



**Parent Handbook**

**2008-2009**

## Quick Reference

An online directory is available at <http://www.warren-wilson.edu/info/contacts.php>. The area code for Western North Carolina is 828.

Main Switchboard (area code 828)	298-3325	
Academic Affairs, V.P. – Paula Garrett	771-2083	academic@warren-wilson.ed
Academic Support Services, Director - Lyn O'Hare	771-3012	lohare@warren-wilson.edu
Accounting – Carli Damien	771-2062	cdamien@warren-wilson.edu
Admission, Dean - Richard Blomgren	771-2073	admit@warren-wilson.edu
Student Services and Mail - Jim Lauer	771-3031	jlauer@warren-wilson.edu
Computing Services, Manager - David Harper	771-3094	dharper@warren-wilson.edu
Counseling Center, Director - Art Shuster	771-3773	ashuster@warren-wilson.edu
Educational Access Coordinator- Deborah Braden	771-3791	dbraden@warren-wilson.edu
Financial Aid, Director - Kathy Pack	771-2082	kpack@warren-wilson.edu
Health Center	771-2053	healthcenter@warren-wilson.ci
President - Sandy Pfeiffer	771-2070	president@warren-wilson.edu
Registrar - Christa Bridgman	771-2086	cbridgma@warren-wilson.edu
Service Learning, Interim Dean- Franklin Tate	771-3065	service@warren-wilson.edu
Student Life, Dean - Cathy Kramer	771-3800	studentlife@warren-wilson.edu
Work, Dean - Ian Robertson	771-3019	i robert@warren-wilson.edu

## Emergencies

The campus emergency response number, (828) 230-4592, is a cell phone carried by the Public Safety supervisor on duty. If you are unable to reach your student in an emergency situation, you can call the main college number at (828) 298-3325 during business hours or after hours contact the Public Safety emergency response number above. In an emergency, Public Safety and the Student Life staff will assist you in locating your student.

If there is bad news and you want someone to be with your student, call the Dean of Students office at (828) 771-3800 during business hours. After hours, you can call the Public Safety cell phone at (828) 230-4592, or the Dean of Students emergency cell phone at (828) 216-2610.

Parents of international students can also call International Student Advisor, Lorrie Jayne, at her office, (828) 771-3056, or home, (828) 298-1565.

# Welcome to Warren Wilson College

Dear Warren Wilson Parents,

I'm sure that you and your son or daughter have been preparing for the rapidly approaching academic year. Soon, your student will come to the Swannanoa Valley to begin an enriching educational experience that combines a liberal arts curriculum, meaningful work and community service. This new adventure will surely mark a transition for your student and your family.

In this handbook you will find important telephone numbers and frequently asked questions, as well as information on a variety of topics like academics, residential life and student services. I have also included a piece of writing from a former Warren Wilson parent to let you know you're not alone as your student begins here.

This summer will be a great time to talk with your student about some of the elements of that transition and plans for the year. While you need to trust that your past years of parenting have prepared your student to make good decisions, it is not too late to have some intentional conversations about especially difficult topics like substance use, sexual health, personal safety and managing money. You can open the doors of communication so your student will feel that you are available for support and guidance as they are faced with new freedoms and challenging choices when the year begins. While the College will also talk with students about these topics, parents are still an important influence for many and your opinions, advice and understanding will affect how your student engages with these issues.

If you have questions after reading the Parent Handbook, please feel free to contact me. And remember, you are now part of the Warren Wilson community and we are delighted to have you join us.

Best,  
Cathy Kramer  
Dean of Students  
Warren Wilson College  
P.O. Box 9000  
Asheville, NC 28815  
(828) 771-3800  
ckramer@warren-wilson.edu

## Pre-Orientation Checklist

The following forms and information requests have been sent or are available online and must be mailed back to the College before Orientation to ensure proper placement of your student:

1. **Health form** – the top of the form needs to be filled out by the student, and the remainder by your family physician. North Carolina has very strict laws concerning immunizations, so please make sure that your doctor includes every immunization your student has had. Students *will not be allowed to register* if the Student Health Record is not received prior to registration.
2. **Housing request form** (online\*)
3. **Work application form** (online\*)
4. **Insurance information** (varsity athletes only)
5. **Tax forms:** I-9, NC-4 and W-4 (online\*)
6. **Work Agreement** (online\*)

\*<http://www.warren-wilson.edu/admission/forms>

**Students must bring two forms of identification to Orientation.**

### Frequently Asked Questions

#### 1. Should parents attend orientation with their students?

If you are able to come to campus with your student in August to help with the move in process and learn more about the College, we recommend you do so. We provide a special session on Monday, August 18, for families to ask questions and talk about issues related to parenting a college student. We will also have information for parents at check in and an opportunity to set up a local bank account. If you cannot come with your student due to time and/or distance, we do have an extensive orientation program that will help to make all students feel comfortable here on campus. See the arrival schedule in the next section for more details.

#### 2. Is there shuttle service to campus from the Asheville airport and bus station?

A Warren Wilson shuttle will be available by reservation for picking up students. Students should email Jim Lauer, [jlauer@warren-wilson.edu](mailto:jlauer@warren-wilson.edu), or call (828) 771-3025 **before August 8** with their flight or bus number and time of arrival in order to schedule shuttle service to campus. Other options are a cab from the bus station (approximately \$20-\$30) or a limo from the airport (approximately \$50-\$60). There is no reasonably priced, convenient public transportation from the Charlotte and Greenville airports and/or train stations. Asheville airport transportation will be available by reservation for all organized break periods and in emergency situations for individual students.

#### 3. What information will the school give me about my student?

It is important to distinguish between your access to information and the College's obligation to inform. Consistent with our philosophy of working directly with students as independent adults, the College will notify parents in very limited situations when there is or may be a change in the student's enrollment or housing status due to academic or disciplinary difficulties, or when there is a serious medical emergency. This means, for instance, that your daughter or son could have a minor disciplinary record, be receiving counseling, do poorly in an individual class, change residence halls, or be treated for a medical condition and you would not be notified by the College.

We encourage students to keep the lines of communication open with parents in all situations. We are also happy to speak with concerned parents when situations arise, and depending on the circumstances, we may be able to do that freely with permission from the student. Parents will not receive a copy of grades and should speak with their students about sharing the feedback. This is guided by the Family Educational Rights and Privacy Act (FERPA) designed to protect the privacy of personal records. See the section under academics – grades for more information about how your student can share grade reports with you.

#### **4. Will there be an opportunity for visits to campus?**

Parents are welcome to visit anytime, and you will need to work out the timing and frequency with your student. For many parents the distance from home prohibits casual weekend visits, but seeing where your student is living can create an important connection. We do have one special time in the fall, Family Weekend, when we offer programs for family members, organized opportunities for you to interact with faculty and staff, and ample time to spend with your student. Family weekend this year is the same weekend as our homecoming activities – October 3-5.

#### **5. How often should I be in touch with my student?**

This is a very individual issue. The level of contact may depend on the experience your daughter or son has had in living away from home. If he or she is coming from a boarding school or extensive travel experience, limited contact from home might feel comfortable. However, if this is the first time away from home, more frequent opportunities to touch base might be appreciated. Take your cues from your student about phone calls, letters and emails. Anxious to assert new independence, some students may view the every day phone call as intrusive, but an email note might be a nice reminder that home is still there. The contact with home may vary at different times of the academic cycle depending on stresses of the student workload. There is no right or wrong way to parent a college student, and the key is keeping the communication open with your student so that you have a sense of the level of contact desired and comfortable for both of you. Of course, care packages are always appreciated!

#### **6. How much spending money do students need?**

Ask any ten students and you will get ten different answers. It depends on the lifestyle with which each student is accustomed. Since food and housing expenses are typically covered through the College billing, day-to-day expenses are only for those incidentals and entertainment. The exception is the expense for textbooks at the start of each semester, which can run \$200-300. Science books can be especially costly. Almost all campus events are free, and there is active programming with music, speakers, poetry, comedy, athletic events or theater happening almost every weekend night. Many of our students like to take in what Asheville has to offer; movies can run \$8-9, cover charges at music clubs can be \$5-15 and dinner at a local restaurant averages \$12-15. Laundry on campus runs \$2-2.50 to wash and dry a load. An occasional pizza delivery from our local Chowtime runs about \$6 for a large cheese.

We do discourage students from working additional hours off campus, especially in the first year. A full course load with our on-campus work requirement of 15 hours a week keeps them busy. To make some extra money students may work on campus over breaks at a rate of \$8 an hour. Limited contracts are available and subsidized room and board is provided during most of those periods.

#### **7. Do students need cars on campus?**

First year students are not allowed to keep cars on campus and due to very limited parking; we discourage other students from bringing them as well. Unless a student has an unusual need, we can satisfy most travel plans conveniently. Student Services provides transportation in emergencies and to and from the airport and bus station at the beginning and end of breaks. The Health Center provides transportation for a limited number of scheduled medical appointments (including dentists, physical therapy and counseling). There is a “ride-offered/ride wanted” bulletin board in the student center. An Asheville city bus provides

a free ride into town with a Warren Wilson College ID. The bus runs Monday-Thursday, 5-9 p.m.; Friday, 5 p.m - 1 a.m.; and Saturday, 1 p.m.-1 a.m. The bus stop on campus is located in front of the library. The Service Learning Program provides transportation for several ongoing projects in the Asheville and Black Mountain areas. Finally, Outdoor Programs uses College vans for weekend camping, climbing, hiking and paddling trips.

Returning and transfer students are permitted to keep one car, truck, or motorcycle on campus by paying a \$50 parking fee.

### **8. Can students stay on campus over breaks?**

The residence halls close during the fall, winter, spring and summer breaks. Please refer to the calendar in this document for specific opening and closing dates and times. During these breaks only those students who have break work contracts may remain on campus. Those work contracts are available on a limited basis and students must apply specifically for an individual break by the deadline stated by the Work Program Office. A subsidized cost for room and board is charged for break housing. Break service trips are also available for those interested students. Residence halls remain open during the Thanksgiving break, but meals are not served.

### **9. What might I expect on visits home from my student?**

With new levels of independence established on campus, expectations of accountability to parents on home visits may not match your old standards. It is important to sit down and discuss those expectations to make sure that you understand each other with regards to rules and practices. Don't assume that you will just pick up exactly where you left off. Parents will need to respect the individuality and independence that students have worked so hard to achieve, but it is not unreasonable to expect students to understand that you have courtesies and rules that are part of participating in family home life. While transition times can be turbulent, use visits to enjoy the person your student is becoming. Talk about successes and disappointments, engage in discussions about emerging ideas and interests, and truly listen to the stories of the wonderful experience that is college.

### **10. What can I do when I feel concerned about my student?**

You know your student better than anyone, and you will likely become keenly aware of mood changes and notes of distress in the communications from your daughter or son. Often students use parents as sounding boards and safe places to vent emotions, and that is an important support you can provide for your student. In most cases when students feel upset, it is part of a temporary setback or disappointment and the emotions pass fairly quickly. Your role may be to suggest that your student take advantage of campus resources or just to listen – and perhaps send cookies. However, sometimes students experience serious emotional problems and intervention is appropriate.

Your past experience with your student is the best guide in helping you decide if the situation is a temporary one which will pass with time or if it is a situation which requires professional assistance. Some of our students come to campus with a history of psychiatric intervention and you, in consultation with a healthcare provider, can best assess how any current behavior fits in a context of past mental health patterns. If you have any concerns about your student based on past issues, it is helpful for you to alert the Counseling Center to the situation. All contact with Counseling Center will be confidential. If the messages from your student express extended depression, aggressive feelings or some disconnection from reality, it is time to seek support. In addition, if you are concerned about unhealthy behaviors such as problematic eating patterns, the use of alcohol or other drugs or engagement in risky activities, you may wish to seek intervention for your student. The first step is to advise your student to seek counseling.

If your daughter or son is not receptive to seeing a mental health professional, you may want to alert the Student Life staff about your concerns by calling the Dean of Students. The staff here can then actively attempt to engage the student in seeking appropriate support services. If the problems are acute, it may be time for a visit to campus to assess the situation or to have your daughter or son return home until an appropriate solution can be found to alleviate the emotional difficulties. If you feel unsure about what to do, you can always call Student Life or the Counseling Center and talk with an administrator or clinician about possible solutions. We are always happy to help.

### **11. How does the college approach substance use issues?**

Warren Wilson is committed to providing a safe and healthy campus for our students. We view the well being of the environment as connected to individual well being. With regard to substance use, while there is a progressive system of sanctions with probation and suspension as the consequences for serious violations of the law or College policy, our focus is on education and prevention. The College offers professional drug and alcohol screening, counseling, educational programs, and many alternative activities to drinking and illegal drug use. The drinking age in North Carolina is 21. Students under the legal age may not possess or consume alcohol on campus including in student rooms. Illegal drugs are not allowed anywhere, at any time, for any reason. The College has adopted a smoking policy with the goal of positively influencing students to help them remain or become tobacco free. Smoking is not allowed in campus buildings, in campus vehicles, on porches, decks or within 25 feet of buildings. On the main campus smoking is allowed only in designated areas.

One of our residence halls in the Ballfield area is currently the designated wellness residence hall and houses students who are committed to a holistic approach to living in an environment free of alcohol, tobacco and other drugs. Other halls or buildings may also be designated a wellness residence if there is sufficient student interest.

Campus climate is important, but ultimately it is up to your son or daughter to make responsible choices. Studies show that parents remain a key influence on college students. Your opinions and guidance can make a difference!

A web site created by an organization called **The Higher Education Center for Alcohol and Other Drug Prevention** gives the following advice to parents in talking to your students about substances:

**Listen.** You won't get far by lecturing. Ask your child to talk about alcohol and other drugs. Find out what concerns he or she has.

**Make your expectations clear.** College is a huge investment of time and money. Set clear expectations that your son or daughter will focus on academic work and personal development. Underage alcohol consumption and alcohol-impaired driving are illegal. Make it clear that you do not condone breaking the law.

**Offer information.** Alcohol is toxic. Far too many students die every year from alcohol poisoning. Discourage dangerous drinking such as drinking games. Encourage your son or daughter to have the courage to intervene when someone else is engaging in dangerous drinking.

**Help them take a stand.** Every student has the right to a safe academic and living environment. Discuss ways to handle situations ranging from interrupted study time to assault or unwanted sexual advances. Help your son or daughter think about whether to approach the offender directly or whether to notify residence hall staff or other college or law enforcement officials.

**Get and share the facts.** Students grossly overestimate the use of alcohol and other drugs by their peers. Young adults are highly influenced by peers and tend to drink in amounts they perceive to be the norm. You can play a vital role in providing accurate information.

**Encourage community service.** Students who volunteer are less likely to abuse alcohol and other drugs. Point out the benefits of volunteer work—forming friendships, developing job-related skills, and knowing the satisfaction of helping others.

**Be a good role model.** Evaluate your own use of alcohol, tobacco, prescription medicines, and even over-the-counter drugs. Consider how your attitudes and actions may be shaping your son or daughter's choice about whether or not to use alcohol or other drugs.

**12. Does my student need a local bank account?**

There is an ATM machine on campus operated by BB&T bank. A \$2 transaction fee is charged for non BB&T customers. BB&T will be at orientation check-in to offer accounts to students. Other ATMs are available at many of the bus stops. Asheville is a tourist town so most businesses accept out-of-state checks, but a local bank account can be helpful. Many, in addition to BB&T, provide student account specials. The WWC bookstore accepts checks and credit cards and will cash checks up to \$50.

**13. Do I have any options other than paying tuition and fees in one lump sum?**

There are options for tuition and room and board payment. Loan options and a ten-month, interest free billing plan are available with the College through Tuition Management Systems. Visit [www.afford.com](http://www.afford.com), or call (800) 356-8329 for more information.

## 2007 Arrival Schedule

### **Sunday– August 17**

#### **1-5 p.m. Optional early drop off of items at residence halls.**

Students may move things into their rooms on Sunday, Aug. 17 between 1 and 5 p.m. If students are traveling with families, we expect that you will then spend the night at a local hotel (see list in next section) and return for check-in on Monday morning. If a student needs to arrive alone on Sunday by plane or bus, that student may spend the night on campus. Arrangements for the latter must be made in advance by calling the Housing Office at (828) 771-2071 no later than August 8.

When you arrive, you will stop at Kittredge lobby first to check in and confirm the student room assignment. We will operate as a drive-thru so you will not need to park.

*Events marked with \* are required of all new students.*

### **Monday, August 18**

\*8-11 a.m. Check-in at DeVries Gym: At the stations set up in the gym you will receive information about orientation and registration. You will also hand in any remaining paperwork for health services and the Work Program Office. This will include presenting a picture ID, social security card or birth certificate. There will also be information for parents and local guides for shopping for any last minute items. Following check-in at the gym you will go to the residence hall to check in and move things into the room if you did not do that on Sunday.

11-12 p.m. Meeting for students with special needs: A meeting for students with disabilities who may request special accommodations with Deborah Braden, Educational Access Coordinator. Parents are invited. Check on-line at [www.warrenwilson.edu/accommodations/](http://www.warrenwilson.edu/accommodations/) for documentation requirements. Individual follow-up appointments will also be scheduled.

11:30-1 p.m. Lunch available in Gladfelter cafeteria.

\*1-3:30 p.m. Welcome; Peer Group or Family/Friends Program: After a brief welcome from the President and the Deans, students will meet First Year Seminar instructors (Academic Advisor) or Transfer Student Mentors, Peer Group Leaders, and the members of the peer group. Meanwhile, family / friends will have an opportunity to meet key staff persons and ask any questions they may have as well as engage in small group discussions.

3:30-4:30 p.m. Reception: An opportunity for informal conversation with students, families, faculty and staff.

4:30-5 p.m. Farewells: Your student will bid goodbye to family/friends as the orientation week begins. The schedule is full and most events are required.

\*5-6:30 p.m. Dinner with Peer Group: Students will meet with peer group leaders to review the week, the schedule and helpful locations.

\*7 p.m. Living in Community: Students will learn more about being part of WWC with a focus on caring for self, community and our environment.

\* 9:00 p.m. Residence Hall Meetings: Students will meet their Residence Hall Director, Resident Assistants and new neighbors. They will participate in a discussion about community agreements and safety procedures for their particular hall.

Students receive a complete schedule for orientation week (Aug. 18-24) at check-in.

## **Academics**

### **Academic Support Services**

Students may experience challenges they did not face in high school as they adjust to college course expectations and a rigorous schedule including academics, work and service. Academic Support Services are designed to assist students in developing and improving study skills and habits that will enhance their academic success. The director is available to work individually with students to develop a plan for improving academic performance. Such a plan might include use of the Counseling and/or Career Resource Centers and workshops on a variety of learning issues, including time management, test and note-taking strategies, dealing with stress and math anxiety. Peer tutors in the College Writing Center can help students in all stages of the writing process, from brainstorming topics and organizing thoughts to revising and editing drafts. Many academic departments also offer individual or peer group tutoring, and faculty members keep regularly scheduled office hours posted on their doors and in class syllabi. While there are many resources and people available to support students, ultimately it is up to them to access those resources and to put in the time necessary to be successful in our academic program.

### **Attendance Policy**

Each instructor at Warren Wilson sets class attendance policies at the beginning of each course and includes a written attendance policy in the course syllabus. Instructors decide what kinds of absences, if any, are excused and determine the appropriate penalties for non-attendance. It is the student's responsibility to know and follow the attendance policy for each course. To increase the chances of academic success and to emphasize the need for class participation in effective learning, class attendance is required for all students classified by the Registrar's Office as freshmen. Students who are on athletic teams must receive permission from their instructors and work supervisors to miss class and/or work.

### **Grades and Grade Reporting**

Like other colleges and universities, Warren Wilson is subject to a federal law called the Family Educational Rights and Privacy Act (FERPA), which sets privacy standards for student educational records. Examples of student records protected under FERPA include grade reports, transcripts and some disciplinary files. Warren Wilson College cannot release educational records to third parties without the student's consent. Under FERPA, paying educational expenses does not give a parent or guardian access to educational records and is not considered an exception to the privacy standards. Final grades are sent to the students' permanent address at the close of each semester. Students in academic difficulty are notified by letter at midsemester. Parents can view certain areas of student information through CampusWEB.

For a parent or guardian to access their student's information, the student must log into CampusWEB using their student ID and password, choose the My Parent Access feature, and assign a parent password. To view student information online, go to <http://www.warren-wilson.edu>. Select the "Academics" drop-down menu, and click "CampusWEB login." Choose "Student/Faculty Login" and use the student's ID and assigned password. Students must maintain a minimum standard GPA to remain in good academic standing. The minimum depends on the number of credits attempted and guidelines for those are available in the College catalog.

### **Withdrawing from Warren Wilson College**

The Warren Wilson College withdrawal and refund policies are established to provide fair and equitable treatment to finances of both the student and the College. Since Warren Wilson makes financial commitments on behalf of each student at the time of enrollment, those costs will be shared with the student. These policies will be applicable for official or unofficial withdrawals including suspension or

expulsion for academic, work or conduct reasons. You can read the College's refund policy in any of the "Payment Agreement Forms" at <http://www.warren-wilson.edu/admission/forms>.

Students begin the process of an official withdrawal by contacting the Dean of Students. The date of withdrawal will be the date that the College is notified of "an intent" to withdraw. This may be verbal notification, but written notice is preferred. The student's grades will be recorded as "W" if the withdrawal is before the end of the fourth week in a term course or before the end of the ninth week for a semester class. If the withdrawal is after that point, the registrar will contact the instructors and they will assign a "W" if the student is passing the class at the time of withdrawal or a "WF" if the student is failing. If there are extenuating circumstances determined to be beyond the student's control, such as illness, accident, or grievous personal loss, the Dean can, prior to the last day of classes, grant a medical withdrawal. In the case of a medical withdrawal, all grades are recorded as "W" regardless of the time in the semester. A medical withdrawal requires documentation from a licensed practitioner. A student may also be required to take a medical leave at the request of the College when a student's illness or associated behaviors present a risk to the safety of the student or others or are significantly disruptive to the community. The Dean of Students notifies the Registrar's Office of an official withdrawal. The Registrar will inform instructors and the academic advisor. Regular refund policies apply. Students who have withdrawn officially may reapply for readmission through the Admission Office.

### **Academic Load**

Although there are two terms in each semester, registration is for the semester as a unit. The normal number of hours carried during a semester is 16, with a range from 12 to 18. A student must carry a minimum of 12 credit hours a semester to be classified as a full-time student, to live in residence halls, to participate in the Work Program and to receive financial aid. Satisfactory academic performance is also necessary to maintain eligibility for financial aid. A student must maintain an average of 16 credit hours each semester in order to accumulate a total of 128 credit hours required for graduation in eight semesters. First year students are assigned advisors, and transfers are assigned a faculty member from their area of interest to help navigate registration and plan courses.

### **Study Abroad Program**

The Study Abroad Program (WorldWide) offers every qualified student the opportunity to study off campus on a cross-cultural educational field experience. WorldWide Program qualification is based on credit hours, residency, good standing, and acceptance of program rules, regulations, and orientations. A full-time, regular student who has acquired 60 credit hours from Warren Wilson College and has met residency and other conditions may take full advantage of the program and begin formal application for the program in a prescribed manner. The WorldWide Program offers stated program options and identifies specific international sites as part of the program. These options and sites change from year to year, depending upon the academic interests of the faculty leaders, staff, and students. Application and program fees are required. Program fees vary depending on the distance of the international location and the time to be spent in the field, but all WorldWide programs are supported predominantly through College funding. Transfer students should inquire about their status and the associated fees for enrolling in the program. No student is required to participate.

### **Computing Services and Labs**

The Computing Services staff and crew provide computing and networking support to the campus community. The College has public computer labs and computer classrooms that are Internet-enabled with software applications and printers available for students. High-speed Ethernet access is available from all residence halls and campus buildings, with wireless connections in Schafer, Village and EcoDorm residence halls, Bannerman and the library. Students can connect their personal computers to the campus wide network via Ethernet provided the computer meets certain minimum specifications.

Every student has a free email account [username@warren-wilson.edu]. If you have any questions about what equipment your student needs, email [helpdesk@warren-wilson.edu](mailto:helpdesk@warren-wilson.edu).

## **The Work Program**

The Work Program provides an opportunity for all community members to increase their appreciation for the privilege and dignity of work. In addition to reducing students' educational costs, the Work Program promotes the development of human relation skills (responsibility, self-discipline, leadership, and cooperation), conceptual skills (organization, problem-solving, and professional ethics) and technical skills. All residential students are required to work 15 hours per week during the semester and are covered by Workers Compensation when at work. There are established Work Program rules and regulations; students who break these may be suspended from the College. The Work Program assigns students to crews by taking College needs, individual skills, experience, and potential for learning into consideration. Work crew assignments are distributed at the end of Orientation Week.

Each student is given credit on their account balance as estimated work earnings. This is the **gross** amount expected to be earned by each student during the semester, based on fifteen hours per week for sixteen weeks at minimum wage. As the semester progresses, the students turn in time cards reflecting their hours worked and a student payroll is done monthly. As part of the payroll process, federal and North Carolina withholding taxes are taken out for each student based on the information on their W-4 and NC-4 withholding forms. If a student has payroll taxes withheld from his/her earnings, it will reduce the available amount of net earnings, which will be applied to his/her account. In this case, the student will be required to reimburse the College for the amount withheld for taxes at the end of each semester. At the end of each calendar year, students will need to file a tax return with the federal and North Carolina governments to obtain a refund if eligible.

## **The Service Learning Program**

Service has always been a distinctive aspect of the Warren Wilson College Triad, and it has been a graduation requirement for the past 35 years. The College believes that service to society enables students to make a difference in the world, understand the needs of others and develop a moral perspective that benefits humankind. In order to meet graduation requirements, students complete 100 documented hours of service in Buncombe County, in their hometowns or around the world. Service Learning organizes and provides transportation to ongoing weekly projects, including tutoring, river cleanups, Habitat for Humanity, food banks, homeless shelters, after school programs, elderly/developmentally disabled assistance, community gardening and trail building.

## **Student Services**

### **Bookstore**

The College Bookstore is located in Lower Gladfelter. In addition to new and used textbooks, the bookstore stocks school supplies, natural health and beauty aids, gift items, greeting cards and Warren Wilson sportswear. Students are advised to wait until they have attended their first day of classes to buy texts. Refunds will be allowed one week from the beginning of each term for books purchased for that term as long as a receipt and a signed add/drop form are furnished. Used books are bought back on the last two days of the semester. The bookstore accepts cash, checks (including out of state) and credit cards (in student's name).

### **Career Resource Center**

The Career Resource Center (CRC) provides individual counseling in a variety of areas such as choosing a major, locating an internship, finding a mentor, considering graduate school and making wise choices about life after college. The CRC staff works with each student individually to identify and articulate his or her transferable skills – the skills that will enable the student to find meaningful work in his or her areas of interest. The CRC staff can help students research the employment market, find or create a job, write resumes and cover letters, enhance interviewing skills and take other steps toward finding good work.

Through the Mentor Program, the CRC helps students find an appropriate mentor to guide them in their exploration of work and life in the wider world beyond Warren Wilson. The CRC also maintains listings of employment openings – full-time, part-time and summer employment – as well as a library of books, periodicals and online resources for pursuing options for graduate school, employment or service in the Peace Corps, AmeriCorps and other organizations.

### **Counseling Center**

The Counseling Center offers confidential counseling services. Trained, experienced counselors are available for students Monday-Friday for walk-in, scheduled appointments and crisis situations. Students can access the Counseling Center at any time during business hours and sign up anonymously for free, short-term counseling sessions. We also have a psychiatrist who is contracted to provide on campus consultation for students on a very limited basis. Appointments with him can be arranged through a meeting with one of the counselors. Students with an identified need for long-term services are referred to professionals in the Asheville area. Students are responsible for bearing the cost of off-campus treatment, but the Counseling Center will assist in arranging transportation.

### **Dining Services**

The Warren Wilson cafeteria in the upper level of Gladfelter provides three meals a day, every day, during the school year. Service is typically buffet style, although on occasion there are picnics and barbecues. When available, the cafeteria uses hormone free, organic beef and pork from the College Farm. The Cow Pie Café in the lower level of Gladfelter serves three vegetarian/vegan meals a day, Monday-Friday. Unlike Gladfelter Cafeteria, portions are limited to one serving. The Cow Pie uses organic produce from the Warren Wilson garden and buys from local farms whenever possible.

Students must present meal cards for dining in the cafeteria or Cow Pie Café. Two meal plan options are available for non-first year students – 14 meals/week or 21 meals/week. First year students are required to purchase the 21 meals/week plan. Parents and other visitors are welcome to dine in campus cafeterias for a nominal charge. Students who are sick and need a tray can have a plate prepared for them at the request of their Resident Director or Resident Assistant.

## **Disability Services**

The Educational Access Coordinator provides support and resources for students with disabilities. The coordinator will meet individually to discuss accommodations each semester for the particular classes and work situation. Students requesting accommodations and/or support service under the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 should provide documentation of the existence of a disability that substantially limits a major life activity. Check [www.warren-wilson.edu/accommodations/](http://www.warren-wilson.edu/accommodations/) for documentation requirements or contact the Educational Access Coordinator, Deborah Braden, [dbraden@warren-wilson.edu](mailto:dbraden@warren-wilson.edu).

## **Health Center**

The Warren Wilson Health Center is staffed by a registered nurse and a family nurse practitioner and a student work crew. The center is open 9 am – 5 pm Monday through Friday and is stocked with vitamins, over the counter drugs, and herbal remedies. There is no charge for most Health Center services. Routine health care and minor illnesses and injuries are treated there and more serious illnesses and those that require X-rays are referred to area resources such as Urgent Care, where walk-ins are welcome. Normal charges apply for visits to medical practitioners to whom students are referred. The Health Center can arrange transportation to off-campus medical offices for a limited number of appointments each semester. There is no charge for the service, but students should request the transportation at least 24 hours in advance of their appointment. First year students who need to see an off campus medical professional on a regular basis (weekly or more frequently) may request an exception to the vehicle policy by contacting the Dean of Students' Office. After hours medical care, including emergency care is provided by accessing community resources such as the emergency room at one of our local hospitals.

We strongly recommend that students have health insurance coverage when they enroll at Warren Wilson. A student health insurance option is available through the College and information is included in this mailing. Students should keep an insurance card, or a front/back copy of their card, and have an understanding of how their insurance coverage works with co-pay, assigned physicians and prescriptions.

## **Student Life**

### **Campus Safety**

Warren Wilson's small, tightly knit campus is a relatively safe one. Four professional campus security officers help ensure a safe environment for the College community and its guests. Campus Watch, the student security crew, assists Public Safety in enforcing College rules and vehicle regulations, patrolling the campus, providing security escorts, securing buildings and property, assisting with traffic/crowd control at College-sponsored or conference events, responding to calls for emergency assistance and providing crime prevention education. All residence halls will have new card access entry systems this year. Emergency phones with blue beacons are located in campus parking lots. During Orientation, students will meet the Public Safety staff, learn the location of the emergency phones and discuss ways to keep Warren Wilson College a safe community.

### **Fire Safety**

All buildings on campus are equipped with fire alarms and fire extinguishers; residence halls have smoke detectors in each room. To prevent fires, smoking, burning candles or incense, oil lamps, kerosene heaters, electric heaters, halogen floor lamps and space heaters are prohibited in all residence halls. Air-conditioners, appliances with open coil elements, or large refrigerators are also prohibited. Only heavy-duty extension cords are allowed in residence halls. The College has a campus fire safety officer who inspects buildings and organizes fire drills. The College also has an excellent relationship with the local fire department located nearby, which responds any time an alarm sounds.

### **Intercollegiate Athletics**

Warren Wilson College is a member of the U.S. Collegiate Athletic Association and fields men's and women's varsity teams in soccer, basketball, swimming, cycling and cross-country. All students are invited to try out for varsity sports by contacting the Athletic Department. Varsity athletes are required to maintain insurance coverage. The College's athletic insurance provides excess coverage for those injuries occurring in sanctioned team practices and events. If your student is interested in varsity athletics, contact Athletic Director Stacey Enos at (828) 771-3737 or [senos@warren-wilson.edu](mailto:senos@warren-wilson.edu).

### **Organizations and Activities**

Meeting new people and being exposed to new ideas is an integral part of the college experience for all students. Along with academics, work and service, involvement in campus organizations and activities can be an avenue for students to explore interests, hobbies and the diversity of the Warren Wilson community. Students can participate in a variety of campus organizations and activities, from improv theatre and writing groups to social justice and environmental organizations. Students also have the freedom to initiate campus activities and make them available to the campus community.

### **Outdoor Programs**

The Outdoor Programs Office offers weekend trips, equipment checkout and outdoor sports instruction. Trips are offered every weekend and on some College breaks. Weekend trips include equipment, transportation and food and are usually free of charge. Types of trips include, but are not limited to, backpacking, rock climbing, rafting, kayaking, canoeing, caving, hiking, snowboarding, mountain biking and surfing. Students can also check out gear and equipment for weekend trips, academic classes, or personal use at no charge. In addition to off-campus activities, the 25-mile campus trail system is open to multiple uses, including walking, trail running and mountain biking.

### **Spiritual Life**

Christian, Jewish, Buddhist and Interfaith groups meet for meals, discussions, celebrations and other activities. The Director of Spiritual Life along with the College's Spiritual Life Committee plans and coordinates programs to support spiritual growth for the campus community. Many academic classes, service experiences and campus life programs also explore and deepen the diverse meanings of spirituality. Students are welcome to attend services at the Warren Wilson College Chapel, which is part of the Presbyterian Church (U.S.A.), and visit the meditation hut and garden, a quiet, peaceful place to meditate and pray. A variety of worship and fellowship opportunities for all denominations and beliefs is also available in the Asheville area. The Minister to Students will help arrange transportation for students interested in off-campus worship.

### **Wellness**

Developing a balanced lifestyle is an important part of a student's experience at Warren Wilson College. The College's Wellness Director coordinates a variety of non-credit courses, which have included karate, yoga, Reiki, vegetarian cooking, and African dance and workshops in herbal remedies, massage, meditation and sustainable agriculture. These activities are chosen largely by the request and interest of the campus community. The gym, pool and outdoor activities crew organize activities such as basketball, flag football, tennis, volleyball, soccer, ultimate Frisbee and softball. Many student-led campus improvements have grown from wellness initiatives, such as the meditation garden and hut, the greenhouse and Sage Café.

### **Residence Life**

Warren Wilson College is largely a residential campus. Ninety-nine percent of first year students, most upperclass students, and many staff and faculty live on campus. This residential philosophy supports a

cohesive community of workers, teachers and learners. The College strives to create comfortable and supportive living environments conducive to learning, growing, and living. The residence halls are small (17 to 125 students), and each has a lounge, a kitchen or kitchenettes, and a laundry room. Most rooms are double occupancy, and there are single-gender and coed halls. A resident director (RD) and student resident assistants (RA) staff residence halls.

## **Housing FAQ's**

### **What should we bring?**

The College ethos is to underplay possessions and to live simply. Residence hall rooms are small, shared spaces. A list of suggested items are included in the orientation guide online for new students.

### **How are the rooms furnished?**

Each room typically has two bunkable beds, two dressers, two closets or wardrobes, and two desks. Mattress sizes can vary, but extra long twin sheets will fit all. Mattresses have plasticized covers for easy cleaning. Along with linens and pillows, students may want to bring a mattress pad to make beds more comfortable. All windows have blinds and rooms are well lit, but study lamps for desks are a good idea.

### **Is theft insurance available for students?**

The College is not responsible for theft or loss of property, and student property is not covered by the College's insurance policy. You may want to check your homeowners insurance for coverage of your student's possessions. Information regarding a theft policy available was sent with this mailing.

### **Are telephones provided?**

The College does not provide telephones, but a telephone jack, local phone service and voice mail (answering machines are not necessary) are provided in each room. Long-distance charges are the responsibility of the individual student. Any calling card or 800 service can be used. Each room has its own extension number, which will be provided with housing assignments. The room can be reached directly from outside the school network by dialing (828) 771- [ext]. Cordless and cell phones do not always work well.

### **Are pets allowed in residence halls?**

Dogs, cats, rabbits, ferrets and birds are not allowed in residence halls. Fish (10-gallon tank or less) and small caged animals are allowed with a pet contract. Arrangements for a pet must be made in advance with the housing office.

### **How are rooms and roommates assigned?**

New students are assigned to rooms based on available space and the information on housing forms. Housing forms are also used to match roommates' interests and lifestyles as best as possible to ensure compatibility. After the first year, students have the option of staying in their current room or entering the room lottery to select a new room.

### **New Students will have roommates—what if they don't get along?**

We do our best to match roommates based on preferences they express on their housing forms, but successful relationships are difficult to predict. During orientation week we have time for new roommates to talk about issues relating to living together. We encourage them to talk about things like guests, cleaning, noise, etc. Reaching some agreements about the issues before there are problems can provide a good basis for negotiations and future discussions.

When conflicts do arise, the first resource is the resident advisor (RA). This is an undergraduate student living in the area, trained to assist students with residential issues. The RA will talk with students about disagreements, give suggestions on resolving the conflict, serve as mediator in the discussions and provide support for both parties. If the issues cannot be resolved at this level the RA may refer the students to the Resident Director (RD) responsible for the building or the Assistant Dean of Student Life for further counsel. If there is no resolution of the conflict through mediation, and the students feel they can no longer live together, a room change is possible after the first two weeks of the semester. The timing and ease of a room change will depend on the availability of open space on campus. When housing is full, a change can only take place as part of a switch with another student seeking a change. Every effort will be made to accommodate students living in difficult situations as we realize that tension in a living space can interfere with other aspects of campus life. However, we do think that learning to work out differences with others is an important part of the education and development of our students, and we will grant room changes only after the possibilities of successful compromise have been fully explored.

### **Recommended reading for parents**

Savage, Marjorie. (2003). *You're on your own (but I'm here if you need me): Mentoring your child during the college years*. New York: Simon & Schuster.

Ingram, Wanda & MacKay, Jacqueline. (2002). *Let the journey begin: A parent's monthly guide to the college experience*. Houghton Mifflin.

Johnson, Helen E. & Schelhas-Miller, Christine. (2000). *Don't tell me what to do, just send money: The essential parenting guide to the college years*. New York: St. Martin's Griffin.

Mooney, Jonathon & Cole, David. (2000). *Learning outside the lines*. New York: Simon & Schuster. (This book deals with learning disorders and attention deficit/hyperactivity disorders)

### **Online Resources**

For Parents – [www.warren-wilson.edu/parents/index.php](http://www.warren-wilson.edu/parents/index.php)

Student Handbook – [www.warren-wilson.edu/~handbook](http://www.warren-wilson.edu/~handbook)

College Catalog – [www.warren-wilson.edu/catalog](http://www.warren-wilson.edu/catalog)

### **Lodging close to Warren Wilson**

The following motels are just off I-40 at Exit 55, within three miles of campus. Ask for the Warren Wilson College rate.

Days Inn           (828) 298-4000  
Quality Inn       (828) 298-5519  
Holiday Inn       (828) 298-5611

### **Camping**

Mama Gerties Hideaway 828-686-4258  
KOA Tanglewood Campground 828-686-3121

For more lodging options, visit  
<http://www.warren-wilson.edu/admission/visit/index.php#where>.

For information on Asheville, visit [www.exploreasheville.com](http://www.exploreasheville.com).

### **Keeping in Touch**

As mentioned in the frequently asked question sections, you will need to work with your student to determine the frequency and best means of being in touch. There are several options provided by the college.

### **Email**

Every student will be issued a free e-mail account. The student's email address will be in this form: username@warren-wilson.edu. Students will receive WWC email addresses in a summer mailing.

### **Mail**

Warren Wilson College operates a U.S. Post Office branch in Lower Gladfelter. This federal office handles special delivery, express, registered and certified letters and packages and sells stamps and money orders. The Campus Mail Center distributes intra-campus mail at no cost, along with mail and packages received from the U.S. Postal Service.

USPS mail should be sent to:

[Student name]

CPO [student box number, which will be assigned at Orientation]

Warren Wilson College

P.O. Box 9000

Asheville, NC 28815-9000

Non-USPS packages where a street address is required, should be sent to:

[Student name]

CPO [student box number]

Warren Wilson College

701 Warren Wilson Road

Swannanoa, NC 28778

Federal Express packages are delivered to the campus switchboard in the Ogg Administration Building. Students will be notified of a delivery by telephone or campus mail. United Parcel Service (UPS) packages are delivered to the campus post office. New students can begin receiving UPS shipments after **August 1, 2008**.

A fax machine is available in the Student Services office in Lower Gladfelter. The student services fax number is 299-4841. The cost to send a fax is \$1 plus .50 cents per page. There is no charge to receive a two-page fax; each additional page received costs .35 cents. Faxes are delivered to campus mailboxes.

### **Telephone**

While many students do use cell phones, we do provide a phone jack in each room and if you provide the telephone you will be able to reach your student that way. The phone numbers will be given with room assignments. All telephone numbers begin with (828) 771- and end with the individual room extension. A campus voice mail system is available for all students to set up a message function on that line.

## A Brief History of Warren Wilson College

In 1883 the Women's Board of Home Missions of the Presbyterian Church purchased the land where Warren Wilson College stands today. The women of the church were concerned that many Americans in isolated areas were not receiving a proper education and decided to establish church supported schools in areas where there were no public services.

In 1894, the Asheville Farm School officially opened with 25 boys attending and a professional staff of three. It was not until 1923 that the school had its first graduating class. In 1936, the first post-secondary programs in vocational training began with the goal of giving students more opportunities in the job market. In 1942, the junior college division was established, while the Asheville Farm School continued as a boys unit in high school studies. Also at that time, the Dorland-Bell School of Hot Springs merged with the Farm School, bringing high school age girls to campus, and Warren Wilson Vocational Junior College was joined with them under one administration.

After World War II, the public education system in North Carolina improved dramatically, and the need for the mission's high school diminished. The last high school class was graduated in 1957. Warren Wilson College was a junior college until March 1966 when it was established as a four-year college, offering six majors. In 1972, the National Board of Missions deeded the Warren Wilson College property to the college's Board of Trustees. Since that time, the College has grown and changed in many ways. In 1981 the first low-residency graduate program in writing in the country moved to Warren Wilson College and remains the school's only graduate division. Most recently, an Outdoor Leadership major was added, and in 1996 the North Carolina Outward Bound School moved its headquarters to campus.

Throughout the years, the farm and garden have remained as definitive features of the College. The five-acre college garden is certified as an organic vegetable and fruit garden and apple orchard. The 275-acre "River Friendly" farm has over 100 hormone-free, antibiotic-free beef cattle, hogs and free-range chickens. Beef, pork and eggs from the farm and organic produce from the garden are available in season to the Warren Wilson community.

### **Who was Warren Wilson?**

Warren Hugh Wilson (1867-1937) was born near Tidioute, Pennsylvania in 1867 and spent his teen years in nearby Bradford, where his father moved the family in 1879. He graduated from Oberlin College in 1890 and moved to New York City, where he became the first secretary of the YMCA. In 1908 he received his doctorate from Columbia University where he worked on a thesis that was described as "the first studies in the sociology of rural life in America." That same year Mr. Wilson joined the staff of the Board of Home Missions of the Presbyterian Church (U.S.A.) as one of two superintendents in the Department of Church and Labor. Many feel that the rural church movement that complemented the rising national interest in rural life owed its origin to the work of Warren Wilson. He died just prior to his 70th birthday on March 1, 1937.

## **Reflections On An Empty Nest**

by Jack Betts, Associate Editor, *The Charlotte Observer*

We were standing in line with a couple of hundred other incoming freshmen from 38 states, seven foreign countries and, it looked like, one or two distant solar systems.

My daughter snickered when her mom executed a slack-jawed double-take at one young scholar. He wore what appeared to be a stainless steel anchor shackle through his nostrils. His eyes darted left and right, as if wary of moving his head too quickly. It might have hurt, or maybe unbalanced his load.

It was moving-in day at Swannanoa's Warren Wilson College for our youngest. She had prepared carefully that morning: an old t-shirt, baggy ragged jeans, sandals, navy blue toe polish and an old white felt hat she picked up from a yard sale.

But as she looked around at the interesting variety of tattoos, shorn heads, purple 'dos, tongue studs and nose rings, she said in a quiet little-girl voice: "Dad, I'm the most normal looking person here." To which I replied, "That's not necessarily bad, is it?" I received a look of dark exasperation in reply.

So it goes as we once again renew our membership in the Ancient and Impoverished Order of Tuition-Payers. Over the next four years, if things go as planned, we will spend in the name of higher education about what it cost to buy our house all over again. Well, it's not that big a house.

The past few months have been an ordeal. We have dreaded the moment she would finally leave the home she grew up in, and counted the minutes until that day arrived.

Packing boxes, empty fruit crates and an old olive-drab footlocker littered the dining room, the upstairs hall and the guest room for weeks on end. Expensive shopping trips brought together the necessary trappings of academia: a new mouse for an old computer, a cordless phone, hiking boots, a coffee maker. Whatever happened to the days when a brand-new Webster's Seventh and a lava lamp were enough to launch successful cultivation of the groves academe?

We wondered momentarily if there might be a spell of homesickness. We learned better when she sweetly inquired, "So, what time do you guys think you'll head back home?"

I know a cue when I hear one. We walked back to the dorm. Exchanged final hugs. Dispensed last-minute advice. "Work hard," I admonished, while a silent voice somewhere inside me spoke words I never wanted to hear: It is time. Let her go.

We drove down the mountain, neither shedding tears nor high-fiving all the way back. Just as we had with our son seven years ago, we left our daughter of 18 years in a new environment, trusting that she could sort through right and wrong and find her way to her future.

It is a new experience for us, too. For the first time in 25 years, our nest is empty. We find ourselves as we were in the first years of our marriage, with new opportunities before us, not knowing exactly how it would go but looking forward to finding out.

A couple of years ago an old friend from home told me that one test of marriage is what happens after the youngest moves out. "You come home the first day and look at each other, and find out pretty quick whether you still like one another," he said.

Four days have passed. It's quieter. The place is neater. PTA meets next Tuesday night, but we're planning to take in a flick. So far so good.

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## 2008-2009 Academic Calendar

### Fall 2008

- Aug. 18-24 Orientation for new students  
25 Classes begin Semester I/Term 1/Triad Day Schedule
- Oct. 3-5 **Homecoming/Family Weekend**  
17 Last day of classes Term 1  
18-26 Fall Break (residence halls close Sat., Oct. 18, 1 p.m.; reopen Sun., Oct. 26, 1 p.m.)  
27 Classes begin Term 2  
31 Deadline to withdraw/pass from Semester 1 course
- Nov. 3-7 Registration for spring 2009  
26-30 Thanksgiving Break (residence halls remain open)
- Dec. 19 Last day of classes Semester I/Term 2  
20 Residence halls close for winter break at 1 p.m.

### Spring 2009

- Jan. 18 Residence Halls open for continuing students (1 p.m.)  
19 Classes begin Semester II & Term 3  
19 Celebrate Martin Luther King Jr. Day
- March 14-22 Spring Break (residence halls close Sat., March 14, 1 p.m.; reopen  
Sun., Mar. 22, 1 p.m.)  
23 Classes begin Term 4
- April 20-24 Registration for Fall 2009
- May 14 Last day of classes Semester II/Term 4  
16 Commencement (10 a.m.)  
16 Residence halls close for summer break at 4 p.m.

For more calendars, visit <http://www.warren-wilson.edu/info/calendars.php>