



71 Clement Road  
Rutland, VT 05701  
(802) 773-5900

June 29, 2009

Dear Student,

I would like to take this opportunity to congratulate you on your acceptance to the College of St. Joseph! We are delighted that you have chosen to become part of the CSJ community and are looking forward to welcoming you to campus in the fall.

**Orientation will begin Wednesday, August 26 and continue through Sunday, August 30.** Classes begin on August 31. A tentative schedule is as follows:

Wednesday, August 26—Freshmen check-in at 9:00am. New residents move in. Parents stay through the conclusion of the President's dinner, usually finishing around 5:30pm. Thursday, August 27—Placement testing. Friday, August 28—Academic advising, course selection/registration. Saturday-Sunday, August 29-30—team-building, adventure activities. Orientation is an important part of your transition to college and all freshmen are required to attend.

There is a lot to do before heading to college and the enclosed CSJ Student Guide is a starter kit designed to help you prepare. This kit contains:

**Resident Hall Information (if applicable)**

- Housing application (if you still need to fill one out)
- Things to bring/Not to bring

**Important Forms and Information**

- Emergency Information Form
- Health Insurance Reminder
- Frequently Asked Questions

**Orientation Outlined**

- Orientation Registration Form (to be filled out by you)
- Directions to Campus
- Hotel Directory

An Emergency Information form and a Housing Application are enclosed. The Emergency Information form needs to be completed and returned. The Housing Application is optional depending on whether or not you choose to live on campus. However, please note that all freshman and sophomore students who do not reside in the Rutland area with their parents/legal guardians and attend full-time must reside on campus.

Again, welcome to the College of St. Joseph! I look forward to the opportunity to meet you when you arrive for orientation!

Sincerely,

Robert P. Lukaskiewicz  
Dean of Students

### List of Things to Bring

- |  |  |
|--|--|
| <input type="checkbox"/> Extra Food                    | <input type="checkbox"/> Toiletries                      |
| <input type="checkbox"/> Coat Hangers                  | <input type="checkbox"/> Dining Ware                     |
| <input type="checkbox"/> Deodorizing Spray, Febreze    | <input type="checkbox"/> Thumb Tacks                     |
| <input type="checkbox"/> Mirror                        | <input type="checkbox"/> Extension Cords                 |
| <input type="checkbox"/> School Supplies               | <input type="checkbox"/> Telephone, Answering Machine    |
| <input type="checkbox"/> TV, VCR/DVD, Cable Cord       | <input type="checkbox"/> Surge protectors                |
| <input type="checkbox"/> First Aid Kit, Band Aids      | <input type="checkbox"/> Laundry Detergents              |
| <input type="checkbox"/> Quarters for laundry          | <input type="checkbox"/> Appropriate Medication          |
| <input type="checkbox"/> Sheets 36" X 80" (Men's Hall) | <input type="checkbox"/> Sheets 39" X 76" (Women's Hall) |
| <input type="checkbox"/> Blankets                      | <input type="checkbox"/> Pillows With Cases              |
| <input type="checkbox"/> Curtain for Window 44" X 46"  | <input type="checkbox"/> Iron & Ironing Board            |
| <input type="checkbox"/> Bags For Wastebaskets         | <input type="checkbox"/> Dorm Size Refrigerator          |
| <input type="checkbox"/> Area Rug                      | <input type="checkbox"/> Alarm Clock                     |
| <input type="checkbox"/> Towels/face cloths/etc.       | <input type="checkbox"/> Lamp                            |
| <input type="checkbox"/> Hamper                        | <input type="checkbox"/> Plastic Storage Containers      |
| <input type="checkbox"/> Egg Crate Bed Cover           | <input type="checkbox"/> Board Games/Video Games/DVDs    |
| <input type="checkbox"/> Cleaning Supplies             | <input type="checkbox"/> TV Stand                        |
| <input type="checkbox"/> Tool Kit                      | <input type="checkbox"/> Backpack                        |
| <input type="checkbox"/> Road Safety Kit               | <input type="checkbox"/> Flip Flops for Shower           |
| <input type="checkbox"/> Drying Rack                   | <input type="checkbox"/> Batteries                       |
| <input type="checkbox"/> Bed Extenders                 | <input type="checkbox"/> Light Bulbs                     |
| <input type="checkbox"/> Computer                      | <input type="checkbox"/> Fan                             |

#### **For Suite Use Only:**

Microwave  
Hot Pot

#### **Prohibited From Residence Halls:**

Hot Plates  
Heating Coils  
Incense  
Candles  
Halogen Torchlight  
Toasters and Toaster Ovens

**EMERGENCY INFORMATION FORM**

DATE: \_\_\_\_\_

**Student Information:** (Please *print* all information clearly)

Student Name: \_\_\_\_\_

Home Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Campus Address: \_\_\_\_\_

Campus Phone/Cell Phone: \_\_\_\_\_

**Persons to be contacted in an Emergency:**

Father's Full Name: \_\_\_\_\_

Day Telephone Number: \_\_\_\_\_

Mother's Full Name: \_\_\_\_\_

Day Telephone Number: \_\_\_\_\_

Other contacts: \_\_\_\_\_

Relationship to Student: \_\_\_\_\_

Day Telephone Number: \_\_\_\_\_

**Health Information:**

Allergies: \_\_\_\_\_

Medications: \_\_\_\_\_

Chronic Illnesses: \_\_\_\_\_

Wear contact lenses? \_\_\_\_\_

Any health conditions that the staff should be aware of?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Note: This form must be completed by all students and must be updated whenever there is a change in address or information.

## HEALTH INSURANCE REMINDER

In your July tuition bill from the college you will receive a notice regarding health insurance. It explains that the College of St. Joseph requires all full time students to have health insurance coverage and that you are being billed a health insurance fee. Enclosed with the bill will be a brochure outlining the coverage and a waiver card for you to sign if you have your own health insurance coverage.

**If you have your own insurance coverage you must present the college with a copy of your insurance card and a completed waiver card on or before September 1, 2009 in order for your account to be credited the charge. There will be no exceptions.**

If you have any questions regarding the health insurance fee, please contact Anne Shortle in the Business Office at (802) 776-5218 or [ashortle@csj.edu](mailto:ashortle@csj.edu)

### Frequently Asked Questions by Incoming Students

#### **Can I stay and eat during college breaks?**

All students are required to leave campus during breaks unless they are student teaching, are from a foreign country, are part of a special program, and/or pay for break housing charges.

#### **Can I have a car on campus and do I need to register it?**

You may have a car on campus but must register it during Orientation. There is no charge to register a vehicle.

#### **How much will books cost?**

The average cost for books is \$300-\$500 per semester depending on your major.

#### **When will I know my financial aid status?**

You should have been financially packaged, but if you have not please call Julie at (802) 776-5274.

#### **When will I find out where my work-study job is?**

All work-study eligible students will be able to pick from a list of jobs during orientation.

#### **What are the Health Insurance requirements?**

All full-time undergraduate students are required to be insured. On July 1st a card will be sent to you to choose whether or not you would like the school insurance. If you choose not to take it you will have to provide proof that another insurance company covers you.

#### **When will I know who my advisor is and be able to register for classes?**

Each student will meet with his/her advisor on the third day of orientation to discuss class selection.

#### **How do I get involved in clubs and honor societies?**

There will be a clubs/organizations fair during Orientation for you to join the activities that interest you.

#### **What support services are available to incoming students?**

During Orientation you will have an opportunity to learn about all of our support services:

- Project Success (tutoring, etc.)
- Career Services
- Counseling Services
- Academic Advisors
- Resident Directors
- Resident Assistants
- Campus Ministry

Fall 2009 Semester

**ORIENTATION REGISTRATION FORM**

**Student Name:** \_\_\_\_\_  
(Please Print)

**Please check all that apply:**

Freshmen \_\_\_\_\_ Transfer \_\_\_\_\_ Resident \_\_\_\_\_ Commuter \_\_\_\_\_

Male \_\_\_\_\_ Female \_\_\_\_\_

**Student Information:**

Social Security Number: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Home Phone Number: ( ) \_\_\_\_\_

Cell Phone Number ( ) \_\_\_\_\_

**Orientation Information:**

Total number of parents / guest attending: \_\_\_\_\_

Total number needing **vegetarian meals:** \_\_\_\_\_

Name of guest: \_\_\_\_\_  
\_\_\_\_\_

Total number of Parents \_\_\_\_\_ Total number of Guests \_\_\_\_\_  
(Lunch and Dinner for Student/Parents is free; all other guests will be charged \$20 for the day)

**Total Amount Enclosed** \$ \_\_\_\_\_

**Please Note:**

- ***Completed forms must be returned to the Dean of Students Office by August 7, 2009.*** (If you are receiving this packet after August 7, please call the Dean of Students at (802) 776-5223 to make reservations)
- Please make checks payable to the College St. Joseph
- There will be no refunds due to advanced reservations