational activities. RideAssist requires authorization by the Office of Disability Services, the athletic trainer (for injured varsity athletes), or Student Health Services (SHS) and is coordinated through SHS.

**C** More at [colgate.edu/transportation](https://colgate.edu/transportation)

## Colgate Bookstore

The [Colgate Bookstore](#) is students' one-stop shop for academic textbooks, computers and technology equipment, and Colgate gear as well as gifts and supplies for residence halls.

The store is located in a central shopfront in downtown Hamilton and is easily accessed at a Colgate Cruiser stop.

→ See Computers under Information Technology Matters for more

**C** More at [colgate.edu/bookstore](https://colgate.edu/bookstore)

## Voting

The Colgate Vote Project strives to create a population of habitual student voters on campus by streamlining the registration and voting process. Regardless of party affiliation, understanding of politics, or voting eligibility, the project aims to support all students and create an on-campus environment that encourages participation. The project webpage connects students to voting resources, including a site where they can register to vote, get an absentee ballot, check their voter status, and receive election reminders; and a link to the Madison County Board of Elections.

**C** More at [colgate.edu/vote-project](https://colgate.edu/vote-project)

## Accessibility Resources

Colgate University welcomes individuals with diverse abilities and provides an inclusive learning and residential community through the [Office of Disability Services](#). The office ensures that students with disabling conditions have equal access to the complete college experience (i.e., equal access to all programs, services, and activities offered). Students with a permanent or temporary disability are encouraged to contact the office to discuss the resources and services available to accommodate/adjust their individual needs.

## Housing Adjustments

The Office of Disability Services, in close collaboration with the [Office of Residential Life](#), ensures that individuals with disabilities receive reasonable and appropriate accommodations and modifications as per the [Fair Housing Act](#) administered by the U.S. Department of Justice. Should a student find their residential needs cannot be satisfied through the general housing selection process, they are required to complete the [Accessible Housing Application](#) through their housing portal. Not only must this application be complete and submitted by the deadline stated, but students are required to submit supportive documentation for their request as part of their application. Incomplete or late applications will not be reviewed or accepted. In addition, the Accessible Housing Application must be completed for each academic year for which housing accommodations or modifications are requested; approved accommodations and modifications are effective for one academic year only.

## Vehicle Accommodations

Colgate University is a strikingly beautiful campus, but our location on a steep hillside, coupled with our winter climate, can pose challenges, especially for individuals with mobility impairments.

## Handicap Parking

Student vehicles with state-issued license plates or permits for individuals with disabilities are encouraged to apply for a University-issued handicap parking decal to ensure close and safe proximity to University buildings and activities.

## Medical Exception

Students who do not have state-issued license plates or permits for their disabling condition must obtain written authorization from Student Health Services to park in reserved handicap parking on campus. If the student's request is approved, Student Health Services will notify Campus Safety to issue the appropriate parking decal.

**C** More at [colgate.edu/disability-services](http://colgate.edu/disability-services)

## Campus Jobs/Employment

Many students end up working on campus at one time or another, even if they don't initially plan to look for a job. For example, arrival day, commencement, and reunion staff; intramural officials; technology service desk consultants; tutors; and summer research assistants are all paid positions.

Student employment is managed by the Department of Human Resources. Although there is no guarantee of employment, interested students are almost always able to find job opportunities on campus during their time at Colgate, assuming they apply early and are flexible about where and when they're willing to work.

In order to work on campus, students are required to complete a Federal Employment Eligibility Verification (I-9) Form. This is a federal requirement for all employees. No one is allowed to work without a valid I-9 form on file.

Family members can help to ensure that their students are able to pursue campus employment in a timely fashion by reminding them to bring with them to campus the necessary documentation to establish identity and employment authorization.

## Work-Study

→ Find information about work-study awards in the Financial Aid section.

## International Student Employment

→ International families should refer to the maintaining F-1 Visa Status and International Student Employment sections under International Students and Families in this guide for more information.

## Career Development

The [Career Services](#) team empowers students to engage in strategic exploration, preparation, and action, and their career advising provides students with individualized guidance and support.

## Career Discovery

Career exploration is a process in which students should engage throughout their four years on campus — and they are invited to do so early and often. Backed by an active and engaged alumni network, Colgate provides many ways for students to explore professional possibilities and opportunities with access to peer advisers, professional career coaches, and many other informational resources.

## Graduate and Professional School

In concert with faculty academic advisers, Career Services advisers assist students who are considering applying to graduate and professional schools. In providing guidance and resources for researching graduate programs and preparing applications, the advisers can:

- Advise on whether to apply to graduate or professional school or to seek professional experience first.
- Identify programs that align with students' goals and academic résumés.
- Advise and assist with the relevant application and reference-gathering processes.

Colgate also has pre-professional resources for students intending to pursue careers in the health sciences, law, engineering, architecture, or entrepreneurship.

## Entrepreneurship and Innovation

Colgate's entrepreneurship and innovation programs challenge participants to bring a concept to reality, learn by doing, innovate and explore, solve problems,

take risks, and grow in new ways. Colgate student entrepreneurs are supported by robust programs, funding opportunities, dedicated spaces, and a highly engaged group of alumni and parent mentors with deep domain expertise.

**C** More at [colgate.edu/career-services](http://colgate.edu/career-services)

## Empower Their Journey

It may be tempting to try to manage your student's career exploration process; after all, they are busy with their coursework and co-curriculars. But it's important for their ability to develop confidence in their decision-making — and for their long-term success — that they take on this process themselves. They need to absorb, internalize, and act upon the information they are learning both from Career Services and through their experiences. They are developing the skills that will propel them to success as first-time professionals.

The best help you can provide is to encourage your student to be an active partner in their journey. Encouraging them to develop a relationship with one of Colgate's professional career advisers, and to attend workshops and programs — even if they are unsure of their career path — is a great way for parents and family members to support their students.

If you are interested in volunteering for Career Services programs, such as conducting informational interviews or job shadows with current students, or would like to help build a connection between your employer and Colgate for internship or entry-level recruiting, please let us know by emailing [careervolunteer@colgate.edu](mailto:careervolunteer@colgate.edu).

You can receive the weekly emails to students about programs and recruiting opportunities. Visit [colgate.edu/career-services](http://colgate.edu/career-services) and click the [Subscribe](#) button.

**C** More at [colgate.edu/parents-career-discovery](http://colgate.edu/parents-career-discovery)



## Health and Wellness

Your student's wellness is in good hands with the caring providers at Student Health Services, Counseling and Psychological Services, and the Shaw Wellness Institute. Their goal is to help your student be physically and emotionally healthy so that they can be successful at Colgate.

Taking charge of their own health care preparations is a good way for students to practice independence before coming to college. Consider having your student make their own appointments for their physical exam, immunizations, and other screenings as part of completing their health care paperwork. You can walk through the deadlines on the New Student Checklist together to help them ensure they complete everything on time.

### General Health Care

The medical professionals at Student Health Services (SHS) offer a wide range of treatments and services, including general health, examinations and prescriptions for illness and injury, sexual and reproductive health, limited laboratory services, NYS Driver's License vision testing, routine vaccines and immunizations, and travel consultations regarding immunizations and medications.

There is no charge for visits to the health center; however, students (or their health insurers) are responsible for bills relating to emergency room visits, laboratory and x-ray tests, visits to specialists, and certain medications.

All care and conversations at SHS are confidential; see the Confidentiality section for more information.

Students can use the MyColgateHealth Patient Portal, a secure, confidential web portal, to manage routine health and communications with SHS. It is available 24/7; not for emergencies.

### Pharmacy and Medications

Students who are on maintenance medications typically continue to obtain them from their home pharmacy. Prescriptions can also be transferred to one of the two local pharmacies in Hamilton.

Prescriptions written by a Student Health Services medical professional after a visit to SHS will be called into either of the two pharmacies, and students can pick them up or arrange for delivery the following business day. Payment for prescriptions at local pharmacies would be through health insurance and/or out of pocket.

SHS does stock a small number of prescription and over-the-counter medications available to students after an appointment. Some are free of charge or come with a minimal charge and can be purchased with their 'Gate Card or charged to their student account.

### New-Student Health Requirements

Fulfilling the University's health requirements is an important step on the New Student Checklist (forms are sent to the student, not to the parent). The following are all requirements for new students to be able to enroll at Colgate:

- Proof of Health Insurance (see the Billing and Student Accounts section for information)
- Medical History Form
- Immunizations (required and recommended immunizations are specified on the form)
- Tuberculosis Screening
- Patient Consent Form including Parent/Guardian Treatment Permission (for students under age 18)
- Medical Portal Activation

More at [colgate.edu/healthservices](http://colgate.edu/healthservices), including information on where to obtain services such as dental and vision/eye health off campus.

### Specialist Referrals

There are some full-time and part-time specialists in Hamilton and many others within an hour's drive (Syracuse, Utica, Cooperstown). For students seen at SHS, the staff can help make a referral appointment and share relevant records but can't provide out-of-town transportation.

SHS does stock a small number of prescription and over-the-counter medications available to students after an appointment. Some are free of charge or come with a minimal charge and can be purchased with 'Gate Card or charged to their student account.

### If Your Student Gets Sick

Getting sick at college, away from family and familiar physicians, presents some unique challenges for students. Here are some tips to help your student from afar if they come down with an ailment.

- Encourage them to call Student Health Services. A nurse may be able to guide them through self care or may determine that an appointment is most appropriate. There is no charge for being seen at SHS. For any health care outside of SHS, including ER and urgent care center visits, and hospital, lab, and x-ray tests, it is important to consult with the health care provider and the insurance company regarding any associated costs.
- Emphasize the importance of not spreading sickness to others. Staying home or in their dorm room to rest will also allow your student to recover as quickly as possible.
- Remind them to contact their professors if they will miss any classes; athletes should also contact their coaches and trainers. If they expect to miss more than a day out of their schedule, it's also a good idea for them to let their administrative dean know. Administrative deans can be supportive and sympathetic resources.
- Suggest they enlist a friend to bring them fluids, food, over-the-counter medicines, or other supplies.
- Send a care package; a card and a few treats from home can lift spirits.
- Make sure that your student has a thermometer.

### If Your Student Gets Injured

A student with an injury while on campus might require temporary accommodations or assistance from a range of resources. Here are some tips to help your student if they become injured.

- Encourage them to make an appointment at SHS for evaluation and treatment.
- Emphasize the importance of resting and recovering in order to heal.
- If their injury may hinder their ability to attend class or complete academic work, remind them to notify their professors, academic adviser, and administrative dean, who may refer them to the Office of Disability Services for support, depending on their needs.
- If their injury hinders their ability to navigate the campus, SHS may suggest they seek approval for RideAssist, Colgate's nonemergency, on-campus transportation service for students with qualifying temporary or chronic medical conditions (see Transportation section for more).

## Mental Health Care

The professional counselors at Colgate's Counseling and Psychological Services focus on helping students to ameliorate problems that might be obstacles to their growth and development. All students are welcome, and more than half of the student body seeks the center's clinical services at some time during their four years at Colgate. The center offers group therapy, limited individual therapy and psychiatric services, and crisis counseling.

Some students arrive at Colgate needing regular care and treatment by a private mental health counselor or psychiatrist. Because of Colgate's rural location, securing a provider and developing a plan for obtaining treatment, including transportation, before coming to campus is an important step. Most mental health providers will be found outside of Hamilton, the closest cities being Utica and Syracuse.

In times of crisis or if you have concerns about your student, you are welcome to call Counseling and Psychological Services. Although the staff must honor student confidentiality, they recognize the importance of family involvement and can offer suggestions for how family members can support their student.

Students who are prescribed medication for mental health conditions and need periodic check-ins can ask for a referral to the consulting psychiatric nurse practitioner to coordinate with their prescribing physician at home.

More at [colgate.edu/counseling](http://colgate.edu/counseling)

### If Your Student Has a Mental Health Crisis

If your student experiences a mental health crisis, there is support available at Colgate. If during business hours, a student can call, email, or stop by Counseling and Psychological Services to meet with a counselor covering the walk-in hours. A student does not need an appointment and they can be seen the same day.

If a crisis happens after hours, your student can call the counseling center and be prompted by the voicemail to press #2, which will redirect them to the on-call counselor. The on-call counselor can assist them. Alternatively, students can call Campus Safety and ask for a counselor on call. Counselors are also available to consult with parents if you are worried about your student.



## Holistic Wellness

The Shaw Wellness Institute staff recognizes that Colgate students live busy, active — and, sometimes stressful — lives. The institute staff educates, connects, and inspires the Colgate community to lead well-balanced lives through proactive, holistic programming founded on eight dimensions of wellness. Resources include free confidential dietitian, alcohol, and other drug services; a group dedicated to body positivity called the Nutrition and Body Wellness Coalition; bystander intervention facilitation; Wellness Passport classes (for physical education credit); and a student ambassador program.

Colgate provides opportunities for all students to learn how to intervene in situations that may lead to an act of sexual violence. The facilitators teach about active bystander behavior and how they can implement those behaviors into their daily lives. In addition to a required first-year program, this framework is used in facilitated conversations for students regarding hazing, harassment and discrimination, alcohol use, and bullying.

**C** More at [colgate.edu/shaw](https://colgate.edu/shaw)

## Sexual Violence

At Colgate, we are committed to eradicating sexual and gender-based violence and assault. We focus on prevention through education, training, planning, support, and fostering community dialogue. We have a strong response system when assault does occur.

Colgate's [Student Non-discrimination, Anti-Harassment and Sexual Misconduct Policy](#) prohibits discrimination, harassment (including sexual harassment), sexual assault, sexual exploitation, domestic violence, dating violence, stalking, and related retaliation. The policy is a fundamental part of a Colgate community where all members can study, live, and work together in an environment of equal opportunity, inclusiveness, safety, and mutual respect. It sets forth behavioral expectations for all students.

## Prevention

Colgate offers multiple education and prevention programs to students and the Colgate community to learn more about the issues of sexual violence and ways in which members can help prevent sexual violence. All new students are required to complete the EverFi Sexual Assault Prevention for Undergraduates program. We recommend that parents and family members stay involved with these conversations and talk with their students about these programs.

**C** More at [colgate.edu/sexual-violence-prevention](https://colgate.edu/sexual-violence-prevention)

## Response

Haven, Colgate's sexual violence resource center, provides confidential care, support, advocacy, and trauma-informed clinical services to survivors of sexual assault, intimate partner violence, child/family abuse, stalking, and/or harassment. Help Restore Hope, an agency in nearby Oneida, provides support to Colgate students by placing an advocate on campus to help students if necessary. Colgate also supports Madison County's Sexual Assault Nurse Examiner (SANE) program, which provides survivor-focused services 24 hours a day, 365 days a year countywide, as well as options in where to obtain care. Parents and family members can help coach their students to get support from either of these resources. Additionally, you are welcome to consult with Haven staff members to discuss ways of supporting your student during their time at Colgate.

As the University's Title IX coordinator, Colgate's associate provost for equity and diversity oversees response to complaints of sexual harassment, sexual assault, discrimination, discriminatory harassment, and other violations of the policy. (Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in any education program or activity that receives federal funding. Under Title IX, discrimination on the basis of sex can include sexual harassment, rape, and sexual assault.) Complaints will be addressed through the University's [Student Sex- or Gender-Based Discrimination and Harassment and Sexual Misconduct Resources and Response Procedures](#).

**C** More at [colgate.edu/haven](https://colgate.edu/haven) and [colgate.edu/title-ix-policy](https://colgate.edu/title-ix-policy)

## Confidentiality

The medical and mental health care that Colgate provides to your student is confidential, in accordance with professional standards and state and federal law. **In non-life-threatening situations**, Colgate must have your student's permission to disclose information to you or other family members.

Students who wish to allow confidential providers on campus to discuss their medical treatment with a parent or guardian must provide written permission, according to federal law, by submitting a completed, signed Authorization for Release of Medical

Information form (available on [colgate.edu](https://colgate.edu)) to Student Health Services. For mental health communications, students will need to complete a Release of Information form through the Counseling Center.

**C** More at [colgate.edu/health-forms](https://colgate.edu/health-forms)

**In emergency situations, when it is appropriate to contact parents or guardians**, Colgate contacts them using the Emergency Contact Information that students provide in the portal.

## Helping Your Student Prepare

Before your student heads off to Colgate, take a few minutes to discuss health care basics.

Personal health care and how to use the following:

- Type of health insurance plan they will be covered under, including benefits and limitations when away from home.
- Every student can be seen at SHS and the Counseling Center no matter their insurance.
- For any health care outside of SHS, including ER and urgent care center visits, and hospital, lab, and x-ray tests, it is important to consult with the health care provider and the insurance company regarding any associated costs. The amount of coverage for visits and tests varies by insurance carrier and policy.
- Personal health care and how to use the following:
  - Thermometer (bring one)
  - Anti-inflammatory medication (ibuprofen or naproxen sodium)
  - Pain relief medication, such as acetaminophen
  - Cough medicine
  - Cold remedies
  - Nasal irrigation (a.k.a. sinus rinse)
  - Adhesive bandages (Band-aids)

## Health Care Proxy

Students are encouraged to identify and authorize a health care proxy — a parent, guardian, or other chosen caregiver — to make health care decisions for them if they become unable, even temporarily, to make their own decisions.

Students can ensure that Student Health Services has a health care proxy form on record for them by providing it to Colgate:

- In person
- By mail to Student Health Services, Colgate University, 13 Oak Drive, Hamilton, NY 13346-1398
- By fax: 315-228-6823

*Please note: because email is not a secure means of communication, Health Care Proxy forms cannot be sent via email.*

## Alcohol and Other Drugs

As part of its commitment to student wellness and safety, Colgate provides education and training around high-risk use of alcohol and other drugs. All new students are required to complete EverFi's AlcoholEdu program.

As parents, you can have a major impact on your students' decisions about alcohol and you are important partners in keeping your students safe. The Parent Handbook for Talking With College Students About Alcohol — a compilation of information from parents, students, and the scientific community — is a resource to help you in conversations you can have with them.

**C** Read the handbook at [colgate.edu/parent-alcohol-handbook](https://colgate.edu/parent-alcohol-handbook).

## Safety on Campus

### Campus Safety

Colgate's Campus Safety department is committed to maintaining the safety and security of the campus community in a caring, respectful, and professional manner. The team actively builds community with students on campus while taking seriously its charge to keep students and the college community safe.

Campus Safety personnel are licensed New York State security guards; they are not police officers and do not carry weapons. Campus Safety works in close partnership with local and regional law enforcement agencies including the Hamilton Village Police, Madison County Sheriff's Office, and New York State Police.

Visit the Campus Safety website for more information concerning safety services, resources, and programming, including information on card access, parking and permits, campus blue lights, security escorts, and personal safety devices such as the Colgate Guardian app.

### Annual Security and Fire Safety Report

The Higher Education Act (HEA), as amended in July 2010 by the Higher Education Opportunity Act (HEOA), specifies campus safety reporting and disclosure requirements. Colgate meets these requirements by way of the Annual Security and Fire Safety Report. In compliance with federal requirements mandated by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act [20 USC 1092(f)], the Campus Safety department is responsible for preparing, publishing, and distributing the report by October 1 of each year for the purpose of disclosing and disseminating certain information regarding campus safety and security; crime reporting, disclosure, and statistics; fire protection systems and fire statistics; emergency management; and campus safety and security policies and procedures. Find the publication at [colgate.edu/clery-compliance](http://colgate.edu/clery-compliance) or request a hard copy from Campus Safety at 315-228-7333. Colgate submits crime statistics to the U.S. Department of Education through a web-based data collection system that can be viewed at [ope.ed.gov/security](http://ope.ed.gov/security).

### Emergency Management

Colgate's emergency management program is designed to maximize emergency preparedness, fortify community safety, preserve University property, restore normal operations in the event of an emergency, and provide responsive communications to all appropriate parties.

Colgate follows the U.S. Department of Homeland Security's National Incident Management System (NIMS) for managing campus incidents and emergencies as well as for planning and preparation. The NIMS Incident Command System (ICS) outlines protocols, procedures, and training for the campus emergency management team, who represent staff members from all key functions of the University and undergo regular training. This practice allows Colgate to partner effectively with local, state, and federal agencies.

The campus Emergency Response Plan (ERP) provides the basic framework for managing Colgate's response to emergencies. The ERP is activated in the event of campus, local, regional, or national emergencies.

### Environmental Health and Safety

The Environmental Health and Safety department supports a safe learning, living, and working environment by promoting health, safety, and environmental protection through the development of comprehensive programs for training and consultation, risk evaluation and mitigation, emergency response, hazardous materials management, and regulatory compliance.

### Weather

The weather in central New York's Chenango Valley can vary widely from day to day, even over the course of a single day. Students need to navigate the mostly pedestrian campus to attend class, visit dining facilities and campus service departments, and take part in social and extracurricular activities. They should ensure that they have adequate footwear, clothing, outerwear, and inclement weather gear such as umbrellas for all types of weather, including extremes of heat and cold.

### Closures and Delays

In the case of severe weather, Colgate follows a careful process, managed by the Department of Environmental Health and Safety (EHS), for evaluating and determining its impact on day-to-day campus operations. The procedures support a commitment to the safety of community members and their ability to participate in the University's academic mission.

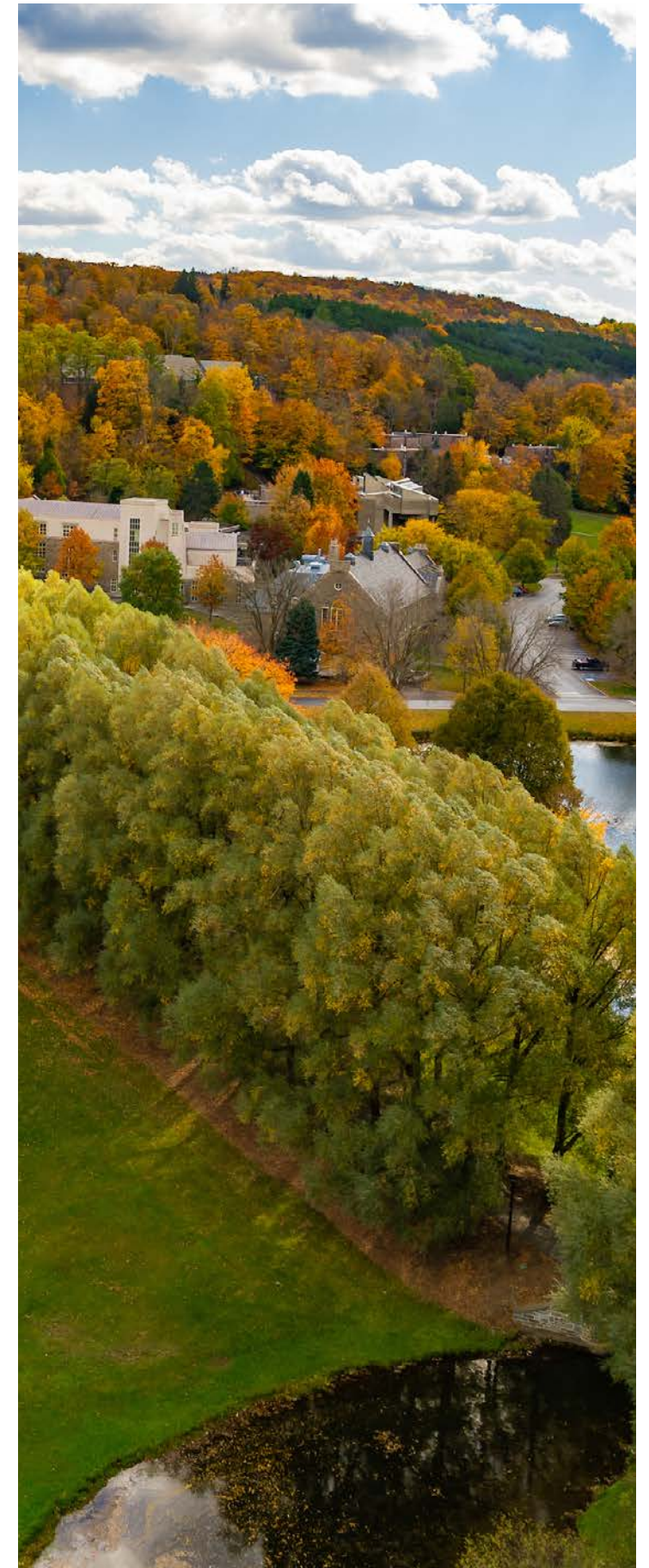
When severe inclement weather is expected, EHS convenes the University's Weather Decision Group (WDG) — representatives from the faculty, human resources, facilities, communications, and senior administration. The WDG considers personal health and safety and reviews the status of roads, parking, pathways, and building accessibility. The WDG also ensures that all utilities are operational and considers how a delay or closure might impact services and planned campus events, including the impact of class disruptions for course continuity and scheduling.

As a mostly pedestrian campus, Colgate rarely cancels classes; this may be an adjustment to what students are accustomed to from their primary and secondary school experience. Closure and delay decisions are communicated directly to student-, faculty-, and staff-registered cell phones via the ColgateAlert system. If students do not receive an alert about a closing or delay, it is safe to assume that everything is operating as normal on campus. Students, faculty, and staff also receive notification via email, and the information is shared with local media and posted to [colgate.edu](http://colgate.edu) and official University social media channels.

### Weather Impacts on Campus Schedule and Travel for Breaks

At times when inclement weather will significantly impact travel to and from campus at the beginning or end of breaks, Colgate shares the campus email notification with parents and family members who are registered for official parent and family communications. The email notifications will outline any changes to the schedule, including opening or closing of residence halls, dining services availability, cancellation of classes, Colgate Cruiser shuttle service, and Student Travel Agency-organized buses.

More at [colgate.edu/campus-safety](http://colgate.edu/campus-safety)



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## University Values and Expectations

Parents and family members can better support their students by becoming familiar with Colgate's expressed values, codes, and policies.

### Academic Honor Code

At the time of matriculation, all students are required to read and sign Colgate's Academic Honor Code — a pledge to represent themselves truthfully, claim only work that is their own, and engage honestly in all academic assignments.

**C** More at [colgate.edu/academic-honor-code](https://colgate.edu/academic-honor-code)

### Campus Policies

Colgate maintains two official documents of record that outline requirements, policies, rules, and regulations as they relate to students and the student experience.

- The *Colgate University Catalog* ([catalog.colgate.edu](https://catalog.colgate.edu)) explains academic regulations and policies, including the requirements of the undergraduate and graduate programs; course information and descriptions; majors and minors; academic departments and programs; expenses and financial policy; the University's organization; and more.
- The *Colgate University Student Handbook* ([colgate.edu/student-handbook](https://colgate.edu/student-handbook)) explains student rights and responsibilities. It outlines student policies governing accommodations; conduct; harassment and discrimination; affiliation, solicitation, and advertising; leaves of absence and attendance; residential life (housing); campus safety; academic regulations including participation in the commencement ceremony, transcript notation, exemption from policies and regulations, and academic suspension and readmission; use of campus services; and confidentiality.

### Diversity, Equity, and Inclusion

In order to be prepared to engage the world beyond college, students must be exposed to a rich diversity of perspectives and backgrounds in their educational and social experiences. To prepare students, Colgate recognizes that it must not only bring people with diverse perspectives, experiences, and backgrounds

to campus but also foster equity and inclusion for all in the community. There are numerous offices and student organizations that support and further the University's diversity, equity, and inclusion efforts.

Colgate fully subscribes to and complies with all federal and state civil rights laws banning discrimination in private institutions of higher education. These include but are not limited to Title IX and Title VI of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, the Americans with Disabilities Act, the Rehabilitation Act, the New York State Human Rights Law, and New York State Education Law Article 129-B. Colgate is committed not only to compliance with these laws but also to promoting a community that lives out the values these equal opportunity laws envision.

Colgate is committed to being an anti-racist institution. The University develops and promotes initiatives, programs, events, and resources that foster deep personal reflection, dialogue, and action on issues of race, racism, and anti-racism. This ongoing effort is part of the [University's Third-Century Plan](#).

Students are introduced to these values in the Colgate context through learning opportunities, structured and spontaneous conversation, as well as moments for reflection, starting with New Student Orientation and continuing throughout their four years at the University.

Colgate's [Office of Equity and Diversity](#) works to educate the campus community about the University's Student Non-Discrimination, Anti-Harassment, and Sexual Misconduct Policy, and takes steps for the prompt and equitable resolution of complaints of harassment and discrimination, including Title IX complaints. Their staff members are responsible for responding to complaints and concerns regarding equity and diversity, including perceived discrimination and harassment, and for ensuring that students receive the support they need. If a student is experiencing bias or discrimination, the University encourages them to report it through the [Reporting an Incident or Concern webpage](#).

**C** More at [colgate.edu/about/diversity-anti-racism-initiatives](https://colgate.edu/about/diversity-anti-racism-initiatives) and [colgate.edu/equity-diversity](https://colgate.edu/equity-diversity)

### First-Generation Students and Families

Every year, there are more than 300 first-generation students pursuing their degrees at Colgate. They are students who will be the first in their families to attain a degree from a four-year institution.

The First@Colgate program is designed to support first-generation students and their families in taking advantage of everything that Colgate has to offer. Recognizing the unique experiences of first-generation students, the program offers them support and guidance in making a smooth transition to college life, understanding academic expectations at the collegiate level, navigating key campus offices, and building a sense of community with one another.

Open to all incoming first-generation students, First@Colgate includes a pre-orientation program as well as programming throughout the academic year. Examples of ongoing support include: additional advising for course registration; formal mentoring; programs offered by career services, the registrar, financial aid and student accounts, national fellowships and scholarships, Student Health Services, Counseling Center, and the Center for Leadership and Student Involvement; regular communications highlighting class year-specific opportunities and institutional deadlines; social events designed to build community; and leadership opportunities.

Family members and supporters of first-generation students are welcome to contact the First@Colgate program at [first@colgate.edu](mailto:first@colgate.edu).

**C** More at [colgate.edu/first-generation](https://colgate.edu/first-generation)

### QuestBridge Scholars and Families

Colgate is proud to partner with QuestBridge, a national nonprofit organization dedicated to connecting the most exceptional, low-income youth with leading institutions of higher education. QuestBridge Scholars on campus are supported by the staff of the First@Colgate program (see above); family members and supporters of QuestBridge Scholars are welcome to contact them with questions or concerns

The QuestBridge Scholars Network (QSN), a student organization, provides an additional layer of support and has two staff advisers.

### International Students and Families

Studying as an international student presents unique opportunities and challenges, from immigration concerns to adjusting to life in a new culture. Colgate students come to study from all over the world.

The Office of International Student Services (OISS) thoughtfully supports this community of students from the time of admission. Their professional staff members provide international students with immigration services, starting with preparation for their arrival on campus.

The department's staff members also provide support to international students throughout their time at Colgate. They offer a comprehensive orientation, engagement opportunities, and a welcoming community. They can assist students with maintaining F-1 immigration status (see more below), finding community on campus, cultural adjustment, and anything else students might need help with.

The department's student interns — many of whom are international students themselves — help to plan events of interest to international students. They guide them through International Student Orientation, help them think of ways to make the best of their Colgate experience, represent their culture and home life on campus, and serve as mentors. They also manage the international student kitchen in one of the residence halls, which provides a space for students to cook foods from home and enjoy social time.

The OISS staff gets to know many of Colgate's international students personally, and they welcome contact from family members who may have questions or concerns.

### Maintaining F-1 Visa Status

In order to maintain valid F-1 visa status, all international students are required to complete the U.S. Department of Homeland Security's online Student and Exchange Visitor Information System (SEVIS) registration process within the first 10 days of each semester. The required SEVIS registration documents are placed on file at the Office of International Student Services.

The OISS staff serves as "Designated School Officials." They must comply with federal immigration regulations by reporting necessary information about student visa status to the U.S. Department of Homeland Security. The OISS staff does not work for the U.S. Government.

International students receive step-by-step instructions from OISS on how to establish and maintain F-1 visa status. Maintaining F-1 visa status through SEVIS registration requires them to complete several steps on a regular basis:

- Maintain a valid passport. If they wish to travel outside the United States after they have arrived, the passport must be valid for at least 6 months from the date of reentry to the U.S.
- Keep Form I-20 “Certificate of Eligibility for Nonimmigrant Student Status” up to date.
- Complete Internal Revenue Service (IRS) Form 8843 annually, regardless of whether or not they have worked in the United States.

### International Student Employment

International students who wish to hold a job while enrolled at Colgate will need to obtain a Social Security number (SSN) in order to work. The Office of International Student Services provides guidance for international students on how to apply for their SSN and provides transportation to the Social Security Office. Once they receive their SSN, students must set up their tax information with the University accounting department; that process will require them to present their F-1 visa information.

Jobs at Colgate (on campus) are permitted to up to 20 hours per week.

Those who wish to seek employment off campus (with a non-Colgate employer) must obtain prior authorization from the Office of International Student Services and U.S. Citizenship & Immigration Services. The “Maintaining Valid F-1 Status document” provided to international students describes the types of off-campus employment authorization options and restrictions.

### International Student Income Taxes

In addition to completing IRS Form 8843 annually, international students who have worked or have a taxable financial aid award will need to file the IRS form 1040NR or 1040NR-EZ. International students who are employed on campus or who receive taxable financial aid will receive a tax packet from the accounting department with instructions on how to complete their taxes.

Those who work off campus (Curricular Practical Training or Optional Practical Training) should receive a wage statement (W-2) from the employer and will use that to file their own taxes. The deadline to file all tax forms each year is April 15.

### Contacting Colgate

International parents or family members with questions or concerns should feel free to contact the OISS; the staff will always be happy to assist you.

Phone: 1-315-228-6131

After-hours emergencies, contact Campus Safety at +1-315-228-7333

Fax: +1-315-693-1166 (ATTN: OISS)

Email: [oiss@colgate.edu](mailto:oiss@colgate.edu)

In cases of emergency, a translation service is available for non-English speakers.

**C** More at [colgate.edu/international-student-services](https://colgate.edu/international-student-services)

### LGBTQ+ Students and Families

Colgate offers gender-neutral housing options, gender-inclusive bathrooms, and access to trans-related health care through health services and related insurance coverage, as well as staff and programming resources through our Office of LGBTQ+ Initiatives.

### Preferred Name and Personal Gender Pronouns

Students can expect that their preferred name and personal gender pronouns (PGPs) will be honored on the Colgate campus with other students, faculty, and staff. All students can add their preferred name and PGP to identify themselves and their gender identity/expression on their student record so they appear on course rosters, as well as dean’s, adviser’s, and coach’s dashboards. Preferred names appear in the Campus Directory, but pronouns do not.

**C** More at [colgate.edu/preferred-name-personal-pronoun](https://colgate.edu/preferred-name-personal-pronoun)

→ See Office of LGBTQ+ Initiatives for information about programming and education.

### Freedom of Expression

In 2018, Colgate faculty members and the Board of Trustees voted unanimously to adopt an official report in support of academic freedom and freedom of expression on campus, and the Student Government Association voted to embrace the document as a guiding principle for their organization. The document provides critical guidance on questions of free speech for faculty, staff, and students. Select passages include:

“As a University dedicated to the liberal arts, Colgate should support the rights of all community members to voice their views, even if unpopular, while helping them to likewise cultivate the habits of mind and skills necessary to respond effectively to views that they may find wrong or offensive.”

“Colgate should endeavor to establish and maintain a culture and community that will inspire its members to pursue knowledge with rigor and curiosity, speak and listen with care, and work so that even the quietest or most underrepresented voices among us are heard.”

“The University should educate all members of our community about the mission, goals, and values of Colgate and the importance of exercising our right of freedom of expression in a manner that is in furtherance of that mission and those goals and values, remembering that the exercise of intellectual freedom without consideration of these other values may cause needless harm to our community.”

“Colgate should encourage faculty, administrators, staff, and students to model the civic behavior that forms the basis for the exercise of freedom of expression within a community committed to Colgate’s mission, goals, and values.”

**C** More at [colgate.edu/freedom-expression](https://colgate.edu/freedom-expression)

### University Code of Student Conduct

Students at Colgate accept membership in an academic residential community dedicated to the pursuit of intellectual and personal growth. Colgate seeks to provide opportunities for students, both in and outside the classroom, to develop critical thinking, integrity, judgment, a common experience of learning, and appreciation of cultural and ethnic diversity, as well as the social and ethical values necessary for community life.

Colgate expects students to conduct themselves in a manner consistent with the University’s commitment to educating all of its students. The integrity of the Colgate community depends upon each member’s acceptance of individual responsibility and respect for the rights of other students and with each member of the faculty and staff. Colgate expects that its students will not lie, steal, cheat, or engage in dishonest or unlawful behavior, including behavior that damages University property, the personal property of another individual, public property, or any other behavior that inflicts physical or emotional harm on oneself, another person, or the community. In addition, students will not engage in behaviors that impede other students’ opportunity to learn, or a faculty member’s ability to teach, or that interferes with the academic objectives of the University.

Colgate students must abide by all University policies and procedures and comply with directions of University officials acting in performance of their duties.

In addition to specific responsibilities and expectations, students have specific rights. The codes and policy statements governing student rights and responsibilities are outlined in the Student Handbook.

**C** More at [colgate.edu/student-handbook](https://colgate.edu/student-handbook)

### Student Discipline

At some point during their time at Colgate, some students may make choices that are not consistent with policies, values, or expectations of the University. The [System of University Standards and Student Conduct](#) resolves possible violations of the Code of Student Conduct by matriculated or enrolled Colgate students on or off campus.

The disciplinary system seeks to educate students about both personal freedoms and the limits of belonging to and living in a diverse academic community. To this end, students play a central role in the administration of Colgate’s System of University Standards and Student Conduct. Students participate in shaping the rules that govern the communities in which they live, and bear personal responsibility for upholding and enforcing the standards for student conduct.

The disciplinary officer, appointed by the vice president and dean of the college, oversees the conduct system. The University’s disciplinary system does not supersede

civil or criminal court proceedings. Students on campus as well as off campus remain subject to federal, state, and local laws.

### Parent/Legal Guardian Notification

In cases where a student's ability to remain enrolled at the University is in jeopardy, whether for failure to meet academic standards or for violations of the Code of Student Conduct, Colgate will notify their parents or legal guardians.

C More at [colgate.edu/academic-regulations](http://colgate.edu/academic-regulations), [colgate.edu/university-standards-student-conduct](http://colgate.edu/university-standards-student-conduct), and [colgate.edu/academic-honor-code](http://colgate.edu/academic-honor-code)

## Events and Traditions

### Colgate Day

Every Friday the 13th, the Colgate community celebrates. Because, while for many, Friday the 13th is a day to be feared, the University's connection to the number 13 has significant positive associations back to its founding.

In 1817, 13 men — six clergy and seven laymen — met in the frontier settlement of Hamilton with “13 dollars, 13 prayers, and 13 articles.” During that meeting, they founded the Baptist Education Society of the State of New York, the cornerstone for what would become the Hamilton Literary and Theological Institution, then Madison University, and finally, Colgate University.

But the relationship with the number doesn't stop there.

There's the University's address, 13 Oak Drive. And Colgate's zip code, 13346: the first two numbers, standing alone, are the number 13, and the sum of the remaining three totals 13. Even the University's motto has a connection with 13: there are 13 letters in *Deo ac Veritati*, which in Latin means “for God and truth.”

So, every Friday the 13th, Colgate people worldwide celebrate our association with this great institution.

It's a day to gather with Colgate friends and show your pride, to wear maroon, and to show your love on social media (#colgateday). Families are welcome to attend the many regional alumni club-hosted events, and there are often on-campus Colgate Day celebrations for students, faculty, and staff.

### Commencement Weekend

With rare exception, Colgate reserves the third Sunday of May for commencement. A full complement of weekend events for graduates and their families begins with a family barbecue on Friday evening. Other key events include the baccalaureate service on Saturday afternoon and the Senior Torchlight Procession and President's Reception on Saturday evening. The commencement ceremony, where Colgate confers their degrees and the graduates receive their diplomas, is held on Sunday morning in order to accommodate graduates' and families' travel.

To help students and their families plan, the academic calendar, including commencement weekend, is published four years in advance.

### Senior Torchlight Procession

Dating back to 1930, the Torchlight Procession symbolizes the culmination of a Colgate education. On the night before commencement, the graduating class members process down the hill carrying torches to symbolize the “light of knowledge,” as represented on the University seal, and signifying their transition to life outside of the University.

C More at [colgate.edu/commencement](http://colgate.edu/commencement)

### Family Weekend

Each fall, typically in late September or in October, parents and family members are invited to campus for a weekend of opportunities for students and their loved ones to spend quality time together enjoying the campus and community.

C More at [colgate.edu/familyweekend](http://colgate.edu/familyweekend)

### Kerschner Family Series Global Leaders at Colgate

This speaker series brings notable individuals to campus, expanding our students' access to 21st-century newsmakers. The series was launched in 2007 through support by Colgate parents. Speakers and performers have included His Holiness the Dalai Lama, Former U.S. Secretary of State Colin Powell, Former U.S. President Bill Clinton, Former President of Mexico Felipe Calderón, Former President and Prime Minister of Israel Shimon Peres, “Queen of Soul” Aretha Franklin, and others.

C More at [colgate.edu/global-leaders-series](http://colgate.edu/global-leaders-series)

## Financial Matters

### Billing and Student Accounts

Students are the responsible party for all billing and fees. Typical term charges include tuition, student activity fee, housing, and meal plan. Other miscellaneous charges appearing on the student account may include Colgate health insurance; fraternity or sorority meals and dues (for sophomore year or later); study-abroad fees; and those related to motor vehicle, library, Information Technology Services, or Residential Life fines or fees. All notifications and bills are sent to their Colgate email account, and students should regularly check their inboxes.

All student account information is available online only via TouchNet, Colgate's online billing and payment partner. Notifications of available e-bills are sent to the student (and designated Authorized Users — see below). TouchNet transactions and reminders are also sent via email, supplemented by optional text messages.

### Billing Schedule

Term	Date	Billing Date	Payment Due*
Fall		First Week of July	August 1
Spring		First Week of December	Mid-January

\* If a family utilizes a monthly payment plan, the payment due dates are defined by the plan.

### Payment Methods

- Electronic (Automated Clearing House or credit card) payments can be made via TouchNet.
- Check payments can be made payable to Colgate University and mailed to Colgate University, Office of Student Accounts, 13 Oak Drive, Hamilton, NY 13346.
- Please include the student's full name and Colgate ID number.
- International bank transfer using one of our partner organizations: Flywire, PayMyTuition, or Western Union Global Solutions.

C More at [colgate.edu/studentaccounts](http://colgate.edu/studentaccounts)

### Financial Responsibility Form

A Financial Responsibility Form must be completed by every Colgate University student prior to their first term of enrollment. The form serves as acknowledgment and understanding of financial responsibility to Colgate University.

### Student Account Information: Authorized Users

Students are responsible for authorizing third-party (parent or guardian) access to their student account information. Student Accounts encourages students to do so. Without authorization, Colgate personnel are not able to disclose a student's financial information or discuss their account with a parent or guardian.

Authorized Users are established via TouchNet. Authorized Users receive e-billing notification, can view student account information, and are able to make online payments. Please note that authorization for access to student account information is handled separately from authorization for access to medical, academic, or other student records.

### Payment Plans

By default, term balances are due according to the schedule shown above. Families can sign up via TouchNet for a payment plan that splits the term balance into multiple payments made throughout the term.

### Failure to Pay

Failure to pay balances (including fines) by posted deadlines will result in a financial hold. A student whose account is on hold cannot participate in course registration and course drop/add. For graduating seniors, an overdue balance may impact participation in graduation exercises.

A late fee of 1 percent of the balance due (minimum \$1.00) is assessed on past-due balances each month.

## Tuition Assessment and Planning

Colgate's Board of Trustees approves the tuition and fees for the following academic year in the spring semester. Tuition rates, billed charges, estimated costs, additional student charges, and a financial aid estimation calculator can be found at [colgate.edu/tuition](http://colgate.edu/tuition).

## Refunds

In the event that payments or financial aid credits exceed billed charges, a credit balance will exist on a student's account. By request, the Office of Student Accounts issues refunds back to students (or other parties depending on the cause of the credit balance). The typical method of refund is by electronic transfer directly to a designated bank account established in the student's TouchNet record.

## Health Insurance

Colgate requires that all students have health and accident insurance coverage and, unless proof of personal coverage is provided, students are automatically enrolled in and charged for the student health insurance plan, which is administered by a private company. Students are billed via TouchNet in the fall term for annual coverage (August 1 through July 31).

Each academic year, all domestic students\* must [activate or waive coverage](#) for the student health insurance plan by August 1 with our insurance broker, Haylor, Freyer & Coon. Students who do not activate or waive by the deadline are enrolled in the plan by default, and the health insurance premium will be charged to the student account.

*\*Students who do not reside in the United States will automatically be enrolled in the Colgate University insurance plan. There is no option for them to waive out utilizing international health insurance.*

Information on enrolling in or waiving out of the plan is sent to all students in late spring each year.

C More at [colgate.edu/student-health-insurance](http://colgate.edu/student-health-insurance)

## Fines

Failure to pay fines, including library, parking, and housing and furniture damage, by posted deadlines will result in a financial hold.

## Housing and Furniture Damage

Residents of on-campus housing will be financially responsible for any damages that occur to residential property as provided in applicable University policies, procedures, rules, and regulations. Charges are assigned equally to all occupants of the designated room, floor, building(s), or residential area, unless those responsible for the damage are determined by the University or assume the charge. Housing fines are assessed monthly but no later than January for the previous fall semester and June for the previous spring semester.

C More in the Residential Life section at [colgate.edu/student-policies](http://colgate.edu/student-policies)

## Off-Campus Study Costs

The costs and financial aid opportunities related to off-campus study at Colgate are designed so that studying off campus is an option for all students. Colgate charges Colgate tuition for all programs, even approved (non-Colgate) programs in order to allow for Colgate financial aid to apply to these costs. For all off-campus study programs, including Approved Programs, participants must pay a non-refundable \$450 deposit at the time of commitment to their program.

Beyond tuition and other charges billed by Colgate, students should anticipate additional out-of-pocket expenses when planning a budget for the semester. Please also consult Factors That Impact Financial Aid Calculations and Practices in this guide for more information. Housing is billed based on the cost of the individual program's housing.

C More at [colgate.edu/off-campus-study-costs](http://colgate.edu/off-campus-study-costs)

## 1098-T Form (Taxpayer Relief Act Services)

The 1098-T tax form is prepared by Colgate's Office of Student Accounts in February of each tax year to help U.S. citizens and permanent residents determine education credits for qualified tuition and related expenses for federal tax purposes. Colgate partners with Heartland ECSI to make the 1098-T tuition statement available.

Once available, the 1098-T form is either emailed to the student (if electronic notification was authorized) or mailed to the student's permanent home address. For questions about the 1098-T tax form, contact the [Office of Student Accounts](#).

## 'Gate Card (Student ID)

Colgate's student identification card, known as the 'Gate Card, has multiple functions:

- 'Gate Cash: debit account for financial transactions on campus (e.g., laundry, fees, or fines) and at select businesses in Hamilton
- Food: dining hall access for those on meal plans, and à la carte food purchases at campus dining locations with 'Gate Cash
- Access: to campus buildings such as residence halls or the fitness center
- Libraries: materials checkout

C To deposit 'Gate Cash and learn more: [colgate.edu/gatecard](http://colgate.edu/gatecard)

## Visit [colgate.edu/studentaccounts](http://colgate.edu/studentaccounts) for more information on:

- Accessing TouchNet (the student account system)
- Establishing authorized users (authorizing parent access to TouchNet)
- Policies and forms (financial responsibility)
- Making payments
- Payment plans and methods
- Estimated non-billed costs
- Additional student charges
  - Transcript fee, health insurance
  - Student fines
- Insurance information and tax service
- Frequently asked questions

## Financial Aid

Colgate University supports access to quality education for students from all socioeconomic backgrounds and is committed to lessening the burden of debt to better prepare students for opportunities after graduating. Anyone with questions about the financial aid application process should [contact the Office of Financial Aid](#) (phone: 315-228-7431; fax: 315-228-7050; email: [finaid@colgate.edu](mailto:finaid@colgate.edu)).

Colgate meets full need for all admitted students, including Early Decision applicants. There are no differences in how financial aid offers are calculated for regular decision and Early Decision applicants.

Current students receiving financial aid must reapply annually. Visit [colgate.edu/apply-aid](http://colgate.edu/apply-aid) for links to the required financial aid applications. Financial aid

applications for the following academic year are available annually in the month of October, with a requested submission date of November 30. Students should check their portal to confirm receipt of materials. There is no penalty for late submission of materials, but students are encouraged to submit all financial aid applications in a timely manner and meet the November 30 deadline.

Students can view their financial aid awards for the upcoming academic year on their Colgate portal by early June, provided that all required financial aid applications and documents have been received. The composition of an aid award depends on several factors, including the extent of a student's financial need, eligibility for other aid resources, and the availability of funds. Students who have applied for aid are automatically considered for all sources of financial aid, including federal, state, and institutional grants, loans, and employment.

If there are significant changes in your family's financial situation after the initial financial aid application materials are submitted, your student should contact the Office of Financial Aid so that your change in circumstances can be taken into consideration when reviewing financial aid eligibility.

## Family Responsibility/Parent Contribution

Need-based financial aid awarded by Colgate is considered supplemental to the resources of the family, including the student. Colgate does not offer financial assistance based on students having voluntarily declared themselves independent of their parents, nor are we able to offer additional assistance if parents are unwilling to financially support their child at Colgate. It is anticipated that a student who matriculated as a dependent student will remain dependent for financial aid purposes throughout their enrollment at Colgate.

Colgate Grant eligibility is calculated using the CSS Profile. Eligibility for federal student aid is determined from the FAFSA (Free Application for Federal Student Aid). Both applications take into consideration a family's total income and assets, and then account for allowances for certain nondiscretionary expenses such as taxes paid, household maintenance, and standard living expenses for the size of the parents' household. A portion of the remaining financial resources, after accounting for nondiscretionary expenses, is used to calculate the parent contribution.

When families have more than one child in college at the same time, the parent contribution is adjusted to reflect the number of students enrolled at least half-time in their first undergraduate degree program. Colgate does not adjust a parent contribution for parents enrolled in college or for other children enrolled in graduate/professional degree programs.

In cases where students have parents who are separated or divorced, Colgate requests that both the custodial and noncustodial parents complete their own CSS Profile applications to apply for institutional funds from Colgate. A parent contribution will be assessed for both the custodial and noncustodial parent. Only the custodial parent's financial information is required on the FAFSA to apply for federal student aid.

Typical families use three sources to help pay for college: savings, current income, and future income (loans). When using savings and current income, monthly payment plans can spread the out-of-pocket costs into monthly installments rather than receiving a bill twice per academic year and making larger, lump-sum payments prior to the beginning of each semester.

C More at [colgate.edu/financing](https://colgate.edu/financing)

## Rights & Responsibilities of a Financial Aid Recipient

As a financial aid recipient, your student must be well informed about their rights and responsibilities. Be sure that your student carefully reviews the [Financial Aid Policies and Procedures](#) on our website and understands what is required to remain eligible for financial aid.

Students should log on to the Colgate portal on a regular basis to confirm receipt of financial aid application requirements and submit all missing financial aid materials in a timely manner.

After submitting the CSS Profile and FAFSA to apply for financial aid, some students' applications may be selected for verification. If selected, the student will receive an email notification with instructions to submit additional documentation onto the College Board's Institutional Documentation Service website (IDOC). Be sure that your student protects their sensitive personal information and guards against identity theft. To protect sensitive personal information, they should never send items with Social Security numbers via email.

To remain eligible for federal aid (Pell Grant, Federal Work-Study, Federal Direct Loans), students must make [Satisfactory Academic Progress](#) every semester.

Students receiving aid from New York State must meet minimum state eligibility and requirements.

C More at [colgate.edu/financial-aid-policies](https://colgate.edu/financial-aid-policies)

## Student Aid Notification

The Office of Financial Aid communicates with current students through their Colgate University email account and the Colgate Financial Aid Portal. Be sure to ask your student to share any pertinent financial aid information with you or to fill out the *Financial Aid Consent to Release Form* so that the Financial Aid Office can speak directly with you about your student's financial aid.

Work study and/or Federal Direct Loans offered in 'pending' status on the initial financial aid package must be accepted or declined by the student on the Financial Aid Portal. Grants and scholarships are offered in 'accepted' status. Students must complete the Loan Request Form on their Financial Aid Portal to borrow a Federal Direct Student Loan. Parents initiate the application to borrow a Federal Direct Parent PLUS loan on [StudentAid.gov](https://StudentAid.gov).

C More at [colgate.edu/types-aid](https://colgate.edu/types-aid)

## Work-Study

The work-study portion of a financial aid package indicates money to be earned through a job on campus. Students on work-study typically work up to, but not exceeding, 20 hours per week. Research has shown that working on campus can be helpful in developing time management and career readiness skills; however, too much work can distract from the primary focus of academics. Please avoid encouraging your student to work more than 15 to 20 hours in any given week.

Like any part-time job, they will need to apply for available jobs and, once hired, will fill out time logs and be paid for hours worked, supervised by a manager from the hiring campus department.

Work-study job earnings can be used as pocket money for miscellaneous personal and academic expenses throughout the school year or saved to pay for future educational expenses. As such, the work-study amount indicated in the financial aid package is only an approximation of what a student might earn during

the academic year. Students are not obligated to earn the full amount, and Colgate will not penalize students or make adjustments if they earn less or more than the amount indicated in the financial aid package.

To find a position, students will search the Student Employment section of the portal. Available job openings will be listed, along with instructions on how to apply. Jobs are typically advertised shortly before the start of the semester.

As stated earlier in this guide, interested students almost always find a job, but if your student has difficulty securing one, they should contact a student employment representative in the Office of Human Resources for assistance. While there is no guarantee, HR staff members will make every effort to help them find a job.

## Health Insurance

As explained in the Financial Matters, Billing and Student Accounts section, all enrolled Colgate students are required to have health and accident insurance to ensure that they have ready access to health care and any necessary medications while they are away from their primary residence.

On a case-by-case basis, the Financial Aid Office will consider requests from students who ask for assistance to cover some of the costs of student health insurance purchased through Colgate University. Please be aware that not all students will be eligible for grant assistance to help offset the cost of coverage — for a variety of reasons, some students may only be eligible for a loan.

## Factors That Impact Financial Aid Calculations and Practices

### Community Leader Positions

Students who become Community Leaders (CL) on the Residential Life team will be issued a room credit as compensation. The CL housing credit will be included as a resource in the financial aid package. Financial aid policies at Colgate allow for students to receive the maximum possible financial benefit from the CL position by first reducing family contribution. If the CL housing credit exceeds the family contribution (as calculated by the Financial Aid Office from financial aid application materials you submit), then other sources of financial aid will be impacted. When this occurs, the CL credit will first offset loan and work-study; then, if necessary, grants or scholarships will be adjusted to comply with federal and institutional regulations.

The Office of Residential Life can answer students' questions about how to apply for a CL position, the selection process, and the job responsibilities.

## Off-Campus Study

Financial aid practices related to off-campus study at Colgate are designed so that studying off campus is an option for all students.

Students receiving institutional financial aid may receive additional financial aid to meet the costs of off-campus study programs. This additional financial assistance is available for students to participate in:

- One semester-long Colgate study group or Approved Program
- And one Colgate-directed extended-study program

Within this structure, additional financial aid is awarded to help cover billed charges, like tuition and fees, as well as off-campus study costs that aren't generally billed to the tuition account, such as round-trip airfare, local transportation, and daily living costs.

Financial aid for off-campus study is awarded on the same basis as when studying on campus. It is based on a student's Estimated Family Contribution (EFC). A student's EFC for the semester of off-campus study is the same as it would be for a semester studying on the Colgate campus.

Students are responsible for managing their personal expenses and staying on budget.

There are some differences to how a financial aid package is structured for semesters when a student studies off campus. For example, the additional cost of the program is first met with a \$1,500 loan, regardless of initial financial aid awarded. The remaining additional cost is met with an increase in Colgate Grant.

As well, if the cost of attending the program is less than the cost of an on-campus semester, your student should contact the Office of Financial Aid to verify how their aid may be adjusted in that circumstance.

If students select to study off campus on a non-approved program, they must take a leave of absence and cannot use Colgate financial aid for that program.

C More at [colgate.edu/off-campus-study-costs-and-aid](https://colgate.edu/off-campus-study-costs-and-aid)

## Housing and Meal Plans

When the Financial Aid Office calculates financial aid awards, we know that students need food and housing during the academic year, so we allow for those costs regardless of where students live and what meal plan situation they select. In other words, a student's financial aid (including student loans) can go toward expenses such as groceries, or private off-campus housing (for a limited number of seniors; application, lottery process, and permission required).

In a few special cases, further explanation may be helpful. Students are welcome to consult with the staff in the Office of Financial Aid.

## Buying Textbooks With Financial Aid Credit Balances

Financial aid is disbursed (paid out to students) approximately one week prior to the first day of classes. Once billable charges are paid, some students end up with a credit on their student account from excess financial aid disbursements. In those cases, they are eligible to receive a refund for that credit balance, which they can use toward personal expenses.

→ See the Billing and Student Accounts section for more information about refunds.

## Outside Resources

Students must report all outside resources to the Financial Aid Office, using the Outside Resource Form on their Financial Aid Portal. Outside/private scholarships that are awarded based on merit, competition, or in recognition of a student's achievements will first be used to offset the family contribution, then work-study and/or loan amounts. The combination of outside awards and financial aid from Colgate cannot exceed the established annual cost of attendance, so the Colgate Grant would be reduced only if the total combination of grants and scholarships exceeds the cost of attendance.

Employer-paid tuition benefits, veterans' benefits, and other entitlement awards such as federal or state financial aid would reduce the amount of the Colgate Grant.

## Financing Options

To help cover educational costs, monthly payment plans, loan programs, and pre-payment plans are just a few options open to all students. It can be advantageous to seek professional financial advice regarding the tax advantages of various payment strategies.

Key information about loans is described below; other typical financing options used by Colgate families are described at [colgate.edu/financing](https://colgate.edu/financing). For your convenience, that page also includes a cost calculator.

## Loans

### Colgate Commitment

Since the fall of 2020, in a continued effort to provide competitive financial support and lessen student debt, Colgate University has eliminated federal loans from financial aid offers for all current and incoming students with a total family income of up to \$150,000 and household assets typical of this income range. Eligible students and families will be identified through the standard Colgate financial aid application process. There is no separate application.

C More information at [colgate.edu/colgate-commitment](https://colgate.edu/colgate-commitment)

### Financial-Aid-Package Loans

Colgate University does not automatically offer the maximum amount of Federal Direct Loans when communicating the financial aid package each year. The Department of Education allows eligible students to borrow up to \$5,500 in their first year, \$6,500 in their sophomore year, and \$7,500 in both their junior and senior years.

If a student wishes to make adjustments to the loan amount offered in their financial aid notification, they must log onto their Financial Aid Portal to decline the initial amount offered or complete the Loan Request Form to borrow a different amount. To finalize the Federal Direct Loan, first-time student borrowers must complete a Master Promissory Note and online loan counseling on the [StudentAid.gov](https://StudentAid.gov) website.

## Parent PLUS Loans

Federal Direct PLUS Loans are credit-based loans available to parent borrowers. Parents who plan to borrow a Federal Direct PLUS Loan must initiate their application with the Department of Education using their own Federal Student Aid ID Number (not the FSA ID for the student). When applying for a PLUS loan, parents will instantly learn if they are credit-approved. Credit denial could occur in the case where parents have accounts that are 90 days or more delinquent, or major events such as default, bankruptcy, or foreclosure. Colgate University will receive notification from the Department of Education of the credit decision after a parent completes the application online. Once credit-approved, a parent PLUS loan will be included in the financial aid offered to the student.

## Private vs. Federal Loans

It is important to compare loan details before finalizing a borrowing decision. For example, federal loans may offer lower interest rates and more advantageous repayment terms than loans from private lenders.

Before taking out a private educational loan, please investigate your eligibility to borrow through the Federal Direct Loan program. If not already submitted, a [FAFSA](https://fafsa.gov) (Free Application for Federal Student Aid) should be completed, and the Financial Aid Office should be contacted, so that we may assess your eligibility for federal borrowing.

Read about the different types of educational loans on the [Department of Education's website](https://www.ed.gov).

## Tax Matters

### 1098-T Form (Taxpayer Relief Act Services)

The 1098-T tax form is prepared by Colgate's Office of Student Accounts in February of each tax year to help U.S. citizens and permanent residents determine education credits for qualified tuition and related expenses for federal tax purposes.

→ Find information about obtaining the form under [Billing and Student Accounts](#) in the [Financial Matters](#) section.

## Taxable awards

Students frequently ask if they should include their scholarship or grant as income on their tax return. Per the [IRS website](https://www.irs.gov), grants that go toward tuition or course-related expenses are nontaxable because the IRS considers tuition and educational fees to be a "qualified educational expense" not subject to taxation. If a student received grants in excess of tuition and fees (for housing, meals, books, or other educational expenses, for example), the IRS considers that excess amount received to be taxable income.

The Financial Aid Office isn't able to answer tax questions or provide assistance to students filing tax returns. We encourage you to use the IRS website and/or a tax professional if you need assistance.

## Annual Financial Aid Applications

Domestic students receiving financial aid must reapply annually to continue to be considered for federal student aid and financial aid from Colgate University. International students do not need to reapply annually.

The FAFSA and CSS Profile are required from U.S. domestic students each year. Both financial aid applications are available by October 1 annually, to reapply for financial aid for the following academic year.

Additional required financial aid application documents beyond the CSS Profile and/or FAFSA will be listed in the student's portal. Documents with sensitive information (personally identifiable information such as Social Security numbers) should never be sent to the Office of Financial Aid via email. Most supporting documents will be requested on the IDOC portal. Families do not need to upload anything to IDOC unless instructed to do so by the Colgate Financial Aid Office.

Returning students will be notified of financial aid eligibility via email in early June.

## Athletes

Student-athletes who are U.S. citizens or permanent residents of the United States are encouraged to complete the FAFSA annually to apply for federal student aid.

## Financial Aid Policies and Procedures

C Visit [colgate.edu/financial-aid-policies](https://colgate.edu/financial-aid-policies)



## Information Technology Matters

### Computers and Technology Support

[Information Technology Services](#) (ITS) Service Desk professionals are available to assist students by phone and email. The ITS team provides support for Moodle, remote learning and software access, software download and installation, and hardware and equipment questions.

Information about recommended computers for students is available on the [Information Technology Services Supported Hardware page](#) on the Colgate website. For a list of free software packages, visit [colgate.edu/software](http://colgate.edu/software).

Other on-campus services provided by [Information Technology Services](#) (ITS) for students include printing, a robust wireless network, cable television, public labs and maker-like spaces, and more.

Colgate students have free, unlimited access to the [LinkedIn Learning](#) online library of high-quality training videos.

ITS also offers [information privacy and security](#) services that serve to help maintain and protect the confidentiality, integrity, and availability of users' personal information.

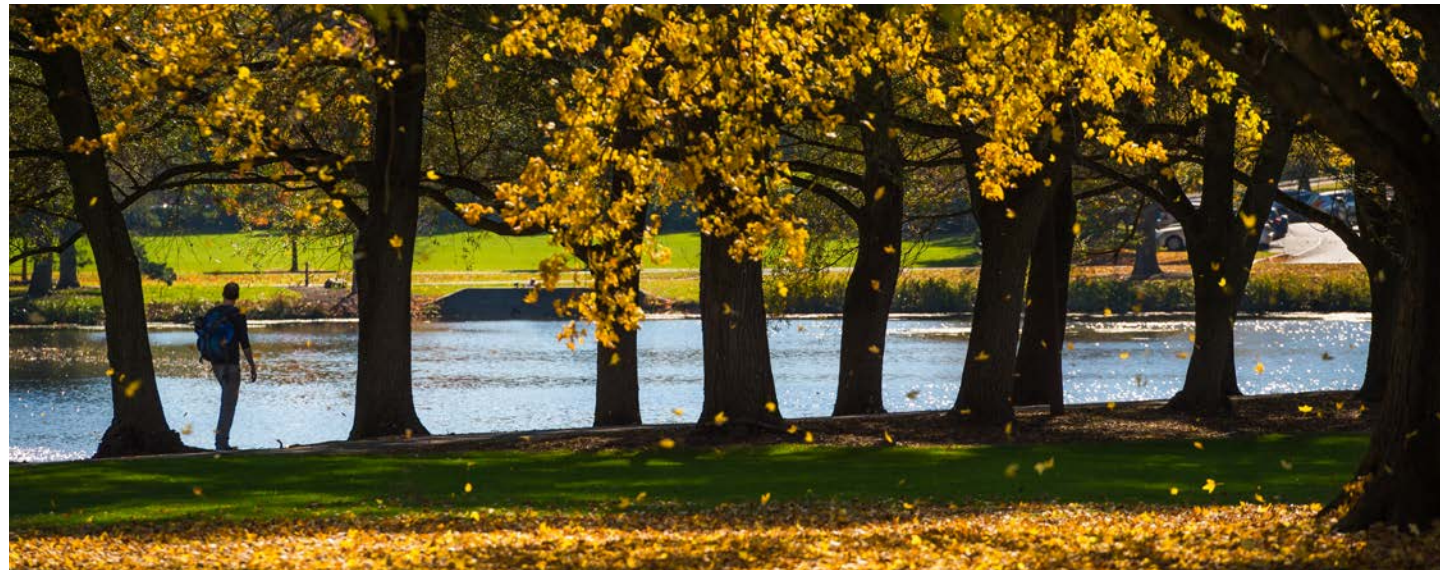
C More at [colgate.edu/ITS-service-catalog](http://colgate.edu/ITS-service-catalog)

### Computer Purchases

The [Colgate Bookstore](#) offers a catalog of computers and other technology equipment, and educational pricing is available. As an Apple-authorized campus store, the bookstore has an Apple-certified repair and service specialist. Students who purchase a computer through the bookstore are guaranteed competitive pricing and customer service, including diagnostic and repair work for all laptops. The laptop loaner program allows students to continue working uninterrupted while their computer is being repaired, and a computer department staff member is available each weekday to answer questions.

### SpectrumU Television

[SpectrumU cable streaming](#) television service is provided for all students. It includes nearly 150 live channels and on-demand content from several popular networks.



### Colgate Student Information and Technology Systems

Colgate students receive a network account granting access to resources like email, Moodle, the portal, an enhanced directory, and more.

**Banner Self-Service** — Online system used to register for courses; modify course registration; view and print course schedules, final grades, and academic record (unofficial transcript); and access TouchNet

**Colgate Guardian** — Mobile app providing a direct connection to campus safety contacts, anonymous tips, and a safety timer to keep students safe any time of day.

**Colgate Handshake** — Online job and internship board

**Colgate Link** — Online community driving professional and social connections between students and alumni

**Colgate Portal** — Provides those with a Colgate email address access to important campus life, academic, and financial services such as the course registration system, reports of grades and unofficial transcripts, access to InfoShare, Moodle, class schedules, campus employment (jobs), and more

**Degree Works** — Uses degree requirements from the *University Catalog* and reorganizes the student's record categorically to produce an easy-to-read audit that helps students and advisers monitor progress toward degree completion

**Financial Aid Portal** — Online system used by enrolled students to manage their financial aid application, check for missing materials, view the status of financial aid offered, report outside resources, accept or decline pending aid offered, and request loans

**Google** — Colgate utilizes Google's G Suite of collaboration and productivity apps, including Gmail for the campus email system, the integrated online Google Calendar, and more

**InfoShare** — Allows students to share select records online with trusted individuals like parents or guardians, including the unofficial transcript, class schedule, final grades, financial aid application requirements and awards, academic and financial holds on a student account, and registration status

**Moodle** — Learning Management System used by professors and students to distribute and receive academic course materials, syllabi, grades, and more during the semester

**MyColgateHealth Patient Portal** — Secure, confidential web portal (optional) to manage routine health and communications with Student Health Services. Available 24/7; not for emergencies

**Off-Campus Study Portal** — Online system where students can search programs, summer study abroad, and exchange opportunities; tap virtual advising; plan their off-campus study semester; estimate costs; learn about health and safety and diversity abroad; apply for programs; complete travel registries; and more

**RaveAlert** — Emergency notification system

**Residence by Symplicity** — On-campus housing portal, including room and roommate assignments and housing lottery process

**TouchNet** — The student account and billing system used by students and their designated Authorized Users to view e-bills and student account activity; establish monthly payment plans; and make electronic payments

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## Keeping In Touch

### Mobile Phone Providers

Verizon, AT&T, and T-Mobile provide cell phone service in the Hamilton area.

### Check Colgate Email Frequently

Colgate communicates with students on important matters through their Colgate email account. Students are also able to access their information on the Colgate Portal. Be sure to ask your student to check their Colgate email frequently and ask them to share any pertinent information — for example, about financial aid, meal plans — with you or grant you access through the various platforms.

→ See Student Information and Technology Systems section for more

### Parent/Family Change of Address or Contact Information

New contacts or updates to existing contacts may be submitted online at [colgate.edu/parent-contact](https://colgate.edu/parent-contact).

→ See Family Contact Information section for more

### Send Mail and Packages to a Student on Campus

Colgate's Mail Services in O'Connor Campus Center handles incoming packages as well as postal services and interoffice mail distribution. Credit cards are accepted.

#### Post Office

Colgate Station is a certified U.S. Post Office where all students receive mail and incoming packages. They can also purchase money orders and postal supplies, and send parcels and mail, including registered and certified mail.

When addressing mail and packages to a student living on campus, use this address format:

Name of Student (First, Middle Initial, Last)\*  
CU Box #  
13 Oak Drive  
Hamilton, NY 13346-1338

Example:  
Kathy Z. Student  
CU Box J 1234  
13 Oak Drive  
Hamilton, NY 13346-1338

A complete return address should also be clearly visible on the envelope.

*\*Please note:* because sometimes many students have the same last name, we ask that you include their full first name (no nickname) and middle initial. This will help us ensure proper receiving and delivery.

#### Student Mailboxes

Students can find their mailbox number in their Colgate portal and should check for mail regularly.

## Packages

### Receiving Packages

Mail Services accepts package deliveries from all carriers: United States Postal Service, United Parcel Service (UPS), FedEx, DHL, etc.

When a package for a student is available for pickup, they will get a notification email from [mailservices@colgate.edu](mailto:mailservices@colgate.edu). If you send your student a package, remind them to check their email for this notification. (Students do not receive email notification for first-class mail; they are expected to check their boxes for mail regularly.)

Please note that all packages in a delivery from a specific carrier (e.g., United Parcel Service) on a given day are scanned in a single batch. While this triggers the carrier's and/or retailer's delivery confirmation, Mail Services still must sort the individual packages. So, even after a retailer's or carrier's delivery confirmation has been received, the package will not be ready for pickup until the student receives a notification from [mailservices@colgate.edu](mailto:mailservices@colgate.edu).

#### Perishables

If you send your student perishable items, let them know you sent them something that needs to be picked up in a timely fashion.

### Package Pickup Security

For security reasons, students must pick up their own packages and must present their 'Gate Card for ID. A student cannot present another student's 'Gate Card.

A student will not be allowed to pick up a package for another student unless the package recipient has notified Mail Services by email. The student picking up the package must present their own 'Gate Card, which will be scanned before the package is handed over to them.

#### Return Service

Students can send out return service packages from Colgate Station as long as they have a prepaid return label from the company affixed to the package.

#### Fall Semester Move-in

In preparing to move into on-campus housing, your student may decide to send packages — or catalog or online orders — to campus. Although there is no limit to the number of packages/boxes that can be sent, due to limited storage space, students should plan their shipments to arrive as close as possible to the date they will be moving in.

#### End of Year Move-out

At the end of the academic year, a temporary UPS Store is set up at Mail Services to provide a convenient way for students to ship belongings home or to their post-graduation destination.

Students are notified by email of the dates and times the UPS Store will be open; boxes and packing supplies are available for sale at this time.

Students should notify Mail Services of their new forwarding address as soon as possible, before leaving campus.

C More at [colgate.edu/mailservices](https://colgate.edu/mailservices)

### Event Livestreams

Colgate's Livestream channel ([livestream.com/colgateuniversity](https://livestream.com/colgateuniversity)) broadcasts events such as select student ensemble and music department-sponsored performances, major visiting speakers, and University events such as commencement live over the web. Viewers are able to watch remotely for free, as long as they have an internet connection. These events are often archived for future viewing. Previously Livestreamed events include music at Colgate, Global Leaders Series (GLS), and Living Writers.

## University Communications

Colgate publishes a variety of content that parents and families can use to keep up on news from campus.

- *Colgate Magazine*: The University's alumni magazine, online at [colgate.edu/magazine](https://colgate.edu/magazine)
- [colgate.edu/news](https://colgate.edu/news): The latest headlines, online
- Colgate News: This monthly email, sent to alumni and family members, shares a selection of the latest headlines from campus.

### Hometown News

Colgate distributes news of student academic success, enrollment, and graduation to hometown newspapers. Students do not need to do anything to be part of these distributions. Students who wish to opt out may contact Media Relations Director Daniel DeVries at [ddevries@colgate.edu](mailto:ddevries@colgate.edu). Decisions to publish student news are made by each local newspaper. If you have not seen your student's achievement published, please directly contact your local paper's editorial staff.

C More at [colgate.edu/communications](https://colgate.edu/communications)

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## Visiting Colgate

Please note that Colgate strongly discourages parents and family members from staying overnight in student rooms. Overnight visits in residence halls are governed by the University's Guest Policy, which is outlined in the Student Handbook.

C Places to stay in the area: [colgate.edu/lodging](https://colgate.edu/lodging)

## Tips for Parents and Family Members

### Adjusting to College

College is an exciting time for many reasons, for both students and their families. It can also be overwhelming. Dawn LaFrance, PsyD, Colgate's director of [Counseling and Psychological Services](#), shares advice for encouraging your student to follow these guidelines to help them to succeed and grow.

#### Encourage your student to keep a healthy schedule.

Enough sleep, proper nutrition, a balance between studying and enjoyable activities — during the stress of the academic year, these basics are often the first to be forgotten. Family members can be helpful in reminding their students to practice self-care.

#### Maintain open lines of communication.

Communicating with your student via text and social media can help you stay involved. This is how many students in the iGen communicate! At the same time, balance is crucial. Don't demand constant communication. Help them find ways to depend on others in their social circles. In many cases, the absence of communication will mean that your student is busy and involved.

#### Discuss important topics, including difficult issues.

Read the materials sent by Colgate as well as the [Maroon-News](#) and [colgate.edu/news](#) so that you can have conversations with your student about what is going on at the University.

#### Give your student space to grow and mature.

You have already spent years instilling your values; allow them to be realized.

#### Expect challenges.

College life can be difficult — and challenges are growth opportunities. Your student will build resiliency and prepare for life after graduation by learning to approach challenges with active problem-solving. Be supportive rather than intrusive.

## Supporting Your Student Through Challenges

It can be difficult for a parent or family member when their college student calls or texts with a problem. Not seeing them on a daily basis makes it hard to gauge the magnitude of the situation. Are they in real trouble? Or are they just thinking out loud, frustrated because they don't know what to do, or have a lot on their plate? They might be reaching out at their peak moment of being overwhelmed.

It can be tempting to think that you should help your student during this time of stress by calling Colgate and taking care of the matter for them, or offering them a solution. Instead, we encourage you to follow a different method: Stop, Drop, and Roll.

**Stop:** When your student contacts you about a problem, take a deep breath. Are they truly asking you to solve their problem? If you do take care of the situation, how will they have built resilience or learned independence? Instead, listen and empathize: *What a drag. Oh, wow. I'm sorry, that must be frustrating.* Giving them a chance to talk it through might be all they need.

**Drop:** Rather than taking action or giving in-depth advice, ask questions that help your student to develop a solution on their own: *What do you think you might do? What options do you have? What campus offices have resources to help you with this? Who have you talked to already? Who else could you talk with?*

**Roll:** Let your student do their own problem-solving and decision-making — even if your solution would have been different. Then encourage them in acting on it: *You've got this. I know you can handle it. Go for it!* That probably sounds easier said than done, but allowing them to struggle with challenges will help them learn that they have their own capabilities.

Together, we can promote independence through student problem-solving.

- Listen, don't lecture
- Don't panic if you don't hear back right away
- Acknowledge that struggling is normal
- Promote strategies for wellness
- Stay informed
- Read the Parent & Family Newsletter and Colgate News

Of course, if you have concerns about your student's immediate safety or well-being, please contact the Department of Campus Safety at 315-228-7333.

## Concern About the Well-Being of a Student

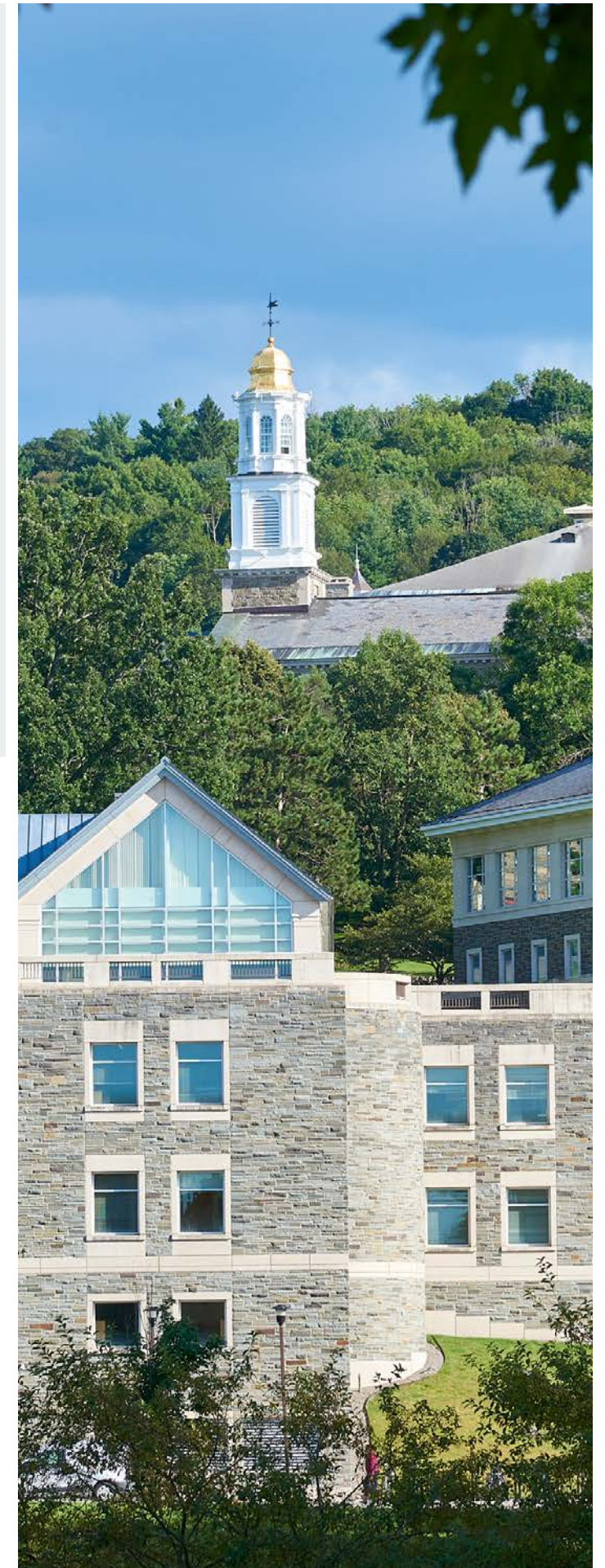
When should families contact someone on campus?

- If there is an **emergency** involving your student.
- If there is a **change in your student's communication with you** and they are not answering phone calls or messages.
- If you notice a **change in your student's typical behavior**.
- If your gut instinct tells you **something isn't quite right**.

Contact the Office of Administrative Advising at 315-228-7368 or, if your student is an international student, the Office of International Student Services at +1-315-228-6131.

After hours, or in an emergency, call [Campus Safety](#): 315-228-7333.

**C** More information about resources at [colgate.edu/administrative-advising](#), [colgate.edu/studentconcern](#)



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## Glossary of Colgate Terms

Sometimes words used in a college setting can be confusing. This glossary outlines common terms that would be helpful to know.

### A

**Academic adviser.** The member of the faculty who formally works with a student to provide guidance through their decision-making about courses, choice of major, and other matters related to their progress toward their degree. At first, the academic adviser is the student's first-year seminar (FSEM) instructor; once the student declares their major, they choose a new adviser in that department or program. May also be referred to as the student's faculty adviser.

**Academic calendar.** The official University schedule — a list of important dates and milestones in the academic year. It is established and approved by Colgate's academic affairs board (which includes student representatives) four years in advance. The schedule is framed from August through June, reflecting Colgate's semester format.

**Academic credits.** The unit of measure recognizing the successful completion of a course or lab. At Colgate, most courses carry one course credit. Students must complete a minimum of 32.00 course credits (along with meeting other requirements) to graduate.

**Academic progress.** Students must remain in good academic standing by earning a minimum Grade Point Average (GPA) each semester, as well as cumulatively. Students who fail to meet minimum academic progress are subject to academic warning or suspension. Learn more: [colgate.edu/academic-regulations](http://colgate.edu/academic-regulations).

**Academic year.** The timeframe of August through June, reflecting Colgate's semester format.

**Administrative dean.** A member of the Dean of the College staff assigned to provide support while promoting a student's intellectual, personal, and emotional development. Every student has an administrative dean.

**ALANA.** Acronym for Africana, Latin, Asian, and Native American.

**Areas of Inquiry.** The required component of the Liberal Arts Core Curriculum in which students take courses from a range of disciplines that foster breadth in their overall coursework. They will take two courses from two different departments or programs in each of three areas: Human Thought and Expression; Social Relations, Institutions, and Agents; and Natural Sciences and Mathematics.

**Authorized User.** Because student account information is part of their education record according to federal privacy laws, students must authorize any parent or guardian to have access to their student account via TouchNet. A parent or guardian given access to the student account is an authorized user. Authorized Users receive e-billing notification, can view student account information, and are able to make online payments.

### B

**Bachelor of Arts (AB).** The degree that undergraduate students at Colgate earn upon completing their academic program. The letters AB are used instead of BA following the Latin convention (*artium baccalaureus*). Colgate diplomas are written in Latin.

**Balance due.** This is the amount of money that the student owes Colgate on their current bill for any charges not yet paid. The amount of money owed and the due date can be found by students and authorized users via the student's TouchNet account.

### C

**Career development.** Colgate's term for all the programs and services that empower students to explore and take action in preparation for life after college. Learn more: [colgate.edu/career-development](http://colgate.edu/career-development).

**Catalog.** This online publication outlines official University academic policies, requirements, course offerings, and other important information. Learn more: [catalog.colgate.edu](http://catalog.colgate.edu).

**Co-curricular.** Activities, programs, and other experiences outside of a student's coursework that provide learning opportunities and complement their academic curriculum. Examples include participation in clubs and organizations, sports and recreation, artistic pursuits, cultural activities, and volunteering.

**Commencement.** Colgate's term for the graduation ceremony.

**Common Core.** A set of four interrelated courses required of all students as part of the Liberal Arts Core Curriculum to provide the intellectual foundation shared by all graduates. The components include Legacies of the Ancient World, Challenges of Modernity, Scientific Perspectives on the World, and Communities and Identities.

**Community Leader (CL).** Colgate's term for a resident adviser (RA). These paid student staff members provide guidance and support to the residents of their halls. They can assist with discussions with roommates, clarify residential life policies, identify departments and resources to help students, and advise on self-care and risk reduction strategies.

**Code of Student Conduct.** The set of standards by which Colgate expects students to behave. The code outlines prohibited behaviors and affirms individual responsibility and respect for the rights of others in the community in creating an environment consistent with the University's commitment to educating all of its students.

**Convocation.** A time-honored rite of passage for all new students, Founders' Day Convocation is a formal event when the Colgate faculty officially welcomes the incoming class into the academy. It takes place the evening before the first day of classes.

**Core curriculum.** See Liberal Arts Core Curriculum.

**Cost of attendance.** This is the figure that represents, as accurately as possible, how much money a year at Colgate will cost, not taking any financial aid into account. It includes all charges directly billed by Colgate (tuition, student activity fees, housing, meal plan) as well as an estimated amount for other expenses that a student may expect to have (books and supplies, travel, personal spending money, loan fees).

**Course load.** The number of courses a student is taking in a given semester. There are specific course load regulations and requirements. A typical full-time course load is 4.00 to 4.50 credits per semester. Learn more: [colgate.edu/academic-regulations](http://colgate.edu/academic-regulations).

**Credit balance.** A student account balance (indicated as a negative figure) that Colgate owes to a student (or another party), typically the result of payment or financial aid disbursement (payment to the student account) that exceeds the charges billed to the student. Credit balances can remain on the student account to apply against

future charges, or be refunded to a student/family upon request (see **Credit refund** below).  
**Credit refund.** In the case of a credit balance, a refund of credit is the act of Colgate issuing money owed to a student (or other parties depending on the cause of the differential). This is done by request of the student to the Office of Student Accounts. The typical method of refund is by electronic transfer directly to a designated bank account established in the student's TouchNet record.

## D

**Degree conferral.** The formal moment when the University designates that the student has earned their AB or master's degree from Colgate. Degree conferral takes place for most students at the commencement ceremony in May. Learn more: [colgate.edu/academic-regulations](http://colgate.edu/academic-regulations).

**Drop/Add.** The period at the beginning of the semester when students are able to make adjustments to their schedule, with instructor permission where required.

## E

**Elective.** A course that is not required for a specific major. Electives are opportunities to round out a student's education, explore subjects of interest, and in some cases fulfill Liberal Arts Core curriculum and other academic requirements. They can also allow a student to gain a deeper understanding of a specific subject within their field of study, or to complement their selected field of study with knowledge from another subject or discipline.

## F

**Family Weekend.** Every fall, Colgate welcomes students' families for a weekend on campus. Family members can spend time with their students informally as well as experience campus life by attending classes, athletic contests, exhibitions, performances, presentations, and more.

**Financial aid.** Money to help pay for college that does not come from family or personal savings or earnings. Sometimes called student aid. Financial aid can come in the form of a grant (need-based cash gift), scholarship (merit-based cash gift), a work-study job at school, and federal or private loans.

**Financial hold.** A designation on a student account indicating that the student has an overdue balance or, in other words, has failed to meet announced deadlines for financial obligations (payments) to Colgate. A student whose account is on hold cannot participate in course registration or course drop/add. For graduating seniors, a financial hold may also mean they can not participate in commencement exercises or receive their diploma.

**Flex Dollars.** Flex Dollars are funds that are given to the student by Colgate Dining Services with the purchase of a meal plan. These funds can be spent like cash at campus dining locations and the campus convenience store using the 'Gate Card. Learn more: [colgate.edu/meal-plans](http://colgate.edu/meal-plans).

## G

**Gate Card.** This is the ID (identification card) that students use for multiple functions. It is a key to doors in secure buildings and facilities on campus. It keeps track of their dining hall usage. It is also used to check out materials from the library and can be used as a debit card. Learn more: [colgate.edu/gatecard](http://colgate.edu/gatecard).

**'Gate Cash.** Students (and their authorized users) can deposit money into a debit account to pay for things on campus (e.g., laundry, fees, or fines) and at select businesses in Hamilton using their 'Gate Card. Learn more: [colgate.edu/gatecard](http://colgate.edu/gatecard).

**Global Engagements.** A component of the Liberal Arts Core Curriculum that requires taking one course that allows a student to analyze and debate the conditions and consequences of intercultural interaction, both in the United States and the broader world, to prepare them to confront responsibly the challenges of the 21st century. A Global Engagements course may also fulfill an Area of Inquiry or requirement for the student's major or minor.

**GPA (Grade Point Average).** The GPA is calculated by averaging the numerical value of a student's grade. The GPA is cumulative, and the higher the GPA, the better. Colgate grades range from a high of A+ (4.33) to failure, F (0.00).

**Graduation requirements.** Students must meet specific academic (curricular) requirements in order to graduate. These include a minimum cumulative GPA for all courses taken at Colgate as well as for all courses in their major, and completion of required courses in the Liberal Arts Core Curriculum, major, foreign language, and writing (if stipulated at admission). In addition, students must complete the physical education and residency requirements, and all financial obligations to the university must be satisfied. Learn more: [colgate.edu/academic-regulations](http://colgate.edu/academic-regulations).

## H

**Health insurance waiver.** The granting of an exemption from automatic enrollment in the Colgate University Student Health Insurance plan; students who reside in the United States may request a waiver by providing proof of health insurance coverage through a family policy. Learn more: [colgate.edu/student-health-insurance](http://colgate.edu/student-health-insurance).

**Homecoming.** A weekend of activities typically during the fall semester that bring alumni back to campus to celebrate pride in Colgate and to share their insight and expertise with students. Events typically include career development programs, athletic contests, and a pep rally.

**Honors.** A designation upon graduation reflecting that a student has met certain academic requirements. These may include minimum grade point averages, completion of an honors seminar during which they must complete an honors paper or project for which they must receive a minimum grade, and/or an honors presentation/defense.

**Housing.** This is Colgate's term for "room" in relation to room and board charges. It is one of the billed charges.

**Humanities.** The academic subjects that study the human experience. At Colgate, these include art and art history, the classics, East Asian languages and literatures, English, German, music, philosophy, religion, Romance languages and literatures, and theater.

**Incomplete.** The temporary status that is granted to a student when, as a result of extenuating circumstances beyond their control or ability to predict, they are unable to complete the work of a specific academic course by the end of the semester.

**Independent study.** An academic course undertaken by a student essentially of their own creation, under the supervision of a member of the faculty.

**Internship.** An opportunity for a student to gain experience, typically over the summer, that can help prepare them for their careers. Many summer internships are secured well in advance, so it is important for students to begin working with the Career Services department to identify opportunities during the fall semester.

## L

**Late fee.** The amount of money charged on a monthly basis for past-due student account balances (1 percent of the balance or a minimum of \$1.00).

**Leave of absence.** A temporary withdrawal from enrollment at Colgate, whether voluntary (typically for significant physical or psychological challenges or extreme personal circumstances) or involuntary (due to conduct/disciplinary measures taken by the University).

**Liberal Arts Core Curriculum.** The set of at least 10 courses and areas of study that all Colgate students must complete to develop fundamental skills and habits of mind. Students typically complete the majority of their core courses during their first four semesters.

## M

**Major.** A chosen subject area that a student focuses on to gain a body of knowledge in depth through at least eight courses. Most majors are centered on a single discipline and supervised by one academic department. Others are interdisciplinary, meaning they permit students to study a subject that involves several departments. In most majors, students must complete a senior-level seminar or research course or independent study.

**Master of Arts (MA), Master of Arts in Teaching (MAT).** The two graduate degrees offered at Colgate.

**Matriculate.** To enroll at a college or university as a degree-seeking student. A student is formally considered having matriculated at Colgate at the start of the first term of attendance as a degree-seeking student.

**Meal plan.** A method of purchasing meals for a student's time on campus. First-year students, sophomores, and anyone living in traditional residence halls are automatically enrolled in a specific plan. Juniors and seniors who do not live in traditional residence halls and therefore typically have access to a kitchen are given meal plan purchase options, each based on a certain number of meals per week.

**Minor.** A secondary subject area of focused study (at least five courses) that can complement the major or allow a student to pursue a keen academic interest.

**Moodle.** The learning management system used by professors and students to distribute and receive academic course materials, syllabi, grades, and more during the semester. It is also used to share co-curricular information with students. Not all courses make use of Moodle.

## N

**Natural sciences.** The academic subjects that examine and explain the physical world using information obtained through experimentation or observation (empirical evidence). At Colgate, these include biology, chemistry, computer science, geology, physics and astronomy, neuroscience, and psychological and brain sciences.

## O

**Off-campus study.** A specific program in which a student engages in academic coursework away from campus, whether for a full semester, a year, or a shorter period of time. Colgate offers full-semester programs led by Colgate faculty in specific subject areas and extended studies of just a few weeks and the opportunity to participate in approved programs at other institutions. Learn more at [colgate.edu/off-campus-study](http://colgate.edu/off-campus-study).

**Orientation Link.** Upper-level student staff members who help to orient new students to Colgate and prepare them for individual success. They increase new students' familiarity with student life, faculty, academic expectations and opportunities, and the larger Hamilton community.

## P

**Payment plan.** A method of spreading out college fees into installments paid over time instead of making one lump sum payment; for example, monthly or quarterly. Learn more: [colgate.edu/financing](http://colgate.edu/financing).

**Physical education.** A graduation requirement that includes programs and courses that help develop their physical, social, mental, and environmental well-being.

**Pre-orientation.** A program taking place before new student orientation that helps students get acquainted with the Colgate community and/or gain new skills.

**Prerequisite.** A course that must be completed before an upper-level course can be enrolled in.

## R

**Refund calculation.** This is the calculation that will determine how much money will be returned to a student when they have taken a leave of absence or withdrawn from Colgate or a Colgate off-campus study program, mid-semester. The calculation is made according to percentage of time enrolled, up to 60 percent of the enrollment period granted, after which no refund will be granted.

**Registration.** The act of signing up for the next semester's courses. Prior to registration, students work with their academic advisers, who provide guidance for course selection.

**Residential commons.** Colgate's residential system for supporting first-year and sophomore students through community building and intellectual engagement.

**Residential life.** The student's experience outside of the classroom as it relates to their living environment on campus (housing). The department that deals with campus housing is the Office of Residential Life.

**Reunion.** The annual weekend in June when graduates return to campus to reconnect with each other and learn about Colgate of today.

## S

**Social sciences.** The academic subjects that examine and explain human beings. At Colgate, these include economics, educational studies, geography, history, international relations, political science, and sociology and anthropology.

**Sophomore.** Any student who is enrolled in their second year and has completed at least six course credits.

**Student Accounts.** Colgate maintains an account for each student that keeps track of all financial matters related to their enrollment (tuition, fees, room, meals, and study group fees) as well as miscellaneous charges such as library fines, parking fines, etc., using an online system called TouchNet. The Office of Student Accounts manages all related financial processes. Their staff can answer questions about a student's account or the billing process. Information is also provided by this office, in conjunction with the Office of Financial Aid, to families who need to learn about the options available for financing a Colgate education.

**Student Activity Fee.** This fee is charged to all students to cover costs for student organizations and activities.

## T

**TouchNet.** This is Colgate's student account and billing system. Students, and their designated authorized users, use the system to view e-bills and student account activity; establish monthly payment plans; and make electronic payments.

**Transcript.** The formal and detailed record of a student's courses and grades earned throughout their years at the school. Transcripts are part of a student's education record and are subject to federal privacy regulations, so the student has considerable discretion on who is able to see their transcript and in many circumstances must provide signed consent for its release.

**Transferring.** The act of moving from one college or university to another after having completed some level of coursework at the first institution. Transferring is a decision that requires careful consideration and planning. Not every institution accepts all the credits earned at the prior institution, which can affect the timeline of a student's academic progress towards their degree. As well, financial aid packages can vary widely among different schools, especially in relation to acceptance of transfer students. Students considering transferring to another institution should consult with their administrative dean and their academic adviser as soon as possible to understand the academic and financial implications.

**Tuition.** Tuition is the price Colgate charges for taking classes and related academic services.

**Tuition insurance.** Tuition insurance is an optional policy that a student may wish to purchase. It provides an 80 percent refund of Colgate tuition, fees, and housing costs paid (that are not refunded by the school's standard refund policy) in the event that a student must withdraw for medical reasons before a semester is completed. Learn more: [colgate.edu/student-accounts](http://colgate.edu/student-accounts).

## U

**Undergraduate.** A student at a college or university who has not yet earned a bachelor's degree or its equivalent.

**University Studies.** Colgate's division housing the Liberal Arts Core Curriculum, writing and rhetoric department, and the interdisciplinary programs in Africana and Latin American studies; Asian studies; environmental studies; film and media studies; Jewish studies; lesbian, gay, bisexual, transgender, and queer studies; linguistics; medieval and Renaissance studies; Middle Eastern and Islamic studies; museum studies; Native American studies; peace and conflict studies; Russian and Eurasian studies; women's studies.







# COLGATE UNIVERSITY

## Contact Colgate

Rebecca Downing, Senior Director, Communications and Parent Initiatives  
315-228-7415; [parents@colgate.edu](mailto:parents@colgate.edu)

University Directory: [colgate.edu/directory](http://colgate.edu/directory)

Colgate University  
13 Oak Drive  
Hamilton, NY 13346

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