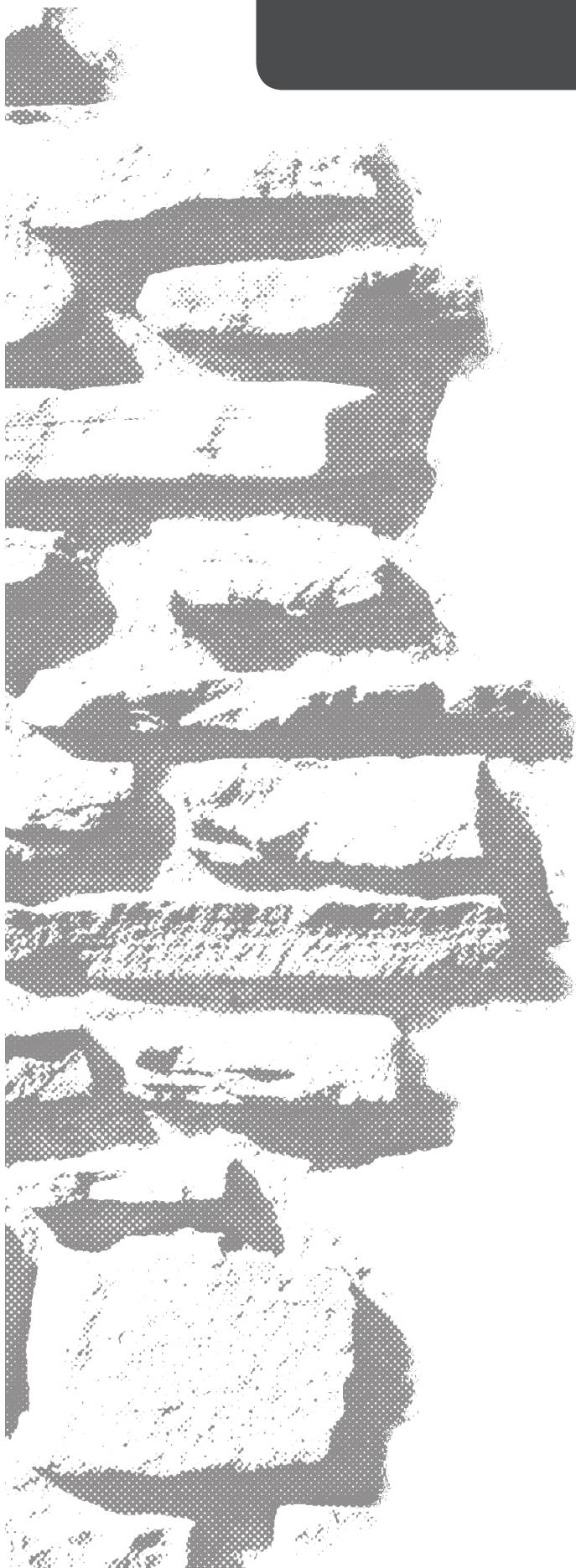


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College Information

ACADEMICS

Class Schedules

Students that have not yet received data about how to select courses should contact the Admission Office immediately. In order to have an accurate statement, all students should have selected courses by July 1 for Fall and November 14 for Spring. Questions regarding course selection may be directed to the Admission Office or the Registrar's Office.

Copies of Fall schedules will be sent to student Houghton email accounts once they are created. Prior to the start of the semester, students should check their schedule carefully to confirm that they are attending the correct classes, including the correct section and classroom. Student schedules can be found online at www.houghton.edu/students.

If a student wishes to add, drop, or withdraw from a course, the student needs to email his/her advisor and the instructor of the course with a copy to the Registrar's Office requesting permission to add/drop/withdraw from the course. Failure to properly follow these procedures could result in a failing grade for a course that was intended to be dropped or withdrawn. Dropping a course means the student left the course during the "drop/add" period and the course will not appear on the transcript. The normal time-frame to drop or add a full-semester course is the first week of the semester. Withdrawing from a course means the student left the course after the "drop/add" period; the course will remain on the transcript, and a grade of W will appear.

Grades

If students wish their parents to receive copies of their grades, students need to complete the Permission to Send Grades to Parents on the FERPA form available in the Student Life Office. This form can be completed once. Parents need to send an email to registrarsoffice@houghton.edu to request a copy of their student's grades. This will not be done automatically.

Students may view information online about grades, unofficial transcripts, total transfer hours, schedules, majors, classification, advisors, availability of space in courses, as well as any registration holds and their financial aid and account summary data. Additional information can be located at <http://www.houghton.edu/academic-records>.

Center for Academic Success and Advising (CASA)

Houghton College offers learning support for students through the Center for Academic Success and Advising. Any student may come to CASA for analysis of student strengths and weaknesses, or advice on study and examination strategies. Students may request course-specific peer tutoring. Learning support for students with disabilities is also offered.

Academic assistance is offered for students who:

- Have academic difficulty in one or more classes.
- Feel overwhelmed.
- Have too much to do and not enough time to do it.
- Have difficulty taking notes.
- Study a lot but do poorly on exams.
- Need study skills advisement.

Resources are available to help analyze students' strengths and weaknesses in:

- Motivation and concentration.
- Time management.
- Selecting and organizing information.
- Study strategies.
- Memory.
- Test-taking.

Peer Tutoring

Tutoring is offered in most Integrative Studies courses. The CASA staff work closely with faculty to select and train tutors. Tutors are assigned to work with students in one-on-one or small-group settings. Larger group sessions are organized for weekly review sessions and exam preparation. Students are encouraged to come to the CASA office early in the semester if they believe they need tutoring.

College Study Methods (CCLS 102)

Students who need to improve their study techniques are encouraged to sign up for the one-credit College Study Methods (CCLS 102) course. Class goals include developing an effective system for managing time, taking notes, and studying to learn.

Learning-Related Disabilities

Additional services are available to properly document students with learning-related disabilities. Accommodations can be offered for tests, lectures, and/or study. We help work with professors to explain the accommodations students require. Specialized counseling is available for unique learning problems.

Disability documentation should be brought to the Director of the Center for Academic Success and Advising (CASA) as soon as possible to obtain accommodations.

If a student suspects he or she has a learning-related disability, we can provide advice on how to pursue documentation. Some in-house screening for a learning-related disability is also available.

Phone: 585.567.9262

Email: casa@houghton.edu

Academic Guidance & Probation

Each incoming undergraduate student is assigned a faculty advisor who is responsible for academic advising during the first year. A student receiving a semester quality point average below 2.0 but who is not placed on academic probation is placed on academic guidance and is encouraged to work closely with the advisor.

An undergraduate student whose cumulative quality point average for Houghton College work falls below the following guidelines at the conclusion of a semester is considered in serious academic difficulty and is placed on academic probation. In this event, the student is required to meet with the advisor to develop a plan for academic improvement. Such a student is limited to 15 credit hours in the following semester. (Hours earned includes transfer hours.)

If the total credit hours are less than 15, GPA must be at least 1.0.

If the total credit hours are at least 15, but less than 27, GPA must be at least 1.5.

If the total credit hours are at least 27, but less than 39, GPA must be at least 1.75.

If the total credit hours are at least 39, GPA must be at least 2.0.

Two semesters in a row with a semester GPA below 2.0 also results in probationary status. The placement of students on guidance and probation occurs at the end of the semester grading period. If additional information is received that changes or completes the record, any change in status is made at the discretion of the Director of CASA.

CALENDAR

2017-2018 College Calendar

Fall Semester

Friday, August 25, 9:00 a.mResidence halls open; New students/transfers arrive
 Saturday, August 26.....New Student Orientation
 Monday, August 28..... First Day of Classes
 Friday, September 1 Last day to add or drop a full-semester course
 Sun. – Wed., September 3-6..... Christian Life Emphasis Week (CLEW)
 Fri. – Sat., October 6-7 Homecoming & Family Weekend
 Thur. – Sun., October 12-15 October Break
 Monday, October 16..... Classes Resume
 Wed. – Sun., November 22-26..... Thanksgiving Recess
 Monday, November 27 Classes Resume
 Friday, December 8 Last Day of Classes
 Mon. – Fri., December 11-15 Final Exams
 Friday, December 15, 12:30 p.m..... Semester Ends

Spring Semester

Tuesday, January 9.....Classes Begin
 Wed. – Fri., January 24-26..... Faith & Justice Symposium
 Sat. – Sun., February 24-March 4.....February Break
 Monday, March 5 Classes Resume
 Thurs. March 29 – Mon. April 2..... Easter Vacation
 Tuesday, April 3..... Classes Resume
 Monday, April 30..... Last Day of Classes
 Wed. – Tues, May 2-8Final Exams
 Tuesday, May 8.....Semester Ends

THE INTERNATIONAL CONNECTION PROGRAM

Monday, August 21 - Friday, August 25, 2017

Interconnect, the International Connection Program, is specifically designed to help international and third culture students successfully navigate the transition from life overseas to life at Houghton. This amazing week-long program takes place the week before the start of each fall semester for all international and third culture students. Interconnect is a great opportunity to begin building friendships with other international/TCK students even before the arrival of other students to campus. We focus on the following areas:

1. **Navigating Cultural Transition** – Interconnect offers many invaluable sessions on topics that will aid the transition to life in the United States and at Houghton. The sessions, which are designed to be interactive and participatory, are led by Houghton professors, staff and current students, all with significant cross-cultural experience.
2. **Meeting New People** – For most international and TCK students, making new friendships with those who share similar life experiences is the highlight of the interconnect program. There's no better way to start college than by having some friendships already in place. In addition, students will be able to meet many current students, faculty and staff who share a cross-cultural background and interest.
3. **Learning Practical Houghton Skills** – Settling into a new culture requires learning new skills. During the interconnect week students will participate in activities that highlight important experiences such as obtaining a campus job, finding their way around Houghton, learning what it takes to get a New York driver's license, etc.
4. **Having Fun** – Let's face it, fun is a key element of the college experience. That's why interconnect has lots of it – including a bonfire, ropes course activities, a scavenger hunt, and a visit to a nearby fun park, just to name a few.

All first-year international and third culture students are strongly encouraged to attend, and many intercultural students at Houghton consider the International Connection Program to be one of the most important and enjoyable events of their freshman year.

Interconnect Program Highlights

- Building friendships with other internationals & TCK's
- Going shopping to get stuff for your residence hall room
- Learning valuable aspects of U.S. culture
- Participating in fun events with other students & staff
- Learning through excellent sessions led by Houghton faculty and staff
- Visiting a local theme park with mini golf
- Adjusting to college before everyone else arrives
- Having some fun and relaxing down-time

Fall Orientation 2017:

The excitement begins on Friday, August 25, 2017! Starting any time after 9:00 a.m., you can arrive on campus. Our Student Life staff will be on site to direct you to your residence hall where you will be greeted by current students, faculty, and staff to help you move into your room. The full weekend schedule will be available upon arrival. You will have time throughout the morning to settle into your room and explore campus. After that, head to the Campus Center to have your student identification photo taken, find your college post office (CPO) box, and meet with college representatives from various offices. If you are unable to arrive until after 1:00 p.m., we ask that you register at the Campus Center Welcome Desk.

Family farewells take place Friday late afternoon and students will have a full Orientation schedule for Friday evening, all day Saturday, and Sunday. You will have a chance to meet the other students in your Transitions Group, find out about campus resources, and prepare for your first week of classes.

Note: All new Houghton students participate in Orientation on Friday, Saturday, and Sunday. Those of you who attend the Highlander Wilderness Adventure will return in time to be involved in all Orientation events. Our international students will return earlier for Interconnect. If you are on campus early as part of varsity athletic pre-seasons, we coordinate with your coaches to ensure that you are able to participate in all Orientation events. If you have any questions, you can contact the Admission Office at admission@houghton.edu or email the Center for Academic Success and Advising at casa@houghton.edu.

CAMPUS CONTACTS

Phone Numbers and E-Mail Addresses

ALL NUMBERS ARE A (585) PREFIX, UNLESS OTHERWISE NOTED.

Parent's 24-hour Emergency Contact

567.9333 (Safety and Security Dept.)

Academic Dean

567.9315 | eva.hillman@houghton.edu

Admission Office

567.9353 | maryjo.cronk@houghton.edu

Advancement

567.9340 | advancement@houghton.edu

Athletics

567.9645 | danielle.mason@houghton.edu

Audio Visual

567.9474 | av@houghton.edu

Campus Store

800.647.3158 | helena.odon@houghton.edu

Center for Academic Success and Advising

567.9262 | sharon.mulligan@houghton.edu

Office of Ministry Resources

567.9665 | ministryresources@houghton.edu

College Post Office

567.9249 | didi.hodge@houghton.edu

Community Relations

567.9621 | phyllis.gaerte@houghton.edu

Conferences

567.9647 | rebecca.crouch@houghton.edu

Counseling Services

567.9622 | counselingservices@houghton.edu

Dean of the Chapel

567.9311 | michael.jordan@houghton.edu

Dining Services

567.9260 |

Equestrian Center

567.8142 | joanne.young@houghton.edu

Health Center

567.9483 | healthcenter@houghton.edu

Housing

567.9227 | housing@houghton.edu

Library

567.9240 | sharleen.holmes@houghton.edu

Intercultural Student Office

567.9223 | 800.777.2556

ispo@houghton.edu

Marketing & Communication

567.9554 | publicrelations@houghton.edu

President's Office

567.9526 | president@houghton.edu

Public Relations

567.9211 | publicrelations@houghton.edu

Registrar's Office

567.9350 | registrarsoffice@houghton.edu

Safety and Security

567.9333 | safetyandsecurity@houghton.edu

Student Employment

567.9320 | sherry.ballard@houghton.edu

Student Financial Services

567.9328 | audrey.pocock@houghton.edu

Student Life Office

567.9220 | kim.cockle@houghton.edu

Student Programs Office

567.9220 | ac.taylor@houghton.edu

Technology Services

567.9287 | technologyservices@houghton.edu

Welcome Center

567.9200 | jessica.jennings@houghton.edu

Area Accommodations

Below is a partial listing of overnight accommodations for family and friends. It would be wise to contact the establishments well in advance of your trip. Additional options can be found on our website: www.houghton.edu/admission/visiting/accommodations-dining/

The Inn at Houghton Creek	585.567.8400	Houghton, NY (edge of campus)
Houghton/ Letchworth KOA	585.567.4211	Houghton, NY (open seasonally)
The Lodge Bed & Breakfast	585.365.2322	Caneadea, NY (5 min.)
Oramel Inn	585.307.8704	Oramel, NY (6 min.)
Lakeview Bed & Breakfast	585.437.2079	Caneadea, NY (8 min.)
The Glen Iris Inn	585.493.2622	Portageville, NY (20 min., open seasonally)
Colonial Inn	585.493.5700	Portageville, NY (20 min.)
Econo Lodge	585.968.1992	Cuba, NY (25 min.)
Microtel Inn & Suites	585.593.3449	Wellsville, NY (40 min.)
Country Inn & Suites	800.830.5222	Mount Morris, NY (40 min.) Olean, NY (40 min.)

FINANCIAL MATTERS

Frequently Asked Questions

Can I work on campus to help pay my expenses?

Nearly half of our students participate in the federal work study program. Some common on-campus employers include the admission office, campus store, custodial, maintenance, food service, and the library to name a few. Students generally work 8-10 hours per week and use their pay toward books and living expenses.

Can I use my Houghton financial aid when studying abroad?

You can receive your Houghton College financial aid (Excellence scholarship, Houghton College Grant, etc.) only when studying abroad on a Houghton College program. These include the Houghton Honors Programs (East Meets West, London), Houghton in Tanzania, and Go ED. To be considered for institutional aid for non-Houghton programs please contact the Off-Campus Studies Programs Office by e-mailing karen.hotchkiss@houghton.edu

What if my family has unusual or unexpected financial circumstances?

You can complete our special circumstances form to inform us about any unusual or unexpected financial circumstances. We will take this additional information into account when completing your financial aid award letter.

Student Employment

All students planning to work on campus must bring with them two original forms of ID for employment verification and completion of the I-9, which is a Federal requirement. No photocopies or faxes will be accepted. Identification needed is:

- A current photo ID (Driver's license or Houghton College School ID) **and** Social Security card or Birth Certificate, or
- A current passport/passport card works for both forms of ID
 - *International students can visit the International Student Programs Office upon arriving on campus regarding how to apply for a Social Security number. International students must provide a current passport, I-20, I-94 and social security card (or receipt for application of social security card) to complete their I-9.

Students are NOT permitted to work on campus without the aforementioned information.

Direct deposit is the preferred method of payment. Please note that your checks may be deposited into any bank account. If, however, you choose to receive a check, it will be mailed to your home address, and there is a \$40.00 fee to stop payment on a lost check. The following is a list of departments that hire the majority of students, but you may work for any department if they are hiring. Please contact supervisors directly by phone or email:

Admission Office

Contact: Admission Office, 585.567.9353, admission@houghton.edu

Custodial

Contact: Custodial Office, 585.567.9486, custodial@houghton.edu

Food Service

Contact: 585.567.9260

Maintenance

Contact: Linda Perry, 585.567.9480, linda.perry@houghton.edu

Should you have any questions, please contact Sherry Ballard at sherry.ballard@houghton.edu or at 585.567.9319.

RESIDENCE LIFE AND HOUSING

Dining Services/Board Plan

All students, except for college-approved commuters, are required to board in the college dining hall. All board is arranged on a contract basis with various plans available.

- All first-year students and sophomores are required to be on the Full Access Meal Plan.
- Juniors and seniors living in the residence halls (on non-townhouse floors) may choose the Full access, the 14 meals per week, or 170 block plan.
- Seniors living in townhouses, flats, townhouse floors in the halls or off-campus, in addition to these options, may select 7 meals per week or 90 block plan.

The contract period begins the day before classes begin and does not include meals during vacation periods. For current board plans and rates, contact the Office of Student Life. Students wishing to change to a different board plan must submit this request in writing to the Assistant Dean of Residence Life & Programming by the end of the first day of the semester. Requests for changes will not be accepted after this.

Who Would Benefit From a Block Plan?

Block plans are definitely not for everybody, but they do have advantages that some students will find useful. While block plans do not provide as many meals as their “meals per week” counterparts at the same price point, they provide more flexibility.

- A block plan provides a certain number of meals for the semester (either 90 meals or 170 meals), and can be used up in different ways. For example, if you wish to take five meals in the first week, twenty meals the second week and eight meals the week after that, you may do so – until you have used up all the meals in your block.
- Those on a block plan can “scan” for another person (friend, parent, sibling) who is visiting for the day, thus enabling that visitor to enjoy a meal without having to pay out of pocket.
- Please note that the Full Access Plan is not considered a “block plan.” The Full Access Plan does not enable a student to scan for another person, but allows a student to eat in our Dining Hall any time that it is open.

Board Plan Requirement Exemptions

Requests for exemptions must be submitted in writing to the Assistant Dean of Residence Life & Programming. The following students may be exempted from board requirement:

- Commuting students
- Non-traditional students (age 24 or older)
- Ninth semester students (and beyond)
- Students with documented health problems that cannot be accommodated by Houghton Dining Services. The procedure to follow for proper documentation can be found at <http://www.houghton.edu/students/residence-life/residence-life-and-housing-forms/>. Click on the “Meal Plan Accommodation Instructions” document.

College Residences Opening/Closing Schedule

The residence halls close for college vacations lasting more than four days. Please note the following dates during which the halls will be closed. Students will need to make other housing arrangements during these times.

College residences closed:

Nov. 22, 8:00 a.m. – Nov. 26, 2:00 p.m. (Thanksgiving)

Dec. 15, 6:00 p.m. – Jan. 8, 2:00 p.m.. (Semester Break)

Feb. 24, 8:00 a.m. – Mar. 4, 2:00 p.m. (February Break)

Mar. 29, 8:00 a.m.– Apr. 2, 2:00 p.m. (Easter Break)

Upper-class housing closed: Dec. 15, 6:00 p.m. – Jan. 8, 2:00 p.m. (Semester Break)

End-of-year closing–all residences: May 9, 8:00 a.m.

Those permitted to stay in college residences between official end-of-year residence closing and Commencement: graduates and their siblings, college choir members, student employees working during Commencement weekend and students who are enrolled in Mayterm courses and live 300+ miles from campus.

Roommate Assignments

Roommates are generally assigned based on the information the student provides on his or her completed roommate selection form. Students are asked to tell a bit about themselves, as well as to list some qualities they would most prefer in a roommate. We try to pair students based on many factors, including (but not limited to) similar interests, preferred sleep schedule, freshman/transfer status, residence hall preference, musical tastes, neatness, age, etc. We will do all we can to honor roommate requests for applications submitted before roommate assignments go out. Requests must be mutual. The roommate selection form can be found at www.houghton.edu/admission/accepted.

Room/roommate assignments go out via email no later than July 15 for those having completed their roommate selection form by May 1 and will include contact information for your roommate.

It is generally a good idea for paired roommates to make contact, so they can begin the process of getting to know one another, as well as decide who will bring what (refrigerator, any furniture, or other things that take up much space). We will provide a phone number and an email address for the roommate, if one is available.

Early Arrival

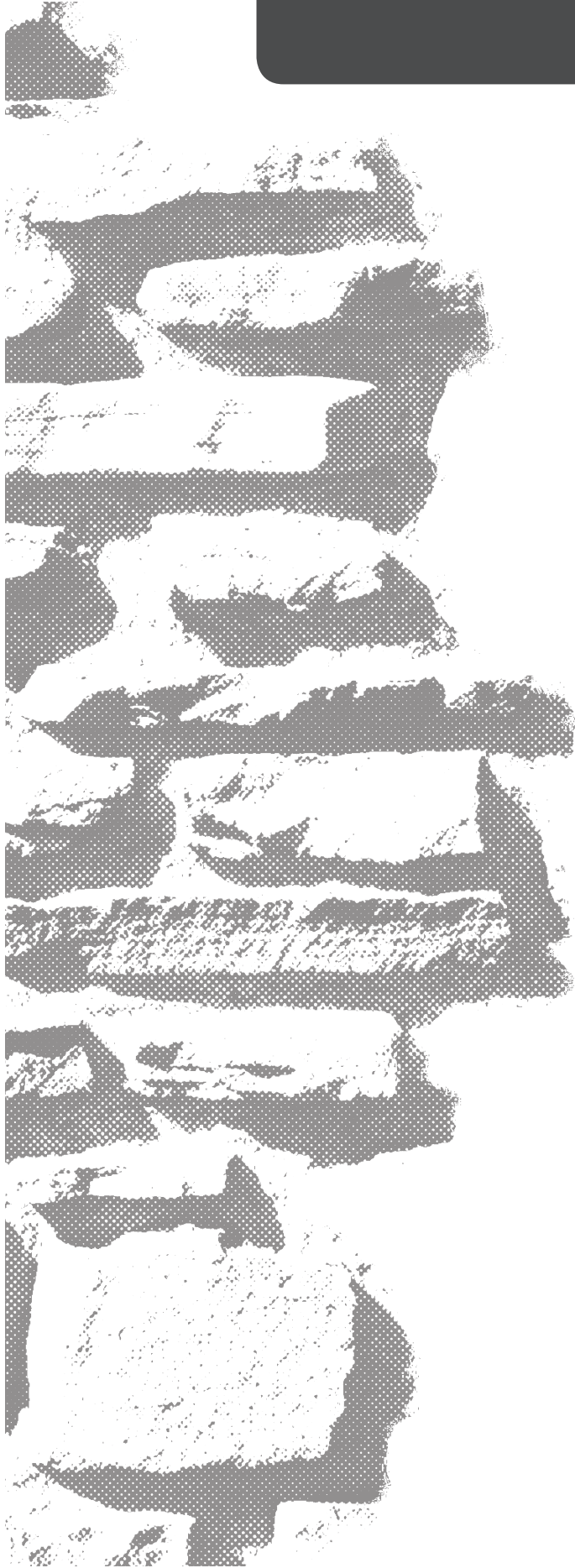
New students may not move into the college residences until 9:00 a.m. on Friday, August 25, unless they are here for the Highlander program, are invited by a coach for athletic preseason, or are here for international student orientation. This is done to give new students the best chance of a smooth transition into their first few days of college.

Packing for College

A list of recommended items to pack for college may be accessed online at www.houghton.edu/admission/accepted.

Laundry Services

Students living in college residence halls and townhouses have washers and dryers available to use. At this time they do not require coins for operation.



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Services

CAMPUS STORE

You are our #1 priority and we will prove that to you through excellent customer service and competitive textbook pricing. The Campus Store is owned and operated by Houghton College and serves the college community by providing a wide variety of merchandise and services to meet academic and personal needs. You help support the college through purchases made at our store because all proceeds from our operations are returned to the college. For your convenience, the Campus Store is located on the main level of the Reinhold Campus Center.

Hours of Operation

Monday – Thursday: 9:00 a.m. – 8:00 p.m.

Friday: 9:00 a.m. – 6:00 p.m.

Saturday: 11:00 a.m. – 2:00 p.m.

Contact Information

Phone: 800-647-3158 or 585-567-9620

Address:

One Willard Avenue
Reinhold Campus Center
Houghton, NY 14744

Website: www.houghton.edu/store



Facebook: Houghton College Campus Store



Instagram: [hccampusstore](https://www.instagram.com/hccampusstore)



Twitter: [@WillardHoughton](https://twitter.com/WillardHoughton)

Methods of Payment

Students may charge course materials and school supplies (\$5 minimum) all year long to their Houghton College student account. The Campus Store accepts the following: cash, personal checks, Discover, MasterCard, Visa, and Traveler's Checks. Check cashing (up to \$100) is available after banking hours with a Houghton College ID.

Services and Merchandise

General services include gift cards, check cashing, dry cleaning, helium balloons, care packages and local baked goods, special-order non-required textbooks and general books, orders by phone, mail, e-mail, and website, textbook buyback, and cap and gown distribution. Merchandise includes new, used, rental, and digital course materials; reference books and materials; art, school, residence, office, music, and electronic supplies; health and beauty products; greeting cards and stationery; games and plush; Houghton College apparel and imprinted items; Christian books and Bibles; and a global market/fair trade section. Soft drinks, food, candy, ice cream, dairy products, and basic baking supplies are also available.

Purchasing Textbooks

Textbooks are now ordered exclusively online! This is your source for millions of textbooks at the lowest prices!

- Order your textbooks online at Houghton.textbookx.com (will be live the beginning of July) and choose to have your order delivered to your home or to campus.
- View a personalized page featuring all your courses and required materials – order in 5 minutes or less!
- Save an average of 60% off list price at the Marketplace
- Select from new, used, ebook, and rental options
- Free shipping offers on most orders over \$49
- Orders are tax free and can be charged to your student account to allow you to use your financial aid.

The online bookstore is always open, but the earlier you place your order, the more chances you have to find the best deals. It is recommended that you order at least 1-2 weeks before the term begins.

Used Book Buyback Policy

Textbook buyback is held in the Campus Store at the end of each semester. The Campus Store is guided by current industry policies in deciding which textbooks to buy and how much to pay for them. Textbooks in poor condition and non-current editions may be deemed valueless.

You can also sell your books on the website at any time, you name the price! This is the Marketplace where students and others buy and sell books from each other at discounted prices.

Special Occasions (Treats, Care Packages, Balloons)

Give your student a taste of home! Remember birthdays and special occasions with care packages, balloons, gift cards, special baked goods, and more! To place an order, call the Campus Store at 800-647-3158, e-mail us at campusstore@houghton.edu, or visit us online at www.houghton.edu/store. If you would like to send someone a package that is not specifically listed here or want to customize one of the packages, don't hesitate to call the Campus Store. We do special orders! We are happy to fill orders upon request for any occasion. Packages can be completely customized for any item or amount. Anything offered in the store for sale can be added to the package, including balloons, snacks, apparel, books, gift cards, etc.

COUNSELING CENTER

Mission

The Houghton College Counseling Center has a four-fold mission. The components of this mission are: (1) counseling, (2) education, (3) consultation and (4) crisis intervention.

Counseling

Counseling, both individual and group, is our first and foremost goal. We work very hard to provide the best service that we can. The Center's counselors are approachable and, with rare exception, students report satisfaction with the services they receive.

Education

Education is also an important function for us, and we provide it in a number of ways. First, the counseling we provide has a very strong educational component. This is especially true when working with young adults. Many of the concerns college students bring to counseling are developmental in nature and education is essential for the resolution of these issues.

We are involved in the annual training of the residence life staff through workshops presented to enhance listening skills, confronting skills, and crisis intervention. The staff also provides both classroom and other presentations on a variety of topics as requested by faculty or staff. The Center has also been an internship site for graduate students from Roberts Wesleyan College, Alfred University, and Saint Bonaventure University.

Finally, the Center has a small resource library for general use. Books, DVDs, and CDs offering information on relationships, family dynamics, sexual harassment, eating disorders, depression, anxiety, stress, grief, self-injury and other topics are available. Our website also contains links to helpful sites with information about mental health.

Consultation

Consultation is provided in a number of ways. A student may not want or need a counseling experience, but may have questions about how to handle a difficult roommate, a situation at home, or a troublesome relationship. Students who have met with a counselor on a one-time basis have found the consults to be very helpful. We also provide consultations for faculty and staff who may be wondering about a student with whom they have frequent contact.

Crisis Intervention

Crisis Intervention is another important function of the Counseling Center during times when a student may find himself or herself in a crisis. A family member has become seriously ill or has died. A student feels suicidal and takes an overdose of medication. Our counselors are available at any hour to help students, faculty, and staff manage these situations.

We believe our mission as outlined above distinguishes a counseling center, which has a more pervasive presence on campus, from a group of individuals providing hourly counseling services. This difference is important, since we believe the counseling center model to be more responsive to the college's overall mission as a community-based Christian liberal arts college.

Counseling services are available to all students through our office located in the Campus Center. Staffed by professional counselors, the center offers weekly sessions to students as needed. A psychiatric consultant is also on campus each month to assist in diagnosis and to monitor psychotropic medication. These services are free of charge.

For more information, call 585.567.9622 or visit our website at www.houghton.edu/students.

SAFETY AND SECURITY DEPARTMENT

The Houghton College Safety and Security Office is located on the first floor of the Campus Center. An officer is on duty 24 hours per day and can be reached by dialing 585.567.9333 (or ext. 3330 from any campus phone). Office hours are 8:00 a.m. to noon Monday through Friday on class days.

Personal Safety

Houghton College has an excellent safety record with virtually no violent crimes committed on campus. However, no place is without risk. To protect personal safety, students are encouraged to practice basic safety principles on and especially off campus. Some safety principles are reviewed with new students during the Transitions class, and further information is available through the Safety and Security Office. For a more comprehensive list of crime rates at Houghton College, as well as comparative rates with other colleges nationwide, visit the federal college crime registry at: <http://ope.ed.gov/security/>.

Securing Personal Belongings

Theft occurrences have also been few, but they do exist. Students are encouraged to keep valuables on their person or locked away at all times. Over 90% of thefts at Houghton are the result of valuables being left unattended. To minimize the risk of theft, it is especially important to keep residence hall rooms locked when unoccupied.

Students are strongly encouraged to check their parent's homeowner's insurance policy to confirm that their belongings are covered at college. This is usually a relatively inexpensive rider. College insurance covers only college property.

Weapons Policy

Pursuant to New York State Penal Law, §265.06, "It shall be unlawful for any person....to knowingly possess any....weapon....in or upon a building or grounds, used for educational purposes, of any school, college or university, without the written authorization of such educational institution." For the purpose of Houghton College policy, this includes paintball guns and all pellet guns. For the complete weapons policy, please contact the Safety and Security office or go to: <http://www.houghton.edu/students/safety-and-security/policies-and-procedures/weapons-policy/secure/>

Student Vehicles/Parking

Student-owned or operated vehicles must be registered at the Safety and Security Office as soon as they are brought to campus. A parking policy established by the Student Government Association and the Student Life Council is in effect. This policy is provided upon request, or upon registering a vehicle. Vehicles without proper registration are subject to fines. Repeat offenders may have their vehicle immobilized or towed at the owner's expense. All freshman and sophomore residents are required to park in the fire hall parking lot on Route 19. Juniors and seniors may explore further parking options by inquiring at the Safety and Security Office.

Regular permit fees vary in price from \$50-\$240 per year. Permits are available on a per semester basis at a slightly higher per year cost. Temporary permits for the fire hall lot will be issued free for the first week, and for \$10 per week thereafter. These fees help defray the cost of parking lot maintenance. The college does not assume liability for damage to vehicles on college property, regardless of cause (including vandalism and parking lot conditions). Further information on campus parking can be found at <http://www.houghton.edu/students/safety-and-security/parking-permit-information/>.

SHUTTLE SERVICE SCHEDULE

The college provides shuttle service to and from the Buffalo airport (BUF) as well as the Greyhound station (181 Ellicott St in Buffalo) and Depew Amtrak train (55 Dick Rd) station when college residences close for vacations. The fee is \$20 per trip for the shuttles listed below. Students should sign up as early as possible, but at least one week prior to arrival/departure to reserve a seat, as reservation deadlines apply. Please visit <http://www.houghton.edu/students/airport-shuttles/> to view the current shuttle schedule and to complete the shuttle reservation form. Contact Kim Cockle at 585.567.9220 or kim.cockle@houghton.edu with questions.

If no one has signed up for a particular shuttle, it will not run.

Special shuttles cost \$100 if the pickup is in Buffalo or Rochester. This cost pays for the driver's time (at minimum wage) and \$.40/mile for the use of a Houghton College Fleet car. Kim Cockle will post any special shuttles along with the regular shuttle schedule on the Student Life website.

If others sign up to ride along on the special shuttle, the cost is shared among all passengers.

Special shuttles must be requested with a minimum of one week's advance notice.

Some students also use the student-administered Facebook page called "Houghton Ride Board." Ride needs or offers can be viewed on this page and students make arrangements with one another for rides.

STUDENT HEALTH CENTER

The Houghton College Student Health Center exists in order to enhance the overall mission of the College by modifying or removing health related barriers to learning and personal development through the provision of high quality health care and the promotion of general wellness in an environment that honors God and reflects Christ's model of love, compassion, and humility.

A Message from the Director

"Dear friend, I pray that you may enjoy good health and that all may go well with you, even as your soul is getting along well." 3 John, verse 2

This prayer of John for his friend, Gaius, echoes my prayer for all of you as you study here at Houghton College. You will be stretched academically, spiritually, emotionally and physically while you are here, and I pray that God will grant you peace of mind and strength of body through it all.

I trust that you will grow in your relationship with the Lord, and that your studies will prepare you as you seek to understand how you can best serve Him with your life. I pray also that while you are growing in these ways, you will enjoy health and strength as you face the many demands of college. We at the Student Health Center want to help in whatever way we can to support you during your time here at Houghton, and hope that if you have health concerns you will feel free to stop by and speak with us.

It is a privilege to serve you here, and we always appreciate suggestions as to how we can do it better.

Blessings,
David Brubaker, MD
Director of Student Health Service

Location

The S.H.C. is conveniently located in the lower level of Gillette Residence Hall and can be accessed from the parking lot next to the Campus Center. It is staffed by registered nurses and an onsite physician and is open Monday through Friday, 8:30 a.m. to 5:00 p.m.

Services

Services available at the Health Center include unlimited access to our nursing staff while the S.H.C. is open for the assessment and treatment of minor illnesses and injuries. Allergy injections, administration of immunizations, phlebotomy and daily medication delivery from the local pharmacy are also part of the services offered at the Health Center. In addition, appointments can be made with the college physician as needed following a nursing evaluation. Usually same-day appointments can be accommodated. There are no fees for services provided by the college physician with the exception of admission physicals and late athletic physicals. Charges for medications, laboratory testing, radiology and other ancillary, off-site services are billed independently by those facilities, and fees, therefore, may apply, according to the terms outlined in an individual's insurance plan. Referrals are made to local physicians, area specialists, or ER/hospitals as needed.

After Hours

When the S.H.C. is closed, students with emergent health needs should contact 911. If the issue is not life-threatening, then questions should be directed to Residence Life Staff (R.A., R.D.) who have a list of contacts that can be used if needed to assist in decision making. In addition, for students enrolled in the college insurance plan, an after-hours nurse help line is available to answer health questions.

Insurance Policy

Houghton College requires that all students taking at least 12 hours of credit provide proof of Health Insurance coverage. The college makes a reasonably priced, limited-benefit Accident and Illness Policy (underwritten by Consolidated Health Plan) available to students. The college program operates under an “opt out” policy (hard waiver), meaning that students will be automatically enrolled in the college negotiated plan (and the charge for such will be applied to their student account) *unless* they waive the college plan, providing information regarding alternate insurance coverage with at least equivalent benefits. Because a person’s insurance coverage may change periodically, a waiver must be submitted each year before matriculation can occur

Medical Leave

If a student has a medical condition (physical or psychological) that interferes with that student’s ability to perform academically, or if that student’s behavior/condition is such that other students are being hindered in their academic/living environment, a medical leave from the college may be granted. Such leave is granted by the Vice President of Student Life. This is not a disciplinary action, and students given medical leave are encouraged to return to the college to continue their studies as soon as they are able to do so. An evaluation may be required to ascertain whether the behaviors/conditions that warranted the granting of the leave have been sufficiently addressed.

Immunization Requirements/Health Forms

In keeping with New York State’s stringent Public Health Law, all students are required to provide documented proof of immunization (two doses of vaccine) or immunity (by blood work) to measles, mumps, and rubella. In addition, state law requires that a waiver form be completed in regard to the meningococcal vaccine, indicating a specific choice to either receive or decline the immunization. The Health Center strongly recommends that students living in the dormitories receive this vaccine. Up-to-date tetanus/diphtheria immunization is also required. Hepatitis B immunization is recommended. In addition to the immunization records, an admission physical/health form is required to be submitted prior to the beginning of classes. Failure to meet these requirements may result in being restricted from attending classes.

New/transfer students must submit completed medical reports and immunization records, documenting two MMR immunizations, and a meningococcal injection or waiver, by August 15. Please notify the Health Center if you are unable to meet this deadline.

Highlander and incoming preseason athletic participants must submit completed medical forms/sports clearance physicals and immunization records at least one week prior to arrival.

Local Physician Offices

There are two local medical offices in Houghton in case needs cannot be met in the Student Health Center, and numerous specialists and several hospitals/ER facilities are available in surrounding towns for referrals if needed.

Southern Tier Community Health Care Network
9864 Luckey Dr Houghton, NY 14744 | 585.567.4248

Northern Allegany Medical Group
Calvin Schierer, DO
9734 Rt 19 Houghton, NY 14744 | 585.567.2285

TECHNOLOGY SERVICES

Our Technology Services Office has put together the following information as you prepare to attend Houghton. If you have further questions, please contact the Technology Services Office at helpdesk@houghton.edu

Frequently Asked Questions

Do I need to bring a computer to Houghton?

Certain programs (music, math, science and science honors) do require students to bring a laptop. While other programs do not require that you bring a computer, studies have shown that more than 95 percent of students will bring a computer to college. It is a significant advantage for students to have their own computer on campus.

What programs or majors require a computer or a specific computer platform?

Music Majors: music majors must have a laptop.

Math and Science majors and Science Honors Program participants:

All students who plan to major in math or sciences or participate in the Science Honors Program need a laptop. This requirement is due to the need for data collection and software operation in class.

Microsoft Office 365 is available for download while a student at Houghton.

Desktop or Laptop?

We recommend a laptop. Most students will probably desire the portability and flexibility of a laptop. Laptops can be taken to class (with professor's approval), to the library, and across campus, allowing you to work anywhere. However, the portable nature of laptops makes them very susceptible to damage, loss, and theft. For this reason, we strongly recommend insurance and at least a three-year warranty.

Windows or Mac?

This is mostly an issue of personal preference. Some are more comfortable with Mac, and some are more comfortable with Windows. Certain departments may be more Mac- or Windows-oriented; you may wish to discuss this with your advisor.

Can I get on the Internet from my dorm room?

Yes! Houghton College has an extensive wired network that includes a data jack for every person in their dorm room. Network jacks can also be found all over campus. An Ethernet cable is required to plug your computer into the campus network. 25-foot Ethernet cables can be purchased in the bookstore when you arrive or at any office and computer supply store prior to arrival. This length should be sufficient for any room on campus.

Does the campus have wireless network connectivity?

In addition to the wired network, we also have a campus-wide wireless network. Our network is available in all buildings with a few exceptions (for example, the Chapel). There are also several locations outside where you can receive a wireless signal.

Can I bring my own wireless access point or router to campus?

No. Please leave any wireless access points and routers home. There have been several

occasions where a personal access point or device, configured incorrectly, has disrupted service to a number of students.

Are there computer labs at Houghton?

We currently have several public kiosks in the Campus Center basement, in addition to the Student Print Center. The majority of these computers are in the hallway adjacent to the Helpdesk entrance, and there are additional machines located outside the Student Government Association, Boulder, and STAR offices. The library houses several public kiosks on the first floor, and there is a small general-purpose lab that is located on the second floor. Discipline-specific labs are also available for communication (Chamberlain Center), art (Stevens Art Studio) and computer science (Paine Science Center).

Do I need to bring a printer to campus?

Some students will find their own printer to be beneficial so they can print in their room at any time. Houghton College has nine print stations in various buildings on campus. These print stations consist of a desktop computer and a printer that will let you login to your email, network drive or use a thumb drive and print to the attached printer. The only thing that the college does not supply is paper to print on; you will need to supply this.

How can I get help while on campus?

You can contact the Helpdesk in several ways. Feel free to stop by the Helpdesk; our hours are 8 a.m. – 4:30 p.m. on weekdays. (We are closed during chapel.) You can email us at helpdesk@houghton.edu. For more information on the services provide by the Helpdesk, please visit our website at www.houghton.edu/admission/accepted/technology.htm

Cell Phones

Do you wonder what the best cell companies are for the Houghton area? While others may also work, the following companies have demonstrated good service in the area:

Verizon: www.verizonwireless.com

AT&T: www.wireless.att.com

Student Photo ID

Photo IDs are available through the College Post Office. Lost IDs will be replaced for a \$7.00 fee. Damaged IDs will be replaced for a \$5.00 fee.

Mail and E-mail

New students will be assigned a CPO Box # in August. All packages sent to the college must include the student's name and use college's street address (1 Willard Ave, Houghton, NY 14744).

Student mail and packages should be addressed in the following format:

Name
CPO Box #
Houghton College
1 Willard Avenue, PO Box 128
Houghton, NY 14744

Email addresses for students are as follows: `firstname.lastname##@houghton.edu` (adding the last two digits of the student's college graduation year (i.e. 18, 19, 20, 21) after their last name)

Email addresses for college employees are as follows: `firstname.lastname@houghton.edu`

Spiritual Life Opportunities



TRANSITIONS

Parent's Guide to Houghton College 2017-2018

Spiritual Life Opportunities

Spiritual life at Houghton is most visible perhaps in the regular gathering of the college community in Chapel each Monday, Wednesday and Friday morning. Here the campus gathers to celebrate our life together in Jesus Christ. Chapels offer a varied program of music, personal testimony and biblical exposition, presented by students, faculty and speakers from outside the community.

Houghton has four major spiritual life emphases: CLEW, the Faith and Justice Symposium, New Vision Week and Praxis.

CLEW

In the fall, Christian Life Emphasis Week (CLEW), under the auspices of the Houghton Wesleyan Church, brings a special speaker to campus chapel and special evening services. Campus and guest speakers, seminars, panel discussions and other venues all focus on the theme for the semester. CLEW is intended to foster spiritual renewal at the beginning of the semester within the student body, faculty, staff and administration and to draw all to Houghton College's purpose of education in the service of the Kingdom of God.

Faith and Justice Symposium

In September, the Faith and Justice Symposium brings speakers to chapel and other events that focus us in on God's heart for justice and challenge us to follow.

New Vision Week

In October, New Vision Week is a major global emphasis sponsored each October by the Global Mission Fellowship. Guest chapel speakers, mission group representatives, special seminars and evening programs all focus on the global church.

Morning Prayer

Each class morning at 7:30, Dean Jordan leads a group in a 15-minute morning prayer service. We sing a hymn, read a Psalm and other Scriptures from the Old and New Testament, pray for our community and also for the needs of the world. The service is liturgical, based on the Book of Common Prayer.

Afternoon Communion

At 3:45 each afternoon that classes are in session, a group of faculty and staff lead a 15-minute communion service on the 3rd floor of the Library. We again read Scripture, confess our sin, and celebrate communion together to remember Christ and to renew our hearts to serve Him.

Mercy Seat

Mercy Seat is a student-led prayer movement which meets Monday-Friday from 8-9 p.m. in the basement of Wesley Chapel to intercede on behalf of the campus, the county, and the nations and to seek an intimate encounter with the Lord. Meetings are led by a worship team, combining worship songs, intercessory prayers, meditation on Scripture, and various forms of art. Each semester the ministry sponsors a 24-hour service of prayer. For more information, come to any weeknight meeting.

Koinonia

Koinonia is a student-led, informal praise gathering of college students who desire to encounter Jesus Christ through worship in song, Scripture, prayer, and testimony. Guitars, keyboard, violin, bass, harmonica, and percussion for Scripture and spiritual songs and hymns are often used as aids to facilitate worship. Koinonia meets in the Wesley Chapel on Sunday evenings from approximately 7:00 to 8:00 pm. Students, faculty, staff, and community members make up the bulk of attendees, although the majority are students. For more information call the Houghton Wesleyan Church at (585) 567-2264.

Chapel Deacons

The chapel deacons are a group of 6-8 students who undergo an intensive year of mentoring. Students meet every other week as a group and one-on-one with the Dean of the Chapel. Each student is expected to take on a project that contributes to spiritual life on campus in some way, and they are coached and mentored through the planning and execution of the project.

Global Christian Fellowship

Global Christian Fellowship seeks to challenge the community to involvement in God's work around the world by informing the community of God's work, and by encouraging and supporting involvement in short- and long-term missions. It meets weekly on Wednesday evenings.

Gospel Choir

Gospel Choir is an ensemble of the Greatbatch School of Music, open to all members of the college community. No auditions are required! This choir uses the gospel genre to minister to students on campus, as well as churches in the surrounding area.

Local Churches

There are a plethora of churches in the Houghton vicinity, representing many denominations. Many students choose to attend the Houghton Wesleyan Church, which provides three services on Sunday morning: 8:20, 9:40 and 11:00. Many area churches depend on Houghton students and faculty as Sunday school teachers, musicians and youth leaders. View our directory of area churches online at www.houghton.edu/spiritual-life.

Youth for Christ

Houghton students, working with the Youth for Christ chapter in Belfast, are able to meet and mentor children in Allegany County through weekly meetings and trips to the local public schools. Youth for Christ allows local children to get to know positive role models while Houghton students, likewise, are provided with opportunities to learn and grow through working with these children.