

**The  
Family Guide to  
Carleton College  
2009–10**

The Office of the Vice President for Student  
Development and Dean of Students

Dear Carleton Parents,

It is with eager anticipation that we prepare to welcome your student to Carleton in the fall. We also are delighted to begin—or for some of you who are sending your second or third child to Carleton, to begin again—a partnership with you, the parents of these talented and bright students.

Throughout the summer you will be receiving a series of resources from the College, most provided electronically. This particular electronic publication, the *Family Guide*, serves multiple purposes: to extend a welcome from the Parents Advisory Council, the Dean of Students, and me; to discuss our critically important student/parent/college partnership; and to provide a brief summary of student services, programs, and policies at Carleton. The format of this resource reflects its title: it is a guide to Carleton, an introduction directing you to the information you need to support your student during his or her four years at Carleton. You will find additional details about these topics online.

You are joining a group of Carleton families from around the globe. A Family Directory is available at <http://apps.carleton.edu/parents/directory/> and will enable you to connect with Carleton parents and families. This password-protected resource can be searched by geographical address, name, or student class year.

You are welcome and encouraged to share suggestions for improvements in format or content by contacting the Office of the Vice President for Student Development and Dean of Students. Thank you, and welcome to a new year at Carleton.

Sincerely,



Robert A. Oden Jr.,  
President

Dear Parents,

Welcome to the 2009–10 academic year at Carleton College. A special greeting to the parents of the Class of 2013. Carleton is an exceptional environment for students to grow and learn, yet along the way each student will encounter his or her share of challenges. The *Family Guide to Carleton College* is provided for you as a resource, to inform you of the range of services available to you and your daughter or son, and to help you make connections with other Carleton parents.



Hudlin Wagner,  
Vice President for  
Student Development  
and Dean of Students

The purpose of the Division of Student Life at Carleton is to work with faculty and staff members to provide students a co-curricular and residential educational experience of the highest quality. Fifty student life staff members are available to support and assist your student in the Office of the Dean of Students, Academic Support Center, Campus Activities, Acting in the Community Together (ACT), Career Center, Gender & Sexuality Center, Intercultural Life, Residential Life, TRIO/Student Support Services, and The Wellness Center.

We work with students at the subtle edges of authority, guidance, and collegiality, but always leave them with the responsibility for managing their own lives. Coping with freedom, developing autonomy and independence, and honing life skills are tasks common to all our students. Our task is to help them move along the learning curve toward maturity and self-actualization. What a challenging and enjoyable task it is!

Our division is looking forward to another exciting year at Carleton. We invite you to call, write, e-mail, or drop in when you are on campus—Severance Hall, Suite 110, 507-222-4248. Please access the Dean of Students Web site at [www.carleton.edu/campus/dos](http://www.carleton.edu/campus/dos) for more information.

Sincerely, Hudlin Wagner, Vice President for Student Development and Dean of Students



Joseph Baggot,  
Associate Dean  
First-year Class Dean



Julie Thornton,  
Associate Dean  
Sophomore Class Dean



Cathy Carlson,  
Associate Dean  
Junior Class Dean



Bruce Colwell,  
Senior Associate Dean  
Senior Class Dean

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# AN IMPORTANT PARTNERSHIP: THE COLLEGE, YOU, AND YOUR STUDENT

*The Family Guide* is designed to support the relationship between you, your student, and the College by providing you with essential information. We realize that you have been and remain the most important resource for your child; similarly, College staff members are resources for students' lives here at Carleton. Therefore, we offer you this guide to better connect you to the College and to enhance this important partnership.

The Division of Student Life has adopted the following mission statement to guide its work with your student:

We in Student Life prepare students for citizenship in a diverse and changing world by fostering:

- understanding of personal and cultural integrity,
- pursuit of academic and cocurricular achievement,
- commitment to healthy individual and community life, and
- commitment to service and vocation.

**Common purpose, different perspective.** The College, parents, and students share a common purpose: we all want a successful, rewarding educational experience for each Carleton student. We each approach this goal from slightly different perspectives, and it is important that we all keep that in mind as we go about our common business. The College holds obligations both to its students and to their families. Sometimes honoring the one seems to run counter to the other. Delicate as it seems in the abstract, this balance works easily and naturally in practice most of the time. The best way to keep the balance among all parties to this process is positive communication.

**Student's Right to Privacy.** The Family Educational Rights and Privacy Act (FERPA) defines specific rights of access and protection over student records. Carleton College student records policy, based on FERPA mandate, is detailed on the College Web site at <http://go.carleton.edu/ferpa>.

FERPA establishes two basic rights for your student:

- the right to inspect his or her education record, which includes all records except parent(s) financial statements, waived letters of recommendation, and the records maintained by Carleton Security and the Wellness Center; and

- the right to expect the College will not disclose information from a student's educational record without his or her written consent, except to other school officials with a legitimate educational interest and to parents of an eligible student who claim the student as dependent for tax purposes. Only directory information that is already public may be freely disclosed.

**Parental Notification.** Because we work with students as adults, we expect that students will communicate directly with their family about how they are doing at Carleton. In matters of health and safety—such as serious illness or injury—we encourage students to contact their parents, and for parents to call the Office of the Dean of Students if they have any questions or concerns. We rarely call parents directly, unless there is a life-threatening situation or a student's enrollment is in jeopardy. Counselors and medical professionals from the Wellness Center cannot breach client confidentiality; consequently, on some occasions neither parents nor other College officials may know of problems.

Grade reports are sent directly to the students at the end of each term. If a student is placed on academic review (Carleton's version of probation) by the Academic Standing Committee, letters are sent to both the student and his or her parents. On disciplinary matters, student life staff members, usually from the Office of Residential Life or the Office of the Dean of Students, respond to incident reports and complaints. Most times this results in a conversation about what is and is not acceptable behavior. For students who engage in egregious conduct or patterns of unacceptable behavior, we address the behavior through formal disciplinary channels. For a full description of expectations, rules, and disciplinary processes, see [www.carleton.edu/campus/DOS/essential](http://www.carleton.edu/campus/DOS/essential).

Student disciplinary records are confidential and are not released to third parties without the student's consent. However, if we feel that parents need to know of a situation or pattern of behavior, we will encourage the student to contact his or her parents. Our approach is to join in partnership with parents to ensure the well-being and success of students. In so doing, we try to avoid triangular relationships, especially those that involve secret communications between College officials and parents. That said, we are always receptive to calls from parents. Your student's class dean can assist you by answering questions about any aspect of student academic and cocurricular life at the College.

## A SPECIAL TRANSITION: PARENTS OF FIRST-YEAR STUDENTS

- Do keep your perspective by viewing your daughter's or son's entrance to college as just one more milestone, along with her or his first step, first word, first report card, or first request to use the car.
- Do not rush in and "save the day" for your daughter or son. Now is the time to trust that your 18 years of influence will make a difference. The reality is that they are now on their own, so let go. Be concerned, of course, but let them work things out.
- Do stay connected, and continue your support. Keep the lines of communication open: phone calls are quick and popular, but this may be the perfect time to breathe life into the dying art of letter writing.
- Do not worry about your student's performance. There will be plenty of time to discuss grades, majors, or careers after the first year.

Remember, it's not you, it's your son or daughter who is on the line. You've done your job. He or she needs to take over and grow and develop into the independent self-sufficient individual you've been grooming him or her to be all along.

—From *Parenting a College Student: Dos and Don'ts for Making Effective Choices* by Beymer and Nelson

## THE COLLEGE, YOU, AND YOUR STUDENT: TIPS FOR A SUCCESSFUL PARTNERSHIP

1. Understand the different perspectives but common purposes each of us brings to discussions.
2. Remember, your student should be in the middle of most communications, dealing directly with the College and directly with you. Avoid the unnecessary triangles.
3. Expect your daughter or son to be responsible for keeping you and the College appropriately informed about her or his life; honor her or his adulthood and privacy while remaining connected.
4. If after discussion with your daughter or son, you remain confused or concerned, please call the appropriate person at Carleton. That's where this guide should help.

There are only two lasting bequests we can hope to give our children.  
One of these is roots, the other, wings.

—Hodding Carter

## SUPPORTING YOUR DAUGHTER OR SON

Nobody understands your daughter or son as you do, and no one's support is more important. But there are particular challenges to parenting a young adult separated from you by hundreds of miles and a couple dozen years. Our experience working with parents and students over the years has shown us that students thrive when parents:

- Stay in touch. Students away at college do miss home and family. Letters (or e-mail), cards, and phone calls (not to mention cookies!) are treasured.
- Show them that you still care. Sending treats for finals, asking about their lives, and expressing pride in their accomplishments may be valued even more highly now when students are away from home. Their need for your support, despite all appearances, is as great as ever.
- Let go. They are living on their own now, developing autonomy. They need to take responsibility for their lives, to succeed and even fail on their own.
- Support without always agreeing. Validate their feelings and perceptions, but don't assume it's the whole story.



Burton Hall

## UNDERSTANDING YOUR STUDENT

Most Carleton students are 18 to 22 years old, a period of life with complex and sweeping developmental changes. One theorist (Chickering) describes seven developmental tasks that challenge most college students. It may be helpful to remember that while your daughter or son is faced with some of the specific decisions listed below, she or he is also engaged with the general developmental tasks shown in italics.

These tasks are never complete and are affected by one's environment. For example, most students arrive at Carleton feeling very competent intellectually, as they should. However, as they are surrounded by equally competent peers, and therefore may receive average grades for the first time, many experience a crisis of confidence. Parental understanding of this is very important; academic struggles may not reflect lack of effort or ability, but simply the rigorous academic life at Carleton.

### Important Landmarks and Decisions: A Four-Year Developmental Checklist

#### First Year

- Separating from home, perhaps for the first time
- Living with a roommate for the first time
- *Developing competence (intellectual and social)*
- Coming home again
- Getting involved in cocurricular life
- *Developing autonomy*
- Room draw: choosing a new roommate

#### Second Year

- Exploring off-campus study opportunities
- *Managing emotions*
- *Establishing identity (sexual, social, etc.)*
- Choosing a major
- Career exploration

#### Third year

- *Freeing interpersonal relationships*
- *Developing purpose*
- *Developing integrity*
- Internship (or other career exploration)
- Solidifying major

#### Fourth year

- Clarifying graduate or career plans
- Passing "comps," the integrative exercise in the major
- Commencement

*Note:* Each student is, of course, engaged in each of the seven italicized developmental tasks throughout all four years. Specific tasks are placed in the years in which they usually receive particular attention.

# COLLEGE SERVICES AND PROGRAMS

## ACADEMIC ADVISERS

All students are assigned an academic adviser. Academic advisers assist with program planning, course selection, career choices, and academic difficulties. They also help with personal concerns when possible. For the first two years of the student/adviser relationship, the adviser acts as a “generalist” as opposed to a “specialist.” So a prospective music major may have a mathematics professor for an adviser and a pre-med student may be assigned a German professor. Students declare a major in the third term of their sophomore year, at which time they are assigned an adviser from their major department. Students have ample access to relevant department chairs and program coordinators when seeking advice. The advising system offers a good opportunity for students to get to know their professors personally. It is up to the student to take the initiative in developing regular, individual contact with his or her adviser in and outside of the office. The Advising Handbook is available online at <http://apps.carleton.edu/campus/doc/advising/>.

## ACADEMIC SUPPORT CENTER

The mission of the Academic Support Center (ASC) is to support and guide all Carleton students in their pursuit of academic excellence. Students are provided individual and group opportunities to develop as active and independent learners. ASC tutors and programs challenge students to explore their own ideas through critical thinking and problem-solving. Professional and student staff members engage in this process by acting as listeners, collaborators, guides, and facilitators. The ASC provides assistance through the Writing Center, individual ESL tutoring, the Prefect Program, the Math Skills Center, and the Speakeasy. The ASC also offers individualized academic tutoring and study skills coaching. All of the ASC services are free. The Writing Center and the Math Skills Center are open to all and available on a drop-in basis. To learn more about ASC services, staff, hours, and locations, please visit the ASC Web site at <http://apps.carleton.edu/campus/asc/>.

## **ACT (COMMUNITY SERVICE PROGRAMS)**

Acting in the Community Together (ACT) offers students opportunities for civic engagement, primarily through volunteer programs in Northfield and surrounding communities. ACT is an umbrella organization sponsoring 50 ongoing service programs and many one-time service events. Students looking for a volunteer opportunity or wanting to organize a service project use the ACT center as a clearinghouse. ACT coordinates Northfield Reads and Counts, a local literacy and math program that places work-study tutors in the Northfield schools. ACT also facilitates academic civic engagement at Carleton. The center supports faculty members who implement service learning in their courses. Learn more on the Web at <http://apps.carleton.edu/campus/act/>.

## **BOOKSTORE**

The Carleton Bookstore provides a wide variety of goods and services to meet students' academic and personal needs. All textbooks for every class are available in the store or online at [go.carleton.edu/books](http://go.carleton.edu/books); the Bookstore offers used books for most classes at reduced prices. Students can sell back their textbooks at five times during the academic year. The Bookstore also carries more than 20,000 general reading titles. Twelve titles are hand-selected each month and discounted by 25 percent, and students can save on trade book prices with the Carleton Student Rewards program. On-campus coupons, end-of-term sales, regular specials, and other promotions are scheduled throughout the year. The Bookstore hosts authors several times a month. The Bookstore features a unique selection of Carleton clothing and insignia gifts, and other products offered include health and personal care products, school and office supplies, computer supplies and software, magazines and newspapers, music and DVDs, grocery items, and greeting cards. Students may deposit money (Schillers) on their OneCard at the Bookstore, and Schillers are also accepted as payment in the store. The Bookstore sells storage tickets that permit storage on campus and will cash checks for students (up to \$20.00). Photo developing is available, and the store offers free gift-wrapping of purchases. Cash, checks, Visa, MasterCard, American Express, Discover, and OneCards are accepted for payment. The Bookstore sells and accepts gift cards good at all Book Sense stores. The Carleton Bookstore is an independent store owned and operated by Carleton College. Income generated at the Bookstore supports student scholarships, organizations, and campus improvements.

Hours: 8:30 a.m.–5 p.m. (M–F);

Phone: 507-222-4148

Fax: 507-222-4527

Web site: [go.carleton.edu/books](http://go.carleton.edu/books)

10 a.m.–4 p.m. (Sat., Sept.–June)

Toll-free number: 800-799-4148

E-mail: [bookstore@carleton.edu](mailto:bookstore@carleton.edu)

## **BUSINESS OFFICE**

The Business Office provides student account bills that are coordinated with financial aid awards and monthly payment plans. Students may cash checks up to \$100 with proper identification. Students also pay bills here for parking or library fines, damages, etc. In an effort to reinforce personal responsibility, students with unpaid bills or bad checks are held from registration. For more information, visit the Business Office's Web site at <http://apps.carleton.edu/campus/business/>.

## **CAMPUS ACTIVITIES**

The campus activities staff works with student organizations and individual students on issues of involvement, leadership development, and program planning. The Office of Campus Activities also produces a series of social and educational events for the campus. The office publishes the student planner (*lagniappe*), the weekday Noon News Bulletin (NNB), and a term calendar of events (Forecast). The office also oversees many of the Sayles-Hill Campus Center services. For more information, visit the campus activities Web site at <http://apps.carleton.edu/campus/campact/>.



Skinner Memorial Chapel

## **CAREER CENTER**

Career Center resources are designed to teach students how to plan, prepare for, and pursue their career and educational goals. The Career Center staff provides information on internship opportunities (off-campus work, possibly for academic credit), arranges career exploration visits (shadowing), organizes the on-campus recruiting program, and co-sponsors job fair events and alumni career talks. In addition, the Career Center coordinates programs on careers and graduate schools and presents workshops and career counseling sessions on self-assessment, major selection, interest inventories, decision-making, résumé writing, interviewing, job search strategies, and networking. The Career Center also coordinates the Career Assistant (CA) program. CAs are student leaders who work with fellow students by providing career-related programming and advising, résumé/letter critiques, office promotion, and outreach. Staff and CAs are available either by appointment or during drop-in hours. The Career Center works with students throughout their four years at Carleton and after graduation. More information is available on the Web at <http://go.carleton.edu/career/>.

## **COLLEGE CHAPLAIN**

The Office of the Chaplain hosts weekly chapel services and other special religious events representing a variety of faiths. Discussion, meditation and prayer groups, lectures, social events, and service projects are also sponsored by the chaplain's office. Staff members serve as resources for religious groups of all faiths on campus. They are also available for pastoral counseling and support to individuals regarding concerns of spiritual growth, personal crisis, values clarification, grief, or depression. The chaplains welcome the opportunity to be of support to individuals whose concerns may arise from issues of ethnicity, religious faith, sexual orientation, race, or family history. Learn more about the Office of the Chaplain at <http://apps.carleton.edu/campus/chaplain/>.

## **COLLEGE RELATIONS**

Arrangements for College events such as convocations, Family Weekend, and Commencement are handled by this office. News about activities, honors, and achievements of students are distributed regularly to their hometown media. To read current news about the Carleton community, visit the media relations Web site at <http://apps.carleton.edu/news/>.

## **VICE PRESIDENT FOR STUDENT DEVELOPMENT AND DEAN OF STUDENTS**

The dean of students and associate deans (in their roles as class deans) serve as advocates, ombudspersons, advisers, and problem solvers for all students at Carleton. They offer educational counseling and administer the policies and regulations that govern student life. The office monitors the academic progress of students and provides information, advice, and referrals concerning academic status, performance, plans, or problems. The deans handle petitions for leaves of absence, withdrawals, readmission, and extensions. More information is available on the Web at <http://apps.carleton.edu/campus/dos/>.

## **DINING SERVICES/MEAL PLANS**

Dining is an integral part of residential life at Carleton. With the exception of a few Carleton houses, all students living in College residences must participate in a meal plan. First-year students are required to purchase the 20 meal plan for fall term. Carleton offers flexible meal plans that give students options to either eat at the dining halls located in the lower level of Burton/Severance Halls or in the Language and Dining Center, or to order a la carte at the Snack Bar located in Sayles-Hill. Detailed information about the meal plans, menus, and other services provided by Dining Services is available on the Web at [http://apps.carleton.edu/campus/dining\\_services/meal\\_plan/](http://apps.carleton.edu/campus/dining_services/meal_plan/).

## **GENDER AND SEXUALITY CENTER**

The Gender and Sexuality Center offers resources and support on women's, men's, and lesbian, gay, bisexual, and transgender issues. The center works with other campus organizations and offices to strengthen and sustain an inclusive campus community that promotes gender equality and awareness and welcomes people of all sexual orientations and gender identities by providing support, educational resources, and advocacy. The Gender and Sexuality Center offers individual advising, support groups, and educational and social events as well as a lending library, meeting space, and event planning assistance. Learn more about the center on the Web at <http://apps.carleton.edu/campus/gsc/>.

## **INTERCULTURAL LIFE**

The Office of Intercultural Life has been an integral part of Carleton's initiatives to enhance diversity and cultivate a fully inclusive community, enriched by persons of different ethnicities, nationalities, genders, economic backgrounds, ages, abilities, sexual orientations, and spiritual values. The primary mission of the Office of Intercultural Life is to foster cross-cultural dialogue in the service of greater awareness, empathy, mutual respect, tolerance, and recognition. The Office of Intercultural Life works to fulfill this mission through various cultural programming, including guest speakers and performers, "chili night" discussion forums, and films. Further, the Carleton Connections program matches peer mentors with first-year students in order to enhance their chances of a successful transition to the academic and social life at Carleton. The office also maintains a multicultural library, publishes a newsletter, and offers one-on-one advising. More information is available online at <http://apps.carleton.edu/campus/intercultural/>.

## **INTERNATIONAL STUDENT PROGRAMS**

The director of International Student Programs provides counseling for international students and advice on academic, financial, legal, and personal matters. She coordinates International Student Orientation, assisting first-year international students in their adjustment to life in the United States and at Carleton. In an effort to foster understanding of international issues throughout the Carleton community, the director also organizes cultural and educational programming throughout the year. Learn more at <http://apps.carleton.edu/intl/>.

## **OFF-CAMPUS STUDIES**

More than 65 percent of all Carleton students study off campus sometime during their four years at Carleton. The Office of Off-Campus Studies (OCS) assists students with all aspects of planning for Carleton seminars and non-Carleton programs. Students should start planning their off-campus studies at least two terms prior to departure. The office helps students with passport applications, international student identification cards, and travel information. Students may borrow travel guides and literature on cross-cultural issues, and program information on all areas of study in all parts of the world from the OCS library. For more information, check the Web at <http://go.carleton.edu/OCS/>.

## POST OFFICE (MAIL SERVICE)

Students receive all incoming U.S. mail, UPS packages, FedEx, and campus mail at the campus post office in Sayles-Hill. They are notified with a pickup slip in their mailbox when packages are delivered for them. The campus post office only forwards first class and priority mail to home addresses during summer and winter breaks. Selected outgoing U.S. mail services and outgoing UPS services are available at Printing and Mailing Services in Leighton Hall. All packages and mail to students should be addressed as follows:

Student's Name  
Carleton College  
300 North College Street  
Northfield, MN 55057

Do not ship packages heavier than the student can handle. Consider purchasing a compact luggage carrier on wheels to aid students in hauling packages to living quarters. The maximum weight that the College will accept or ship is 70 pounds. Saturday post office hours are limited; when sending a package that requires Saturday delivery, contact the post office (507-222-4151) in advance to verify whether the post office will be open. Learn more online at <http://apps.carleton.edu/campus/postoffice/>.

## RESIDENTIAL LIFE

The Office of Residential Life's mission is to create a healthy, safe, and thriving environment where students can gain experience, be involved, and develop their interpersonal, academic, and leadership potential. Staff members help students adjust to living with roommates and floor members, help residents learn to accept responsibility for themselves and their actions, and work with students to develop a sense of respect for themselves and others. The Office of Residential Life manages staffing, programs, and facilities in the residence halls and College-owned houses. The central office staff, hall directors, resident assistants, and house managers coordinate a variety of services and activities in order to ensure safe and well-maintained halls that encourage healthy community living and individual development. *Living at Carleton* gives a full description of the Office of Residential Life. Learn more about the residential life staff by visiting <http://apps.carleton.edu/student/housing/staff/>.

## SECURITY SERVICES

Security Services is staffed 24 hours a day, seven days a week, and works with area police to protect people and property in the College community. Both professional and student staff members promote personal safety and the prevention of crime, working to maintain a safe and secure campus. For more information, visit <http://apps.carleton.edu/campus/security/>.

## **STUDENT FINANCIAL SERVICES**

Specific questions about aid application procedures, financial aid awards—including scholarships, grants, and loans—on-campus jobs, and aid for off-campus study programs, as well as general questions about financing a Carleton education can be answered in the Office of Student Financial Services (SFS). Student employment questions—including those about work contracts and time sheets—should be directed to the Student Work Coordinator in the SFS office in Henry House. Find out more online at <http://apps.carleton.edu/campus/sfs/>.

## **TRIO/STUDENT SUPPORT SERVICES**

The Carleton College TRIO/Student Support Services (TRIO/SSS) program has been federally funded by a grant from the U.S. Department of Education since 1981. The program's mission is to assist participants in overcoming social, cultural, financial, personal, academic, and any other challenges to fully participate in the life of the College. Additionally, the program attempts to increase awareness of socioeconomic class issues at Carleton with the purpose of affecting school policies and developing an environment in which all students can thrive, regardless of differences. TRIO/SSS serves Carleton students who are U.S. citizens or permanent residents and meet at least one of the following criteria: low income as determined by federal guidelines, first generation college student, or have a documented disability. Due to the level of interest in the program, new participants are only accepted during their first year at Carleton. Check the TRIO/SSS Web site for more information about specific services at <http://apps.carleton.edu/campus/trio/>.

## **THE WELLNESS CENTER**

The Wellness Center provides holistic services in the areas of primary physical care, individual and group counseling, academic accommodations, and wellness education. Students who seek medical advice and treatment, individual or group counseling, referral to a psychiatrist, academic accommodations, or assistance with general wellness issues are urged to make their first contact through The Wellness Center. Students can make appointments by phone or in person to see Wellness Center staff members. There is no charge to currently enrolled Carleton students for on-campus visits within The Wellness Center. However, there are nominal charges for medications, immunizations, supplies, pap smears, and laboratory services. If a student is referred to an off-campus provider, they must utilize their health insurance. Please examine your policy for out-of-network benefits, study abroad programs, and mental health benefits. Visit The Wellness Center's Web site for additional information at <http://apps.carleton.edu/campus/wellness/>.

# POLICIES AND PROCEDURES

The College's policies and procedures are published in the *Academic Catalog* and the *Academic Regulations and Procedures Handbook*. These publications are available on the *Community Standards and Policies* Web page found at <http://apps.carleton.edu/campus/dos/handbook/policies/>. The guides are easy-to-use, comprehensive resources that students and parents should refer to first if questions about College policy arise. The following are selected excerpts from policies and procedures that may be of particular interest to parents.

## ACADEMIC POLICIES (Office of the Dean of Students and Registrar)

- **Graduation requirements.** Complete 210 credits, C average or better, fulfill distribution credits in arts and literature (12), humanities (12), social sciences (18), and natural sciences and math (18); satisfy writing, language, and recognition and affirmation of difference requirements; complete four terms of physical education activity; complete all requirements for the declared major, including an integrative exercise ("Comps").
- **Course load.** Normal course load is 18 credits (three six-credit courses per term); minimum of 12 credits; maximum of 22 credits for first-year students, 24 credits otherwise (upon successful petition).
- **Grades.** A through F, with pluses and minuses, up to 30 credits may be opted as non-graded (Satisfactory/Credit/No Credit). Students access grades online. Students may request a paper copy of their grades. If parents of a dependent student want a copy of the grade report, they must request this in writing.

## FINANCIAL MATTERS (Business Office)

Parents of students receive information about billing directly from the Business Office in May. Students are held responsible for payment of their college fees. Students will get a notification by Carleton e-mail several weeks before the due date. The student logs into the main menu of the Hub to find the tuition account statement and can view, print, or download the statement. The downloaded statement can be e-mailed to the person making the payments. Tuition is due August 15 for fall term, December 15 for winter term, and March 15 for spring term. Note that health insurance is required for all students and information can be found at <http://apps.carleton.edu/camus/wellness/insurance/>.

## **HOUSING (Office of Residential Life)**

Carleton College is a residential liberal arts college, which means students are required to live in College-owned housing all four years. The Office of Residential Life's professional and student staff strives to create a healthy, safe, and thriving environment where students can be involved and develop their interpersonal, academic, and leadership potential. First-year students are housed in double and triple rooms in residence halls. Upperclass students choose their own housing during Room Draw in the spring and may select housing in traditional residence halls, suite-style residences, townhouses, and houses. Students living in College-owned housing have many rights and responsibilities. The rights to study, rest, and privacy are paramount, and we encourage students to communicate openly and honestly about their concerns. All students must abide by the policies and procedures in the Community Policies and Standards and the Residential Housing and Living sections of the Student Handbook available at <http://apps.carleton.edu/campus/dos/handbook/>. Our professional and student staff plans many community building and educational programs for the students throughout the year. They are also available to assist students with individual problems through advising, counseling, and referral.

## **MOTOR VEHICLES (Security Services)**

Students are not permitted to drive or maintain motor vehicles within the city limits of Northfield except to load or unload belongings at the beginning or end of each term unless they live in non-College owned housing, have less than a one-half board contract in College housing, or need transportation to employment during the term. Vehicle permits must be obtained from Security Services.

## **STUDENT MISCONDUCT (Office of the Dean of Students)**

Most problems and conflicts at Carleton are resolved informally. The College's first response to behavioral problems is ordinarily educational, not punitive. However, some actions are destructive to the quality of the living and learning community and are consequently codified in the list of "Prohibited Conduct" in the Community Standards Policy (online at <http://apps.carleton.edu/campus/dos/handbook/policies/>). The list includes cheating and plagiarism, obstruction of teaching, physical abuse, theft, disorderly conduct, use of explosive materials, violation of alcohol policy, sexual misconduct, and use of illegal drugs. All regulations are in writing in official College publications, and formal judicial actions follow the procedures outlined in *Community Standards and Policies*. Records of violators of the Community Standards Policy are kept in a confidential file in the Office of the Dean of Students. Parents will be informed of judicial actions only if sanctions affect the student's status at Carleton. Students are always encouraged to involve and inform parents.

# FAMILY ACTIVITIES AND INVOLVEMENT OPPORTUNITIES

The following special events at Carleton provide parents and families an opportunity to explore a rich variety of activities and talent on campus. In addition to visiting with your daughter or son, you will have an opportunity to meet President Oden and attend mini-seminars presented by Carleton faculty and staff members. You may visit a class in session, view an art exhibit, and attend a concert or athletic event. And you can enjoy Minnesota's colorful autumn during a campus tour or a walk through the arboretum. These and many other engaging and informative activities are designed to make your campus visit a meaningful experience. As some of the following events are tentative, please check the Web for current schedules.

## CAMPUS EVENTS

### New Student Week

- move in
- president's welcome
- parent information panels
- family farewells
- faculty reception for parents
- NSW groups/dinner/class event

*Call campus activities with questions: 507-222-4462*

### Family Weekend

- convocation
- parents visit classes
- welcome from President Oden
- seminars
- campus tours
- athletic events
- musical performances
- art exhibitions

### Commencement

#### Friday

- commencement rehearsal
- picnic lunch
- departmental receptions
- dance performance
- garden party at Nutting House with President and Mrs. Oden
- student group performances

#### Saturday

- breakfast
- Phi Beta Kappa initiation
- academic procession
- graduation exercises
- picnic lunch

## ONLINE FAMILY DIRECTORY

The online family directory allows Carleton parents and family members to contact one another regarding Carleton-related topics. The directory is intended solely for the use of individual communications of a personal nature among the members listed therein. Use of the directory for commercial purposes is expressly prohibited. The online directory is password protected and can only be accessed by members of the Carleton community. You will be contacted each spring for permission to be listed on the directory. Access the directory at <http://apps.carleton.edu/parents/directory/>.

Please forward address and phone number changes to:

Carleton College  
Central Records  
1-CENREC  
One North College Street  
Northfield, MN 55057  
[addresses@carleton.edu](mailto:addresses@carleton.edu)

## PARENTS ADVISORY COUNCIL (PAC)

The Carleton Parents Advisory Council (PAC) advises and assists the College in matters of particular interest to parents of current Carleton students. Membership includes parents of students representing each undergraduate class. Members of the PAC are appointed by the president of the College and normally serve for a four-year term. The PAC meets twice annually in the fall and spring.

The purpose of the PAC is to provide the president and the administration with advice and perspective and to assist in communicating with the parents of current students. The PAC is organized into committees around the topics of academic programs, career development, admissions, student life, and fundraising.

The PAC works on a number of projects each year, including

- *The Family Guide to Carleton College*
- Web site for parents: <http://apps.carleton.edu/parents/>
- Assistance and encouragement of families of newly admitted high school students
- Guidance on topics related to student life
- Leadership in fundraising with the Carleton Parents Fund

PAC members are interested in receiving comments from all Carleton parents. To see a list of the current Parents Advisory Council members, visit <http://apps.carleton.edu/parents/pac/members/>.

## CARLETON PARENTS FUND

The Carleton Parents Fund assures the College can continue to offer an education of the highest quality to every student by providing unrestricted gifts to support the day-to-day operating expenses of the College. Annual gifts from parents of both current and past Carleton students help fund student financial aid, faculty salaries, program development, and more.



Laird Hall

# RESOURCES

## GENERAL INFORMATION AND PHONE NUMBERS

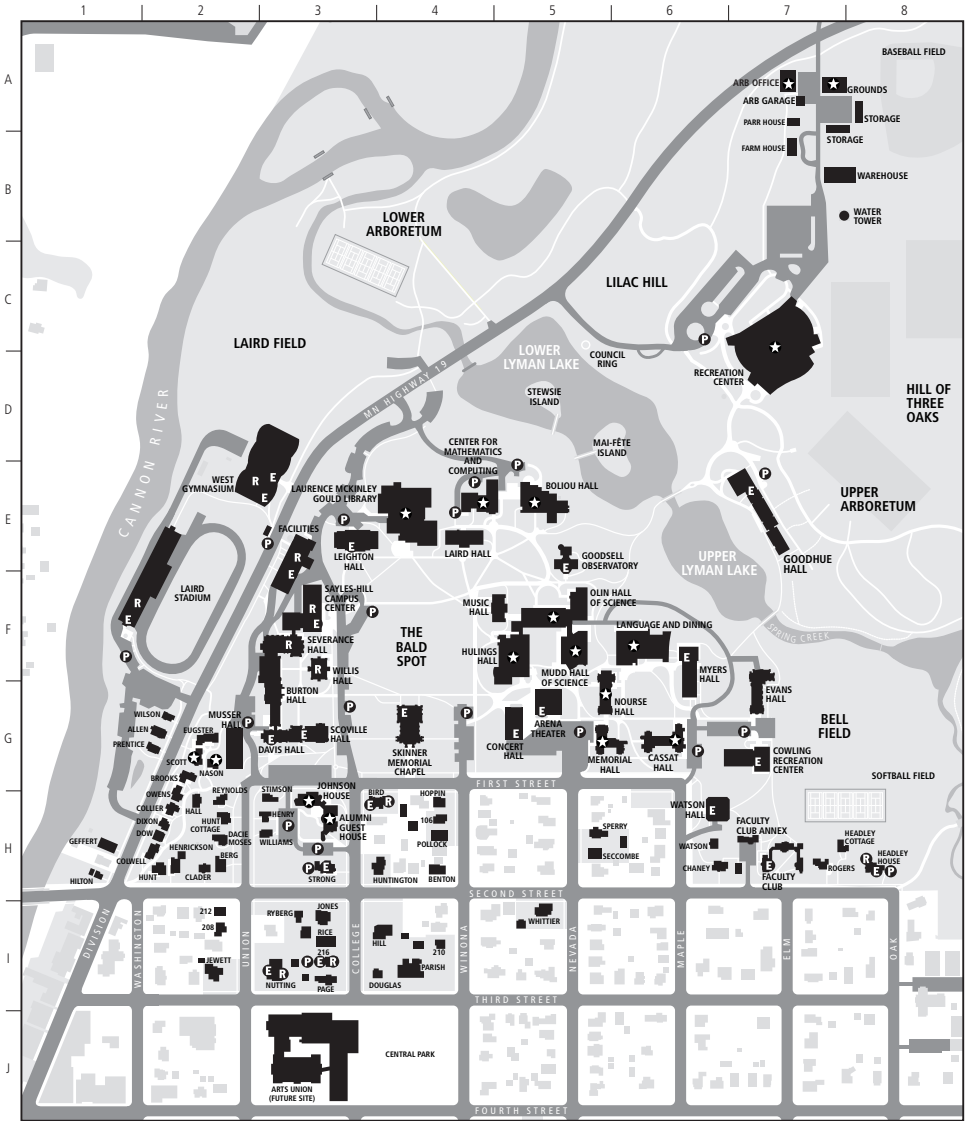
(four-digit campus extensions are preceded by 507-222-)

Academic Support Center	4027
academic advising, reading skills/improvement, study skills/time management	
Acting in the Community Together (ACT)	4028
community service	
Admissions	4190
Alumni Affairs	4205
Alumni Annual Fund	4722
Parents Fund	
Athletic Department	4052
recreation and sports	
Bookstore	4147
books and magazines, clothing, computers	
Business Office	7095
tuition account billing	
Campus Activities	4462
bus tickets, New Student Week, Pre-Frosh Trips	
Campus Services	7728
ID cards	
Career Center	4293
career planning, graduate studies, fellowships, internships, résumé writing	
<i>Carleton College Voice</i> (alumni magazine)	4494
Carleton Student Association (CSA)	4030
<i>The Carletonian</i> (student newspaper)	4158
Central Records	4195
address changes, alumni information	
Chaplain's Office	4003
religious life, HIV/AIDS counseling	
College Relations	4309
convocation speakers, Commencement information, Family Weekend	
Custodial Services	4133
storage	
Dean of the College	4303
academic advising	
Dean of Students	4075
grievances, judiciary/disciplinary matters, policy questions, academic advising, enrollment status, readmission, sexual assault/harassment/violence resources	
Dining Services	4063
Disability Services for Students Coordinator	4464

English as a Second Language (ESL) Coordinator	5998
Gender & Sexuality Center	5222
Health Insurance—Specialty Risk Group	800-513-3788
Information	4000
Intercultural Life	4014
International Student Programs	5937
international student advising	
KRLX (student radio station)	4102
Mailing Services	4187
outgoing UPS, Fed Ex, etc.	
Math Skills Center	4026
Off-Campus Studies	4332
OneCard	7728
Post Office	4151
Publications Office	4181
Registrar	4289
registration, course changes, exams, graduation requirements, transcripts	
Residential Life	4072
board option plans, room changes/roommate problems,	
winter and summer break housing, commencement housing	
Security Services	4444
Sexual Harassment/Sexual Assault Information Line	5710
Sexual Harassment Consultant	4569
Student Computing Information Center	4040
Student Financial Services	4138
financial aid, loans	
Student Work Coordinator	4255
Telecommunications	5422
telephone bills	
Tickets, Arena Theater	4471
Tickets, Nourse Little Theater	4439
Transportation Services (campus vehicles)	4443
Transportation Services (student vehicles)	4437
TRIO/Student Support Services	4555
Tutoring	4027
The Wellness Center	4080
medical services, disability services for students, counseling services,	
HIV/AIDS counseling, alcohol and drug education, sexual assault/	
harassment/violence resources, stress management	
The Write Place	4142
writing improvement/writing blocks	

**These numbers are subject to change. For the most current directory information, check the online directory at [www.carleton.edu/campus/directory](http://www.carleton.edu/campus/directory) or call Information at 507-222-4000.**

# Carleton College



- ACCESSIBLE BUILDING
- ACCESSIBLE ENTRANCE
- ACCESSIBLE RESTROOM
- ACCESSIBLE PARKING

## CAMPUS MAP

### Buildings of Interest:

#### **216 HOUSE – I3**

TRIO/Student Support Services

#### **BOLIOU HALL – E5**

Department of Art and Art History

#### **BURTON HALL – F3**

Residence Hall and Dining Hall

#### **CASSAT HALL – G6**

Residence Hall

#### **CENTER FOR MATHEMATICS AND COMPUTING – E4**

Departments of Mathematics and  
Computer Science; Academic  
Computing and Networking and  
the Student Computing  
Information Center

#### **COWLING RECREATION CENTER – G7**

Department of Physical Education,  
Athletics, and Recreation

#### **DAVIS HALL – G3**

Residence Hall and Wellness  
Center

#### **EVANS HALL – G7**

Residence Hall

#### **GOODHUE HALL – E7**

Residence Hall

#### **GOODSELL OBSERVATORY – E5**

Departments of American  
Studies, Astronomy, Linguistics,  
Environmental and Technology  
Studies, and Archaeology

#### **HENRY HOUSE – H3**

Office of Student Financial Services

#### **HULINGS HALL – F5**

Department of Biology

#### **JOHNSON HOUSE – H3**

Office of Admissions

#### **LAIRD HALL – E4**

Department of English and  
administrative offices, including  
the Offices of the President, Dean  
of the College, Registrar, and  
Telecommunications

#### **LAIRD STADIUM – F2**

#### **LANGUAGE AND DINING – F6**

Departments of Asian Languages  
and Literatures, Classical  
Languages and Literatures,  
Spanish, French, and German and  
Russian; the Language Center and  
Dining Hall

#### **LAURENCE MCKINLEY GOULD LIBRARY – E4**

Carleton Library and Archives

#### **LEIGHTON HALL – E3**

Departments of Sociology and  
Anthropology, History,  
Philosophy, and Religion, and  
administrative offices, including  
the Business Office, College  
Relations, and Off-Campus  
Studies

#### **MEMORIAL HALL – G6**

Residence Hall

#### **MUDD HALL OF SCIENCE – F5**

Departments of Chemistry and  
Geology

#### **MUSIC AND DRAMA CENTER – G5**

Arena Theater (Department of  
Theater and Dance), Carleton Art  
Gallery, and Concert Hall

#### **MUSIC HALL – F5**

Department of Music

#### **MUSSER HALL – G2**

Residence Hall

#### **MYERS HALL – F6**

Residence Hall

#### **NOURSE HALL – G6**

Residence Hall

#### **NUTTING HOUSE – I3**

President's Residence

#### **OLIN HALL OF SCIENCE – F5**

Departments of Psychology and  
Physics and Astronomy

#### **RECREATION CENTER – C7**

**SAYLES-HILL CAMPUS CENTER – F3**  
Bookstore, Office of Campus  
Activities, Career Center, Post  
Office, Security Services, and  
Snack Bar

#### **SCOVILLE HALL – G3**

Department of Cinema and Media  
Studies; Office of Intercultural  
Life, Academic Support Center,  
and the Gender and Sexuality  
Center

#### **SEVERANCE HALL – F3**

Office of the Dean of Students,  
Office of Residential Life, and  
Residence Hall

#### **SKINNER MEMORIAL CHAPEL – G4**

Office of the Chaplain

#### **WATSON HALL – H7**

Residence Hall

#### **WEST GYMNASIUM – E2**

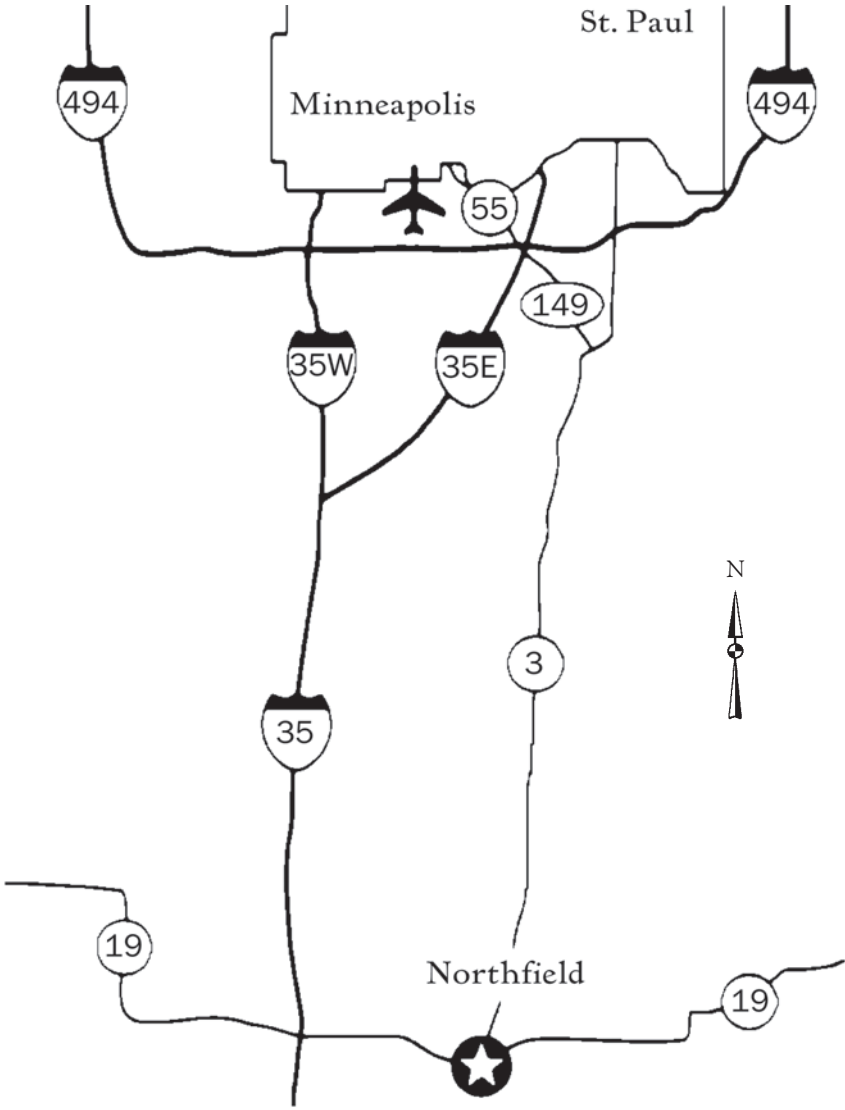
Department of Physical Education,  
Athletics, and Recreation

#### **WILLIS HALL – F3**

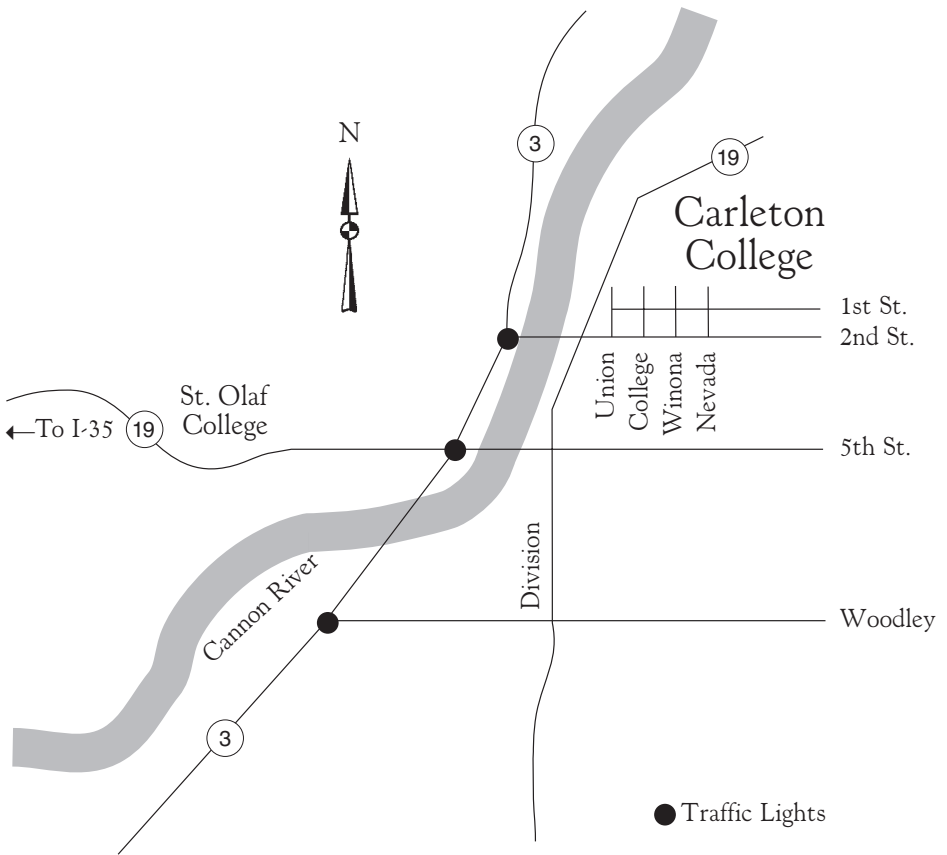
Departments of Economics,  
Educational Studies, and Political  
Science; the Learning and  
Teaching Center

AREA MAPS

Getting to Northfield



## Getting to Carleton



## **NORTHFIELD RESOURCES**

Hope Center (24-hour crisis line)	800-607-2330
Northfield Area Chamber of Commerce	507-645-5604 / 800-658-2548
Northfield Arts Guild	507-645-8877
Northfield Emergency Transportation (NET)	507-646-1000
Northfield Historical Society	507-645-9268
Northfield Hospital	507-646-1000
Northfield News	507-645-5615
Northfield VIP Travel Center, Inc.	507-645-4458 / 800-657-4888
St. Olaf College	507-786-2222

## **NORTHFIELD AREA RESTAURANTS**

### **Northfield and Dundas**

Applebee's	645-8944
Arby's	645-4414
B&L Pizza	663-0390
Basil's Pizza Palace	663-1248
Beef O'Brady's	664-9112
Bittersweet Eatery	645-5922
Caribou Coffee	645-7650
Chapati	645-2462
The Contented Cow	663-1351
Culver's	645-7700
Dairy Queen	645-8912
Domino's Pizza	663-1221
El Tequila	664-9139
Erbert & Gerbert's	663-1300
Fermentations	645-8345
Froggy Bottoms River Pub	664-0260
George's Vineyard	645-0100
Goodbye Blue Monday	
Coffeehouse	663-6188
The Hideaway Coffeehouse	664-0400
Hogan Brothers	645-6653
James Gang Coffeehouse	663-6060

J. Grundy's Reub-n-Stein	645-4405
Kurry Kabab	645-9399
Mandarin Garden	645-7101
McDonald's	663-0236
New Buffet	645-0808
Perkins	645-4830
Quality Bakery & Cafe	645-8392
Quarterback Club	645-7886
Subway	645-7226
Taco Bell	663-7011
Tacoasis	645-5340
The Tavern	663-0342
Tiny's	645-6862
Wendy's	645-4900

### **Faribault**

Boston's	507-331-3255
Depot Bar & Grill	507-332-2825
Monte's Steak House	507-333-9393

### **Lakeville**

The Chart House	952-435-7156
Cracker Barrel Old	
Country Store	952-898-5151
Harry's Cafe	952-469-5696

## NORTHFIELD AREA HOTELS AND MOTELS

### Northfield

AmericInn  
Hwy. 3 S.  
507-645-7761  
800-634-3444

Archer House  
212 Division St.  
507-645-5661  
800-247-2235

Country Inn & Suites  
300 S. Hwy. 3  
507-645-2286  
800-456-4000

Froggy Bottoms River  
Suites  
309 S. Water St.  
507-650-0039

Magic Door B&B  
818 Division St. S.  
507-581-0445

Super 8 Motel  
Hwy. 3 S.  
507-663-0371  
800-800-8000

### Dundas

Another Time B&B  
305 Railway St.  
507-645-6367

Archibald Inn B&B  
107 1st St. N  
507-664-9481

### Faribault

America's Best  
Value Inn  
2509 Lyndale Ave. N.  
507-334-1634  
888-315-2378

AmericInn  
1801 Lavender Dr.  
507-334-9464  
800-634-3444

Budget Inn  
841 Faribault Rd.  
507-334-1841

Days Inn  
1920 Cardinal Lane  
507-334-6835

Galaxie Inn & Suites  
1400 4th St. NW  
507-334-5508  
888-341-8000

Historic Hutchinson  
House B&B  
305 2nd St. NW  
507-384-3291

Lyndale Motel  
904 Lyndale Ave. N  
507-334-4386  
800-559-4386

Select Inn  
4040 Hwy. 60 W.  
507-334-2051  
800-641-1000

Vintage Ballroom  
and Suites  
129 Central Ave.  
507-334-7476

### Lakeville

America's Best  
Value Inn  
17296 Kenrick Ave.  
952-435-7191  
888-315-2378

AmericInn  
17145 Kenyon Ave.  
952-892-5422  
800-634-3444

Comfort Inn  
17605 Kenrick Ave.  
952-898-3700

Holiday Inn  
20800 Kenrick Ave.  
952-469-1134  
888-465-4329

Motel 6  
11274 210 St. W.  
952-469-1900  
800-466-8356

For updated and additional listings, visit <http://apps.carleton.edu/parents/>.

## TRANSPORTATION

Carleton offers various transportation services for students:

- Special airport shuttles are operated at the beginning and end of academic terms.
- The Love Bus provides students with free transportation to various locations in Northfield on Friday and Saturday nights.
- The Northfield Connection provides free bus service to locations within the city limits on two weekday evenings.
- The Safety Van program is provided to meet the needs of students and faculty and staff members who want a safe ride between campus and off-campus residences in Northfield late at night.

Some of the other local transportation services available include:

- Northfield Transit, providing bus service to locations within Northfield on weekdays, along with limited Saturday hours. The cost is \$1.00 per ride.
- Several local companies provide taxi services.
- A new regional bus service operated by Northfield Lines, Inc. is expected to begin in September 2009. Plans are being developed for a subscription based service operating seven days a week, multiple times a day. Stops will include Carleton College, St. Olaf College, Minneapolis International Airport, and downtown St. Paul.

Further information and schedules for next year's services will be available online in late July 2009 at <http://apps.carleton.edu/student/transport/>. If you have any questions, please call campus services at 507-222-7728.

## BANKS

The following banking institutions offer services to students interested in opening checking accounts:

Community Resource Bank	507-645-4441
First National Bank of Northfield	507-645-5656
Premier Bank Metro South	507-645-4418
TCF Bank	800-823-2265
Wells Fargo Bank	507-663-7300 / 800-869-3557

For more information, contact the Northfield Area Chamber of Commerce at 507-645-5604 or 800-658-2548.

## FLORISTS

EconoFoods Flowers Too  
Forget-Me-Not Florist  
Judy's Floral Design

507-645-9514  
507-645-4956  
507-645-0008

## CARE PACKAGES

Looking for a birthday surprise or an end-of-term exam package? Or are you thinking of a treat? Care packages are warmly received and appreciated at any time.

### Cocoa Bean

Send a box, basket, or an edible bouquet of fine chocolates and/or candy, e.g. jelly beans, gummi products, etc.

507-645-5322

### Quality Bakery

Breads, rolls, donuts, cakes, pastries, candies. Everything is homemade on site.

507-645-8392



Scoville Hall