

**Start here.
We are here to help.**



Student Affairs

Academic Calendar 2017–2018

FALL 2017

Aug. 23	Wed	Residence halls open for new students; Orientation begins
Aug. 27	Sun	Residence halls open for returning students; first meal, brunch
Aug. 29	Tues	First day of fall semester classes; Convocation 11 a.m.
Sept. 4	Mon	Labor Day—most offices closed, classes in session
Sept. 11	Mon	Last day to add full semester and first half semester courses (by 5 p.m.)
Sept. 29	Fri	Last day to drop first half semester courses; last day to declare first half semester courses Pass/Fail (by 5 p.m.)
Oct. 13	Fri	Fall break begins after last class; first half semester courses end
Oct. 18	Wed	Fall break ends at 8 a.m.; second half semester courses begin
Oct. 19	Thurs	Last day to drop full semester courses (by 5 p.m.)
Oct. 31	Tues	Last day to add second half semester courses (by 5 p.m.)
Nov. 14–17	Tues–Fri	Pre-registration for spring 2018
Nov. 17	Fri	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.)
Nov. 22	Wed	Thanksgiving recess begins after last class
Nov. 27	Mon	Thanksgiving recess ends 8 a.m.
Dec. 8	Fri	Last day of HMC, CMC and Pitzer classes (Pomona and Scripps classes end Dec. 7)
Dec. 11	Mon	Final examinations begin
Dec. 15	Fri	Final examinations end; last meal, lunch
Dec. 16	Sat	Residence halls close 8 a.m.
Dec. 21	Thurs	Grades due to registrar by noon
Jan. 3	Wed	Fall grades viewable on the portal

SPRING 2018

Jan. 14	Sun	Residence halls open at 8 a.m. for all students
Jan. 15	Mon	Martin Luther King Jr. Day, most offices closed; first meal, brunch
Jan. 16	Tues	First day of spring semester classes
Jan. 29	Mon	Last day to add full semester and first half semester courses (by 5 p.m.)
Feb. 16	Fri	Last day to drop first half semester courses; last day to declare first half semester courses Pass/Fail (by 5 p.m.)
Mar. 2	Fri	First half semester courses end
Mar. 5	Mon	Second half semester courses begin
Mar. 8	Thurs	Last day to drop full semester courses (by 5 p.m.)
Mar. 9	Fri	Spring break begins after last class
Mar. 19	Mon	Spring break ends 8 a.m.
Mar. 23	Mon	Last day to add second half semester courses (by 5 p.m.)
Mar. 30	Fri	César Chávez Day, offices closed; no classes
April 13	Fri	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.)
April 17–19	Tues–Thurs	Pre-registration for fall 2018
April 27	Fri	Last day of HMC classes
April 30–		(CMC, Pomona, Pitzer and Scripps classes end May 3)
May 2	Mon–Wed	Presentations (Presentation Days, April 30 & May 2); Clinic (May 1); no HMC classes
May 3–4	Thurs–Fri	Final exams for seniors; reading days for other students
May 7	Mon	Senior grades due to registrar (by 9 a.m.)
May 7–11	Mon–Fri	Final examinations
May 13	Sun	Commencement at 1:30 p.m.; last meal, brunch
May 14	Mon	Residence halls close 8 a.m.
May 17	Thurs	All other grades due to registrar by noon
May 22	Wed	Spring grades viewable on the portal

TABLE OF CONTENTS

DSA: WE'RE HERE FOR YOU 4

Meet the Division of Student Affairs Staff.....	4
What is DSA?	5
DSA Offices.....	5
Office of Campus Life.....	6
Office of Career Services.....	7
Office of Community Engagement	8
Office of Health and Wellness	9
Office of Institutional Diversity.....	10
Office of Residential Life	11

WELNESS SUPPORT 12

Who can I talk to if I am having an issue?.....	12
Who can I talk to if I am having a mental health emergency?.....	12
Mental Health Resources.....	13
Title IX and Sexual Misconduct Resources	13
What is the Care Team?.....	13

RESOURCES..... 14

What mentoring programs are available to me?	14
What HMC student clubs and organizations are available?	14
What 7C resources are at my disposal?	15
Funding available to students	18
Transportation	19

SAFETY 20

ACADEMIC SUPPORT 21

I am a student with a disability. How do I receive accommodations?	21
Who is the associate dean for academic affairs, and what does she do?	21
I am struggling with academics due to an emergency or incident. What should I do?	21
What do I do when I get sick?	21

REPORTING 22

Honor Code	22
Title IX and Sexual Misconduct.....	23
What is the Clery Act?	23

DSA: WE'RE HERE FOR YOU

Meet the Division of Student Affairs Staff



Jon Jacobsen
Vice President for Student
Affairs/Dean of Students
909.621.8125
jacobsen@hmc.edu



Leslie Hughes
Assistant Vice President
for Student Affairs
909.621.8301
lhughes@hmc.edu



Michael Edwards
Assistant Dean for
Residential Life
909.621.8794
michael_edwards@hmc.edu



Chris Sundberg
Associate Dean for
Campus Life
909.621.8757; 607.1479
csundberg@hmc.edu



Eveth Gonzalez
Assistant Dean for
Campus Life
909.607.1479
evgonzalez@hmc.edu



Evelyn Real
Administrative Coordinator for
Student and Academic Affairs
909.607.7916
ereal@hmc.edu



Michelle Harrison
Assistant Dean for
Health and Wellness
909.621.8013
michelle_harrison@hmc.edu



Gabriela Gamiz
Director of Community
Engagement
909.607.4575
gabriela_gamiz@hmc.edu



Danny Ledezma
Associate Director of
Community Engagement/
Homework Hotline Coordinator
909.607.4015
dledezma@hmc.edu



Zack Ritter
Assistant Dean for
Institutional Diversity
909.607.3470
zritter@hmc.edu



Kim Nykanen
Executive Assistant to
the VP for Student Affairs/
Dean of Students
909.607.7916
kim_nykanen@hmc.edu



Judy Fisher
Director of
Career Services
909.607.2972
judy_fisher@hmc.edu



Paul Hardister
Associate Director of
Career Services
909.607.7826
phardister@hmc.edu



Elizabeth Saezler
Program/Employer Relations
Coordinator
Career Services
909.621.8091
elizabeth_saezler@hmc.edu



Jason Jeffrey
Career Advisor/
Employment Developer
909.607.0366
jjeffrey@hmc.edu

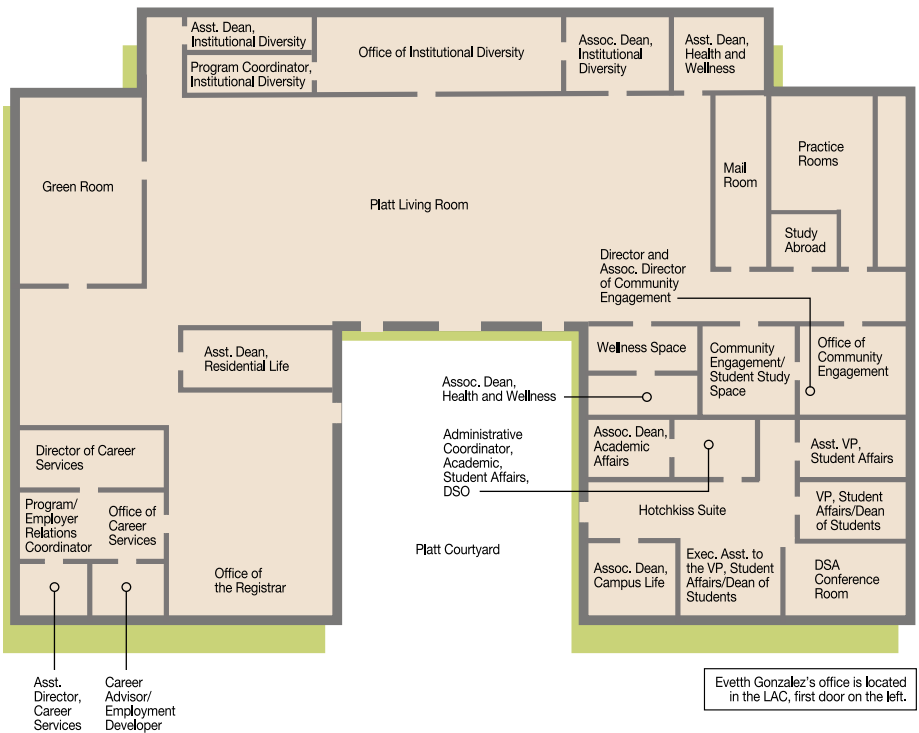
DSA: WE'RE HERE FOR YOU

What is DSA?

The Division of Student Affairs (DSA) is responsible for New Student Orientation, Commencement and many programs and services in between! We believe the Harvey Mudd College mission statement enjoins us to educate ethical leaders who are committed to the well-being of society.

The DSA staff is responsible for a broad range of student services and support outside of your classroom experience. You will get to know DSA staff through your residential life experience, social justice education programs, student wellness support, leadership training, campus activities, and volunteering and community service. Along with close collaboration with other student services of The Claremont Colleges, we also oversee the College's recreation and fitness facilities, Summer Institute, career services, personal counseling referrals, student support, academic support and programs like the Sophomore Retreat.

DSA Offices in Platt Campus Center



Map not to scale.



OFFICE OF CAMPUS LIFE

The Office of Campus Life (OCL) envisions a campus experience that nurtures and develops the whole person. OCL seeks to fulfill this aim by enhancing students' co-curricular experience through their development, exposure and participation in programs and activities. OCL staff strive to improve student cooperation and leadership while preparing students to be responsible advocates and citizens.

What services and programs does OCL offer?

OCL hosts a full range of activities, including social engagement events, parties, student leadership opportunities, recreation and athletics. OCL is responsible for the management and operations of the Linde Activities Center (LAC). The deans in OCL also advise and support HMC student government, clubs and organizations.

How can I get connected to OCL?

The OCL schedule of events is located at hmc.edu/student-life/student-activities-events/. Additionally, you can drop by to chat with an OCL dean in either Dean Evetth's office in the LAC (first door on the left) or Dean Chris' office in Platt Campus Center (first office on the right side of Platt Courtyard).



OFFICE OF CAREER SERVICES

The Office of Career Services (OCS) is dedicated to helping students develop, explore and secure their post-graduate goals. Through an array of resources, services and programs, OCS educates students about various career options, facilitates interactions between students and employers, and prepares students to obtain career-related opportunities, including internships, jobs, graduate school and research positions as well as gap-year opportunities.

What services and programs does OCS offer?

The services offered by OCS include helping students make decisions about majors, learning how to write a resume or cover letter, finding summer research and/or internships and jobs; preparing for a job interview, writing a personal statement and much more. All program opportunities, including special first-year programs, internship information, interview preparation and summer research information, can be found at hmc.edu/career-services/students/.

Where is the OCS located, and how do I see a counselor?

OCS is located on the west side of Platt Campus Center behind the Registrar's Office. Students may schedule an appointment with one of the three counselors using the Handshake system or by stopping by OCS during drop-in hours (check the website for times). Students can also call 909.621.8091 or email career_services@hmc.edu.



OFFICE OF COMMUNITY ENGAGEMENT

The Office of Community Engagement (OCE) works collectively with our campus and the broader community to educate and empower one another to make meaningful contributions to society. This is achieved by facilitating dialogue, sharing expertise and building capacity.

What services and programs does OCE offer?

From tutoring elementary school children to working with senior citizens and everything in between, OCE can help you find exciting opportunities that allow you to develop skills and find your passion. If you have project ideas, OCE can assist you with making your vision a reality. And through our training opportunities, you can learn more about ethical and effective community and civic engagement.

How can I get connected to OCE?

Ready to get involved? Interested in learning more? We encourage you to visit OCE anytime (Platt Campus Center, east, across from the music rooms). Send an email (dladezma@hmc.edu, ggamiz@hmc.edu) or find information and resources online at hmc.edu/community-engagement.



OFFICE OF HEALTH AND WELLNESS

The Office of Health and Wellness (OHW) promotes balanced lifestyles and student success through the eight dimensions of wellness, which include: emotional, occupational, social, intellectual, spiritual, physical, multicultural and environmental. The mission of OHW is to support and co-educate students as they strive to find and maintain their work-life balance and to provide them with the resources needed to thrive as healthy ethical leaders serving society.

What services and programs does OHW Offer?

OHW conducts programming and services that aim to raise awareness about wellness, work-life balance and overall health. The OHW deans provide support and advocacy to students in need, case management and help connecting with a mental health provider. *Please note that OHW deans are not therapists and are not completely confidential resources.* For more information about the programs and services that OHW provides, visit hmc.edu/student-life/health-wellness.

How can I get in touch with someone in OHW?

You can email wellness@g.hmc.edu or stop by OHW offices located in the Platt Campus Center on the north side of the Platt Living Room. Also, you may make an appointment directly on Dean Michelle's calendar at <https://tinyurl.com/deanmichelleapt>.



OFFICE OF INSTITUTIONAL DIVERSITY

The Office of Institutional Diversity (OID) serves as the hub of campus diversity and social justice education and as an additional resource for students, faculty and staff. OID aims to offer students, faculty and staff the skills, training and space for dialogue to serve as allies to one another on the path to a socially just and equitable society. OID ultimately wants to empower the campus community to take action on the issues that matter to them, guided by a social justice framework.

What services and programs does OID offer?

The OID programming model includes speakers, educational series, events, trainings and community-specific projects. OID offers weekly learning opportunities, projects geared toward first-generation and/or low-income students and international students, a peer-to-peer social justice education program as well as a multi-week, intercultural competence and communication seminar series.

How can I get connected to OID?

Stop by and chat with an OID staff member by coming to Platt Campus Center (north side of living room). Additionally, resources and more information about the programs and services offered by OID can be found at hmc.edu/diversity.



OFFICE OF RESIDENTIAL LIFE

Harvey Mudd College is a residential campus where students learn together inside and outside of the classroom. Ninety-nine percent of students live on campus all four years, creating an energetic, supportive community. The Office of Residential Life (ORL), along with proctors and mentors, works to foster a diverse and collaborative residential environment where community members share in intellectual exchange, broaden their personal understanding of themselves, and contribute responsibly to the development of their community.

What services and programs does ORL offer?

ORL offers a variety of programs and social experiences designed to educate ethical leaders committed to the well-being of society. For this reason, all proctor and mentor programs have, at their core, ethics, care and/or leadership. Proctors and mentors also offer community-building activities designed to provide enjoyable social interactions among dorm residents. Proctors are trained to provide mediation services for the purpose of conflict resolution and also provide a wide variety of interpersonal support. Proctors serve as the first point of contact for students who are struggling or need to be connected to resources.

How can I get connected to ORL?

Stop by Platt Campus Center to chat with Dean Mike or Dean Leslie if you have any questions or concerns related to your housing. Proctors are available 24/7 to respond to emergencies and can be reached at 909.717.7183. More information about residential life can be found at hmc.edu/student-life/residential-life.

WELLNESS SUPPORT

Harvey Mudd has many options to help support you. Resources are listed below, and you are encouraged to seek care from whomever you feel most comfortable working with.

Who can I talk to if I am having an issue?

Proctors – Proctors are trained in crisis intervention, CPR, first aid, student support, conflict mediation, diversity and multiculturalism, event programming, fire safety and disaster preparedness. Proctors are on-call 24/7 to respond to emergency situations and support students.

Mentors – Under the supervision of their proctor/s and the professional residential life staff, mentors strive to develop a sense of community and serve as peer advisors for first years and sophomores.

PALs – The HMC Peer Academic Liaison (PAL) program offers peer-to-peer support regarding academic life and helps connect students with academic resources at HMC and beyond. Your PAL can help connect you to academic resources early and ease your fears regarding academic struggles or failures.

DSA Staff – All of the DSA staff (pictured on page 4) are available to help support you at Mudd. They are a great place to start if you have a question, if you are struggling, if you need help or if you are not sure how to navigate something. They want to see you succeed and are here to support you. More information about the role of the associate dean for academic affairs can be found in the “Academic Support” section beginning on page 21.

Associate Dean for Academic Affairs (ADAA) – While the ADAA, Dean Bassman, is not part of the DSA staff, she works very closely with the DSA team to support students. She regularly meets with students to support their academic success and serves as the primary faculty contact when students might need extensions or adjustments to their academic plans. See the Academic Support section on page 21.

Dean on Call – Students can always reach an on-call dean 24 hours a day by calling Campus Safety (909.607.2000) and having the on-call dean paged.

Who can I talk to if I am having a mental health emergency?

A therapist is available to you by phone 24 hours a day, 365 days a year. If you are experiencing a mental health emergency, please call 909.621.8202 and ask to speak to the on-call therapist. After business hours, dial “1” to be connected.

During business hours, stop by the DSA Office or call (909.621.8125). We are here to help!

After business hours/weekends, proctors are on-call 24/7 and can connect you with additional resources if needed. To reach a proctor at any time, call 909.717.7183.

WELLNESS SUPPORT

Mental Health Resources

Monsour Counseling and Psychological Services (MCAPS) – MCAPS is committed to promoting psychological wellness for all students served by The Claremont Colleges. Services include brief individual counseling (goal of eight sessions), psychiatric medication management, screening for anxiety and depression, support for students with learning disabilities, groups and workshops, consultation and referrals to community clinicians, and crisis intervention. 909.621.8202; www.cuc.claremont.edu/monsour.

Office of the Chaplains– The chaplains are dedicated to providing programs aimed at improving the spiritual, ethical and social aspects of life at The Claremont Colleges. Chaplains can provide pastoral and spiritual counseling to students. 909.621.8685; www.cuc.claremont.edu/chaplains.

Title IX and Sexual Misconduct Resources

HMC Office of Title IX– Harvey Mudd’s Office of Title IX is committed to equity and dedicated to providing information, resources and assistance to address, resolve and prevent all forms of sexual harassment, sexual misconduct, intimate partner violence and stalking. For more information, contact Deborah Kahn, HMC Title IX coordinator, dkahn@hmc.edu; 909.607.3148. Her office is located on the west side of the first floor of Sprague.

HMC’s policy on sexual misconduct is available at hmc.edu/student-life/title-ix-sexual-misconduct.

The Mudd Advocates– The Harvey Mudd Advocates for Survivors of Sexual Assault is a peer-led support group that aims to support, advocate and provide resources and referrals to interventions for survivors of sexual assault on Harvey Mudd’s campus as well as within the 5C community. Send an email to advocates@g.hmc.edu to receive one-on-one support. More information about the Mudd Advocates can be found at muddadvocates.wordpress.com

The EmPOWER Center– As the violence prevention and advocacy center of The Claremont Colleges, EmPOWER Center works collaboratively to provide holistic, confidential support to all students impacted in any way by sexual violence, dating/ domestic violence or stalking. The EmPOWER Center is located on Dartmouth Ave. between 10th St. and 11th St. 909.607.0690; 7csupportandprevention.com.

What is the Care Team?

The Care Team consists of the associate dean for academic affairs, the vice president for student affairs/dean of students, the assistant vice president for student affairs, the associate dean for health and wellness, the assistant dean for health and wellness, and a representative from MCAPS. The team exists as a resource to the HMC community to promote and maintain student health and wellbeing by identifying and assisting struggling students. The Care Team strives to help students become more connected to resources, some of which may include mental health care, safety intervention and academic support. If you are concerned about a student, we encourage you to notify the HMC Care Team by making a referral via the Mudders Care for Mudders at hmc.edu/student-life/home/mudders-care-for-mudders.

RESOURCES

What mentoring programs are available to me?

The Office of Institutional Diversity (OID) offers three mentoring programs. The Project Decode First-Year Guides program is designed to match first-year, low-income and/or first-generation students with supportive, trained upperclass first-gen/low-income guides. The Project 196+ Global Guides Group is designed to match first-year international students with supportive, trained upperclass international guides. Mudders Mentoring Mudders matches sophomores with staff, faculty and alumni mentors in a supportive relationship designed to last through the student's senior year. For more information about connecting with a mentoring program, stop by the OID center in Platt Campus Center.

What HMC student clubs and organizations are available?

HMC is home to nearly 60 clubs and organizations that provide a robust and supportive community to Mudders. Students seeking interactions that are athletic, religious, literary, artistic, social, political or simply frivolous in nature are likely to find a group that matches their interest. Many students find that the number of co-curricular activities that interests them far exceeds their spare time. Most student groups are always looking for new members.

ASHMC

ASHMC stands for Associated Students of Harvey Mudd College. Every dues-paying student at Harvey Mudd College is a member of ASHMC, able to take advantage of all ASHMC-sponsored extracurricular and social events as well as participate in many facets of student governance. ASHMC oversees many chartered clubs and organizations, which can be found at hmc.edu/student-life/about-ashmc/ashmc-chartered-clubs.

OID Supported Clubs and Organizations

API-SPAM

(Asian Pacific Islander Sponsor Program at Mudd) is a peer mentoring program for incoming HMC first years. API-SPAM seeks to provide a solid and diverse foundation of social, political and emotional support for first-year and transfer students, especially those who identify as API.

BLAM

Black Lives at Mudd is a community and celebration for those of African descent and a space for education and ally building.

EPAIC

Exploring Pan-Asian Identity and Culture is an HMC club dedicated to spreading awareness about Pan-Asian challenges.

PRISM

People Respecting Identities and Sexualities at Mudd is HMC's queer-straight alliance. PRISM meetings provide a comfortable gathering place for lesbian, gay, bisexual, transgender, gender non-conforming, queer, questioning and straight students, faculty and staff to meet and discuss the LGBT experience here.

RESOURCES

SACNAS

Society for the Advancement of Chicanos and Native Americans in STEM is a society of scientists dedicated to advancing Hispanics/Chicanos and Native Americans in science and is the nation's leading organization working against gen inequity and underrepresentation across the sciences.

SPLS

Society of Professional Latinos in STEMS empowers Latinos at Harvey Mudd College and promotes the formation of a strong community.

THEY/THEM

THEY/THEM is an acronym that stands for "Trans Home for Everyone (and You!) That Helps Every Mudder." THEY/THEM is a club oriented toward trans, non-binary, agender, genderqueer, gender non-conforming, otherwise gender diverse and gender questioning students. THEY/THEM works to provide space for community building, to connect students to resources and to advocate on behalf of all Mudders without cis privilege.

What 7C resources are at my disposal?

Asian American Resource Center, Smith Campus Center

170 E. Sixth Street, 909.621.8639

pomona.edu/administration/asian-american-resource-center/index.aspx

Pomona College's Asian American Resource Center provides programs and services for Pomona's Asian American students and their guests. Established in 1991, the center offers various forms of assistance for students. It also organizes and sponsors cultural and educational programs.

Office of Black Student Affairs (OBSA)

139 E. Seventh Street, 909.607.3669

<https://www.cuc.claremont.edu/obsa/>

The Office of Black Student Affairs addresses the educational needs of students of African descent. The office, through its cultural programs and academic services, seeks to create a supportive environment for students that will help them attain their undergraduate and graduate degrees. OBSA also hopes to help students develop emotional autonomy, coping skills, feelings of self-worth and independence, a positive ethnic identity, mature relationships with peers, appropriate educational plans, mature career paths and a responsible lifestyle. OBSA is committed to diversity. All of its programs and services are open to all students of The Claremont Colleges. It sponsors numerous activities, which include the New Students Retreat, Black History Month programs, leadership training, cross cultural programs, speaker series, poetry readings and other programs to enhance students' interpersonal skills.

RESOURCES

Campus Safety, Pendleton Building

150 E. Eighth Street, 909.621.8170; Emergency 909.607.2000

<https://www.cuc.claremont.edu/campus-safety/>

Campus Safety is responsible for maintaining security and safety for The Claremont Colleges community and for continually educating the community on safety awareness. Campus Safety also offers its services to all 5-College events. Other responsibilities include patrolling, traffic enforcement and vehicle registration. Sergeant Eric Chapman is the College's liaison officer. He can be reached at eric_chapman@cuc.claremont.edu.

Office of the Chaplains, McAlister Center

919 N. Columbia, 909.621.8685

<https://www.cuc.claremont.edu/chaplains/>

The Claremont Colleges community is served by an interfaith chaplaincy. Jewish, Catholic, Interdenominational, Muslim, Hindu, Buddhist, Latter-Day Saints, Christian Science, Zen Meditation and other on-campus religious and spiritual groups meet at McAlister Center for worship services and programs overseen by the chaplains. There is a full schedule of weekday and Sabbath worship, as well as study and social programs sponsored by student organizations. The center also provides a 24-hour meditation chapel, lounge and library. Counseling and referral services are available through appointment.

Chicano Latino Student Affairs Center (CLSA), Tranquada Center

757 N. College Way, 909.621.8044

<https://www.cuc.claremont.edu/clsa/>

The CLSA serves as the center for Chicano academic and social activities for The Claremont Colleges and offers academic and personal services such as counseling, advising, career planning, freshman orientation and cultural activities. The CLSA is a 5-College organization providing interested students with the opportunity to familiarize themselves with the depth and breadth of Chicano/Latino culture. CLSA specifically strives to encourage enrollment of Chicano students, provide support services and promote unity, pride and diversity within The Claremont Colleges community.

Student Disability Resource Center (SDRC), Tranquada Center

757 N. College Way, 909.607.7419

<https://www.cuc.claremont.edu/sdrc/>

The Student Disability Resource Center is the centralized resource center for support for students with disabilities across the 7C campus communities. The SDRC works closely with the disability coordinators on each campus 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 7C programs and activities.

RESOURCES

EmPOWER Center: 7C Sexual Assault Resource Center

1030 Dartmouth Ave, 909.607.0690

7csexualmisconductresources.claremont.edu

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 provides free, confidential advocacy, counseling and support to 7C students impacted by serial violence, dating/domestic violence and stalking. The center works collaboratively with students, staff, faculty and community partners to build awareness and sensitivity and provide educational programs to the 7C community around healthy relationships, sexual violence, dating/domestic violence and stalking. The EmPOWER Center welcomes all gender identities and expressions, serial orientations, ages, abilities, ethnic and racial identities, religious affiliations, cultural identities and immigration statuses. It is an open and affirming space for all.

Student Health Services (SHS), Tranquada Center

757 N. College Way, 909.621.8222

<https://www.cuc.claremont.edu/student-health-services/>

SHS is the primary outpatient care center for The Claremont Colleges community. It is open during the academic year, Monday through Friday from 8 a.m. to 5 p.m. Telephone lines open at 8 a.m. Scheduled appointments are free for students. There is a \$15 charge for non-scheduled appointments. Students are responsible for minimal charges related to prescriptions, lab work and supplies but do not have to pay at the time of service. Some of the services provided at SHS include stitches, immunizations, physical exams, STI tests and treatment, confidential HIV testing and counseling, pregnancy tests, birth control options and allergy injections. All students must have a health history and entrance physical examination on file to use the services at SHS. All information held at Student Health Services is confidential. Visit cuc.claremont.edu/shs/.

Health Education Outreach (HEO) Tranquada Center

757 N. College Way, 909.607.3602

<https://www.cuc.claremont.edu/health-education-outreach/>

HEO is open Monday through Friday from 10 a.m. to 5 p.m., except for Wednesdays (10 a.m. to 7:30 p.m.). HEO provides leadership in health education programming and serves as a resource for information on health and wellness. Services offered by HEO include CPR and first aid courses for physical education credit; free and anonymous on-campus HIV testing during the semester; health books, periodicals, pamphlets and videos; referrals to local and national information and help lines; and free condoms. A vending machine that sells the emergency contraceptive Plan B is available on the second floor of Pomona College's Walker Hall Lounge in the Wellness Room.

International Place (I-Place), Heggblade Student Center

400 E. Ninth Street, 909.607.4571

iplace.claremont.edu

International Place is a 5-College student center comprising a network of students, faculty, staff and community people. I-Place is located on the CMC campus with a lounge that is open weekdays from 9 a.m. to 5 p.m. Students are encouraged to drop by any time for conversation or company.

RESOURCES

Monsour Counseling and Psychological Services, Tranquada Center

757 N. College Way, 909.621.8202

<https://www.cuc.claremont.edu/mcaps/meet-mcaps-staff/>

The center is open from 8 a.m. to 5 p.m., Monday through Friday, during the academic year. The staff, made up of four psychologists, six therapists and three postdoctoral therapists, two psychiatrists, provides therapeutic and preventive education services for problems relating to or caused by depression, anxiety and stress, interpersonal relationships, sexuality, lack of motivation, procrastination, eating disorders, drugs or alcohol, cultural or racial issues and learning disabilities. Services include short-term individual therapy, couples therapy, stress management, theme-focused therapy groups, short-term structured groups and consultation services for those concerned about the emotional well-being of a friend. Counseling Center staff also conduct workshops and presentations on a variety of topics. There are no service costs or fees.

Queer Resource Center (QRC), Walton Commons

395 E. Sixth Street, 909.607.1817

pomona.edu/administration/qrc

The QRC provides outreach and resources to gay, lesbian, bisexual, transgender, queer and questioning students of The Claremont Colleges. It has a library of books and information regarding resources in the L.A. area and beyond. Its services include bringing guest speakers to campus, showing films and organizing events concerning gay, lesbian, transgender and bisexual issues. The QRC is staffed daily, especially in the evenings. Everyone is welcome.

Funding available to students

Wellness Fund– Students can be reimbursed up to \$250 per academic year to assist with copays, transportation, medication, testing and other mental health related services. Reimbursements are processed by Kim Nykanen in the DSA Office. Wellness Fund requests can be approved by any DSA dean.

Food for the Soul Fund– The Food for the Soul Fund is designed to build community outside of the classroom between students of color and staff or faculty of color. Students can invite a staff or faculty member out to lunch or dinner to connect and build relationships. To access the fund, contact OID in advance for approval and funds.

Community Engagement– A number of funded programs for service, internships and fellowships are offered through the Office of Community Engagement. For information about funded opportunities, visit hmc.edu/community-engagement/community-engagement-for-students/funded-opportunities-for-community-engagement.

Leonard Fund

Mr. and Mrs. Mark G. Leonard P93 established this fund to support small-scale student-faculty interaction in a mealtime setting. Students wishing to utilize the fund can find more information at hmc.edu/dean-of-faculty/academic-affairs/faculty.

RESOURCES

Transportation

Become an approved driver– If you would like to get approved to borrow and drive a College vehicle, you'll need to bring a valid driver's license to Evelyn Real or Kim Nykanen in the DSA office. You will be instructed to fill out a background check authorization form, and DSA will keep a copy of your driver's license on file.

Reserve a College vehicle– Students may reserve College vehicles (48 hours in advance) by going to the Facilities and Maintenance page on the HMC website. Students wishing to borrow a College vehicle will be asked to provide a budget code for the club, organization, office or department they are using the vehicle for. Students can also borrow College vehicles for health-related needs but not for general personal needs.

Vehicle reservation instructions– Select Room Request-EMS and login with your HMC credentials. Next, hover over Submit a Request and then select HMC/DSA Vehicles. Fill out the When and Where box on the left side of the page. Once you select Find Space, you can select the DSA van or other vehicles available through Facilities and Maintenance (F&M). If you reserve the DSA van, come to the DSA office the day of your trip to receive the van binder, key and instructions. If you reserve an F&M vehicle, come to the F&M office (located in the Platt basement) to receive the vehicle binder, key and instructions.

Please note that if a vehicle reservation begins after 5 p.m., you must pick up the vehicle binder before offices close at 5 p.m. If your reservation extends over the weekend, you will be contacted with instructions.

Other local transportation options

Ridesharing services: One of the fantastic ways the Mudd community supports each other is through willing students who will let you borrow their car or give you a ride. In addition to your awesome Mudd friends, Uber and Lyft are available in the Claremont area.

Cab services: Students can book a Super Shuttle (supershuttle.com/) or a cab (claremonttaxicabs.com).

Metrolink: Metrolink is a commuter rail system that connects Los Angeles to its nearby suburbs. Mudders can access the Metrolink at the Claremont station (200 W. 1st Street in the Claremont Village) to visit the surrounding area and to get to LAX via the FlyAway shuttle bus. Ticket vending machines are located on the platform just east of the depot building.

Zipcars: Students can also sign up for a discounted Zipcar membership (zipcar.com). Zipcar is a car-sharing company that allows drivers, who pay a yearly fee, to rent from their fleet of vehicles. At the Claremont Colleges, Zipcar allows Mudders to sign up for an annual fee of \$15. Once they verify your driving record and you pay the annual fee, you can reserve cars for \$7.50+ an hour or \$77 a day. A membership application and map of zipcars located at The Claremont Colleges are available at www.zipcar.com.

SAFETY

Campus Safety– The Campus Safety staff patrols the campuses, responds to emergencies, reports and refers suspicious circumstances, maintains crime records and promotes crime prevention. If you have an emergency and you are on campus, call 911 or dial Campus Safety, 909.607.2000.

LiveSafe– LiveSafe is a smartphone app that helps members of The Claremont Colleges find resources and information as well as communicate suspicious or hazardous activities to Campus Safety.

- Download the free LiveSafe app from the App Store or Google Play.
- Once you have downloaded, select Harvey Mudd College.
- Fill out all fields under the user profile, and add emergency contacts.
- Allow “Push Notifications” to be enabled in your settings. Campus Safety will also send alerts through SMS and email. Turn location services on. Police rely on GPS data to better serve and protect you. When you report an incident or make a call, police will know exactly where you are so they can respond quickly and accordingly.

Mudd Alert– The Harvey Mudd College mass notification system, Mudd Alert, provides rapid emergency notification to the Harvey Mudd community during crucial emergency situations, such as severe environmental conditions, earthquakes, acts of unexpected violence on campus or other circumstances that call for immediate notification or action. During an emergency, 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 by, sign up using the Mudd Alert registration form located at hmc.edu/emergency-preparedness/mudd-alert.

On-call Proctors & DSA Staff– Proctors are on call 24/7 and handle emergency situations, student conflicts and peer counseling and advising. Proctors can be reached via the proctor on-call number at 909.717.7183. Professional live-in DSA staff are also on call 24/7 to assist proctors with emergencies. On-call DSA staff can be reached through the proctor on call or Campus Safety.

ACADEMIC SUPPORT

I am a student with a disability. How do I receive accommodations?

Harvey Mudd College is committed to providing equal learning and working opportunities for students with disabilities. The 5C Office of Disability Resources is committed to offering support to all students as they engage in the rigorous, fast-paced curriculum. Partnering with the 5C Student Disability Resource Center (SDRC), and with the collaboration and support of the campus community, the Office of Disability Resources facilitates full access to courses, facilities, programs and services through reasonable accommodations, consultation and technical assistance.

Routinely Offered Services

- extended time on exams
- distraction-reduced testing environment
- assistive technology
- note takers
- printed material in alternate format
- recording during lectures
- housing accommodations

Contact the Office of Disability Resources (ability@hmc.edu) or visit hmc.edu/student-life/disability-resources/ for more information about accommodations.

Who is the associate dean for academic affairs, and what does she do?

Lori Bassman is the associate dean for academic affairs (ADAA), and her office is located in the Platt Campus Center (the first office on the left in the Hotchkiss suite). The ADAA is a resource for students in need of guidance and academic support. Dean Bassman meets one on one with students, monitors academic workload and progress (especially for the College Core), coordinates the First-Year Advising Program and reviews and approves student overloads and incompletes. The ADAA has the discretion to connect students with tutors if they are falling behind academically. To schedule an appointment with Dean Bassman, visit her calendar at calendly.com/bassman.

I am struggling with academics due to an emergency or incident. What should I do?

Students in need of temporary support or extensions should contact the ADAA to explain their situation and describe what academic adjustments they need. The ADAA will meet with students to help them formulate an academic plan and will contact professors on behalf of the student without disclosing personal details about their situation.

What do I do when I get sick?

Students should visit Student Health Services (SHS) at the Tranquada Center when they are sick (see page 17) to receive basic healthcare treatment. Scheduled appointments made in advance are free; walk-in appointments are \$15. Some professors ask for a note from a healthcare provider or from the ADAA when students miss class. If a student is unable to attend class for an extended period of time due to illness or injury, they should communicate with the ADAA as soon as possible to formulate an academic plan and to make arrangements with their professors.

REPORTING

Honor Code

“All members of ASHMC are responsible for maintaining their integrity and the integrity of the College community in all academic matters and in all affairs concerning the community.” –ASHMC Constitution

Every HMC dues-paying student is a member of Associated Students of Harvey Mudd College (ASHMC). ASHMC members are bound by the Harvey Mudd College Honor Code and are expected to maintain proper conduct at all times in both academic and extracurricular activities. All College policies are detailed in the Student Handbook, which is distributed annually and can be found at hmc.edu/student-life/student-handbook.

Standards of Conduct

Harvey Mudd College is an inclusive community of faculty, staff and students. Students entering the community are assumed to have an earnest purpose. Diligent pursuit of this purpose is enhanced by standards of conduct agreed upon by the community. These standards are:

1. Thoughtful respect for the rights of others;
2. Honesty and integrity in both academic and personal matters;
3. Responsible behavior both on and off campus;
4. Appropriate use of campus buildings and equipment, and;
5. Compliance with College regulations and policies.

Reporting Violations of the Honor Code

1. Any member of ASHMC who commits an Honor Code violation shall self-report to one of the student conduct chairs. By doing so, they agree that they have committed the act for which they are self-reporting and that the act is a violation of the Honor Code.
2. Any member of the Harvey Mudd community who observes an Honor Code violation shall report the violation to one of the student conduct chairs stating the offense and the names of all parties involved.
3. If a student conduct chair is advised that a person (or group of people) has committed a violation and there is no complainant, that chair shall encourage the reporting party to either act as a complainant or to tell the involved person(s) to self-report. It is not the responsibility of the student conduct chairs or the Honor Board to elicit self-reports from members of the student body.

REPORTING

Title IX and Sexual Misconduct

Harvey Mudd College strives to maintain an environment for students, faculty and staff that is free of sex discrimination, sexual harassment and sexual violence. All members of the College community should be aware that the College is prepared to take prompt remedial action to prevent and address such behavior and remedy its effects.

To access Harvey Mudd's Sexual Misconduct and Complaint Resolution Policy, Support Guide and resources information, visit hmc.edu/student-life/title-ix-sexual-misconduct.

If you have questions or would like to talk to someone, please contact Title IX Coordinator Deborah Kahn at dkahn@hmc.edu or 909.607.3148.

What is the Clery Act?

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act) requires institutions of higher education to provide information on campus crime statistics and their security policies. The Clery Act is intended to encourage the reporting and collection of accurate campus crime data in order to promote awareness and enhance campus safety. Harvey Mudd College's Annual Fire Safety and Security Report is emailed to the community each fall and can always be accessed at hmc.edu/student-life/residential-life/safety-at-hmc/annual-fire-safety-and-security-report.

Harvey Mudd College

301 Platt Boulevard | Claremont, CA 91711

hmc.edu

 [harveymuddcollege](https://www.facebook.com/harveymuddcollege) |  [@harveymud](https://twitter.com/harveymud) |  [harvey_mudd](https://www.instagram.com/harvey_mudd)