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Message From the Division of Student Affairs

Dear Mudd Families,

While attending Harvey Mudd College, students will find that it’s an important time for personal development and intellectual growth. There’s also plenty of exploring and experimenting, discovering what it means to live in a diverse community, bound by the honor code, and learning how to strengthen one’s ethical core and leadership abilities. As a college, we seek to encourage students to engage in all of the opportunities available to them during their time here while also promoting autonomy and adult responsibility. In partnership with you, we strive to create a campus environment where students can find themselves on their own terms, both personally and academically.

The Division of Student Affairs, which includes offices for residential life, campus life, community engagement, student health and wellness, institutional diversity and career services, plays a significant role in crafting and supporting the campus community and promoting students’ personal, social and academic development and wellness. We provide programs and services that complement, support and enhance the mission of the College and are strongly tied to academic life through robust faculty participation in our programs and our collaboration with the associate dean for academic affairs. We have created this family handbook to share answers to common questions, provide insight into the programs and resources available and clarify how we can work together to ensure your student takes full advantage of the opportunities and resources available at Harvey Mudd College. For your convenience, we have also provided links so that you can access information online.

We hope that you enjoy this handbook and find the information interesting and useful. We look forward to strengthening our relationship with your student, and you, over the coming years.

Jon Jacobsen
Vice President for Student Affairs
Dean of Students
Family Communication and Confidentiality

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal regulation that protects the privacy of educational records and establishes the rights of students to inspect and review their educational records. Once a student turns 18 or is attending a postsecondary institution, the rights of access to the student’s records transfer to the student. This means that most academic information regarding your college student goes directly to the student and is not shared more broadly with family members. Similarly, faculty or staff members who want to access a student’s record must have an educational purpose for doing so (e.g., major advisor). This can be frustrating for parents, especially if they are accustomed to receiving regular detailed reports about their students from their elementary and high schools. Once students arrive at HMC, we defer to the students’ wishes and disclose only specific authorized information about their educational record only to those person(s) they authorize.

Any student can elect to sign a release form that would allow the College to share specified educational records with specified family. Allowing students to determine who receives their academic information is part of their growing independence. We encourage you to have a conversation with your student and develop a game plan for sharing information. Some students handle this responsibility wisely, while some may struggle, especially at HMC where their grades are likely to be lower than what they, or their families, expect. As with many aspects of the college experience, open and trusting communication between the family and student will help the experience go smoothly for all. Except in rare emergencies, we will seek a student’s permission before discussing any specific academic, social or personal matters with their approved family members.

The FERPA release form is available at the Office of the Registrar and must be signed in person.
Key Resources

Harvey Mudd College offices are open from 8 a.m. to 5 p.m. Students may receive and send faxes to 909.621.8494.

If, in an emergency, you have difficulty reaching a student, please call the student affairs office at 909.621.8125 (between 8 a.m. and 5 p.m.). If you have an extreme emergency after hours, please contact Campus Safety at 909.607.2000.

Division of Student Affairs, Platt Campus Center, 909.621.8125
Jon Jacobsen, vice president for student affairs, dean of students
Leslie Hughes, assistant vice president for student affairs
Kim Nykanen, executive assistant to the VP for student affairs/dean of students
Evelyn Real, administrative coordinator for student affairs/dean of students

Office of Institutional Diversity (OID), Platt Campus Center, 909.607.3470
Zachary Ritter, assistant dean for institutional diversity

Office of Residential Life, Platt Campus Center, 909.621.8794
Michael Edwards, assistant dean for residential life

Office of Career Services (OCS), Platt Campus Center, 909.621.8091
Judy Fisher, director of career services
Paul Hardister, associate director of career services

Office of Health and Wellness, Platt Campus Center, 909.607.4101
Michelle Harrison, assistant dean for student health and wellness

Office of Community Engagement (CE), Platt Campus Center, 909.607.4575
Gabriela Gamiz, director of community engagement
Danny Ledezma, assistant director of community engagement; Homework Hotline coordinator

Office of Campus Life and Linde Activities Center (LAC), 909.607.1479
Chris Sundberg, associate dean for campus life
Evetth Gonzalez, assistant dean for campus life

Title IX/ADA, Sprague Center, room 102, 909.607.3148
Deborah Kahn, Title IX/ADA coordinator

Parent Relations Office, Kingston Hall, 909.621.8436
The Office of Alumni and Parent Relations helps parents become active members of the Harvey Mudd College community.

Jennifer Green, director of alumni and parent relations
Jessica Berger, director of individual giving
Angelica Pfeiffer, associate director of annual giving and parent engagement

Parent Leadership Council
At hmc.edu/parents/parent-leadership-council, find information about upcoming events, helpful resources and ways to get involved and support the College.
**Other Administrative Offices**

President, Maria Klawe  909.621.8121  klawe@hmc.edu
Dean of the Faculty, Lisa Sullivan  909.621.8122  dean_of_faculty@hmc.edu
Academic Affairs, Lori Bassman  909.621.8011  bassman@hmc.edu
Student Accounts, Patricia Wang  909.621.8107  student_accounts@hmc.edu
Financial Aid, Gilma Lopez  909.621.8055  financial_aid@hmc.edu
Student Health Services  909.621.8222  shsrecords@cuc.claremont.edu
Business Affairs  909.607.2889  treasurer@hmc.edu
Facilities and Maintenance  909.621.8226  facilities@hmc.edu
Dining Services  909.607.2675  dining_services@hmc.edu
Mailroom  909.621.8200  mailroom@hmc.edu
Admission  909.621.8011  admission@hmc.edu
Registrar, Mark Ashley  909.621.8090  registrar@hmc.edu
College Advancement  844.448.3462  development@hmc.edu
Communications and Marketing  909.607.9298  communications@hmc.edu

**HMC Academic Support and Special Programs**

Academic Excellence  909.607.3626  menefee@hmc.edu
Accessibility Resources  909.607.7916  ability@hmc.edu
Title IX/ADA  909.607.3148  deborah_kahn@hmc.edu
Writing Center  909.607.3626  writing_center@hmc.edu
Study Abroad  909.607.3993  studyabroad@hmc.edu
Community Engagement  909.607.4575  ggamiz@hmc.edu

**HMC Academic Department Offices**

Department of Biology  909.621.8561  biology@hmc.edu
Department of Chemistry  909.621.8092  chemistry@hmc.edu
Computer Science Department  909.621.8225  jgreene@cs.hmc.edu
Department of Engineering  909.621.8019  engineering@hmc.edu
Department of Humanities, Social Sciences, and the Arts (HSA)  909.621.8022  dlaird@hmc.edu
Department of Mathematics  909.621.8023  info@math.hmc.edu
Department of Physics  909.621.8024  arauchfuss@hmc.edu

**Claremont University Consortium Resources**

Asian American Resource Center  909.621.8639  iosefa.aina@pomona.edu
Campus Safety  909.621.8170  dispatch@cuc.claremont.edu
Chicano Latino Student Affairs Center (CLSA)  909.621.8044  clsa@cuc.claremont.edu
Queer Resource Center (QRC)  909.607.1817  adriana.dibartolo@pomona.edu
Office of Black Student Affairs (OBSA)  909.607.3669  OBSA-l@cuc.claremont.edu
Monsour Counseling and Psychological Services  909.621.8202  cuc.claremont.edu/monsour
After-hours emergency  909.607.2000  eamezcua@cuc.claremont.edu
Health Education Outreach  909.607.3602  /monsour
Student Disability Resource Center (SDRC)  909.607.7419  sdrc@cuc.claremont.edu
International Place (I-Place)  909.607.4571  ipoffice@cmc.edu
Chaplains of The Claremont Colleges  909.621.8685  chaplains@cuc.claremont.edu
Student Health Services  909.621.8222  SHSrecords@cuc.claremont.edu
Academic Success

The founders of Harvey Mudd College envisioned a distinctive educational experience for the College’s students. The curriculum was designed to prepare scientists and engineers with unusual breadth in their technical education and a firm academic grounding in the humanities, social sciences and the arts. The required curriculum is divided into three components: the Common Core, the program in humanities, social sciences and the arts, and the major. Unifying all of these is an emphasis on strong oral and written communications, the development of computational skills and direct experience with a research or design project. The academic program is demanding, but the College fosters cooperation rather than competition under a successful Honor Code. To achieve the bachelor of science degree, students are required to complete satisfactorily a minimum of 128 credit hours of courses. Detailed information about the academic program can be found in the current Harvey Mudd College Catalogue (hmc.edu/registrar/academic-catalogue).

Science is a community endeavor; students won’t do it alone. The advising system is comprehensive and includes a series of advisors to help along the way, plus academic and emotional support.

Why isn’t my child at the top of his/her class anymore?
Harvey Mudd College is an academically rigorous institution drawing the majority of its students from the top 10 percent of their graduating classes. The high ability of Harvey Mudd students can be disorienting to a student used to being the best in a less-demanding or smaller setting. Some students have trouble adjusting to the fact that they are no longer the “top student.” At times, students may question their abilities or career aspirations. The student affairs staff and the proctors are well aware of this insecurity and try to create a setting where students feel free to discuss anxieties resulting from their new and sometimes unnerving experiences. The College also offers a number of tutoring and mentoring programs to assist students with their transition to Harvey Mudd.

Can I find out my student's grades or reach out to his/her professors/advisors?
There are no advisors dedicated to answering parents’ questions. Each incoming student has an academic advisor assigned to him/her. This person will advise the student until he/she declares a major. Also, students are assigned an advisor from the Department of Humanities, Social Sciences, and the Arts who works with them until they graduate. Once students decide on a major, they will be assigned an advisor in the department of their major.

It is your student’s responsibility and choice to share his/her grades with you. The Family Educational Rights and Privacy Act (FERPA) of 1974 protects the privacy of educational records and establishes the rights of students to inspect and review their educational records. Once a student turns 18 or is attending secondary school, the rights of access to the student’s records transfer to the student. This means that all academic information regarding your college student goes directly to the student unless the student has given specific, written permission to release that information to someone else.
College parents often feel frustrated by FERPA regulations. They feel that they need, and should have, access to student information. As college parents, please remember that your students are working toward increased independence and responsibility. Allowing them to determine who receives their academic information is a part of that growing independence. Some students handle this responsibility wisely, while some may struggle with it. As with many aspects of the college experience, communication between parents and students will help the experience go smoothly for everyone.

On-campus academic help/resources
- Associate dean for academic affairs
- Academic Excellence
- Writing Center
- Core tutors
- Peer Academic Liaisons (PALS)
- Referrals to academic coaches

What resources are available to help Harvey Mudd students find jobs and internships or complete graduate school/job applications?
The Office of Career Services provides a wide array of services and programs for Harvey Mudd students. Read more about these at hmc.edu/career-services. Many programs also may be helpful to students planning to attend graduate school but, typically, academic departments are the primary source of information on graduate school applications.

Health and Wellness

Managing common illnesses and navigating the health care system are challenges a student may face for the first time while at college. There are a variety of resources available on campus and through The Claremont Colleges consortium. Students may prepare by having these basic items on hand:
- Insurance card
- Over-the-counter pain relievers, such as Tylenol or Ibuprofen, for relief of mild pain
- Antibiotic ointment, such as Neosporin
- Sunscreen
- Over-the-counter cough syrup
- Over-the-counter nasal decongestant
- Topical anti-itch cream, such as hydrocortisone cream
- Digital thermometer
- Insect repellent
- Anti-diarrheal medication, such as Imodium or Pepto Bismol
- Antacid tablets, such as Tums
- Band-Aids
- Personal medication in container with complete prescribing information
What happens if my student gets sick?
Student Health Services (SHS) is available to all students at The Claremont Colleges. There is no charge for scheduled appointments, and non-scheduled appointments are $15. SHS staff can perform some medical services and also offer prescription medicine. Harvey Mudd dorm proctors (residential life student staff) can provide advice and basic medical items (such as those listed on previous page).

If emergency health care services are needed, students should contact the on-call proctor, or they should call Campus Safety at 909.607.2000 if an ambulance is needed. If students must be taken to the hospital for any reason, the dean on call or proctor on call will meet them at the hospital. The sick/injured student will be encouraged to call and inform their family that they have been taken to the hospital. In the event of a health and/or safety emergency that renders a student unable to contact their parents, a student affairs dean may contact the student’s emergency contact.

What happens if my student gets injured and has a temporary disability?
If your student is injured, he/she can notify student affairs, which will then work to make sure that he/she is accommodated for the temporary disability per the Americans with Disabilities Act. The student disability support coordinator will present a signed release on behalf of the student to all pertinent faculty and staff. Sometimes classes might have to be rescheduled, or the student will have to miss classes depending on the temporary disability. The student disability support coordinator and associate dean for academic affairs will work together to notify faculty and staff about approved temporary accommodations. The student affairs office in Platt Campus Center has a wheelchair, electric scooter and knee scooter which can be used as needed. For more information on disability services, see: hmc.edu/student-life/disability-services/.

What are my student’s options for health insurance?
All enrolled students at Harvey Mudd are required to have health insurance, whether through their family or through The Claremont Colleges Student Health Insurance Plan (SHIP). Every student is automatically enrolled in SHIP at the beginning of each academic year; it is the student’s responsibility to opt out of this coverage by providing proof of comparable coverage by the posted deadline. Students will have to opt out of SHIP every year that they are enrolled at Harvey Mudd. The cost to access the Student Health Center is the same for either private insurance holders or those with The Claremont Colleges’ policy.

At the end of May, students will receive emails to their HMC addresses asking them to opt out of SHIP if they have private insurance. The deadline for waiving SHIP is June 20.

For more information on The Claremont Colleges Student Health Insurance Plan (SHIP), see hmc.edu/student-life/orientation/deadlines. Contact the company directly at bit.ly/CC-SHIP.
What are some on-campus student resources at Harvey Mudd College?
The Office of Health and Wellness (OHW) is part of the division of Student Affairs. The Office comprises an associate dean, an assistant dean and 15 student wellness peers. Together they offer programs focused on health education and prevention with a goal of increasing student success academically, as well as socially. In addition to programming, the deans of OHW are available to meet with students to provide guidance and support, as well as to assist in getting them connected to mental health services should that be something they need.

Both OHW offices are in the Joseph B. Platt Campus Center and appointments with them can be scheduled online. For more information, see hmc.edu/student-life/health-wellness

Harvey Mudd Health and Wellness Contact
Michelle Harrison
Assistant Dean for Health and Wellness
mharrison@hmc.edu; 909.621.8013

Find more information on the HMC Wellness website, hmc.edu/student-life/health-wellness/resources-for-parents.

What wellness resources are available to my student at The Claremont Colleges (5C Resources) and in the local community?

CUC Student Health Services (SHS)
www.cuc.claremont.edu/shs, 909.621.8222; Fax 909.621.8472
SHS is committed to promoting the physical health and wellness of all students served by The Claremont Colleges. It has a well-trained team of doctors, nurse practitioners and medical support staff who provide full-service care, including laboratory and basic imaging, dispensary and immunizations. It is an appointment-based clinic. Appointments scheduled in advance are offered at no charge to students. Labs, imaging and limited prescriptions are available at reasonable fees.
Tranquada Student Services Center, first floor, 757 College Way, Claremont, CA 91711

CUC Monsour Counseling and Psychological Services (MCAPS)
909.621.8202; Fax 909.621.8482; www.cuc.claremont.edu/monsour
Monsour is committed to promoting psychological wellness for all students served by the Claremont Colleges consortium. Its well-trained team of psychologists, psychiatrists and postdoctoral offer support for a range of psychological issues in a confidential and safe environment. There is no charge for counseling or psychiatric appointments. No-shows or cancellations of less that two hours notice may be charged a $15 fee.

Services Monsour provides:
• Brief individual counseling
• Psychiatric medication management
• Groups and workshops
• Consultation and referrals
• Crisis intervention
• 24/7 assistance for students experiencing mental health crisis. This service may be accessed by calling Monsour (909.621.8202) or Campus Safety (909.607.2000).
CUC Health Education Outreach (HEO)
909.607.3602; Fax 909.607.8844; www.cuc.claremont.edu/healtheducation
HEO empowers students to make intentional healthy lifestyle choices. HEO strives to create a supportive environment and to provide relevant, appropriate health and wellness support and resources for students. Core services HEO provides:

- Outreach and workshops on a variety of health topics
- Free in-office services (condoms; earplugs; HIV testing every Tuesday 11 a.m.–1 p.m.)
- Alcohol and drug assessment and consultation
- Coordination of the American College Health Association–National College Health Assessment
- Massage chair and relaxation room

What are the local urgent care centers and hospitals?

**Emergency Care Centers**

- Pomona Valley Hospital Medical Center
  909.865.9500; 909.865.9600 (emergency room)
  1798 N. Garey Ave., Pomona, CA 91767
  (Garey Ave. and I-10 freeway)

- San Antonio Community Hospital
  909.985.2811; 909.920.4731 (emergency room)
  999 San Bernardino Rd., Upland, CA 91786

**Urgent Care Centers**

- Pomona Valley Health Center at Claremont Urgent Care Center
  909.865.9977; 909.946.0166 (fax)
  1601 Monte Vista Ave., Suite 190, Claremont, CA 91711
  Hours: 8 a.m.–8 p.m. (Monday–Friday);
  9 a.m.–5 p.m. (Saturday, Sunday and holidays)

- Central Urgent Medical Care
  909.643.2980
  8891 N. Central Ave., Suite A, Montclair, CA 91763
  Hours: 1–9 p.m. (Monday–Friday);
  9 a.m.–5 p.m. (Saturday, Sunday and holidays)

What recreational opportunities will allow my student to stay active and healthy?

Harvey Mudd’s Linde Activities Center (LAC) hosts physical wellness programs throughout the academic year. The LAC is also the location of physical education classes run by the assistant dean of campus life. The building houses a gym, lounge, weight room, game room, computer lab and meeting rooms and is run by the dean for campus life and student supervisors.

Harvey Mudd students can participate in many athletic and recreational opportunities. Harvey Mudd competes in the NCAA Division III SCIAC conference as a part of the CMS Athletics Department. CMS offers campus recreation, physical education classes, intramural sports and club sports. For more about CMS athletics, see cmsathletics.org.
How can I help my student make healthy choices regarding sex, drugs and alcohol?

College can be both exhilarating and difficult for students and their families. The transition from high school to college life usually causes some separation from familiar circles of friends, family, teachers, etc. New personal and professional relationships are formed, and the academic atmosphere adds another layer of stress to students’ lives. Making healthy choices, therefore, becomes important for students’ academic and personal success. Students can make healthy choices by engaging in wellness activities and refraining from high-risk behaviors, such as using harmful substances (e.g., alcohol, illicit drugs and non-prescription medications), driving under influence or practicing unsafe sex.

Parents can help students make healthy choices. We suggest:

• **Keeping the lines of communication open.** Remind your student of his/her responsibilities as a college student. An open conversation is always a good place to start when talking about healthy choices. Parents should also remember their child is entering the adulthood phase of his/her life. Parents should balance their concern and urge to protect with the necessity to allow their student the space to grow personally and professionally.

• **Reminding your student of the illegality of substance use** (alcohol, drugs, etc.). Illicit drugs and underage drinking are illegal (Reminder: Prescribed medical marijuana is federally illegal, and HMC observes federal laws). Remind them of potential medical, legal, academic and social consequences of any illicit use. Try not to lecture your student. Instead, have an open dialogue about these issues.

• **Reminding your student of resources available to them on campus.** Many resources at the College or through the consortium are available to your student at convenient times and are free of charge.

Disabilities Services

**Support at Harvey Mudd**

Student Disability Resources at Harvey Mudd offers support to all students and partners with faculty, staff and students to create an accessible, inclusive learning environment where disability is recognized as an aspect of diversity that is integral to the campus community and to society.

Our objectives in providing disability-related services are to:

• Ensure effective delivery of accommodations

• Promote access through outreach and training

• Support students with disabilities in developing self-advocacy skills

• Support faculty in creating an inclusive learning environment based on the principles of Universal Design

Accommodations may include:

• Alternative testing procedures (e.g., extra time for tests)

• Textbooks on CD

• Note-taking services

• Adaptive equipment and software
• Reduced-distraction environment for testing
• Tape recorder during lectures
• Others not listed, but supported by your documentation

Students with disabilities at the College have the right to equal access to courses, programs, services, jobs, activities and facilities:
• Equal opportunity to learn, work and receive reasonable accommodations, academic adjustments and/or auxiliary aids and services;
• Confidentiality of all information, including the right to choose to whom information about their disabilities will be disclosed; and
• Information, in an accessible format, regarding the availability of auxiliary aids and accommodations.

Students with disabilities at the College have the responsibility to:
• Meet and maintain the essential institutional standards for courses, programs, services, jobs, activities and facilities;
• Identify as an individual with a disability when an accommodation is needed and to seek information and assistance when necessary;
• Demonstrate and/or provide documentation from an appropriate professional (see online at ahead.org/resources/best-practices-resources/elements) how the disability limits participation; and
• Follow published procedures for obtaining reasonable accommodations.

Student Disability Resources
Deborah Kahn
Coordinator of Title IX and Student Disability Support
Sprague 102
dkahn@hmc.edu | 909.607.3148
hmc.edu/student-life/disability-resources

Student Disability Resource Center
Harvey Mudd College partners with the SDRC, which is part of The Claremont Colleges consortium.

The SDRC is the centralized resource center of support for students with disabilities across The Claremont Colleges. The SDRC works closely with the disability coordinators on all the campuses to ensure that students receive academic support services and accommodations to empower them to achieve their academic goals, while ensuring equitable treatment and access to all programs and activities.

Services:
• Disability awareness training and workshops
• Instructional support for faculty
• Testing and study space for students
• Digital and online disability education resources

Dr. Tammy Tucker Green
Director, Student Disability Resource Center
Tranquada Student Services Center
757 N. College Way
Claremont, CA 91711
tammy_green@cuc.claremont.edu | 909.607.9331
sdrc@cuc.claremont.edu
Financial Matters

Money matters are a significant part of your child’s education. From paying your student’s bill to finding a local bank to landing campus employment, there are often many questions. In this section, you will find some resources to assist you, with contact information for the people and offices who can further help.

How do we pay the bill?
All students have automatically been registered for eBills. Other users must be authorized by the student on the Tuition Payment Agreement (hmc.edu/bao/tpa.pdf). Your email address must be up-to-date in order for us to notify you. Once logged in to the Student Accounts portal (portal.hmc.edu/ics), click on the Student Accounts Info tab, then click on the View Billing Statements link. Select the statement desired. The statement will open in a new browser window. (Make sure your pop-up blocker is disabled.) The Student Accounts office will send an email to all students and other authorized individuals each time a new statement is issued. Statements are produced and available on the portal the first of each month, beginning in July for students on the monthly payment plan and in August for students on the full payment plan. Payments are due upon receipt and become delinquent on the 20th day of the month billed. Families have the option of paying the amount due each semester by one of two options: Full Payment Plan or Monthly Payment Plan. See hmc.edu/bao/student-accounts/charges/payment-plans.

Questions? Send email to student_accounts@hmc.edu or call 909.621.8107.

Financial Aid
About 75 percent of Harvey Mudd College students receive financial aid. Admitted students who have applied for financial aid will receive an official financial aid award shortly after receiving their offer of admission. After students receive an official financial aid award, revisions still may be needed if they have received an outside scholarship, their cost of attendance budget has changed, additional funds have been approved or they decide to decline one of their awards. Students can view their award letter online by logging into the financial aid at HMC portal (myfinaid.hmc.edu). The Financial Aid website (hmc.edu/fa) provides links to all the necessary federal and school-specific forms.

Contact the Office of Financial Aid at 909.621.8055; Fax 909.607.4494; financial_aid@hmc.edu. The office is located in the R. Michael Shanahan Center for Teaching and Learning, Room 1420, 301 Platt Blvd., Claremont, CA 91711.

Many Harvey Mudd College students have on-campus jobs. There are work-study positions and regular employment available in many offices and academic departments. To ensure that school remains the top priority, student on-campus employment is subject to a few restrictions:
• Your student may work a maximum of eight hours per day and 20 hours per week.
• Your student cannot work more than one job at a given time.
• Your student cannot work during hours he/she is scheduled to be in class.
• Your student cannot work more than five consecutive days in one pay week (Saturday–Friday)
Harvey Mudd College’s human resources associate in Kingston 123 ensures that students are paid accurately and on time and also assists department payroll processors.

If your student was awarded Federal Work-Study (FWS), it is important he/she keeps track of the number of hours worked. Over the school year, he/she must not earn more than the maximum earning limit as reflected on the Financial Aid Award Letter. Once he/she earns the amount awarded, he/she must stop working under FWS immediately. If your student works for more than one department, he/she must coordinate his/her hours to ensure he/she does not go over the limit.

If your student wants to continue working after exceeding the award amount, he/she must contact the Office of Financial Aid to determine if he/she is eligible for additional FWS funds. If your student earns more than his/her FWS allocation, the extra amount earned may be deducted from other financial aid, including scholarships.

Students seeking jobs on campus can visit the Office of Career Services (OCS) or log into Handshake (hmc.joinhandshake.com/login), an online career management program provided by OCS. This uniform method of advertising student employment opportunities allows students to access job descriptions electronically at any time. Also the OCS hosts a campus wide work fair the first week of the fall semester. Once your student is hired, he/she notifies the department payroll supervisor or processor so that he/she may submit job information to the business affairs office. For more information on department payroll supervisors or processors, email studentpayroll@hmc.edu.

**Accessing Money and Bank Accounts**

There are several large banking institutions within walking distance of the College. U.S. Bank, Citibank and Pacific Western Bank are located on Foothill Boulevard, across the street from the College. Bank of America, Chase Bank, Wells Fargo and California Bank & Trust are located in downtown Claremont. All have ATMs. In addition, there is a Bank of America ATM located at the Smith Campus Center on Pomona College’s campus.

- **U.S. Bank**
  
  393 W. Foothill Blvd., Claremont, CA, 91711, 909.625.8655, usbank.com

- **Citibank**
  
  405 W. Foothill Blvd., Claremont, 909.480.4250, citi.com

- **Pacific Western Bank**
  
  223 W. Foothill Blvd., Claremont, 909.621.0519, pacificwesternbank.com

- **Bank of America**
  
  339 Yale Ave., Claremont, 909.432.1000, bankofamerica.com

- **Chase Bank**
  
  400 N. Indian Hill Blvd., Claremont, 909.624.9001, chase.com

- **Wells Fargo Bank**
  
  203 Yale Ave., Claremont, 909.398.1140, wellsfargo.com

- **California Bank & Trust**
  
  102 North Yale Ave., Claremont, 909.624.9091, calbanktrust.com
Campus Life

What meal options does my student have?

Meal plan options involve “Board Plus” dollars (aka “Flex”), which can be used for food at any of The Claremont Colleges’ retail sites. The choices are 16 meals and $16 in Plus per week; 14 meals and $14 in Plus per week; 12 meals and $12 in Plus per week; and eight meals and $8 in Plus per week. Plus dollars cannot be traded for cash. The cost and billing of the meal plan is handled by the Office of Student Accounts (hmc.edu/bao/student-accounts/). See the dining services website for more details, including menus (hmc.edu/bao/dining-services).

The Shanahan Center has a café featuring Starbucks drinks and snacks. Jay’s Place, in the basement of Platt Campus Center, serves pizza, sandwiches, quesadillas and other food and drinks. There are cafés throughout the 5Cs, including The Coop at Pomona, The Motley at Scripps and The Hub at CMC. Students can take their meals out of the dining hall using a reusable clamshell container. Students can also bring refrigerators and microwaves to the dorms, but it’s a good idea to coordinate with roommates and/or suitemates so that they don’t end up with too many appliances.

Another option available to Harvey Mudd College students is the Claremont Cash program. Students and/or parents may add discretionary funds to a debit account accessed with the student’s ID card. Deposits may be made by cash, check or credit card at the Claremont Card Center; by check or credit card online; or by credit card via phone at 909.607.CARD. (You will need to know your student’s student ID number to add value to their account.)

Students may use Claremont Cash to purchase food, beverages or any other item sold at any campus eatery or convenience store (including Jay’s Place, The Café, Hoch-Shanahan Dining Commons, in the vending machine by Jacobs B101 and in the living room of the Platt Campus Center). Claremont Cash can also be used at Huntley Bookstore and at several off-campus merchants, including those found at cards.cuc.claremont.edu.

Trader Joe’s, Vons and Sprouts supermarkets are within walking distance of campus.
What will life in the dorms be like for my student?
At Harvey Mudd, 99 percent of students live on campus all four years, creating an energetic and supportive community. Five professional staff members, 14 proctors (like resident assistants, but much cooler!) and 30 mentors live in the dorms alongside students. Each dorm has its own unique culture. For more information about residential life and housing, see: hmc.edu/student-life/residence-life.

What services are available in the dorms?
Every dorm has Wi-Fi, a laundry room and cleaning services for public spaces. Case, Linde, South and Drinkward have communal kitchens for dorm residents. Sontag has kitchens in every suite. All HMC dorms on campus have air conditioning.

Residential Life Staff
Leslie Hughes, assistant vice president for student affairs
909.621.8125

Michael Edwards, assistant dean for residential life
909.621.8794

How should my student deal with roommate conflicts?
One of the primary and most dynamic residence hall relationships exists between roommates. This relationship will require personal adjustments as students learn to live together in a limited space. Roommate/suitemates must give continual attention and care to relationships in order to make living arrangements work.

Roommate Rights
Living successfully with a roommate requires flexibility, respect and the willingness to communicate openly and honestly. The following are basic levels of respect roommates should show each other:
• The right to undisturbed sleep
• The ability to study in your room free of unreasonable noise and distraction
• The ability to get into your room at all times
• Security against physical or emotional harm
• A clean and safe environment
• Privacy in the room
• Security and respect for your belongings

Roommate Conflicts
If students are having roommate problems, they should first have a frank discussion with roommate(s) to express their feelings and seek a solution that is amenable to all. If communication and compromise are unsuccessful, they should consider involving a third person who can listen objectively to each roommate and assist in reaching a satisfactory solution. A proctor is a good person to facilitate this mediation. Michael Edwards, assistant dean for residential life (ADRL), or any member of the student affairs staff, is also available to help negotiate a solution.
Room Changes
First-year students may change rooms after the second week of class. The reason for this “freeze” is to allow time to work through initial impressions and difficulties before deciding that the pairing simply won’t work. Upperclass students may change rooms at any time.

Students wanting to change rooms should contact the assistant dean for residential life (ADRL). The ADRL will show the student all available spaces on campus. Any unfilled space is available for any HMC student to move into. The person wanting to move will then need to contact the potential roommates (and/or suitemates, if appropriate) to inform them of his/her interest in moving to the open space. If everyone is agreeable, then the ADRL will make the move official and authorize the exchange of keys with facilities and maintenance. Students must not switch rooms without consulting with the ADRL first.

What types of activities can my student get involved in on campus and within The Claremont Colleges?
The Associated Students of Harvey Mudd College (ASHMC) is the student government at Harvey Mudd College. Every student enrolled at HMC is a member of ASHMC and therefore is able to take advantage of all ASHMC-sponsored extracurricular and social activities. ASHMC works in collaboration with student affairs to ensure HMC students are supported in every aspect of campus life.

In addition to serving as HMC’s student government, ASHMC works with student affairs on the oversight of all student organizations on campus. On the first Friday of the fall semester, ASHMC sponsors the Harvey Mudd Club Fair where students sign up for Mudd-only clubs, while The Claremont Colleges host the annual Turf Dinner (5C dinner and club fair), where students can sign up for 5C clubs that are open to the entire Claremont Colleges community.

DSA Muchachos are student affairs’ student staff who plan and implement activities throughout the academic year. Events include crib races, battle tie-dye, Frosh Soph games and Wednesday Nighters, just to name a few. At the end of every semester, DSA Muchachos host Noisy Minutes to help students de-stress before finals and organize other stress-relieving activities. All events sponsored by DSA Muchachos are alcohol-free programs offered to everyone in the Harvey Mudd community. For more information about student activities on campus, see hmc.edu/student-life/student-activities.

When are seasonal breaks? Are dorms open during any of the breaks? What can students do during these breaks?
The academic calendar, which lists all breaks, can be found on page 20 and at hmc.edu/registrar/academic-calendar. Students may stay on campus during fall break, Thanksgiving break and spring break. However, during winter break, dorms are closed, and students must leave campus.

Can items be left in dorm rooms over breaks?
Students can leave belongings in the dorm rooms during breaks throughout the academic year (fall break, winter break, spring break). Unless there are special circumstances, they must move out all belongings during the summer break. There is very limited on-campus storage.
What shared ride opportunities and/or public transportation methods are there for students without cars?
Students can book a Super Shuttle (supershuttle.com/) or a cab (claremonttaxicabs.com). Students can sign up for a discounted Zipcar membership (zipcar.com). Ridesharing services such as Uber and Lyft are also available in the Claremont area.

What occasions are there for me to visit my student on campus?
Family Weekend (hmc.edu/parents/family-weekend/) in February is the best time to visit your student. To view images and video of past weekends, visit the Parents website at hmc.edu/parents/. Make arrangements with your student or contact the Office of Alumni and Parent Relations for more information at 909.621.8436.

What is the proper balance between students coming home and parents visiting the campus during the first year?
This is really up to you and your student. Often students will want to come home at every opportunity in their first year and then much less in subsequent years. Ask your student what he/she prefers.

Title IX and Sex Education Resources
HMC offers a variety of sex education programming and provides information about Title IX resources available on campus and within the Claremont Colleges consortium. Harvey Mudd College’s Title IX coordinator is Deborah Kahn. Her office is located in Sprague 102 and she can be reached at 909.607.3148 or dkahn@hmc.edu.

Students receive comprehensive Title IX Misconduct Training during orientation. The College also hosts Consent Week for HMC students, faculty and staff with programs geared toward initiating candid conversations about consent and consent culture practice. Additionally, HMC students receive continuing Title IX education throughout their second, third and fourth years.

In addition to Consent Week, Harvey Mudd students and The Claremont Colleges promote the importance of bystander intervention with Teal Dot Bystander Intervention training. Eveth Gonzalez, assistant dean for campus life, is a lead trainer for The Claremont Colleges Teal Dot Bystander Intervention training program. Teal Dot is an offshoot of a violence prevention training program called Green Dot, which began at the University of Kentucky. The name is representative of red dots on a map that denote acts of violence; the antidote is the green dot: individual actions that help to prevent circumstances of harm, violence or fear, namely domestic violence, stalking and sexual assault/harassment. The goal is to give trained bystanders the tools and confidence to help prevent such incidents. Teal Dot curriculum is informed by concepts and lessons learned from cross-disciplinary research, including that concerning violence against women, public health, psychology and communications. Teal Dot training is offered several times per semester to students, faculty and staff.

For more information on Teal Dot at HMC, see bit.ly/TealDotHMC.
In 2014, the Office of Health and Wellness assisted a few passionate students to help create the Mudd Advocates for Sexual Assault. Mudd Advocates is a student support group for survivors of sexual assault which serves as a resource for fellow students. Advocates assist the Office of Health and Wellness with sex education programming.

**The EmPOWER Center**
1030 Dartmouth Avenue
Claremont, CA 91711
909.607.2689
Contact: Rima Shah at RShahEmPOWER@cuc.claremont.edu or to schedule an appointment with Project Sister counselor located at the EmPOWER Center, call 909.607.0690

The EmPOWER Center is a consortium resource which formally opened in late fall 2015. It is recognized as the Violence Prevention and Advocacy Center of The Claremont Colleges. Directed by Rima Shah, The EmPOWER Center’s mission is to create a culture where all members of The Claremont Colleges respect and look out for each other, and where students impacted by sexual violence, dating/domestic violence and stalking receive holistic support and care. The center works closely with students and collaboratively with each of the seven institutions to support well-integrated educational programs and to provide holistic and confidential support to students impacted by sexual violence, dating/domestic violence or stalking. In addition to these services, free and confidential counseling services are offered through the center in collaboration with Project Sister Family Services.
Safety

A Campus Safety office serves all The Claremont Colleges. Campus Safety officers patrol the campuses, respond to emergencies, report and refer suspicious circumstances, maintain crime records and promote crime prevention.

The best way to receive timely updates about emergencies on the HMC campus is to register a phone number with the College’s mass notification system, Mudd Alert. Mudd Alert provides rapid emergency notification to the Harvey Mudd community during crucial emergency situations, such as severe environmental conditions, acts of violence on campus or other circumstances that call for immediate notification or action. Should Harvey Mudd College experience an emergency, the HMC webpage will display notification with details about the emergency. Additionally, there is a webpage titled “Emergency Website” that will display information about emergencies on campus. During an emergency notification, Mudd Alert messages will contain real-time updates, important information or other instructions. To receive a Mudd Alert message on a cell phone and/or a home phone, sign up using the Mudd Alert Registration Form: hmc.edu/emergency-preparedness/mudd-alert/.

To further its commitment to provide a safe campus for students, faculty and staff, Harvey Mudd College has partnered with LiveSafe (livesafemobile.com), a mobile technology service, to launch a mobile application that enables fast two-way communication with campus safety officials and friends. Individuals can share information about anything from suspicious activity, mental health concerns or sexual assault and violence through text, photo or video directly from their smart phones— anonymously, if they choose. Safety officials can monitor real-time information from a command dashboard and respond quickly to help prevent incidents before they occur. The Claremont Colleges participate in the LiveSafe system, increasing security on the consortium’s five adjacent undergraduate campuses.

The LiveSafe app allows Harvey Mudd students, faculty and staff to:

- Anonymously share information with safety officials (text or call). Officials will respond immediately and send help.
- Access counseling services and other campus resources.
- Request a campus escort to get to a destination safely.
- Use SafeWalk™ with friends to see them get to their destination via a map.

With the LiveSafe app, Harvey Mudd seeks to improve communication between students, faculty, staff and campus security, allow for faster emergency response in distress situations and enhance the overall safety of the campus by preventing crimes before they occur.

Additional safety information can be found in the College’s annual safety report for crime statistics and the Clery Report at www.cuc.claremont.edu/campussafety/reports.asp.
### Academic Calendar 2017–2018

hmc.edu/registrar/academic-calendar

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
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<tbody>
<tr>
<td><strong>HARVEY MUDD COLLEGE FIRST SEMESTER: FALL 2017</strong></td>
<td></td>
</tr>
<tr>
<td>Aug. 23, Wednesday</td>
<td>Residence halls open for new students; orientation begins</td>
</tr>
<tr>
<td>Aug. 27, Sunday</td>
<td>Residence halls open for returning students; first meal, brunch</td>
</tr>
<tr>
<td>Aug. 29, Tuesday</td>
<td>First day of fall semester classes; Convocation 11 a.m.</td>
</tr>
<tr>
<td>Sept. 4, Monday</td>
<td>Labor Day–most offices closed, classes in session</td>
</tr>
<tr>
<td>Sept. 11, Monday</td>
<td>Last day to add full semester and first half semester courses (by 5 p.m.)</td>
</tr>
<tr>
<td>Sept. 29, Friday</td>
<td>Last day to drop first half semester courses; last day to declare first half semester courses Pass/Fail (by 5 p.m.)</td>
</tr>
<tr>
<td>Oct. 13, Friday</td>
<td>Fall break begins after last class; first half semester courses end</td>
</tr>
<tr>
<td>Oct. 18, Wednesday</td>
<td>Fall break ends 8 a.m.; second half semester courses begin</td>
</tr>
<tr>
<td>Oct. 19, Thursday</td>
<td>Last day to drop full semester courses (by 5 p.m.)</td>
</tr>
<tr>
<td>Oct. 31, Tuesday</td>
<td>Last day to add second half semester courses (by 5 p.m.)</td>
</tr>
<tr>
<td>Nov. 14–17, Tuesday–Friday</td>
<td>Pre-registration for spring 2018</td>
</tr>
<tr>
<td>Nov. 17, Friday</td>
<td>Last day to withdraw full semester courses with a grade of “W.”</td>
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<tr>
<td></td>
<td>Last day to drop second half semester courses; last day to declare full semester course and second half semester courses Pass/Fail (by 5 p.m.)</td>
</tr>
<tr>
<td>Nov. 22, Wednesday</td>
<td>Thanksgiving recess begins after last class</td>
</tr>
<tr>
<td>Nov. 27, Monday</td>
<td>Thanksgiving recess ends 8 a.m.</td>
</tr>
<tr>
<td>Dec. 8, Friday</td>
<td>Last day of HMC, CMC and Pitzer classes (Pomona and Scripps classes end Dec. 7)</td>
</tr>
<tr>
<td>Dec. 11, Monday</td>
<td>Final examinations begin</td>
</tr>
<tr>
<td>Dec. 15, Friday</td>
<td>Final examinations end; last meal, lunch</td>
</tr>
<tr>
<td>Dec. 16, Saturday</td>
<td>Residence halls close 8 a.m.</td>
</tr>
<tr>
<td>Dec. 21, Thursday</td>
<td>Grades due to registrar by noon</td>
</tr>
<tr>
<td>Jan. 3, Wednesday</td>
<td>Fall grades viewable on the portal</td>
</tr>
<tr>
<td>Date</td>
<td>Event</td>
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<tr>
<td>Jan. 14, Sunday</td>
<td>Residence halls open 8 a.m. for all students</td>
</tr>
<tr>
<td>Jan. 15, Monday</td>
<td>Martin Luther King Day, offices closed; first meal, brunch</td>
</tr>
<tr>
<td>Jan. 16, Tuesday</td>
<td>First day of spring semester classes</td>
</tr>
<tr>
<td>Jan. 29, Monday</td>
<td>Last day to add full semester and first half semester courses (by 5 p.m.)</td>
</tr>
<tr>
<td>Feb. 16, Friday</td>
<td>Last day to drop first half semester courses; last day to declare first half semester courses Pass/Fail (by 5 p.m.)</td>
</tr>
<tr>
<td>March 2, Friday</td>
<td>First half semester courses end</td>
</tr>
<tr>
<td>March 5, Monday</td>
<td>Second half semester courses begin</td>
</tr>
<tr>
<td>March 8, Thursday</td>
<td>Last day to drop full semester courses (by 5 p.m.)</td>
</tr>
<tr>
<td>March 9, Friday</td>
<td>Spring break begins after last class</td>
</tr>
<tr>
<td>March 19, Monday</td>
<td>Spring break ends 8 a.m.</td>
</tr>
<tr>
<td>March 23, Monday</td>
<td>Last day to add second half semester courses (by 5 p.m.)</td>
</tr>
<tr>
<td>March 30, Monday</td>
<td>Césár Chavez Day—office closed, no classes</td>
</tr>
<tr>
<td>April 13, Friday</td>
<td>Last day to withdraw full semester courses with a grade of “W.” Last day to drop second half semester courses; Last day to declare full semester course and second half semester courses Pass/Fail (by 5 p.m.)</td>
</tr>
<tr>
<td>April 17–19, Tuesday–Thursday</td>
<td>Pre-registration for fall 2018</td>
</tr>
<tr>
<td>April 27, Friday</td>
<td>Last day of HMC classes (CMC, Pomona, Pitzer and Scripps classes end May 3)</td>
</tr>
<tr>
<td>April 30–May 2, Monday–Wednesday</td>
<td>Presentation Days and Projects Day; no HMC classes</td>
</tr>
<tr>
<td>May 3–4, Thursday–Friday</td>
<td>Final exams for seniors; reading days for other students</td>
</tr>
<tr>
<td>May 7, Monday</td>
<td>Senior grades due to registrar by 9 a.m.</td>
</tr>
<tr>
<td>May 7–11, Monday–Friday</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 13, Sunday</td>
<td>Commencement at 1:30 p.m.; last meal—brunch</td>
</tr>
<tr>
<td>May 14, Monday</td>
<td>Residence halls close 8 a.m.</td>
</tr>
<tr>
<td>May 17, Thursday</td>
<td>All other grades due to registrar by noon</td>
</tr>
<tr>
<td>May 22, Tuesday</td>
<td>Spring grades viewable on the portal</td>
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</tbody>
</table>