Welcome to Hood!

This notebook will help guide you through your first year at Hood College. It contains everything you need to become familiar with Hood:

- Welcome and getting started
- Orientation programs
- Forms and information to be completed before you start classes in August
- Commuting to Hood

Bring this notebook with you to Summer Orientation. You will receive an addendum that will have more specific information about Hood policies, student organizations, academics and student support services.
YOU’RE COMING TO HOOD!
now what?

Welcome to Hood - Getting Started!
- Welcome and Information About Getting Started at Hood
- Orientation Checklist
- First-Year Process: Summer and Fall Orientation Programs and Ongoing Orientation Programs
- Parent and Family Involvement
- Academic Calendar
- Important Numbers

Important Tasks and Forms to Complete (check off as you complete)
Copies of these forms can be found on our website at www.hood.edu/class2015
- Hood E-mail Initialization
- Placement Testing - Complete by June 1
- Health Information Overview
  - Report of Medical History Form - Return by August 1
  - Report of Medical Exam Form - Return by August 1
  - Immunization Record Form - Return by August 1
  - Emergency Contact and Release Form - Return by August 1
- General
  - Newspaper, Photo and Video Release Form - Return by August 1
  - Vehicle Registration Form - Return by August 1
  - Bookstore Credit Card Permission Form - Return by August 1
  - Students with Disabilities Form - Return by August 1
  - Zipcar Enrollment Information
  - Bicycle Registration Form
- Accounting Overview
  - Medical Insurance Waiver Form - Return by August 1
  - Monthly Payment Plan Enrollment Information - Enrollment runs April 1-August 15
- iPad Information
- Athletics Pre-participation Packet (will be sent to athletes by their coaches) - Return by August 1
- Postage-paid envelopes for returning all forms

Orientation Documents
- Place additional Orientation related materials (newsletters, confirmations, postcards, etc.) here.

Commuting to Campus
- The Guide to Commuter Life
SUMMER ORIENTATION PAGES
During Summer Orientation you will receive these sections to add to your notebook.

- Campus Information and Services
- Academic Information
- Student Organizations
- Financial Services
- Information Technology
Welcome to Hood College

- Welcome and Information About Getting Started at Hood
- Orientation Checklist
- First-Year Process
  - Summer Orientation
  - Fall Orientation
  - Ongoing Orientation
- Parent and Family Involvement
- Academic Calendar
- Important Numbers
It is my pleasure to be the first to extend a “Hood Hello” to you!

The “Hood Hello!” is a campus tradition where all members of the Hood Community greet each other when they meet on campus. It is in this spirit that I welcome you to our community! Following is important information that will get you started on your journey to Hood.

Orientation Resource Notebook
The information contained in this notebook will assist you in your transition to Hood College. Please complete and return all information by the requested dates. We have enclosed postage-paid envelopes for your convenience. At Summer Orientation, you will receive more detailed information about campus services, policies and procedures to add to your notebook.

Orientation Communications
Throughout the summer you will receive newsletters, postcards and e-mails from us about your transition to Hood. These will be marked “Orientation” and should be added to your notebook. Please share these mailings with your family members.

The First-Year Process
We have designed a three-phase process that will ensure your successful start at Hood. Detailed information on the following programs can be found later in this section.

Phase 1: Summer Orientation
Phase 2: Fall Orientation
Phase 3: Ongoing Orientation

These web pages are designed specifically to provide you with up-to-the-minute information about your transition to the Class of 2015. Orientation publications, forms and other important information will be posted at www.hood.edu/class2015. The Facebook page is an opportunity to connect with other members of the Class of 2015 as well as student orientation coordinators, who can answer all your questions. Check these websites often, as they will be updated regularly.

Placement Testing
To ensure that you are placed in the appropriate course levels, we require that you complete up to three online placement tests (English, mathematics and a foreign language) by June 1. Be certain to plan a time when you can be rested and focused to complete these tests. See the section in this book on Placement Testing.

We’re Here for You!
If there is anything we can do for you during this transition, don’t hesitate to let us know!

- The best way to get in touch with us is to e-mail your question(s) to orientation@hood.edu
- Check out the website at www.hood.edu/class2015
- Give the Student Activities Office a call at (301) 696-3575

I look forward to meeting you this summer!

Take care,

Don Miller
Director, Student Activities and Orientation
Orientation Checklist

Use this checklist to keep track of your Orientation to-do list and publications.

APRIL 1
- Online Placement Testing Begins
  Visit www.hood.edu/placement to take the tests.
  Complete English, mathematics and foreign language placement tests by June 1.
- Orientation Resource Notebook

MAY 1
- All Deposits Due
  - Enrollment Deposit
  - Housing Deposit
- Select a Summer Orientation Date
  Visit www.hood.edu/class2015 to reserve your space at Summer Orientation.
  Available dates are: Monday, June 13; Friday, June 17; or Friday, June 24.
- Newsletter, Issue 1
  An introduction to Hood’s Orientation process
- Complete and return all the forms in your Orientation Resource Notebook

JUNE 1
- Placement Testing Deadline
- Newsletter, Issue 2
  Detailed information about Summer Orientation
- One-Week-Away Mailing
  A Summer Orientation reminder that will include directions, parking information and a list of things to bring

13 Summer Orientation Program
17 Summer Orientation Program
24 Summer Orientation Program

JULY 16
- Initial Accounting Statements Mailed
- Newsletter, Issue 3
  Detailed information regarding Fall Orientation

AUGUST 1
- Forms Due: All applicable items in the orange “Important Tasks and Forms to Complete” section of this notebook

15 Fall semester tuition payment due to Accounting
18 First day of Fall Orientation, Opening Session, 4 p.m.
  International Student Orientation Program, 10 a.m.-noon

18-22 Fall Orientation
22 Opening Convocation, 10 a.m.
  Classes Begin, 1 p.m.

24 Campus Employment Job Fair

FALL SEMESTER
- Ongoing Orientation Groups and Student Organizations Fair
First-Year Process

■ Phase 1: Summer Orientation
Monday, June 13; Friday, June 17; or Friday, June 24 (attend one)
The next step in your transition will be on-campus Summer Orientation, where you will meet other members of the Class of 2015 and register for your fall semester classes.

This is also the time for your family members to learn more about Hood College and the services available for them.

Visit www.hood.edu/class2015 to register for Summer Orientation. You will receive detailed information about Summer Orientation, including what to expect and a schedule for the day, in the June Orientation newsletter.

■ Phase 2: Fall Orientation
Thursday, Aug. 18 through Monday, Aug. 22, 2011
Fall Orientation is an important time in your transition to Hood! You will attend programs throughout Fall Orientation that will help you to be a successful Hood student. You will meet faculty members in your major area of interest; learn about the Hood culture and traditions, Hood support services and the Frederick community; explore diversity at Hood; and spend time interacting with other members of the Class of 2015 and upperclass students. There will also be social and entertainment events for you to attend.

Fall Orientation kicks off with the Opening Session for students and family members Thursday, Aug. 18 at 4 p.m. in Coffman Chapel. Family participation ends Thursday evening. Students will be involved in Orientation activities through Monday, Aug. 22.

■ Phase 3: Ongoing Orientation
Fall and Spring Semesters
At Hood, we believe that the transition process continues throughout a student’s first year. We have designed a series of social and educational programs to further acquaint you with important facets of the College and to assist you in becoming successful students. Programs include a Student Organizations Fair to help you get involved in campus life; a Scavenger Hunt to acclimate you to downtown Frederick; sessions about study skills, note-taking, time management for college students; understanding your personality type; trips to Washington, D.C.; and lunches for new and transfer students to reconnect with each other and their Orientation Assistant. Detailed information about ongoing Orientation programs will be available during Fall Orientation.
Parents and Family Members

We recognize that starting college is a new chapter not only in the lives of the students, but also in the lives of parents and family members, who are an important part of the transition to Hood College. Because you are an integral part of this transition, we have designed special components of the orientation program just for parents and family members. Look for special parent/family publications in the mail, and special programming for you during Summer Orientation.

Parents and family members are encouraged to be involved in the orientation programs and to be active participants in your students’ transition process.

Hood offers support to family members beyond the orientation programs including a Parents Advisory Council and family events throughout the year.

Tips for Parents and Family Members

■ Read the Orientation Newsletters

■ Plan to attend Summer Orientation. Highlights include:
  ■ Special sessions just for you!
  ■ Opportunities to meet other family members
  ■ Important financial information
  ■ A Family Resource Notebook
  ■ A chance to meet President Ronald J. Volpe, Ph.D., and other faculty and staff

■ Plan to attend the Fall Orientation Opening Session: Thursday, Aug. 18, 2011
  ■ Fall Orientation kicks off with the Opening Session for students and family members Thursday, Aug. 18 at 4 p.m. in Coffman Chapel. Family participation ends Thursday evening. Students will be involved in Orientation activities through Monday, Aug. 22.

■ Attend Fall Family Weekend: Sept. 23 - 25, 2011
  ■ Meet President Ronald J. Volpe, Ph.D., and other Hood community members at a special forum and reception
  ■ Attend an art exhibit, movie or student talent showcase on campus
  ■ Cheer the Blazer athletic teams onto victory
  ■ Explore historic Frederick
  ■ Watch for detailed information this summer
## Undergraduate Academic Calendar

### Fall 2011

<table>
<thead>
<tr>
<th>August</th>
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<tbody>
<tr>
<td>Thursday</td>
<td>Fall Orientation begins</td>
<td>Residence Halls open for New Students - 9 a.m.</td>
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<tr>
<td>Saturday</td>
<td>Residence Halls open for Returning Students - 9 a.m.</td>
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<tr>
<td>Sunday</td>
<td>Last day for 100 percent tuition refund for undergraduate students</td>
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<tr>
<td>Monday</td>
<td>Opening Convocation - 10 a.m.</td>
<td>Classes begin at 1 p.m.</td>
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<tr>
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<td>80 percent tuition refund period begins and continues through Sept. 8; no tuition refund thereafter</td>
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<tr>
<th>September</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Labor Day - No classes</td>
<td></td>
</tr>
<tr>
<td>Tuesday</td>
<td>Classes resume at 8:30 a.m.</td>
<td>End drop/add; end 80 percent course refund for part-time students; last day to declare/change SU or audit option</td>
</tr>
<tr>
<td>Friday</td>
<td>Last day to file for extra credit (X) study</td>
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<tr>
<th>October</th>
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<tr>
<td>Monday</td>
<td>Midterm recess - No classes</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Classes resume at 8:30 a.m.</td>
<td>Term II PE begins</td>
</tr>
<tr>
<td>Monday</td>
<td>Midterm low grades due in Registrar's Office</td>
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<tr>
<th>November</th>
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<tbody>
<tr>
<td>Friday</td>
<td>Advising Day - No classes</td>
<td></td>
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<tr>
<td>Monday</td>
<td>Last day to submit petition for spring semester study abroad or study at another institution</td>
<td></td>
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<tr>
<td>Tuesday</td>
<td>Begin spring registration for juniors</td>
<td></td>
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<tr>
<td>Wednesday</td>
<td>Begin spring registration for sophomores</td>
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<tr>
<td>Thursday</td>
<td>Begin spring registration for first-year students</td>
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<tr>
<td>Friday</td>
<td>Last day to withdraw from any undergraduate class</td>
<td></td>
</tr>
<tr>
<td>Wednesday</td>
<td>Thanksgiving recess - No classes</td>
<td>Residence halls close at noon</td>
</tr>
<tr>
<td>Sunday</td>
<td>Residence halls open at 9 a.m.</td>
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<tr>
<td>Monday</td>
<td>Classes resume at 8:30 a.m.</td>
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<tr>
<th>December</th>
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<tbody>
<tr>
<td>Friday</td>
<td>Undergraduate classes end</td>
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<tr>
<td>Saturday</td>
<td>Reading Day</td>
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<tr>
<td>Sunday</td>
<td>Reading Day</td>
<td></td>
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<tr>
<td>Monday</td>
<td>Undergraduate exams begin</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Undergraduate exams end</td>
<td></td>
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<tr>
<td>Saturday</td>
<td>Residence halls close at noon</td>
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### Spring 2012

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<thead>
<tr>
<th>January</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>Residence halls open at 9 a.m.</td>
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<tr>
<th>February</th>
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<tbody>
<tr>
<td>Monday</td>
<td>End drop/add; end 80 percent course refund for part-time students; last day to declare/change SU or audit option</td>
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<tr>
<th>March</th>
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<tbody>
<tr>
<td>Friday</td>
<td>Last day to file for extra credit (X) study</td>
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<tr>
<td>Saturday</td>
<td>Midterm recess - No classes</td>
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<tr>
<td>Sunday</td>
<td>Residence halls close at noon</td>
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<tr>
<td>Monday</td>
<td>Classes resume at 8:30 a.m.</td>
<td>Term IV PE begins</td>
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<tr>
<th>April</th>
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<tbody>
<tr>
<td>Friday</td>
<td>Advising Day - No classes</td>
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<tr>
<td>Monday</td>
<td>Last day to withdraw from any undergraduate class</td>
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<table>
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<tr>
<th>May</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Undergraduate classes end</td>
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<tr>
<td>Saturday</td>
<td>Reading Day</td>
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<tr>
<td>Sunday</td>
<td>Reading Day</td>
<td></td>
</tr>
<tr>
<td>Monday</td>
<td>Undergraduate examination period begins</td>
<td></td>
</tr>
<tr>
<td>Friday</td>
<td>Undergraduate exam period ends</td>
<td></td>
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<tr>
<td>Saturday</td>
<td>Residence halls close at noon for nongraduating students</td>
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<tr>
<th>June</th>
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<tbody>
<tr>
<td>Saturday</td>
<td>Commencement</td>
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<tr>
<td></td>
<td>Residence halls close at 6 p.m. for graduating seniors</td>
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</tbody>
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Frequently Called Numbers

Academic Advising .................................................. (301) 696-3569
Accounting Office .................................................. (301) 696-3607
Alumnae and Alumni Relations ................................. (301) 696-3900
Athletics ................................................................. (301) 696-3498
Bookstore ............................................................... (301) 696-3480
Campus Safety ......................................................... (301) 696-3548
Campus Scheduler .................................................... (301) 696-3711
Career Center .......................................................... (301) 696-3583
Dean of the Chapel ................................................... (301) 696-3436
Dean of Students ...................................................... (301) 696-3573
Disability Services Coordinator ................................. (301) 696-3421
End User Computing/IT Help Desk ............................. (301) 696-3622
Financial Aid Office .................................................. (301) 696-3411
Institutional Advancement .......................................... (301) 696-3700
Library ................................................................. (301) 696-3909
Multicultural Affairs and International Student Programs.. (301) 696-3799
Orientation Office ..................................................... (301) 696-3575
Post Office ............................................................... (301) 696-3594
Provost ................................................................. (301) 696-3623
Registrar’s Office ...................................................... (301) 696-3616
Residence Life Office ................................................ (301) 696-3577
Student Activities Office ............................................ (301) 696-3575
Undergraduate Admission Office ............................... (301) 696-3400
Wellness Center ....................................................... (301) 696-3439
Whitaker Campus Center Information Desk .................. (301) 696-3964
Important Information and Tasks to Complete (check off as you complete)

Copies of these forms can be found on our website at www.hood.edu/class2015

- Hood E-mail Initialization
- Placement Testing - Complete by June 1

Health Information Overview
- Report of Medical History Form - Return by August 1
- Report of Medical Exam Form - Return by August 1
- Immunization Record Form - Return by August 1
- Emergency Contact and Release Form - Return by August 1

General
- Newspaper, Photo and Video Release Form - Return by August 1
- Vehicle Registration Form - Return by August 1
- Bookstore Credit Card Permission Form - Return by August 1
- Students with Disabilities Form - Return by August 1
- Zipcar Enrollment Information
- Bicycle Registration Form

Accounting Overview
- Medical Insurance Waiver Form
- Monthly Payment Plan Information

iPad Information

Athletics Pre-participation Packet
- Mailed to athletes by their coaches

Postage-paid envelopes
Your Hood E-mail Account

Now that you have joined the Hood community, we want to make sure you have your Hood e-mail address—your connection to Hood. One of the many special aspects of Hood is our latest cutting-edge technology.

Your e-mail account is “in the cloud,” and includes a significant amount of personal storage space and access to many different computer applications. As soon as you set up your e-mail, be sure to check it out—this is how we will share information with you.

You can also share your e-mail address with your friends; this will be your Hood address for life.

Please follow the instructions below to change your password and personalize your Hood account. Instructions to change your password were also included with your deposit letter. If you have already changed your password from the one provided to you by Hood, you do not need to change it a second time.

Hood E-mail Access Instructions
1. Open a web browser and navigate to the Hood College website, www.hood.edu
2. On the top menu, select “Current Students.”
3. Under the column entitled “ApLinks,” select “Hood in the Cloud.” This will take you to the Outlook Live Sign-in page. You can also access this site by navigating to www.outlook.com/hood
4. For your Windows Live ID, enter your Hood email address and initial password (listed at top of page), unless you have already created a new password by following the steps below.
5. You may be asked a series of questions upon your first login. After you have answered these questions, you will be taken to your inbox.
6. All future e-mail correspondence from Hood College will be found in your Hood in the Cloud inbox.

Hood Account Password Instructions
1. Open a web browser and navigate to the Hood College website, www.hood.edu
2. On the top menu, select “Current Students.”
3. Under the column entitled “ApLinks,” select “Change Password.” This will take you to the Password Change and Recovery Secure website. You can also access at this site by navigating to https://password.hood.edu
4. On the left side menu, click “Change Password.”
5. Enter the following information:
   a. Domain = PERGOLA
   b. User Name = Listed at top of page
   c. Initial Password = Listed at top of page
6. In the next two fields, enter your new password:
   a. Your password must be a minimum of 8 characters.
   b. Choose a combination of letters, numbers and symbols to create a unique password that is unrelated to your personal information. Or, select a random word or phrase and insert letters and numbers into the beginning, middle and end to make it more difficult to guess.
7. When all fields are filled, click the “Change Password” button directly beneath the fields.
8. You should next see a “Success” screen; click “Continue.”
9. Select “Enroll Now” to complete the challenge questions. This will allow you to access your account, if you ever forget your password or to reset a forgotten password. Submit answers to at least three challenge questions. The answers to these questions will serve as your password if you forget it.
10. If you receive an error, please re-enter your information and try again to make sure you did not mistype on the first try. If you continue to have a problem, please click “Cancel” to exit the change password screen. To receive help, please contact the information technology department at (301) 696-3622 or e-mail euc@hood.edu
Hood College Placement Tests
Must be completed by June 1
Available online at www.hood.edu/placement

Placement tests are used to determine the level of English, mathematics or foreign language classes in which you may enroll. We want you to be successful by enrolling in classes that are appropriate for your level of knowledge of the subject and, when appropriate, move you ahead if you already know the material.

The placement tests ensure that you and your adviser can plan an appropriate schedule of classes for your first year at Hood. The tests are administered by the Center for Academic Achievement and Retention. No grades or credit are awarded for placement tests. You will not be able to register for classes until your placement tests are complete.

Take your placement tests when you are rested and focused and in a quiet place where you will not be disturbed.

If you are exempt from taking a test, go to www.hood.edu/placement and complete the waiver section for that particular test.

What are the placement tests like?

**Mathematics Placement Test**
Required unless you have an AP Calculus score of 4 or 5, or you have completed a college-level mathematics course at an accredited college or university and received a grade of C- or higher.

The mathematics placement test is composed of two parts. The first part tests algebra skills and the second evaluates pre-calculus and calculus skills. Students who have not taken trigonometry and/or pre-calculus do not need to take the second part of the test. You may test into credit mathematics classes by taking only the first part. Calculators are allowed during this timed test.

**English Placement Test**
Required if your highest SAT Essay score is between 6 and 8, unless you have an AP Language/Composition score of 4 or 5 or have completed a college-level English composition course at an accredited college or university and received a grade of C- or higher. If you need to take an English Composition Placement Test, you will receive your login and password in the Online Placement Testing letter from the Admission Office.

The composition placement test is an essay. Once you log on to Blackboard with your username and password, you will be given two prompts. You will choose one and write a well-developed essay using that topic. If you accidentally hit “Submit” or “Tab,” you will have to wait for someone to reset your attempt for you to begin again. If the test has not been reset after 24 hours, e-mail Sandra Blakeman at blakeman@hood.edu or Jeff Welsh at welsh@hood.edu and request a reset. There may be two new topics from which to select for the second attempt.

**Foreign Language Placement Test**
Hood requires all students to study a foreign language. Two semesters of a language are required for all students. However, for students in the honors program, proficiency at the intermediate level is required. This placement test is required if you have had at least two years of French, German, Spanish, Russian, Hebrew or Latin in high school and plan to continue that language at Hood. We recommend that you take the foreign language placement test if you have had at least two years of a foreign language and have not yet decided what language you will study at Hood.

The placement test is not required if you intend to study a language that you have not studied before or if you have completed a college-level language course at an accredited college or university and received a grade of C- or higher.

Placement tests in Spanish, French, German and Russian are offered on online on the Hood College website at www.hood.edu/placement and consist of multiple choice questions. Placement tests for Latin and Hebrew placement are given in the Center for Academic Achievement and Retention and are not available online. If you plan to take the Latin or Hebrew placement test, please contact the Center for Academic Achievement and Retention at (301) 696-3569 to schedule the test on campus.
I lost my username and password. What do I do?

If you know your username but have lost or forgotten your password, go to https://password.hood.edu. If you have lost or forgotten your username, refer to the E-mail Initialization page of this notebook to retrieve your username.

What if I lose my Internet connection part way through a test?

The attempt may be reset if the writing skills coordinator notices that you have been logged in for several hours but no essay has been written. Or you may contact Sandra Blakeman, writing skills coordinator, at (301) 696-3569 or blakeman@hood.edu.

I have high SAT scores. Why aren’t those scores used for placement?

The essay score on the SAT report is the only score used for placement. Students scoring between 1 and 5 are placed into ENGL 099. Students scoring between 9 and 12 are placed into ENGL 101 or its equivalent. Students scoring between 6 and 8 must take the composition placement test. The SAT mathematics test does not cover what students must know in order to pass Hood College’s mathematics classes. The SAT verbal score may place students into GNST 101, a study skills class for credit, or GNST 099, a college reading class to ensure that students can comprehend the material they will be required to read.

What if I do not do as well as I thought I should have done on the placement tests?

If you perceive that your placement test scores are not consistent with your prior performance or knowledge base, you should talk with your faculty adviser about your placement test results during Summer Orientation.

For English and mathematics placement tests, students may challenge their placement during the first week of class. If a student is able to pass the final exam for the class in which they are enrolled, the student may drop that class and select a course at the next level.

If you have any questions, please contact the Center for Academic Achievement and Retention at (301) 696-3569 or academicservices@hood.edu
Hood College Wellness Center  
(301) 696-3439
The Wellness Center is open Aug. 1 - May 31. If you have questions during the summer, you may call (301) 696-3575 to reach the Student Activities Office for assistance.

Important Information About Required Medical Forms and Immunizations

■ All attached forms must be completed and returned in the enclosed envelope by Aug. 1 for fall enrollment or Feb. 1 for spring enrollment.

■ Registration for classes in subsequent semesters cannot be completed until your health forms are on file at the Wellness Center.

■ Please keep a copy of all completed forms for your records.

Forms to Complete

1. REPORT OF MEDICAL HISTORY: Fill out personal and family history yourself.

2. REPORT OF MEDICAL EXAM: Have your physician fill out the Report of Medical Exam form. This form must be complete and on file at the Wellness Center before you can be eligible for Wellness Center services.

3. IMMUNIZATION RECORD: Required for all students and must be on file prior to arrival on campus. Your family physician should have these records.
   a) If you are a recent high school graduate, you may find your immunizations record at your high school.
   b) Your doctor may order a blood test for a Rubella and Rubeola titer to see if you are immune to these diseases.
   d) Maryland law requires all residential students have the meningococcal vaccine or sign a waiver declining the vaccination.

4. EMERGENCY CONTACT AND RELEASE FORM: Required for any emergency treatment to be initiated and allows us to contact the person you designate in an emergency. You may sign the form yourself if you are 18 or older. If you are under 18, your parent or guardian must sign.

Athletes:

Athletes will need to complete additional health related information and forms per NCAA requirements. Athletes will be receiving a Pre-Participation packet through the mail from their coaches in early June that contains athlete-specific information and forms to complete. This packet will also be available at www.hood.edu/class2015. For questions about the Pre-Participation Packet, contact Akira Kondo, head athletic trainer, at kondo@hood.edu or (301) 696-3836.
Meningococcal Disease And Vaccine Information

What You Need to Know

Maryland law requires that students enrolled in an institution of higher education in Maryland who reside in on-campus student housing must be vaccinated against meningococcal disease. An individual may be exempt from this requirement if:

1) the institution of higher education provides the student, or the student’s parent or guardian if the individual is a minor (under 18 years of age), detailed information on the risks associated with meningococcal disease and the availability and effectiveness of any vaccine, and

2) the individual or a minor student’s parent or guardian signs a waiver stating that the individual or the parent or guardian has received and reviewed the information provided and has chosen that the student will not be vaccinated against meningococcal disease.

What is Meningococcal Disease?

Meningococcal disease is a rare but life-threatening illness, caused by the bacterium Neisseria meningitidis. It is a leading cause of bacterial meningitis (an infection of the brain and spinal cord coverings) in the United States. The most severe form of the disease is meningococcemia, an infection of the bloodstream by this bacterium.

Deaths from meningococcal disease have occurred among Maryland college students in recent years. Students living in dormitories or residence halls are at increased risk. The Maryland Department of Health and Mental Hygiene encourages meningococcal vaccination of higher education students.

About 2,600 people get meningococcal disease each year in the United States. Ten to 15 percent of these people die in spite of treatment with antibiotics. Of those who live, 10 percent lose their arms or legs, become deaf, have problems with their nervous systems, become mentally retarded or suffer seizures or strokes.

About the Vaccine

Meningococcal vaccine can be effective in preventing four types of meningococcal disease. The vaccine is not effective in preventing all types of the disease, but it does help to protect many people who might become sick if they don’t get the vaccine. Drugs such as penicillin can be used to treat meningococcal infection. Still, about one out of every 10 people who get the disease dies from it, and many others are affected for life.

A vaccine, like any medicine, is capable of causing serious problems, such as a severe allergic reaction. People should not get meningococcal vaccine if they have ever had a serious allergic reaction to a previous dose of meningococcal vaccine. Some people who get meningococcal vaccine have mild side effects, such as redness or pain where the shot was given (which is usually under the skin of the upper arm). A small percentage of people who receive the vaccine develop a fever.
**REPORT OF MEDICAL HISTORY**

Last, First and Middle Names

Social Security Number

Gender

Date of Birth

Permanent Address (number and street)  City  State  ZIP  Cell Phone  E-mail Address

**Marital Status:**  □ Single  □ Married  □ Other  **Class You Are Entering:**  □ First-Year  □ Sophomore  □ Junior  □ Senior

This Form is to be Completed and Signed by the Student

The information reported on this form is strictly for the use of the Health Center and the Athletic Department and will not be released to anyone without your knowledge and consent. This information will be used, if necessary, solely as an aid to provide necessary health care while you are a student at Hood.

### Family History

<table>
<thead>
<tr>
<th>Relationship</th>
<th>Father</th>
<th>Age</th>
<th>Any health problems</th>
<th>If deceased, cause of death</th>
<th>Age at death</th>
<th>Have any of your blood relatives ever had any of the following?</th>
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<td>Yes  No  Relationship</td>
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<td>Heart Disease</td>
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<td>Sisters</td>
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<td>Stomach Disease</td>
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<td>Asthma, Hay Fever</td>
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<td>Epilepsy, Seizures</td>
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<td>High Blood Pressure</td>
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</table>

### Personal History

— Please answer all questions. Comment on all positive answers in space below or on additional sheet.

1. Have you ever had any surgeries? □ Yes  □ No  If yes, please list:

2. Have you ever stayed overnight in the hospital for any reason? □ Yes  □ No  If yes, reason:

3. Has your physical activity been restricted during the past five years? (Give reasons and duration)

4. Are you taking medication(s) on a regular basis? □ Yes  □ No  If Yes, please note medication(s) and dosage(s):

5. Have you ever been concerned with or received treatment for depression, anxiety, eating disorder or other emotional problems? □ Yes  □ No  If Yes, give details:

6. Are you allergic to any drugs, serums, foods or other substances? □ Yes  □ No  If yes, please list:

7. Are there any other reasons for which you have seen your doctor repeatedly? □ Yes  □ No  Please list:

8. Have you ever passed out during exercise or become dizzy during exercise? □ Yes  □ No

9. Have you ever experienced chest pain during exercise? □ Yes  □ No

10. Have you ever had a concussion or neck injury? □ Yes  □ No

11. Have you ever broken a bone or had to wear a cast and/or had any injury to any joint? □ Yes  □ No

12. Have you ever suffered a heat related illness? □ Yes  □ No

13. Have you ever had convulsions (seizures) or epilepsy? □ Yes  □ No

14. Have you ever been unconscious? □ Yes  □ No

15. Do you have asthma or wheeze or cough after exercise? □ Yes  □ No

16. Do you wear contacts or eye glasses? □ Yes  □ No

17. Do you wear dental bridges, plates or braces? Do you wear orthotics, protective braces or supports while playing sports? □ Yes  □ No

18. Do you have only one of any paired organ? (Eye, ear, kidney, lungs, etc.) □ Yes  □ No  If yes, please list:

19. Have you ever used any substances to enhance your performance? □ Yes  □ No  If yes, please list:

20. Have you been tested for sickle cell trait? □ Yes  □ No  If yes, □ Positive  □ Negative

21. (Women Only) Have you ever experienced amenorrhea (absence of regular periods) while engaged in strenuous exercise? □ Yes  □ No

Please check the sport(s) you intend to play:

- Collision Sports: □ men’s lacrosse
- Contact Sports: □ basketball  □ softball  □ soccer  □ field hockey  □ volleyball  □ women’s lacrosse
- Non Contact Sports: □ tennis  □ cross-country  □ golf  □ swimming  □ track and field

Remarks or Additional Information (Please use additional sheet)

Student’s Signature

Date
**REPORT OF MEDICAL EXAM**

Last, First and Middle Names | Social Security Number | Gender | Date of Birth
---|---|---|---

**This Form is to be Completed and Signed by a Health Care Provider**

To the Examining Physician: Please review the student’s history and complete the section below. Please comment on all positive answers. This student has been accepted at Hood College. The information supplied will not affect her or his status; it will be used only as a background for providing health care, if necessary. This information is strictly for the use of the Health Center and the Athletic Department, and will not be released without student consent.

Are there any abnormalities of the following systems: (Describe fully. Use additional sheet if needed.)

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<th>Additional Comments</th>
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<td>1. Head, Ears, Nose, Throat</td>
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<td>2. Eyes</td>
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<td>3. Respiratory</td>
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<td>4. Cardiovascular</td>
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<td>6. Hernia</td>
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<td>7. Genitourinary</td>
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<td>8. Neuropsychiatric</td>
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<td>9. Metabolic/Endocrine</td>
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<td>10. Skin</td>
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<td>11. Musculoskeletal</td>
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<td>12. Neck</td>
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<td>14. Elbow</td>
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<td>15. Wrist/Hand</td>
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<td>16. Spine (scoliosis)</td>
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<td>17. Hip</td>
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<td>18. Knee</td>
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<td>19. Ankle</td>
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<td>20. Feet</td>
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<tr>
<td>21. Other</td>
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</table>

Is there loss or seriously impaired function of any paired organ?  Yes  No  Explain:

Do you have any recommendations regarding the care of this student?  Yes  No (If yes, please explain on a separate sheet.)

Is the patient now under treatment for any medical or emotional condition?  Yes  No

Recommendation for physical activity (Physical Education, Intercollegiate and Intramural)  Unlimited Limited, Explain:

_________________________________________________________________________________________________

Cleared after completing evaluation/rehabilitation for: ____________________________________________________

Not Cleared for: Collision Sports: men’s lacrosse

Contact Sports: basketball softball soccer field hockey volleyball women’s lacrosse

Non Contact Sports: tennis cross-country golf swimming track and field

If a student is participating in a sport, please send a release form if the student has had orthopedic surgery within one year.

**Remarks or Additional Information (Please use additional sheet)**

Physician’s signature: ____________________________  Print physician’s last name: ____________________________

Address: ________________________________________________________________

Phone: ____________________________  Date: ____________________________
This Form is to be Completed and Signed by a Health Care Provider

Proof of immunity is required prior to registration. Any contraindications to immunizations must be documented.

Status:  □ Undergraduate  □ Graduate  □ Full-time  □ Part-time

A. M.M.R. (Measles, Mumps, Rubella) (Two doses required)
   1. Dose No. 1 given at age 12-15 months or later
      No. 1 __________/__________  
         Month       Year
   2. Dose No. 2 given at age 4-6 years or later, and at least one month after first dose
      No. 2 __________/__________  
         Month       Year

B. TETANUS-DIPHTHERIA
   Tetanus-Diphtheria (Td) booster within the last 10 years
   __________/__________  
      Month       Year

C. POLIO: Check One
   Primary series of immunization completed with:
   ______ oral vaccine ______ inactivated ______ E-IPV
   Last booster date __________/__________/__________  
      Month   Day   Year

D. MENINGOCOCCAL TETRAVALENT (A, C, Y, W-135) (Maryland requires all residential students receive the meningococcal vaccine or sign a waiver below to the vaccination.)
   Tetravalent conjugate (preferred; data for revaccination pending):
      Date __________/__________  
         Month       Year
   Tetravalent polysaccharide (acceptable alternative if conjugate is not available; revaccinate every 3-5 years if increased risk continues):
      Date __________/__________  
         Month       Year
   Date __________/__________  
         Month       Year

WAIVER:
I decline the meningococcal vaccine at this time. ________________________________ Date __________/__________  
      Month       Year

E. TUBERCULOSIS SCREENING
   1. Does the student have signs or symptoms of active tuberculosis disease?  □ Yes  □ No
      (If No, proceed to No. 2. If Yes, proceed with additional evaluation to exclude active tuberculosis disease including tuberculin skin testing, chest x-ray and sputum evaluation as indicated.)
   2. Is the student a member of a high-risk* group or is the student entering the health professions?  □ Yes  □ No
   3. Tuberculin Skin Test:
      Date Given: __________/__________  
      Date Read: __________/__________/__________  
         Month  Day  Year  Month  Day  Year
      Result: ________ (Record actual mm of induration, transverse diameter; if no duration, write “0”)
      Interpretation (based on mm of induration as well as risk factors): Positive ________  Negative ________
   4. Chest X-ray (required if tuberculin skin test is positive) Result: Normal _____  Abnormal _____
      Date of Chest X-ray __________/__________/__________  
         Month  Day  Year

*Categories of high-risk students include those students who have arrived within the past five years from countries where TB is endemic. It is easier to identify countries of low rather than high TB prevalence. Therefore, students should undergo TB screening if they have arrived from countries EXCEPT those on the following list: Canada, Jamaica, Saint Kitts and Nevis, Saint Lucia, U.S.A., U.S. Virgin Islands, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Malta, Monaco, Netherlands, Norway, San Marino, Sweden, Switzerland, United Kingdom, American Samoa, Austria or New Zealand.
### RECOMMENDED BUT NOT REQUIRED IMMUNIZATIONS

#### A. VARICELLA
1. History of Disease  
   - Yes  
   - No  
2. Immunization:
   a. Dose No. 1  
      - No. 1 ________/_______  
      - Month  Year  
   b. Dose No. 2, given at least one month  
      - No. 2 ________/_______  
      - Month  Year  
      - after first dose, if age 13 years or older

#### B. HEPATITIS B
1. Immunization
   a. Dose No. 1 ________/_______  
      - Month  Year  
   b. Dose No. 2 ________/_______  
      - Month  Year  
   c. Dose No. 3 ________/_______  
      - Month  Year

### HEALTH CARE PROVIDER INFORMATION

Name ________________________________

Address ________________________________

Signature ________________________________  
Phone ________________________________
EMERGENCY CONTACT AND RELEASE FORM

<table>
<thead>
<tr>
<th>Last, First and Middle Names</th>
<th>Social Security Number</th>
<th>Gender</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td>Cell phone</td>
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</table>

**People to be notified in case of emergency**

In case of emergency, especially in the event that the student is unable to give permission for medical or psychological treatment, it may be necessary to have a release from parents, a spouse or another person who can legally authorize treatment. The College reserves the right to utilize emergency contact information without restriction when deemed necessary. Students are strongly encouraged to list a parent/guardian or spouse as their primary emergency contact.

1:

<table>
<thead>
<tr>
<th>Name</th>
<th>Relationship</th>
<th>Cell Phone</th>
<th>Home Phone</th>
<th>Work Phone</th>
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<th>Name</th>
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<th>Cell Phone</th>
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**Release for emergency treatment**

In the event that I am unable to give permission for myself, and a parent, guardian, spouse or partner cannot be reached, I give Hood College permission to seek and obtain emergency medical or psychological care for me.

Signature of Student: __________________________ Date: __________

Signature of Parent or Guardian: __________________________ Date: __________

**NOTE: For students aged 18 years or younger, a parent or guardian is required to sign this form**

**Medical Insurance Information**

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<th>Primary</th>
<th>Secondary</th>
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<tr>
<th>Name of Policy Holder</th>
<th>Social Security Number</th>
<th>Date of Birth</th>
<th>Insurance Company</th>
<th>Address</th>
<th>Phone</th>
<th>Type of Coverage: HMO  PPO  POS</th>
<th>Name of Primary Physician</th>
<th>Phone</th>
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</table>

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<tr>
<th>Name of Policy Holder</th>
<th>Social Security Number</th>
<th>Date of Birth</th>
<th>Insurance Company</th>
<th>Address</th>
<th>Phone</th>
<th>Type of Coverage: HMO  PPO  POS</th>
<th>Name of Primary Physician</th>
<th>Phone</th>
</tr>
</thead>
</table>

**Please attach a copy of the front and back sides of insurance card.**
Last, First and Middle Names

Date

I will be a  □ First-year student  □ Sophomore  □ Junior  □ Senior

Hood College’s Office of Marketing and Communications often publicizes student accomplishments in hometown newspapers. Please fill in the information on this form as you would like it to appear in the newspaper. If there is information you do not want included in a news release, write “Do Not Release” in that blank.

☐ I give Hood College permission to release this information to hometown newspapers or other media to publicize my accomplishments while at Hood College.

☐ Do not release any information to my local newspaper while I am a student at Hood College.

In addition, the Marketing and Communications staff often invites professional photographers and videographers to campus to photograph and record students and faculty for publications, recruiting materials and for the website.

☐ I give Hood College permission to use my photo or include me in a video in College publications and recruiting materials, and on the College’s website.

Full names of your parent(s)/guardian(s)/spouse:

Name  Relationship

Name  Relationship

Your high school and graduation year:

Name of high school  City, State  Graduation year

Your hometown newspaper(s) and address(es):

Name of newspaper  Street  City  State  ZIP

Signature  Signature of parent or guardian  Date
(if you are 18 or younger)
Greetings from the Hood College Campus Safety Department!

Welcome to Hood College. As a valuable member of our community, we have designated special parking lots just for you! Commuter parking lots are located in front of the Whitaker Campus Center, adjacent to the Hodson Science and Technology Center, beside Coffman Chapel and in the spaces along the outer perimeter of the lot behind Gambrill Gymnasium.

Please fill out the Vehicle Registration Form below. The $25 fee for a one-year parking permit will be added to your comprehensive billing statement. You may also submit this form when you arrive for Summer Orientation, or mail it back to us and your permit will be available when you arrive for Summer Orientation.

Please feel free to contact me if you have questions or if you need further assistance.

Rick Puller
Director, Campus Safety

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**Hood College Commuter Vehicle Registration Form**

*Please print clearly*

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<th>Date of Birth</th>
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<th>Cell Phone</th>
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<th>Year</th>
<th>Color</th>
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**OFFICE USE ONLY**

Sticker No. ___________ Date ______ Authorizing Individual’s Signature ____________________________

Date ___________
Dear Parents/Guardians:

Written permission must be on file at the Hood College Bookstore before a student can charge merchandise to a credit card that is not in his or her name.

If you would like to give a student approval to charge bookstore merchandise on one of your credit card accounts, please complete and return the form below.

This form will remain on file at the bookstore between the dates indicated on the bottom of this form, or until further notification or expiration of the card. It will be referred to at the time of sale. The student will not need a copy of the credit card to charge merchandise to the account.

When the card expires, we request that you complete a new form or call us with the updated information. Please call us at (301) 696-3480 if you have any questions.

Thank you,

Kimberly Westerholm
Hood College Bookstore Manager

---

Credit Card Permission Form

I give permission to use the credit card listed below for purchases made at the Hood College Bookstore.

Name on Credit Card

Credit Card Number

Expiration Date

Security Code (three digits on signature block on back of card)

Type of card: (check one)  ☐ Visa  ☐ MasterCard  ☐ Discover  ☐ American Express

This card will be eligible to be used between the dates of ___/___/___ through ___/___/____. This credit card is in my name and I will accept the responsibility for the charges made by the authorized individual named above. I understand that this authorization can be revoked at any time by personally contacting the bookstore.

Authorizing Individual’s Signature

Date
For Students with Disabilities

Hood College is committed to achieving equal educational opportunity and full participation for persons with disabilities. In accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Hood makes every reasonable effort to accommodate the needs of students with documented disabilities. Visit the Hood College website to determine the appropriate documentation that you will need to qualify for services and support. Go to www.hood.edu, then under Campus Services click Disability Services.

Please complete the form below to ensure that services and auxiliary aids will be available to you without delay. You will need to send your documentation to the Disability Services Coordinator and schedule an appointment to develop a plan for your individual services. Services may include:

- plans for informing faculty when special arrangements or accommodations are needed in class;
- follow-up medical services, such as monitoring blood pressure and weight, administering and monitoring medications, etc.;
- arrangements to ensure that the medical staff is prepared to respond to any emergency related to your disability;
- assistance in dealing with issues concerning your disability; and
- specific housing arrangements.

The information you share will be kept confidential in the Disability Services Office and released only with your permission. If you have medical concerns, it may be necessary to coordinate these accommodations with other departments on campus. Please check the appropriate boxes below to release information to these departments.

Thank you,

Tom Kranz
Disability Services Coordinator
(301) 696-3421

I give permission to release information to:

- Student Life Office
- Counseling Staff
- Wellness Center

Name ________________________________________________________________

Phone ___________________________ Social Security Number (optional) ___________________________

Type of disability ________________________________________________________________

Impact on performance (if any) ________________________________________________________________

Services requested ________________________________________________________________

Signature __________________________________________ Date ____________________________
Honk, honk. Zipcar’s here!

Zipcar, the world’s largest car-sharing service, is available at Hood College! That means you have access to cool cars that you can reserve for an hour or all day. It’s a convenient, economical and environmentally friendly alternative to the hassles of keeping a car on campus. With Zipcar, you’ve got wheels when you want them!

Q: What are the benefits of Zipcar?

The beauty of Zipcar is that you have the convenience of a car without having to think about gas prices, maintenance, insurance or parking on campus. Zipcar also saves you money. On average, Zipcar members save $500 a month compared to car owners.

Q: How is Zipcar environmentally friendly?

Did you know that every Zipcar takes 15-20 personally-owned vehicles off the road? To date, Zipcar estimates that it has taken more than 100,000 vehicles off the road! Car sharing also leads to fewer miles driven and less fuel consumed overall.

Q: How do I join and what does it cost?

All Hood students (18+) can join for only $35 per year by visiting zipcar.com/hood. You’ll also get $35 in free driving during your first month of membership. Once you become a Zipster, you can reserve by the hour or by the day. Reservations start at $8 per hour or $66 per day and gas, insurance and 180 miles per day are always included.

Students ages 18-20 can use the Zipcars that live on the Hood campus while members 21+ have access to 7,000 Zipcars worldwide at more than 200 universities across North America, and in cities like: Washington, D.C., Atlanta, Boston, Chicago, London, New York, Philadelphia, Pittsburgh, Portland, San Francisco, Seattle, Toronto and Vancouver.

Q: I’m an international student. Can I join Zipcar?

Yes! International students are welcome to join and we accept all drivers’ licenses. For more information on eligibility requirements and the documents that you’ll need to apply, visit zipcar.com/apply/foreign-drivers.

Q: How do I learn more about Zipcar?

Visit zipcar.com/how/ or visit our FAQ page at zipcar.com/how/faqs/

Join, reserve, unlock and drive

- Zipcars will live on campus and are available by the hour or day
- You only need to be 18+ to join
- Gas, insurance and 180 miles/day are included in every reservation
- Run errands, go shopping, road trip, whatever…

Receive $35 in FREE driving when you join for $35 • Sign up now at zipcar.com/hood
Greetings from the Hood College Campus Safety Department!

Welcome to Hood College!

As Hood College continues to support “green” initiatives, we have two options for bicycle transportation on campus.

**Bike Rental**

You have a way to get around campus or town, thanks to the Campus Safety Student Bike Program. Many colleges offer rental bikes; Hood, however, is offering bikes to our students at no charge.

Students can use a bike for up to four hours at a time, free of charge. The bikes—two men’s and two women’s—are high quality, sturdy and easy to ride. All include lights for safety and a cable lock for securing the bike when necessary on a trip. We also have helmets. Although Maryland does not require helmets, riders are encouraged to wear them.

The bikes can be signed out at the switchboard in the Whitaker Campus Center. You will need to show an ID and users are expected to return the bikes on time and in the same condition for the next rider.

**Bringing a Bike to Campus**

If you already have a bicycle and plan to use it to campus, you will need to register your bicycle with Campus Safety. Bicycles are registered just like vehicles. Instead of a hangtag, the Department of Campus Safety will issue a registration sticker. Hood College encourages the use of bicycles and registration is free.

Complete the form below and return it to the Office of Campus Safety. You will be able to pick up your registration sticker during Summer Orientation. The stickers should be placed on the top of the bike in a visible location near the handlebars.

Please take a ride and stay safe.

Rick Puller  
Director, Campus Safety

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**Hood College Bicycle Registration Form**

(please print clearly)

Full name ________________________________________________________

Address _______________________________________________________________________

City __________________ State ______ ZIP ______________

Cell Phone No. ______________ Home Phone No. ____________________________

You are a (check one):  □ Faculty/Staff □ Resident Student
  □ Commuter Student □ Graduate Student

Brand __________________________ Color __________________________

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**OFFICE USE ONLY**

Sticker No. ______________

Date ______________
Medical Insurance Waiver
The College requires that all full-time undergraduate students enroll in the student insurance plan or submit evidence of other comparable coverage. The charge for the Hood College-sponsored plan will appear on your fall invoice. A credit for the insurance charge will be issued to your account only upon receipt of a completed and signed waiver prior to the specified payment due date. It is your responsibility to verify that the Accounting Office has received your waiver form. Late waiver forms will not be accepted. Please check your account on Self Service by Aug. 15 to verify the credit to your account. The premium is nonrefundable. The medical Insurance Waiver form follows in this book and should be returned by Aug. 1.

Monthly Payment Plan (MPP)
As a convenience, Hood College offers families the opportunity to pay tuition bills over a 10- or 11-month period covering two semesters or a 4- or 5-month period covering one semester. There is a nonrefundable application fee of $50 for the 10- or 11-month plans and $30 for the 4- or 5-month plan. To enroll, visit www.hood.edu/paymentplan. The last day for enrollment for fall semester is Aug 15.

Fall Semester Tuition Payment Due Date
The Fall 2011 payment due date is Aug. 15, 2011. Payment is due at the time of registration for registrations after Aug. 15, 2011. The Spring 2012 semester due date is Jan. 15. Please refer to the accounting website for payment methods: www.hood.edu/accounting

Late Fees
A late fee will be applied to unpaid balances on Friday, Aug. 26, 2011. A late fee for spring semester will be applied after Jan. 27, 2012. Please refer to the Accounting website for additional information: www.hood.edu/accounting.

Refunds
Overpayments, account adjustments or excess financial aid may result in a credit balance on your account. Refunds will be processed within 14 days after financial aid is disbursed and will be distributed via campus mail or mailed to the billing address on file. The College does not provide advances on financial aid refunds.

Financial Aid and Outside Scholarships
The College reserves the right to review, modify or cancel your financial aid award at any time on the basis of information affecting your eligibility. All outside scholarships will be credited to student accounts only upon receipt of the funds by the school. “Anticipated” aid becomes an actual credit on your account only after all financial aid requirements have been met. To verify that your file is complete, please contact the Financial Aid office at (301) 696-3411 or finaid@hood.edu.
MEDICAL INSURANCE WAIVER FORM

Last, First and Middle Names

Social Security Number

Student ID Number

Home Address (number and street)

City

State

ZIP

Cell phone

REQUEST FOR WAIVER OF STUDENT ACCIDENT AND SICKNESS INSURANCE

The College requires that each full-time undergraduate student enroll in the student insurance plan or submit evidence of other comparable coverage.

2011-2012 12-month premium .................................................................$300

2011-2012 Second semester premium for new students entering spring semester ..........$219

The charge for the Hood College-sponsored plan for the entire year will be on your Fall invoice. A credit for the insurance charge will be issued to your account only upon receipt of a signed waiver. **Waiver Form is due in the Accounting office by Aug. 1, 2011.**

WAIVER (required annually)

I have comparable coverage that will remain in effect throughout the school year. I hereby waive my right to participate and accept full responsibility for all medical expenses. My coverage is with:

Insurance Company ______________________________________ Policy Number____________________________

Signature __________________________________________ Date __________________

Return form using enclosed envelope or mail to:

Hood College
Accounting Office
401 Rosemont Avenue
Frederick, MD 21701

After June 15, you may complete this waiver online at www.hood.edu/accounting.

Please check your account on Self Service after Aug. 15 to verify the credit has been posted.
Monthly Payment Plan

The College offers families the opportunity to pay tuition bills over a 10- or 11-month period covering two semesters or a 4- or 5-month period covering one semester. There is a non-refundable application fee of $50 for the 10- or 11-month plans and $30 for the 4- or 5-month plan. 

- The Payment Plan is an interest-free alternative to lump-sum payments.  
- Borrow less—save interest by using current income and savings to make monthly payments.

International students are not eligible for the Monthly Payment Plan.

For questions, contact the Accounting Office at (301) 696-3607.

To enroll, visit www.hood.edu/paymentplan
Members of Hood College’s Class of 2015 will receive an iPad 2 at Summer Orientation. Students will own and be responsible for the iPad immediately upon receipt. Although Hood College wants all full-time first-year students to have an iPad as a supplement to classroom instructional technology and techniques, students are not required to accept the iPad being offered. Following are the steps to take to get ready for your iPad.

Establish an iTunes account or add the iPad to your existing account

Hood College students who receive an iPad will need to create a personal iTunes account to download any free apps Hood College creates and to purchase apps that faculty members may require for a class. To establish an iTunes account, visit www.apple.com/itunes. Click the blue “Download iTunes” button. Then Select “Download Now.” Once iTunes is downloaded, click “Store” then “Account” then “New Account.” Enter a credit card number in order to activate your account. This account will allow you to download apps for your iPad.

Students who already have an iTunes account will need to add the iPad as a device to their existing account.

Explore insurance in case your iPad is damaged, lost, or stolen

Though not mandated, Hood College strongly recommends that each student who receives an iPad purchase insurance or verify whether an existing homeowner’s policy will cover an iPad used at school in case of damage, loss or theft. If the iPad is damaged, lost or stolen, the student is expected to replace it. Below is a partial list of iPad insurance providers. Hood College does not endorse any of these third-party companies. Compare their prices and coverage carefully since the premium, deductible, duration of the policy and coverage will vary. Some insurers will not cover theft while others will not cover accidental spills and damage, etc. Verify before purchasing any insurance. The iPad and charger are valued minimally at approximately $500.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Website</th>
<th>Telephone Number</th>
<th>Approximate Cost / Term*</th>
</tr>
</thead>
<tbody>
<tr>
<td>Safeware</td>
<td>safeware.com</td>
<td>(800) 800-1492</td>
<td>$50 per year</td>
</tr>
<tr>
<td>SquareTrade</td>
<td>squaretrade.com</td>
<td>(877) 927-7268</td>
<td>$100 for two years</td>
</tr>
<tr>
<td>Worth Avenue Group</td>
<td>worthavegroup.com</td>
<td>(800) 620-2885</td>
<td>$40 per year</td>
</tr>
<tr>
<td>Protectme</td>
<td>protectmeplans.com</td>
<td>(800) 504-7814</td>
<td>$100 for two years</td>
</tr>
<tr>
<td>GOtronics</td>
<td>gotronics.com</td>
<td>(888) 269-5658</td>
<td>$120 for two years</td>
</tr>
</tbody>
</table>

*Price estimates are as of March 2011, and are based on checking web pages and selecting supplied options. Coverage and cost will vary based on your selections.

Explore purchasing AppleCare

Though not mandated, Hood College strongly recommends that students get AppleCare for their iPad. AppleCare provides telephone technical support and a limited warranty for hardware failure not caused by damage, loss or theft. Visit the AppleCare web page at www.apple.com/support/products/ for details. iPad owners can only purchase AppleCare within the first year, beginning with the date the iPads are purchased.

Check to see if your books are available for the iPad

Faculty will continue to specify the textbooks, books and allied materials that they expect students to use for class. Depending on whether the book publisher has made this possible, students might be able to acquire eTextbooks for download to an iPad or other computer. Depending on the eTextbook provider, eTextbooks can be downloaded onto a computer hard drive or rented from the Cloud for periods such as 180 days and accessible only when an Internet connection exists. Students can acquire books through the Hood College Barnes and Noble bookstore or use other book and eTextbook retailers, leaders of which include Barnes and Noble, CourseSmart, Inkling and Amazon Kindle.

At this time not all physical books are available in an eText format, not all eText formats are available from every eTextbook provider, and not all eTextbooks are able to download to an iPad, so some exploration may be needed.
Will the iPad replace a laptop or desktop computer?

The iPad is an additional teaching tool that will enhance students’ options and opportunities. The iPad will not replace students’ desktops or laptop computers, but should augment them.

Who decides whether iPads will be used in classrooms?

Each faculty member will provide guidance on the use of the iPad in the classroom as well as expectations on the use of the iPad to accomplish class assignments.

What apps will be loaded on my iPad?

Hood College will not load any additional apps onto the iPads that will be distributed to the Class of 2015. The iPad will include only the apps supplied in the standard Apple iPad configuration. Students may be asked to download free apps onto the iPad and just as professors require students purchase textbooks and other class materials, professors may ask students to purchase and download apps onto their iPads.

Who gets and who owns the iPad?

Full-time, first-year students will be given an iPad on the condition that if the first-year student leaves Hood College before completing two semesters as a full-time student, he or she will return the iPad to the College. Full-time is defined as a course load of 12 credit hours or more per semester. Students will own and be responsible for the iPad immediately upon receipt.

Is the student required to accept the iPad?

No. Although Hood College wants all full-time, first-year students to have an iPad as a supplement to classroom instructional technology and techniques, students are not required to accept the iPad being offered.

What is the iPad configuration and value?

Hood College is distributing iPad 2 units (WiFi only), including the unit and charger minimally valued at approximately $500. Students who receive the iPad are responsible for purchasing any additional accessories they choose.

Can the Hood College IT department repair iPads?

No. For iPad repair, contact the nearest Apple Store, a local retailer that sells iPads or Apple online support.

What are Hood College’s basic expectations of student usage of iPads?

Hood College students who receive an iPad are expected to:

1. Keep the iPad while enrolled at Hood College;
2. Make sure the iPad is kept in good working order;
3. Have the iPad available for use when required by a faculty member;
4. Download any free apps that Hood has created and;
5. Purchase apps required by faculty for teaching purposes

These and other specifics are covered in the Hood College Student Receipt and Usage document.
Orientation Documents

- Place additional Orientation related materials (newsletters, confirmations, postcards, etc.) here.
Commuting to Campus

The Guide to Commuter Life
Important Information for Students Living Off Campus

This Guide to Commuter Life is designed to provide answers to questions about commuter life at Hood and to offer references for other resources available to you. It is a supplement to the student planner that you will receive in the fall.

Hood is very supportive of its commuter students, offering a large commuter lounge on the second floor of the Whitaker Campus Center and support services through the student activities office.

We encourage you to take advantage of all that Hood has to offer, including commuter programs, student organizations and clubs, academic and departmental organizations and events, athletics and intramurals! Join the Commuter Council, which is designed specifically to address the needs of commuter students.

We also encourage you to read and utilize the student handbook and catalog. These resources offer information about services available to you and identify offices and individuals who can assist you.

We serve as a support to commuter students and advise the Commuter Council. If you have ideas for programs or services, need help getting involved in campus life or simply want to talk, please drop by the Student Life Suite or call (301) 696-3575.

Once again, welcome! We look forward to meeting you!

Don Miller
Director, Student Activities and Orientation
Student Life Suite, Whitaker Campus Center
(301) 696-3575
millerd@hood.edu

Danielle Weaver
Coordinator of Commuter Life Activities
Student Life Suite, Whitaker Campus Center
(301) 696-3577
weaverd@hood.edu
Bicycles

Bicycles are registered just like vehicles. Instead of a hangtag, the Department of Campus Safety will issue a registration sticker (a registration form is located in the “Important Information” section of this notebook). Hood College encourages the use of bicycles and registration is free. A bicycle rack is located on the Whitaker Campus Center patio.

Communication

Campus Mail/Post Office: The post office on campus is a full-service post office that distributes both campus and U.S. mail. Commuter students may request a campus mailbox to receive campus mail. The post office is open Monday through Friday from 10 a.m. to 4 p.m.; some services are not available on government holidays.

Bulletin Boards: The commuter lounge has several bulletin boards where information about commuter as well as campus-wide events are posted.

E-mail: As a member of the Hood community, you will receive a Hood College student e-mail account. This account gives you access to information and services at Hood College, including library services. Many offices use e-mail as a means of communicating with students, so be sure to check your student e-mail often.

Wireless Service: The Whitaker Campus Center features a wireless network. To access the wireless network:
1) Choose “Wireless Network Connection” on your computer
2) In the “Network Key” box, type hoodcollege11
3) Type “hoodcollege11” in the “Confirm Network key” box
4) Click “Connect”

For questions about the wireless connection, contact End User Computing at (301) 696-3622

The Commuter Centers

Whitaker Campus Center: The Whitaker Campus Center houses the commuter lounge, an ATM, post office, bookstore, Student Government Association office, Campus Activities Board office, Blazer snack bar, information desk, copy machine, outdoor patio area and offices for some campus-wide organizations. Administrative offices located in the Whitaker Campus Center include student activities, multicultural affairs and international student programs, residence life, campus safety and the associate dean of students.

Commuter Lounge: The commuter lounge located on the second floor of the Whitaker Campus Center has comfortable seats, couches and quiet study areas. The lounge also has lockers, a television, computers and a printer, campus and emergency phones, and a kitchen complete with a microwave, refrigerator and freezer. The lounge is also stocked with disposable plates, silverware, etc. Food can be stored in the refrigerator, which is cleaned out every Friday afternoon. Please make sure food is clearly labeled. Lockers are free of charge and keys are available in the Student Life Suite.

Commuter Council

Commuter Council: The Commuter Council is a group of elected officers who represent commuter students and provide advocacy, support and programming for commuter students. To get involved in Commuter Council, stop by the Student Life Suite.

Emergencies

Class absences: Students who are unable to attend classes due to illness or other personal reason should notify professors before the class meets. Also, notify the dean of students who will send a note of verification to specific professors, provided there is a legitimate reason for missing class.

Emergency Communication From Home

Weekdays: On weekdays during regular office hours, family members can call Campus Safety at (301) 696-3548 or the dean of students at (301) 696-3573 to get a message to you.

Nights and weekends: Family members can call the College’s main number, (301) 663-3131, to speak with the safety officer on duty who will attempt to find you on campus.

Food Services

On Campus: The Blazer snack bar is located in the Whitaker Campus Center and is open Monday-Friday from 8 a.m. to 11 p.m., and Sunday from 6 to 11 p.m.

Coblentz Dining Hall: The dining hall is open for lunch from 11 a.m. to 1:30 p.m. and for dinner from 4:30 to 7 p.m. Commuter students can have money credited to their ID card in Coblentz Dining Hall, which can be used at either the Blazer or in Coblentz Dining Hall. For further information, call (301) 696-3988.

Vending machines: Vending machines are located on the basement level of most buildings.

Fast Food (Off Campus): The following fast food outlets are located within a mile of campus:
Subway — College Plaza Shopping Center
Pizza Hut/Taco Bell — College Plaza Shopping Center
Manhattan Bagel — 7th Street Shopping Center
Papa John’s — 7th Street Shopping Center
Delivery - (301) 698-7272
McDonalds — West 7th Street
Pizza Hut — Rosemont Avenue
Delivery - 540 W. South Street (301) 662-1700
Sheetz — Rosemont Avenue
**ID Cards**

ID cards are issued by the Office of Campus Safety, located on the second floor of the Whitaker Campus Center. After normal business hours, please stop by the Communication Center on the first floor of the Whitaker Campus Center for assistance. You should have your ID with you when you are on campus.

**Inclement Weather**

The decision to cancel or delay the start of classes due to inclement weather is generally made by 6 a.m. Decisions about evening classes and early closings are generally made as inclement weather situations develop. Closing and delay information is broadcast on local radio stations and on the College’s main line, (301) 696-3131, and posted on the College website. At Summer Orientation, you will receive more information about Hood Alert, an emergency notification service. If you can’t get to campus and classes have not been canceled, contact your professor or the academic department.

**Parking**

Vehicles parked on Hood College property must display a vehicle registration tag, which is available for purchase from 9 a.m. to 5 p.m. at the Communication Center in the Whitaker Campus Center. The fee for a parking permit is $25 for the 2011-2012 academic year. The parking lot in front of the Whitaker Campus Center is designated as a commuter parking lot. Parking is provided on a space-available basis. Other lots are located behind the Chapel and next to the Huntsinger Aquatic Center.

**Phone System**

Campus phones: Campus phones are found in every office on campus, on every floor of each residence hall and in the commuter lounge on the second floor of the Whitaker Campus Center. Dial “0” and the operator will connect you with the person or office you wish to call. While on campus, dial the last 4 digits of a phone number to contact an office. Off campus, you must dial the area code (301) and three-digit exchange (696).

**Campus Publications**

The Blue & Grey: The bi-monthly student newspaper.

College catalog: Published jointly by the Registrar and the Office of Marketing and Communications every other year, the catalog contains academic and other policies and a description of the curriculum. Catalogs can be picked up at the Registrar’s Office.

**Student handbook:** Published by the Student Life Team, this handbook contains College policies and procedures governing student life as well as information on the Student Government Association (SGA).

Wisteria: The once a semester literary magazine.

**Safety and Security**

The Office of Campus Safety is located on the second floor of the Whitaker Campus Center. Security officers patrol the campus 24 hours a day, 7 days a week. Dial “0” from campus phones to report problems. A safety officer will provide necessary escort services at any time. Please call (301) 696-3548 for this service.

Red emergency phones: In case of emergency, pick up the nearest red phone and tell the telecommunications officer the nature of the emergency. This service is offered 24 hours a day, 7 days a week. Red phones are located in all residence halls, the commuter lounge, the Whitaker Campus Center, Gambrill Gymnasium, the Wellness Center and the Sports Medicine Center.

Blue phones: These phones also give immediate access to the telecommunications officer 24 hours a day, 7 days a week, and are located behind Brodbeck Hall, behind Alumnae House, in the Whitaker Campus Center parking lot, the Chapel parking lot and at the Huntsinger Aquatic Center (outdoor pool).

Lost and found: Lost and misplaced items are held at the Communication Center on the first floor of the Whitaker Campus Center.

**Wellness Center**

Health Center: Hood College has an ambulatory facility, staffed by a registered nurse, which is open Monday through Friday from 8 a.m. until 4:30 p.m. when classes are in session. Physician clinics are held Tuesday, Wednesday and Thursday; students are seen by appointment only. Commuter students are eligible for services at the Health Center. If you have any questions, call the Health Center at (301) 696-3439.

Counseling Center: Staff counselors are available for brief supportive counseling, consultation and referral services. All students are eligible for these services at no cost. Call the counseling center at (301) 696-3440 for an appointment.
We’ll see you at Summer Orientation