

## Contents

<b>Important Summer Calendar Dates</b>	2
<b>Welcome from Dean Carolyn Jacobs</b>	3
<b>Planning Check List: Before You Come to Campus</b>	4
Materials Required, Due Dates, and Recipient(s)	
How to Get to Campus (map)	
<b>Your First Few Days on Campus</b>	7
Mandatory Central Check-In and Orientation Schedules	
Entering M.S.W. Students; Returning M.S.W. Students	
Entering and Returning Doctoral Students	
<b>Academic Information and Support Services</b>	12
General Class Schedule Information	
Curriculum and Faculty	
Library Information	
Computing Services	
Writing Support	
Research Support	
Anti-Racism Symposium	
<b>Campus Life</b>	16
Message from Associate Dean for Administration Diane L. Tsoulas	
Office of International Students	
Student Telephone Service	
Accommodations, Keys, Meal Plan	
Air Conditioner Installation	
Pets	
Mail, Banking	
Office of Public Safety and Parking Information	
Disability Services	
Ombudsperson	
Master's Program Student Organizations	
Doctoral Student Organization	
<b>Directory of Administrative Offices</b>	25

## Important Summer Calendar Dates

May 28	Dormitories Open (1:00 p.m.)
May 29	Central Check-In for all Entering and Non-Cleared Students* † Orientation for Entering Students*
May 30	Student Community Day
May 31	Orientation to Professional Social Work* Opening Convocation Central Check-In for “Cleared” Returning Students†
June 1– July 3	Term 1
June 15	Anti-Racism Symposium - (an evening event mandatory for all first year students and open to the entire SSW community)
June 26 (noon)	Thesis Deadline (Third year M.S.W. students)
June 30	Thesis Breakfast (Third year M.S.W. students)
July 6 – 12	Break
July 13 – August 14	Term 2
July 17 – 19	Annual Conference (1st and 2nd year M.S.W. students)*
August 14	Commencement (4:00 p.m.)
September 8	First day of Internship

\* Attendance Mandatory

† See New Central Check-In Procedures, pages 9 and 11

**Important:** Students are responsible for reading all materials distributed by the School. Although information in this publication was correct at press time, changes in dates, times and locations of events may occur. Updated information will be posted at Central Check-In, on the SSW website, and can also be obtained through the Office of Academic Support Services, (413) 585-7989. **From summer enrollment through winter internships, all students are expected to check their Smith email accounts and the “For current Students” page on the School for Social Work website ([www.smith.edu/ssw/oas/forstudents.php](http://www.smith.edu/ssw/oas/forstudents.php)) at least bi-weekly for important communications from the School.**



March 2009

We are busily planning our 91<sup>st</sup> summer session and look forward to welcoming you on May 31, 2009. We have many lectures and events planned and we expect the summer will be a transformative educational experience for all.

As we look to our 91<sup>st</sup> summer session we are excited about the expertise and experience represented by our resident and adjunct faculty. We look forward to an exciting lecture series and invited presentations that will enrich our learning community. The lectures include topics on the biopsychological processes of meaning making and change; embracing a healthcare system that is based on an ethic of social justice; conflicts, stress and coping among African American women; and the life experiences of African American aging in the rural south. Our Lydia Rapoport lecturer is Sylvia Boorstein who will lecture on “The Promise of Mindfulness” and will spend a week on campus visiting classes. We welcome Jim Wayne, M.S.W. ’78 who is a state legislator from Kentucky. He will spend several days on campus talking with you about being a clinical social worker and a lobbyist. We are excited about the viewing “Coming Home,” a DVD by the Sesame Workshop. Led by Professor Marsha Pruett, our faculty is involved in research evaluating the impact of this program on military families and children. Watch Luncheon Notices this summer for the complete lecture series and more details about the presenters and the topics.

In this booklet you will find separate orientation schedules for entering and returning master’s and doctoral program students. I would like to highlight the Sunday afternoon Orientation to Professional Social Work which is mandatory for entering students.

We eagerly anticipate the presence of returning and new faculty, staff and students this summer and I look forward to welcoming you all.

A handwritten signature in cursive script that reads "Carolyn Jacobs".

Carolyn Jacobs, Ph.D., M.S.W.  
Dean and Elizabeth Marting Treuhaft Professor

## Planning Check List

Class Code Key:

1 = 1st summer

2 = 2nd summer

3 = 3rd summer

	<u>Deadline</u>	<u>Class Code</u>	<u>Description/Recipient</u>
<input type="checkbox"/>	3/02/09	*1/2/3	Housing Form (sent as separate mailing) - Due to Michele Bala
<input type="checkbox"/>	3/04/09	3	Third Summer Students - Last day for BannerWeb Registration for minimum degree requirements (see February registration email for details)
<input type="checkbox"/>	3/18/09	2	Second Summer Students - Last day for BannerWeb Registration for electives only (see February registration email for details)
<input type="checkbox"/>	4/01/09	2/3	Petition to Waive Course Prerequisite - Due to Office of Academic Support Services
<input type="checkbox"/>	4/01/09	*1/2	Petition to Waive Required Course - Due to Office of Academic Support Services
<input type="checkbox"/>	4/01/09	3	Third Summer Students - Last day for BannerWeb Registration for extra electives (see February email for details)
<input type="checkbox"/>	4/10/09	*1	Hard copy photo for OneCard Smith ID - Due to Office of Academic Support Services

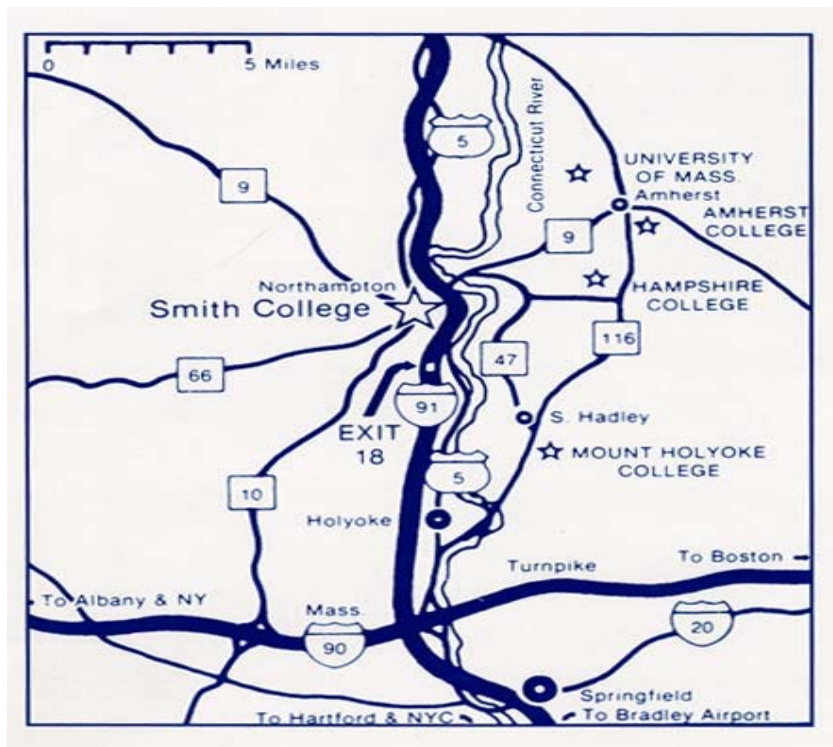
## Planning Check List

	<u>Deadline</u>	<u>Class Code</u>	<u>Description/Recipient</u>
<input type="checkbox"/>	4/10/09	3	Intent to Graduate Form - Due to sswoas@smith.edu
<input type="checkbox"/>	4/10/09	*1	Human Biology Waiver Form - Due to Office of Academic Support Services
<input type="checkbox"/>	4/17/09	*1	Health Insurance Form - Due to Michele Bala
<input type="checkbox"/>	4/20/09	*1/2/3	Air Conditioner Form (sent as separate mailing) - Due to Michele Bala
<input type="checkbox"/>	4/24/09	2/3	Final Field Assignments Due (follow instructions in Field calendar)
<input type="checkbox"/>	5/04/09	*1/2/3	Off-Campus Meal Plan (sent as separate mailing) - Due to Michele Bala

**\*Entering Students:** If the due date has passed, your forms are due one week after the date of your acceptance letter.

PLANNING CHECK LIST

## How to Get to Smith



Bradley International, 38 miles south of Northampton on I-91, is the nearest airport.

Smith College is located in Northampton in the Connecticut River Valley of Western Massachusetts. From Route I-91, take Exit 18. Follow Route 5 north into the center of Northampton and turn left onto Route 9. Smith College is just past the next set of lights.

Seelye Hall, where Central Check-In will take place, can be accessed by turning onto Route 66 (West Street) and parking in the parking garage on West Street or the parking lot on Green Street and walking up the driveway between Hubbard House and Lilly Hall (see interactive campus map - URL below). Signs will be posted directing students to Central Check-In.

### WEB SITES

Interactive Smith College Campus Map: <http://www.smith.edu/map/>

Visiting Smith:

Directions on how to get to Smith: [http://www.smith.edu/about\\_visit\\_directions.php](http://www.smith.edu/about_visit_directions.php)

Daily Hampshire Gazette (local newspaper): <http://www.gazettenet.com>

The Republican on Masslive.com (area newspaper): <http://www.masslive.com>

Northampton Chamber of Commerce: <http://www.explorenorthampton.com>

Weather: <http://www.weather.com> (add zip code for Northampton "01060")

## Check-In/Orientation Entering M.S.W. Students' Schedule

\* = mandatory events

(Times and events are subject to change - updates will be available on Check-In day.)

### THURSDAY, MAY 28

Dorms Open and there is no programming on this day.

12:00 - 1:00

Sandwich Buffet Lunch for on-campus students, Cutter/Ziskind

1:00 - 4:00

Key pick-up at Hubbard House

5:30 - 7:00

Dinner for on-campus students, Cutter/Ziskind

### FRIDAY, MAY 29

Arrive between

9:00 and 11:30

\* Central Check-In for all Entering Students, Seelye Hall, first floor

9:00 - 3:30

Key pick-up at Hubbard House

11:45 - 1:00

B.S.W. Advanced Standing Students' Orientation, Cutter/Ziskind Living Room

12:00 - 1:00

Lunch for on-campus students, Cutter/Ziskind

1:15 - 2:15

\* Field Orientation, Neilson Browsing Room

2:30 - 3:30

\* Library Orientation for students with last names beginning with A-N, Neilson Browsing Room

\* Computer Orientation for students with last names beginning with O-Z, Seelye 201

3:45 - 4:45

\* Computer Orientation for students with last names beginning with A-N, Seelye 201

\* Library Orientation for students with last names beginning with O-Z, Neilson Browsing Room

5:00 - 5:30

\* Entrance Interview for Stafford Loans, Seelye 106

5:45 - 6:15

\* Welcome from the Dean, Cutter/Ziskind Dining Room  
Followed by dinner for all students

### SATURDAY, MAY 30

Student Community Day - get to know your student colleagues & organizations.

### SUNDAY, MAY 31

1:00 - 4:00

\* Orientation to Professional Social Work, Dean Jacobs, Wright Hall/Weinstein Auditorium

4:15 - 5:15

\* Convocation, Wright Hall/Weinstein Auditorium

5:30

All Campus BBQ, Cutter/Ziskind Courtyard

**IMPORTANT NOTICE:** Late Check-In is strongly discouraged and will be accommodated only under exceptional circumstances. A \$125 fee will be assessed to those unable to arrive in time for Central Check-In. Students may not attend class until they have completed Late Check-In. If you have a scheduling conflict that makes it impossible for you to arrive on Friday, May 29, please contact Irene Rodriguez Martin, Director of Graduate Enrollment at (413) 585-7962 or by email at [imartin@smith.edu](mailto:imartin@smith.edu) as soon as possible.

## Central Check-In Schedule for Returning M.S.W. Students

Times and events are subject to change - updates will be available on Check-In day.

### THURSDAY, MAY 28

Dorms Open and there is no programming on this day.

12:00 - 1:00

Sandwich Buffet Lunch for on-campus students, Cutter/Ziskind

1:00 - 4:00

Key pick-up at Hubbard House

5:30 - 7:00

Dinner for on-campus students, Cutter/Ziskind

### FRIDAY, MAY 29

9:00 – 3:30

Key pick-up at Hubbard House

Arrive between  
11:00 and 3:30

Mandatory Central Check-In for all Returning Students who  
have not been cleared to check-in on Sunday.  
Seelye Hall, first floor

12:00 – 1:00

Lunch for on-campus students, Cutter/Ziskind

6:15

All students  
Dinner at Cutter/Ziskind Dining Room

### SATURDAY, MAY 30

Student Community Day

### SUNDAY, MAY 31

12:00 – 4:00

Central Check-In for “Cleared” returning students  
Seelye Hall, first floor

1:00 - 4:00

Orientation to Professional Social Work, Dean Jacobs  
Wright Hall/Weinstein Auditorium  
(Not mandatory for returning students, but all are invited to attend)

4:15 - 5:15

Convocation, Wright Hall/Weinstein Auditorium

5:30

All Campus BBQ  
Cutter/Ziskind Courtyard

**YOUR FIRST FEW DAYS ON CAMPUS**

**IMPORTANT NOTICE: A \$125.00 administrative fee will be charged to your account if you fail to attend Central Check-In on Friday, May 29, or Cleared Student Check-In on Sunday, May 31, regardless of the reason. If exceptional circumstances make it impossible for you to attend Friday Check-In, send an email to [sswoas@smith.edu](mailto:sswoas@smith.edu) titled “Late Check-In” to let us know. We will expect you to arrive for Late Check-In between 8:00 and 11:30 a.m. on Monday, June 1, in Lilly Hall. You must complete the Check-In process before you may attend class.**

## New! Sunday Check-In for Returning M.S.W. Students

*Dear Returning M.S.W. Students:*

In response to your feedback, we are pleased to announce that we have developed a new Check-In procedure which will allow students the option of returning to campus on Sunday, May 31<sup>st</sup>, rather than on Friday, May 29<sup>th</sup>. We have added a simplified Check-In that allows you to pick up packets on Sunday afternoon, May 31, 2009, if you have met all your financial and field-based responsibilities. The following procedures apply to all returning students (including readmits and students returning from leave of absence). We hope you will find this new procedure helpful!

**Requirements for Checking In on Sunday:** In order to check in you must be “cleared” by **Field and Financial Aid**. In order to be “cleared,” you must meet the following requirements:

- You have submitted all Field assignments,
- You have paid all funds owed to the School, and
- You have submitted all required financial aid materials.

The deadline for receipt of all required materials by Field and Financial Aid is **4:00 p.m. on Friday, May 22, 2009**. If you have not received a “cleared” email by 4:00 p.m. EST Wednesday, May 27, 2009 **from each office**, you have *not* been cleared and you must check in on Friday, May 29, 2009.

**Cleared Students:** You may check in on Sunday, May 31, 2009, between noon and 4:00 p.m. (*Please note that no other services will be available on Sunday.*) You may still opt to attend Check-In on Friday, May 29, 2009, between 11:00 a.m. and 4:00 p.m. if you prefer. Please note that if you have not checked in by 4:00 p.m. Sunday you must attend Late Check-In between 8:00 a.m. and noon on Monday, June 1, 2009, in Lilly Hall; a \$125 administrative fee will be charged to your account for all Monday late check-ins.

**Students NOT Cleared by May 27, 2009:** If you have *not* received a “cleared” email from **BOTH** Field and Financial Aid by Wednesday, May 27, 2009, you *must* attend Check-In on Friday, May 29, 2009, between 11:00 a.m. and 4:00 p.m.

Important: If you have not been cleared by Financial Aid and Field and you do not attend Central Check-In on Friday, May 29, 2009, you must attend Late Check-In between 8:00 a.m. and noon on Monday, June 1, 2009, in Lilly Hall; a \$125 administrative fee will automatically be charged to your account.

**YOU MUST COMPLETE THE CHECK-IN PROCESS BEFORE YOU CAN ATTEND ANY CLASSES.**

For questions about Check-In, please contact Field at [sswfield@smith.edu](mailto:sswfield@smith.edu) (413/585-7965) or Financial Aid at [sswfa@smith.edu](mailto:sswfa@smith.edu) (413/585-7986).

## Central Check-In and Orientation Schedule for Entering and Returning Ph.D. Students

\* = mandatory events

(Times and events are subject to change - updates will be available on Check-In day.)

**THURSDAY, MAY 28** Dorms Open and there is no programming on this day.

12:00 - 1:00 Sandwich Buffet Lunch for on-campus students, Cutter/Ziskind  
1:00 - 4:00 Key pick-up at Hubbard House  
5:30 - 7:00 Dinner for on-campus students, Cutter/Ziskind

**FRIDAY, MAY 29**

Arrive between 9:00 and 11:30 Entering Ph.D. Students  
\*Mandatory Check-In, Seelye Hall, first floor (See **Important Notice**, pg. 7)

Arrive between 11:00 and 3:30 Returning Non-Cleared Ph.D. Students  
\*Mandatory Check-In, Seelye Hall, first floor (See **Important Notice**, pg. 8)

9:00 - 3:30 Key pick-up at Hubbard House

11:00 - 12:00 Welcome Booth for First Year Ph.D. Students, Seelye Lawn

12:00- 2:00 Entering Ph.D. students  
\*Co-Directors' Orientation to the Program, Cutter Living Room

2:30 - 3:30 Entering Ph.D. students with last names beginning with A-N  
\*Library Orientation, Neilson Browsing Room  
Entering Ph.D. students with last names beginning with O-Z  
\*Computer Orientation, Seelye 201

3:45 - 4:45 Entering Ph.D. students with last names beginning with A-N  
\*Computer Orientation, Seelye 201  
Entering Ph.D. students with last names beginning with O-Z  
\*Library Orientation, Neilson Browsing Room

5:00 - 5:30 Entering Ph.D. students  
\*Entrance Interview for Stafford Loans, Seelye 106

5:45 - 6:15 \*Dean's Welcome - Entering students, Cutter/Ziskind Dining Room

6:15 All students, Dinner at Cutter/Ziskind Dining Room

**SATURDAY, MAY 30**

1:00 - 5:00 \*Anti-Racism/Diversity Training, **mandatory** for Entering Ph.D. students, Seelye 207

7:00 Doctoral student meeting (student planned event)

**SUNDAY, MAY 31**

10:00 - 12:00 Brunch for all doctoral students. Location TBA

12:00 – 4:00 Central Check-In for “Cleared” returning students, Seelye Hall, first floor

4:15 - 5:15 \*Convocation, Wright Hall/Weinstein Auditorium

5:30 All campus BBQ, Cutter/Ziskind Courtyard

## New! Sunday Check-In for Returning Doctoral Students

*Dear Returning Doctoral Students:*

In response to student feedback, we are pleased to announce a new Check-In procedure which will allow students the option of returning to campus on Sunday, May 31<sup>st</sup>, rather than on Friday, May 29<sup>th</sup>. We have added a simplified Check-In that allows you to pick up packets on Sunday afternoon, May 31, 2009, if you have met all your financial responsibilities. The following procedures apply to all returning students (including readmits and students returning from leave of absence). We hope you will find this new procedure helpful!

**Requirements for Checking In on Sunday:** In order to check in you must be “cleared” by **Financial Aid**. In order to be “cleared,” you must meet the following requirements:

- You have paid all funds owed to the School, and
- You have submitted all required financial aid materials.

The deadline for receipt of all required materials by Financial Aid is **4:00 p.m. on Friday, May 22, 2009**. If you have not received a “cleared” email by 4:00 p.m. EST Wednesday, May 27, 2009 **from that office**, you have *not* been cleared and you must check in on Friday, May 29, 2009.

**Cleared Students:** You may check in on Sunday, May 31, 2009, between noon and 4:00 p.m. (*Please note that no other services will be available on Sunday.*) You may still opt to attend Check-In on Friday, May 29, 2009, between 11:00 a.m. and 4:00 p.m. if you prefer. Please note that if you have not checked in by 4:00 p.m. Sunday you must attend Late Check-In between 8:00 a.m. and noon on Monday, June 1, 2009, in Lilly Hall; a \$125 administrative fee will be charged to your account for all Monday late check-ins.

**Students NOT Cleared by May 27, 2009:** If you have *not* received a “cleared” email from Financial Aid by Wednesday, May 27, 2009, you *must* attend Check-In on Friday, May 29, 2009, between 11:00 a.m. and 4:00 p.m.

Important: If you have not been cleared by Financial Aid and you do not attend Central Check-In on Friday, May 29, 2009, you must attend Late Check-In between 8:00 a.m. and noon on Monday, June 1, 2009, in Lilly Hall; a \$125 administrative fee will automatically be charged to your account.

**YOU MUST COMPLETE THE CHECK-IN PROCESS BEFORE YOU CAN ATTEND ANY CLASSES.**

For questions about Check-In, please contact Financial Aid at [sswfa@smith.edu](mailto:sswfa@smith.edu) (413/585-7986).

**YOUR FIRST FEW DAYS ON CAMPUS**

## Registration and Class Schedule Information

Office of Academic Support Services  
(413) 585-7989

Unshaded areas on the chart, below, represent official class meeting blocks for our summer academic terms. Doctoral students have no classes in the evenings or on Fridays.

CLASS  
BLOCK  
CHART

	Mon	Tues	Wed	Thur	Fri
<b>8:30-10:20</b>					
<b>10:35-12:25</b>					
<b>1:40-3:30</b>					
<b>3:40-5:30</b>					
<b>7:00-8:50</b>					

**First summer students** will take five required courses, scheduled in eleven of these blocks, per term. All classes will be pre-sectioned by the Office of Academic Support Services (OAS), and students will be expected to arrange personal commitments around this schedule.\*

**Second summer students** will participate in BannerWeb registration starting March 15, 2009. Students will register for one elective in Term 1 and two electives in Term 2 that do not conflict with the required courses already scheduled by the Office of Academic Support Services. Do not drop or delete any required courses on your record!

**Third summer students'** schedules will consist of electives only. Starting March 1, 2009, third summer students will register for minimum degree requirements in both terms via BannerWeb. Extra courses may be added during the Course Change period, **March 29 (starting 3:00 p.m. Eastern Time) through April 1 (ending 11:00 p.m. Eastern time)**. Third summer registration instructions and elective schedules will be provided in advance. Schedules shall be considered preliminary until classes begin.

\*We understand that childcare, commuting and part-time work can add stress to your very full academic schedule. If you have special circumstances that you would like us to consider while scheduling your required courses, please print out and complete the form on [www.smith.edu/ssw/oas/documents/spec\\_requests.pdf](http://www.smith.edu/ssw/oas/documents/spec_requests.pdf). Submit the form to the Office of Academic Support Services ([sswoas@smith.edu](mailto:sswoas@smith.edu)) or fax to (413) 585-7994. Deadlines are as follows: Friday at noon before the start of BannerWeb registration (second and third summer students); within two weeks after acceptance (incoming students). You may also wish to consult the Smith College Office of Disability Services. OAS will send instructions and passwords for viewing schedules on BannerWeb to entering students in late April. Note: The School reserves the right to make changes to scheduled course offerings and meeting times.

## **The Curriculum and Resident SSW Faculty**

For information on our resident faculty, visit our web site:

Master's Program: [http://www.smith.edu/ssw/admin/faculty\\_resfaculty.php](http://www.smith.edu/ssw/admin/faculty_resfaculty.php)

Doctoral Program: [http://www.smith.edu/ssw/oas/faculty\\_doctoralfaculty.php](http://www.smith.edu/ssw/oas/faculty_doctoralfaculty.php)

The School for Social Work Curriculum web pages are:

Master's Program: [http://www.smith.edu/ssw/geaa/academics\\_curriculum.php](http://www.smith.edu/ssw/geaa/academics_curriculum.php)

Doctoral Program: [http://www.smith.edu/ssw/geaa/academics\\_doccurriculum.php](http://www.smith.edu/ssw/geaa/academics_doccurriculum.php)

## **The Smith College Libraries**

Neilson Library is the main library for the Smith campus and for School for Social Work students. Neilson offers a strong book collection in social work and related fields as well as major journals, online and in print. Reference librarians will help School for Social Work students with all aspects of library use and research. The Sophia Smith Collection, documenting the history of women, contains the Social Work Archives with the papers of prominent social activists including Jane Addams and Ellen Gates Starr, co-founders of Hull House. The full array of Smith library resources and services is available to SSW students.

SSW students may also use the libraries at Amherst, Mount Holyoke and Hampshire Colleges and the University of Massachusetts. With a valid ID, students may borrow Five College materials in person or may request them through the Five College Delivery Service. For more information on our library services and collections, please explore the Smith College Libraries web site, <http://www.smith.edu/libraries>.

## **Technology Resources and The Computer Store**

Information Technology Services (ITS) maintains microcomputer resource centers, more commonly known as "computer labs", in various locations across campus. These labs provide students with free access to Dell and Apple computers and appropriate software. Laser printing is available in the labs for a reasonable fee. Dormitory rooms are wired for connectivity to the Smith network and for full internet access.

With all of these facilities on campus, some students feel it is not necessary to own a personal computer or printer. However, the structure of the School for Social Work graduate program makes owning a personal computer an extremely valuable resource. Many of the courses include computer assignments and also have standard word processing requirements. The mobility of laptop computers is especially practical, particularly during internships.

If you would like to take advantage of the convenience of having a personal computer, the Smith College Computer Store offers a wide selection of computer equipment. Products from Dell, Apple, Epson, Microsoft and other manufacturers are available at substantial savings, due to our special educational pricing. Knowledgeable computer store consultants are on hand to help you determine the proper configuration for your needs.

Paying for a computer can be difficult, especially for students. Therefore, the School for Social Work offers interest-free, short-term computer loans to its students. The maximum loan amount is \$1,000, with the stipulation that the computer must be purchased at the Smith College Computer Store. For more information about this loan, please contact Gina Zaikowski (413) 585-7986 or Diana Wheeler (413) 585-7956 in the Financial Aid Office.

The Smith College Computer Store has signed a licensing agreement with Microsoft that allows students to purchase either MS Office Pro Windows, or MS Office Mac at a low price of \$75. In addition to needing to use MS Office you are required to download from the ITS website McAfee antivirus software if you want access to the Smith College network. For more information about this policy and other recommendations outlining what is needed for our residential network visit our website: <http://www.smith.edu/its/services/resnet.html>.

In April, you will be receiving more detailed information via email about our recommended computer configurations, as well as ordering information. Please visit our website and explore your options: <http://www.smith.edu/computerstore>. If you have questions, contact the Smith College Computer Store at (413) 585-3027 or email us at [cstore@smith.edu](mailto:cstore@smith.edu).

### **Jacobson Center for Writing, Teaching and Learning**

Seelye Hall, Rm 307

<http://www.smith.edu/jacobsoncenter/>

**Writing Counselors:** Debra Carney (413) 585-3035 and Mary A. Koncel ([mkoncel@verizon.net](mailto:mkoncel@verizon.net))

The writing counselors will speak at convocation and will describe the services offered, including the following:

#### **Individual Writing Conferences**

Throughout the two summer terms, we offer you individual writing conferences. During these half-hour sessions, we work on pre-writing, writing, and editing strategies. We serve as an audience for your ideas about your assignments and the written expression of those ideas.

To schedule a writing conference during the summer, please come to Seelye 307. Our schedules are posted in the foyer outside the door; just sign your name in any available slot. Feel free to call us if you have any questions about the schedules.

### Writing Skills Workshop

Each summer we offer small-group workshops on **Overcoming Writing Anxiety, Grammar, Punctuation and Mechanics**, and **Writing Clearly and Concisely**. Schedules for these workshops are available the first week of class, and we also announce them in the Luncheon Notices, the biweekly newsletter that is sent to all members of the community via email. (We would also like to encourage you to suggest workshop topics for us; we'd be happy to develop more workshops to address your writing needs.)

### Research Analyst

Marjorie Postal is the School for Social Work's Research Analyst. She is available to assist M.S.W. students who are working on a **quantitative** thesis. She provides help designing surveys, coding survey data, and choosing, running, and interpreting statistical tests. She can also provide help with SPSS, the statistical analysis software used by the School, and with Survey Monkey, which is used for online surveys.

Marjorie's office is 201 Lilly Hall. To set up an appointment during the summer, you can use the sign-up sheet outside her office, or she can be reached by phone, (413) 585-7975 or email, [mpostal@smith.edu](mailto:mpostal@smith.edu).

### Anti-Racism Symposium

This Summer's Anti-Racism Symposium will be part of the Summer Lecture Series held in Weinstein Auditorium. The speaker will be Kenneth Hardy, Ph.D., a well-known family therapist and anti-racism writer. The date is Monday, June 15, 2009 from 7:30-9:00 p.m. The symposium is required for first year students and all students are welcome. For entering students, there will be a discussion of the symposium in their next practice class. Please see the Summer Lecture Series Brochure for more information.

## CAMPUS LIFE

### Housing Options

**Date:** March 2009  
**To:** All School for Social Work Students  
**From:** Diane L. Tsoulas, Associate Dean for Administration  
**Subject:** Housing - Summer 2009

As we at SSW prepare to welcome you to the summer academic session of the School, I want to inform you about what will be happening with campus facilities to help you make an informed decision about living on or off campus.

Although final decisions have not yet been made, there will be some construction on the campus this summer which may affect our summer residents. Though no work will be occurring in the dorms we are occupying, there will be renovation work in several dorms on campus. We will distribute information on this work as it becomes available. The student Campus Center is open, Monday - Friday, 7:30 a.m. - 4:00 p.m.

This summer we will be eating in the Cutter/Ziskind Dining Room. Our assigned dorms will be close to central campus. It is important for you to know that the College has banned smoking in all Smith buildings, including dorms. Candles, incense, and halogen lamps are prohibited in all campus houses in order to comply with fire safety regulations.

I hope this memorandum helps you in deciding about housing for the upcoming summer. We all look forward to welcoming you.

### Communication at the School for Social Work

The primary means of communication at the School is via electronic mail. All students will be assigned a Smith email account during the registration process. **It is the student's responsibility to check this account on a regular basis; students will be held accountable for receipt of this information.** Please note that the School will use this account exclusively; no personal email accounts will be used. Students should be sure to monitor this account regularly for important information regarding academic policies and procedures as well as various administrative deadlines.

During the summer the School publishes bi-weekly a web-based electronic newsletter known as *Luncheon Notices Online*. This is the official source of news, notices and announcements for the School for Social Work during the summer. **It is the primary vehicle for school communication and all community members are assumed to have read the newsletter.** Information regarding the submission process for *Luncheon Notices Online* will be available at registration and can be found at:  
[http://www.smith.edu/ssw/admin/news/luncheon\\_about.php](http://www.smith.edu/ssw/admin/news/luncheon_about.php).

## Dormitory Accommodations

Dormitory rooms will be available on Thursday, May 28 beginning at 1:00 p.m. for students who need to arrive on that day. For on-campus students, a deli lunch will be provided on Thursday, May 28, from 12:00-1:00 p.m., at Cutter /Ziskind.

Dormitory accommodations consist of single dormitory rooms with one twin bed, bureau, desk, and chair. All rooms are wired for full internet access. The School **does not** furnish bed linens, towels, curtains, bedspreads, etc. Students may wish to bring a lamp, an alarm clock and a fan. Swimmers should bring extra towels as none will be provided at the pool. You may also wish to bring an additional blanket and pillow.

## Keys

Only students living on-campus will be issued a room key. All students will be expected to use their OneCard for front door access to SSW dorms, including Cutter/Ziskind dining hall. Those needing access to dorms not serviced by OneCard will be issued a front door key, designated and imprinted as “AA” key.

Keys may be picked up at Hubbard House:

Thursday, May 28- 1:00 p.m. - 4:00 p.m.  
Friday, May 29- 9:00 a.m. - 3:30 p.m.

If for any reason you cannot arrive during the above designated times, keys will be left at Public Safety, at its location in Tilly Hall off Henshaw Avenue. Beginning Monday, June 1, keys will be available in Room 111 of Lilly Hall from 9:00 a.m. - 3:30 p.m.

Students who do not return their key(s) will be charged a \$25.00 fee per key. Students who lose their key(s) during the summer will be billed \$25.00 for each additional key.

## **Meal Plan - Off-Campus Students or in Friedman House**

The School for Social Work is making every effort to help make life more affordable for students **living off-campus or in Friedman House**.

The School has established a meal plan for students to purchase 25 meals for \$175.00. These meals may be any combination of breakfast, lunch and/or dinner totaling 25. The 25 meals will be added to your OneCard to use at Cutter/Ziskind **only**. The Meal Plan cannot be used at the Campus Center.

**PLEASE NOTE** that these fees cannot be pro-rated **OR** refunded.

A form will be included in the housing packet. Please complete it if you wish to participate in the meal plan.

## **Important Information on Student Telephone Service**

Students in residence houses served by the campus-wide telephone system now have access to a digital phone, a private voice mailbox, and on-campus, local, and 800 calling. However, in order to make long distance and international phone calls, students must use pre-paid cards and calling cards. Information on pre-paid cards and calling cards is available at:

<http://www.smith.edu/its/tara/telephones/phonecards.html>.

The fee for telephone service, including voicemail, on-campus and local calls is included in your room and board amount.

## **Air Conditioner Installation**

The College has several concerns regarding electrical usage and **window air conditioners** in the dorms. Please be aware of the following College regulations when making your plans:

1. Because we must restrict usage, only people with a medical need and medical documentation to that effect will be able to bring air conditioners. Students **must bring their own or rent air conditioners** and will be charged a flat fee (\$125.00) to cover any expenses associated with the installation, and removal, of these systems.
2. We will need prior notification if you are planning to bring a window air conditioner. We must be able to plan room assignments accordingly and schedule HVAC professionals to install the air conditioners. For reasons of safety, all air conditioners will need to be installed in this manner.

We understand the importance of making your rooms habitable. However, these old buildings are not all equipped for carrying the electrical load that occurs and we must plan accordingly. In addition, unless the air conditioners are installed correctly, they pose a danger to others and this is not a risk the School/College can take.

3. If you will require an air conditioner installed, please fill out the Air Conditioner Installation Form (in the Housing Packet) and return it, with **medical documentation**, to the Housing Coordinator by **April 18<sup>th</sup>**. If medical documentation is not attached, the form will be returned to you.

## **Pets**

**ABSOLUTELY NO PETS** are allowed in College or residential buildings. Students are expected to make off-campus arrangements for the care of pets. Violations of this strict College policy will be brought to the attention of the Associate Dean for Administration.

**Note:** this prohibition does not apply to individuals accompanied by seeing eye dogs or other trained service animals. If you utilize a service animal you will need to register with, and provide appropriate documentation to, the Office of Disability Services (see page 21 of this Guide).

**Mail**

The lower level of the Campus Center houses a full-service post office. Packages mailed to you at the School can be accepted as of Monday, May 18 or earlier if needed. **Please mark “Hold for Arrival” in place of the PO Box number if mailed before May 18, 2009.**

Your official mailing address for the summer is:

Student Name  
 Box - - - -  
 1 Chapin Way  
 Northampton, MA 01063-6302

Your PO Box is located in the Campus Center and PO Box numbers will be assigned no later than May 22, 2009. Further information will be available upon your arrival at Smith College in June. **If a forwarding order is requested from home address, please mark it “Temporary” and only for the duration of the program (until August 14, 2009).**

**Banking**

Students are advised to bring their money in traveler’s checks or money orders. Local banks are happy to open accounts for students. Unfortunately, the College Controller’s Office is unable to cash personal checks. There is an ATM machine in the lower level of the Campus Center. Its services include Cirrus, MasterCard, NYCE, Sum, and Visa.

**COLLEGE OFFICES**

**Office for International Students and Scholars**

The Office for International Students and Scholars provides advice and guidance to School for Social Work students and faculty on U.S. immigration laws, visa and travel regulations, school transfers, work authorization permits, and payment authorization for international faculty. The office works with students and faculty prior to their arrival at Smith and throughout the length of their program. The office also issues I-20 “Certificate of Eligibility” forms for F-1 student visa applications and J-1 visas for faculty. All international students must complete and submit a “Foreign Students Certificate of Finances” form to this office prior to the issuance of the F-1 visa application from Smith.

Hrayr Tamzarian, Associate Dean, assesses the needs of international students and faculty and helps to facilitate a smooth transition to life at Smith by providing individual and group orientation during the first few weeks of each summer session. International students or faculty with questions relating to the services of this office may direct inquires to: **<http://www.smith.edu/interstudents/>** or call (413) 585-4943 or Fax (413) 585-4906. Please indicate that you are affiliated with the School for Social Work program.

## **Office of Public Safety and Parking Information**

The Smith College Department of Public Safety provides protection and security services to all members of the college community, including its visitors and guests, 24 hours a day, seven days a week. The Department's full-time public safety officers are trained professionals. They have police powers on college property (as granted under Massachusetts General Laws, Chapter 22C, Section 63) and are sworn Hampshire County deputy sheriffs. All officers must complete training as mandated by the Massachusetts State Police.

There are 279 green lined parking spaces in various lots throughout the campus and in the parking garage designated for student parking. The cost of a decal is \$5.00 and parking in green lined spaces is on a first come, first served basis. Decals will be sold at Central Check-In.

The Department of Public Safety Office, at its location in Tilly Hall, off Henshaw Avenue, is staffed 24 hours a day. As the main purpose of Public Safety is to protect life and property, calls for service are prioritized. Officers respond to such calls on foot, in cruisers or on mountain bikes.

The department's website is: <http://www.smith.edu/pubsafety/>

## Disability Services

Smith College values the diversity of its student body and is committed to assuring non-discrimination in its programs for students with disabilities. The College works to meet its obligations under Section 504 of the Rehabilitation Act and the Americans with Disabilities Act in a variety of ways, including the provision of necessary services and accommodations for students with documented disabilities. Students with a disability needing accommodations or support services should return the disability identification form in your admission packet and contact the Office of Disability Services, located at College Hall, Room 104, well in advance of your arrival on campus. You will be required to provide **current** medical documentation or a comprehensive psycho-educational assessment which directly supports any academic accommodations requested. Guidelines for documentation are available on the Smith website under Disability Services. Inadequate or incomplete documentation can delay the provision of academic accommodations or support services. The cost and work involved in obtaining documentation is the responsibility of the student.

Students with disabilities are advised to make a telephone or in-person appointment with the Director of Disability Services so that disability-related academic and housing accommodations and services can be discussed, approved and provided as appropriate. Requests for accommodations during field placements should be discussed with Disability Services immediately upon acceptance as it may require identification of specific sites that can make the necessary accommodations. Students are assigned to placement sites in the spring before arrival for summer classes. Please be specific about what you might need so your placement can be as successful as possible.

All communications with Disability Services are confidential. Requests for accommodations should be made at least one month prior to the beginning of each summer session to allow for any necessary arrangements including help needed with registration. Students needing sign language interpreters or books on tape or CD must contact the Office of Disability Services at least six to eight weeks before the start of classes to allow time to secure interpreters or prepare materials in alternate formats. We will work with you to secure books in alternate formats from various external sources and assist in producing accessible materials to the extent possible.

Students with disabilities that significantly impact reading, writing, or organizational skills are advised to investigate and become comfortable using assistive technology such as voice recognition or scheduling software, scanners, or new technology available for reading electronic materials such as Kurzweil or Adobe Reader prior to attendance. Students frequently report that previous skills or learning strategies need to be “upgraded” for graduate school and often find it very challenging to learn new methods of reading, writing, and organizing while beginning a new graduate program. Transition to the SSW program will be easier if you arrive with an array of compensatory skills and a familiarity with assistive technology. Information about technology and services for building organizational and other learning skills can be found by contacting a local college in your area for a referral or by calling Smith’s Disability Services Office. Students interested in utilizing voice recognition or reading software available in the Smith Assistive Technology Lab must set a time for orientation to the lab, as well as demonstration and training as needed in order to have authorization to use the lab. You can reach the Office of Disability Services for a preliminary conversation to discuss your needs by calling the telephone number below.

Laura Rauscher  
Disability Services Director/ADA Coordinator  
Office of Disability Services  
Smith College, College Hall, Room 104  
Northampton, MA 01063

lrausche@smith.edu  
**(413) 585-2071 (Voice or TTY/TDD)**  
(413) 585-4498 (Fax)  
<http://www.smith.edu/ods/>

## **Ombudsperson**

The Ombudsperson is a confidential, independent, neutral resource for the informal resolution of conflicts for all members of the college community. Upon request, the Ombudsperson can also serve as a neutral observer and provide feedback to student groups, staff organizations, and academic departments and programs in the interest of facilitating informal conflict resolution at the small group level.

You may contact the Ombudsperson to discuss: concerns of violation of the College's Civil Rights Policy; information on college policy and procedures; allegations of inequitable application of college policy; sexual harassment concerns; informal conflict resolution mediation (facilitating meetings between parties in conflict who are working towards resolution); resolving conflicts through intervention (shuttle diplomacy); situational stress and handling extreme emotions; brainstorming on how to resolve a conflict on your own.

Conversations with the Ombudsperson are held in confidence unless they involve the threat of serious harm to a person, or to Smith College as an institution. In such cases, the Ombudsperson will strive to release the information in a manner that is consistent with maintaining confidentiality.

The Ombudsperson is a member of The International Ombudsman Association and adheres to its Code of Ethics and Standards of Practice. These documents may be found online at <http://www.ombudsassociation.org> and are also available for review in the Ombudsperson's Office.

Adrienne R. Andrews, Ph.D.  
Ombudsperson

Please phone or email for an appointment  
Phone: (413) 585-3358; Fax: (413) 585-3731  
Email: [ombuds@smith.edu](mailto:ombuds@smith.edu) [Please do not send confidential information]  
Office: Neilson Library A/19  
Web page: <http://www.smith.edu/ombuds>

## **STUDENT ORGANIZATIONS**

### **Master's Program Student Organizations**

(Note: These listings are accurate at time of publication, for updates please visit:  
<http://www.raceunity.com/smith/index.htm>).

#### **Council for Students of Color**

**President** - Jaycelle Pequet, A10

**Vice-President** - Michael Smith, A10

**Secretary** - Elizabeth Castrellon, A10

**Treasurer** - Kay Naito, A09

**Historian** - Ilana Jordan, A10

**Diversity Representative to Student Org.** - Leah Jackson, A09

**Diversity Representative for Field Placement** - Karen McGinty, A09

**Co-Diversity Reps for Curriculum** - Yolanda Ramos, A09, and Dana Benton, A09

**Co - Social Chairs** - Emely Velez, A10, and Antwan Nedd, A10

#### **Smith College School for Social Work**

#### **Student Organization Governing Body List of Positions for 2009-2010**

##### **Executive Committee**

**Co-Presidents** - Emy Fehmi, A09, and Eugene Canatol, A09

**Co-Vice Presidents** - Alex French, A09, and Nada Michael, A09

**Secretary** - Christina Schler, A09

**Co-Treasurers** - Shawn Young, A09, and Elizabeth Reinecke, A10

**Co-Vice Presidents in Charge of Curriculum A09** - Sarah Rigney and Elizabeth Zacher

**Vice President in Charge of Curriculum A10** - Elizabeth Ehrenberg and Cole Hooley

**Field Rep A09** - Julia Perault

**Field Rep A10** - Jessie Weisstein

**Co-Class Reps. A09** - Dana Benton and Annie Bachrach

**Co-Class Reps. A10** - Linda Pham and Jamecia Estes

**Campus Life Reps** - Andria Lavine, A10, and Adele Liechty, A10

**Historian** - Sarah Cartier, A09, and Thalia Ghazey, A09

##### **Remainder of Governing Body**

**Council for Students of Color Diversity Rep A09** - Leah Jackson

**Council for Students of Color Diversity Reps A10** - Michael Smith and Jaycelle Pequet

**Curriculum Rep – Research A09** - Omer Mendelson

**Curriculum Rep – Research A10** - Monica Tronsky

**Curriculum Rep – Policy A09** - Jennifer Wiech

**Curriculum Rep – Policy A10** - Gabrielle Durocher-Radeka

**Remainder of Governing Body (Continued)**

**Curriculum Rep – Practice A09 - Jana Wu**

**Curriculum Rep – Practice A10 - Dona Hirschfield-White**

**Curriculum Rep – HBSE A09 - Jillian Goldstein**

**Curriculum Rep – HBSE A10 - Teresa Mendez**

**Curriculum Diversity Reps – Dana Benton, A09, and Paul Sireci, A10**

**Curriculum Secretary – Ryan Parker, A10**

**Financial Aid Rep - Antwan Nedd, A10**

**Academic Support Services Rep - Open**

**Admissions Rep - Joan Corbin, A10**

**Social Action Rep - Lisa Smeltzer, A09, and Nathalie Torrens, A09**

**Social Welfare Action Alliance - Open**

**Off-Campus Rep - Paula Passanisi, A10**

**Academic & Field Work Performance Standing Committee Rep - Elizabeth Schiffrin, A09**

**Academic & Field Work Performance Standing Committee Rep - Ben Weiss, A10**

**Anti-Racism Consultation Committee Reps - Open**

**Class Issues Alliance - Open**

**Disabilities Awareness Group Rep - Open**

**Jewish Students Association Rep - Sara Walker, A09**

**L/G/B/T/Q<sup>2</sup> Alliance Rep - Open**

**Men’s Consortium - Open**

**International/Multicultural Support Group Rep - Open**

**Meditation Rep - Simone Lichty, A09**

**SAGE - Sonnie Chong, A09**

**Bereavement Group Rep - Open**

**Student Parents Group Rep - Monica Tronsky, A10**

**Unlearning Racism Rep - Open**

**Ph.D. Mentoring - Open**

**Doctoral Program Student Organization**

**Co-Presidents – Sally Comer, D09, and Andy Dunlap, D09**

**Co-Presidents Elect – Katy Davis, D10, and Beverly Simmons, D10**

**Co-Secretaries – Elissa Baldwin, D09, Megan Theriot, D10, and Liz Johnston, D10**

**Treasure – Elissa Baldwin, D09**

**Class Representatives – Kari Fletcher, D09, and Marina Farina de Parada, D10**

**Students of Color Representative – Steve Wilson, D10**

**Alumni Representatives – Lauren Como, D09, and Kamilah Jones, D10**

**Liaison for International Students – Open**

**Curriculum Representative – Sarah Miller, D09, and Maria Farina de Parade, D10**

# Smith College School for Social Work

## Directory of Administrative Offices

### Reception Desk (413) 585-7950

Doreen Kelly (dkelly@smith.edu)

### Academic Support Services (413) 585-7989

Valerie Abrahamsen, Director and Registrar  
(vabraham@smith.edu)

Nicole Kutcher, Faculty Services Coordinator  
(413) 585-4053 (nkutcher@smith.edu)

Sharyn Zuffelato, Student Services Coordinator  
(413) 585-7980 (szuffela@smith.edu)

### Admission (413) 585-7960

Irene Rodriguez Martin, Director  
(imartin@smith.edu)

Valerie N. Hooper, Assistant Director  
(vhooper@smith.edu)

John Terracuso, Administrative Assistant  
(jterracu@smith.edu)

Heather Butler, Administrative Assistant  
(hbutler@smith.edu)

### Advancement & Alumni Affairs (413) 585-7964

Roxanne Pin, Director  
(rpin@smith.edu)

Patricia Gilbert, Administrative Assistant  
(pgilbert@smith.edu)

### Annual Conference (Field Work)

See Field Work

### Audio/Visual needs

[www.smith.edu/its/class\\_support/index.html](http://www.smith.edu/its/class_support/index.html)

### Bills (Student)

See Financial Aid and Fiscal Affairs

### Bookstore

See Greccourt Bookshop

### Career Development Office, Drew Hall (413) 585-2582

#### (Job Search, Resume Writing, Interview Prep)

[www.smith.edu/cdo](http://www.smith.edu/cdo), [cdo@smith.edu](mailto:cdo@smith.edu)

Janice Schell, Assistant Director,  
(jschell@smith.edu)

### Center for Media Production (413) 585-2954

[www.smith.edu/its/mservices/aboutcenter.htm](http://www.smith.edu/its/mservices/aboutcenter.htm)

### Central Services (413) 585-2600

#### (Printing, Copying, Mailing & Fax services)

[www.smith.edu/physplant/cservices](http://www.smith.edu/physplant/cservices) ~  
[cservices@email.edu](mailto:cservices@email.edu)

### Community Practice Project (413) 585-7965

Fred Newdom, Coordinator

(518) 475-1199 (fnewdom@nycap.rr.com)

Pattie Lumbrá, Administrative Assistant  
(413) 585-7965 (plumbrá@smith.edu)

### Computer Resources

See ITS Information Technology Services

### Continuing Education (413) 585-7970

Irene Rodriguez Martin, Director  
(imartin@smith.edu)

Tobias Davis, Coordinator  
(tdavis@smith.edu)

### Dean's Office (413) 585-7977

Carolyn Jacobs, Dean and Elizabeth Marting  
Treuhaft Professor ([cjacobs@smith.edu](mailto:cjacobs@smith.edu))

Jensy Graham, Executive Assistant to the Dean  
(jgraham@smith.edu)

Susan E. Donner, Associate Dean and Dean of Students  
(sdonner@smith.edu)

Lindsay Wilson, Administrative Assistant to the  
Associate Dean, ([deanasst@smith.edu](mailto:deanasst@smith.edu))

Diane L. Tsoulas, Associate Dean for Administration  
(dtsoulas@smith.edu)

Tonya Dixon, Administrative Assistant to the  
Associate Dean for Administration  
(tdixon@smith.edu)

### Disability Services (413) 585-2071 voice (TTY/TDD)

Laura Rauscher, Director  
(lrausche@smith.edu)

Geary Gravel, Deaf Services Coordinator  
(413) 585-2139 ([ggravel@smith.edu](mailto:ggravel@smith.edu))

### Doctoral Dissertations

See Doctoral Program

### Doctoral Program (413) 585-7981

Kathryn Basham, Co-Director  
(413) 585-7959 ([kbasham@smith.edu](mailto:kbasham@smith.edu))

James Drisko, Co-Director  
(413) 585-7961 ([jdrisko@smith.edu](mailto:jdrisko@smith.edu))

AnnaMarie Russo, Administrative Assistant  
(413) 585-7981 ([amrusso@smith.edu](mailto:amrusso@smith.edu))

### Enrollment Verification

See Academic Support Services

### Faculty Clerical Support (Adjunct)

See Academic Support Services

### Faculty Sequence Chairs

HBSE - Dennis Miehl (413) 585-4198  
([dmiehl@smith.edu](mailto:dmiehl@smith.edu))

PRAC - Joan Lesser (413) 585-7953  
([jlesser@smith.edu](mailto:jlesser@smith.edu))

RESH - Joanne Corbin (413) 585-4039  
([jcorbin@smith.edu](mailto:jcorbin@smith.edu))

SWPS - Josh Miller (413) 585-7966  
([jlmiller@smith.edu](mailto:jlmiller@smith.edu))

**Faculty Teaching Schedules**

See Academic Support Services

**Field Work—Master's**

Carolyn S. du Bois, Director  
(413) 585-7987 (cdubois@smith.edu)  
Anthony C. Hill, Associate Director  
(413) 585-3625 (ahill2@smith.edu)  
Pattie Lumbra, Coordinator and Systems Specialist  
(413) 585-7965 (plumbra@smith.edu)  
Patricia Gilbert, Administrative Assistant  
(413) 585-4290 (pgilbert@smith.edu)

**Field Work—Doctoral**

See Doctoral Program

**Financial Aid and Fiscal Affairs**

Gina Zaikowski, Director  
(413) 585-7986 (gzaikows@smith.edu)  
Diana Wheeler, Financial Aid/Loan Coordinator  
(413) 585-7956 (dwheeler@smith.edu)

**Federal Bank Loans**

See Financial Aid and Fiscal Affairs

**Food Service (413) 585-7986**

Gina Zaikowski, Director of Fiscal Affairs  
and Financial Aid (gzaikows@smith.edu)

**Graduation**

See Academic Support Services

**Greycourt Bookshop (413) 585-4140**

Laura Noddin, Textbook Manager  
(413) 585-4155

**Helen Hills Hills Chapel (413) 585-2750**

Office of the Chaplains  
Open daily 8:00 a.m. - 4:00 p.m. (office)  
7:30 a.m. - 9:00 p.m. (building)

**Housing****Off-Campus Sublet Information**

Doreen Kelly, Communications Assistant  
(413) 585-7950 (dkelly@smith.edu)

**On-Campus Room Assignments and Keys  
(Student & Faculty)**

Michelle Bala, Housing Coordinator  
(413) 585-7979 (mbala@smith.edu)

**Human Subjects Review (413) 585-7974**

Ann Hartman, Chair  
(ahartman@smith.edu)

**ID Cards**

See OneCard Office

**Information Technology Services (ITS)**

Computer Accounts, Networks and Questions  
(413) 585-4ITS or (413) 585-4487

**International Students and Scholars Office  
(413) 585-4943**

Hrayr Tamzarian, Associate Dean  
(htamzari@smith.edu)  
Ashavan Doyon, Administrative Assistant  
<http://www.smith.edu/interstudents/>

**Loan Deferments**

See Academic Support Services

**Luncheon Notices**

See Dean's Office

**Mail Services**

See Student Postal Center

**Medical Insurance (Student)**

See Financial Aid and Fiscal Affairs

**Meetings: Scheduling of****Cutter/Ziskind Meeting Rooms**

Michele Bala, Administrative Assistant  
(mbala@smith.edu)

**Large Meeting Rooms, Film Viewing Rooms,  
SSW Classrooms, Other Campus Space**

Tonya Dixon, Administrative Assistant to the  
Associate Dean for Administration  
(413) 585-7983 (tdixon@smith.edu)

**Lilly Hall**

Doreen Kelly, Communications Assistant  
(413) 585-7950 (dkelly@smith.edu)

**Neilson Circulation Desk and Reference Desk**

(413) 585-2910 and (413) 585-2960

**Ombudsperson (413) 585-3358**

Adrienne R. Andrews, Ombudsperson  
(ombuds@smith.edu)

**OneCard Office (Photo ID Cards) (413) 585-3082**

Ricardo Portalatin, Systems Coordinator  
<http://www.smith.edu/its/onecard/photos.html>

**Parking**

See Public Safety

**Payroll (Part-time Faculty, Summer Students)**

Gina Zaikowski, Director of Fiscal Affairs  
and Financial Aid (413) 585-7986  
(gzaikows@smith.edu)

**Photocopying/Printing/FAX**

See Central Services

**Public Safety (413) 585-2490**

Paul Ominsky, Director

Scott T. Graham, Assistant Director

Emergencies (from campus phone) x800

Routine (from campus phone) x2490

**Registrar's Office**

See Academic Support Services

**Smith College Studies in Social Work**

Kathryn Basham, Editor

(413) 585-7984 (kbasham@smith.edu)

**Student Postal Center (413) 585-4156**

Post Office and Mail boxes located in the Campus Center

**Tax Forms**

Gina Zaikowski, Director of Fiscal Affairs and Financial Aid

(413) 585-7986 (gzaikows@smith.edu)

**Telephones (Phone mail and phone service)**

Mary Clayton, Telephone Assistant

(413) 585-2082 (mclayton@smith.edu)

**Theses (Master's) (413) 585-7974**

Jean LaTerz, Thesis Coordinator

(617) 922-0894 (jlaterz@smith.edu)

Ann Hartman, Chair, Human Subjects Review

(413) 585-7974 (ahartman@smith.edu)

Marjorie Postal, Research Analyst

(413) 585-7975 (mpostal@smith.edu)

Laura Wyman, Administrative Assistant

(413) 585-7974 (lwyman@smith.edu)

**Transcripts and Student Files**

See Academic Support Services

**Writing Support-Jacobson Center**

Debra Carney, Writing Counselor

(413) 585-3035 (dcarney@smith.edu)

Mary A. Koncel, Writing Counselor

(mkoncel@verizon.net)

**Zip Cars**

[www.zipcar.com](http://www.zipcar.com)

# NOTES