



NORWICH  
UNIVERSITY®

Civilian Residential  
Student Guidebook

2019-2020

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## NORWICH LEADERSHIP

### A Message from the President

As a Norwich student, you have embarked on what will be the most intense, rewarding four years of your life. A Norwich experience is unique and special. And you, as a student at our nation's oldest senior military college, are also different. You want a remarkable life, filled with purpose and passion. Our mission is to help you develop as an empathetic leader of character with impeccable integrity, cross-cultural intelligence, and multi-cultural agility. We are committed to fostering your growth intellectually, physically, morally and ethically through transformative educational and leadership experiences.

At Norwich University, we have been educating leaders since 1819. Our students achieve at the highest level, in and out of the classroom. We are committed to fostering your growth intellectually, physically, morally and ethically. Your professors will push the boundaries of creativity and innovation to provide you an education that prepares you to lead in a career you will love.

Norwich student's lead two different lifestyles yet stand together with the same ideals and honor code. The Honor Code is simple and is the minimum standard of ethical behavior for all Norwich students. I expect you to live by this honor code every day as a member of our community.

You are holding in your hands the seventh edition of this student handbook. While some of this information is addressed in the University Rules and Regulations, this handbook also contains information to help you understand the unique aspects of Norwich which you will never experience at another college or university.

We welcome your input and appreciate your suggestions to make this handbook more useful. We look to the class of 2023 to improve this publication for the class of 2024 and those who follow in your footsteps. Best of luck to you as you begin this new chapter of your life as a student at Norwich University. Follow your dreams to serve and to succeed, fully understanding what it means to be a global citizen and make a tangible difference in the 21st century.

*Norwich Forever!*



Richard W. Schneider  
RADM, USCGR (Ret.)  
President

### **RADM Richard W. Schneider, USCGR (Ret.), PhD**

23rd President of Norwich University

One of the longest seated college presidents in the country, Dr. Richard W. Schneider proudly carries on the tradition Norwich University founder Captain Alden Partridge began 200 years ago of preparing "citizen soldiers" to serve our nation. Through his experience in the military and academia, as well as his service in the U.S. Coast Guard, Dr. Schneider epitomizes Norwich's unique position in American higher education as a senior military college and birthplace of the Reserve Officers' Training Corps.

A native of Queens, New York, Dr. Schneider is a 1968 graduate of the U.S. Coast Guard Academy. He was commissioned as an ensign in the Coast Guard and served eight years of active duty, including a tour of Vietnam. Dr. Schneider retired from the Coast Guard Reserve as a Rear Admiral in July 1998.

In July 1992, Dr. Schneider became the 23<sup>rd</sup> President of Norwich University. Since then, he has championed Norwich's charge to distinguish the University in the marketplace of higher education institutions by educating students to be global leaders in the private sector, government and the military.

### **A Message from the Provost**

It is my very great pleasure to welcome you to Norwich University. I am honored to be part of this great institution and delighted to join the President and his strong leadership team as we move Norwich forward in service to our students, our nation, and the world.

Norwich University's foundation is strong because of our mission and values committed to honor, integrity, perseverance, and service to others through inclusive leadership. Here you will discover an outstanding faculty and professional staff who provide transformational teaching and learning experiences across a range of academic programs that are well aligned the career opportunities of today and tomorrow.

Our commitment is to your success, and our work is dedicated to ensuring Norwich continues to be a place where creative problem-solving, intellectual inquiry, and hands-on experiences of lasting importance are the norm for every student. We count on you to help us reach that goal: very little can happen without the enthusiasm and participation of the students for whom Norwich exists. Each of you contributes to the University in your own way, adding new threads to the ever-evolving fabric of our community – a fabric that we are making together from the resources of our diverse experiences, aspirations, and achievements. There are countless ways to make good use of your time at Norwich, and each begins with curiosity, a willingness to seek out new experiences and new people, and a sincere desire to make your mark.

I am confident in your ability to excel here at Norwich and beyond.

*Norwich Forever!*



Dr. Sandra M. Affenito  
Provost and Dean of Faculty

### **Sandra G. Affenito, PhD, R. D, FAND** **Provost and Dean of the Faculty**

As Provost and Dean of the Faculty at Norwich University, Dr. Sandra G. Affenito leads program and curriculum development, assessment, accreditation, strategic and financial planning, community partnerships, and the development, maintenance, and growth of the University's academic program, infrastructure, and capacity. With a genuine commitment to inclusive excellence, high-impact practices, and engaged learning, she supports the professional development of faculty and academic staff in their teaching, scholarly, and research activities.

Dr. Affenito holds a Ph.D. in Nutritional Sciences from the University of Connecticut. She completed post-doctoral training in Biomedical and Behavioral Sciences at Wesleyan University through the National Institutes of Health, Office of Women's Health and is a 2012 alumna of the HERS (Higher Education Resource Services) Institute for Women in Higher Education Administration, Wellesley College, as well as a 2015 graduate of the Institute for Management and Leadership in Education at Harvard University. Collectively, she has over thirty-five years of leadership and administrative experience in higher education, health care, and the corporate sector; this background has provided for diverse leadership experiences across

a variety of functions and units.

Throughout her career, Dr. Affenito has had an active academic agenda as a teacher, scholar, and bio-behavioral research scientist. Currently, her scholarly work focuses on understanding the ever-evolving higher education environment to plan and lead through change in the Academy. Dr. Affenito has a distinguished record of professional and community service, most recently focused on the American Council of Education (ACE) Women’s Network as well as ACE Inclusive Excellence.

**Frank Vanecek, DBA**

Senior Vice President for Student Affairs and Technology (SVPSAT)  
 Professor of Computer Science

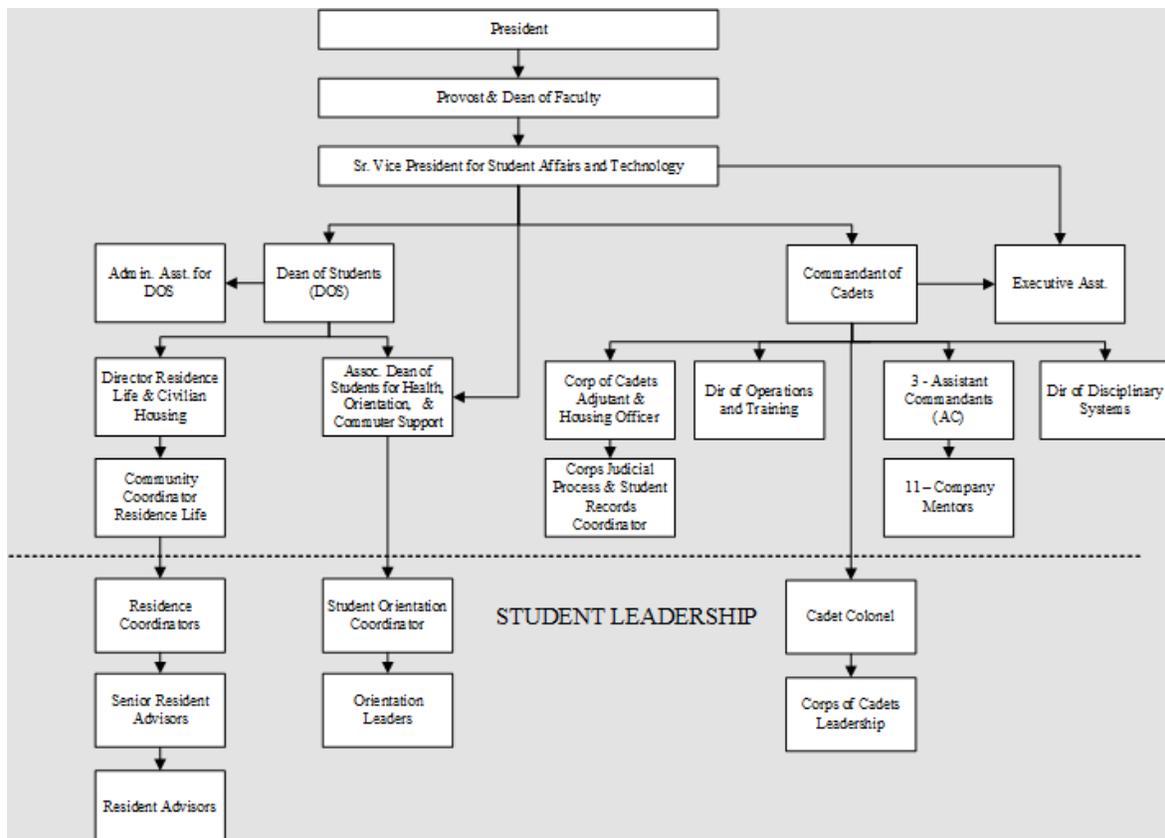
Arriving at Norwich University in 1976, Dr. Vanecek is beginning his 43<sup>th</sup> year of service. Prior to his current appointment as Senior Vice President for Student Affairs and Technology, Dr. Vanecek served for two years as the University’s Interim Vice President for Academic Affairs from 2008 to 2010.

**Martha Mathis, EdD**

Dean of Students

Dean Mathis was the Dean of Students at Vermont College and moved to the Norwich Campus in 1993 with the civilian students. As the Dean of Students at Norwich University she oversees Residence Life, the Associate Dean of Students, and the discipline process for the civilian lifestyle. She is here to support the success of all Norwich students.

**Civilian Student & Corps of Cadets - Student Affairs Organizational Chart**



## **ESSENCE OF NORWICH UNIVERSITY**

### **Guiding Values**

- We are men and women of honor and integrity. We shall not tolerate those who lie, cheat, or steal.
- We are dedicated to engaged teaching and learning, emphasizing teamwork, leadership, creativity, and critical thinking.
- We respect and embrace diverse points of view as a cornerstone of our democracy.
- We encourage service to nation and others before self.
- We stress being physically fit and drug free.
- To live the Norwich motto, — “I will try!” — meaning perseverance in the face of adversity.
- We stress self-discipline, personal responsibility, and respect for law.
- We hold in highest esteem our people and reputation.

### **Vision Statement**

Norwich University will be a learning community, American in character yet global in perspective, engaged in personal and intellectual transformation and dedicated to knowledge, mutual respect, creativity and service.

### **Mission Statement, 1843 Catalogue**

To give our youth an education that shall be American in its character to enable them to act as well as to think to execute as well as conceive “to tolerate all opinions when reason is left free to combat them” to make moral, patriotic, efficient, and useful citizens, and to qualify them for all those high responsibilities resting upon a citizen of this free republic.

### **Institutional Priorities**

- Innovative Teaching and Learning
- Interdisciplinary Collaboration
- Inspire Students
- Inclusive Leadership
- Information Technology
- Internationalization
- Invest Strategically

### **Student Oath**

*I..., will henceforth strive to live by the Norwich Guiding Values.*

*As a student at Norwich University, I promise to accept and apply the principles of the honor code and guiding values; to abide by the Norwich University Rules and Regulations; to obey the legal orders of Norwich Officials; to foster the Norwich Spirit; and to uphold the traditions of my Alma Mater.*

*In all my endeavors from this day forth I will reflect the spirit of the Norwich motto, I WILL TRY*

### **University Motto**

The Norwich University motto, “I will try”, was inspired by one of the most significant victories by the Army during the War of 1812. At the Battle of Lundy’s Lane, Infantry Regiment, was directed by Brig. General Jacob Brown to make a difficult nighttime frontal assault against a British artillery battery positioned on a hill near the Niagara River in Canada. COL Miller’s response was “I’ll try, sir.”

After two unsuccessful attempts, Miller rallied the remnants of his regiment and was finally successful in a fierce assault that brought the muskets of the opposing forces so close that they were fighting muzzle-to-muzzle. The British were forced to abandon their artillery, wagons and munitions. Thus, COL Miller immortalized himself through his actions and his words. Significantly, Brig. General Brown and Colonel Miller had been senior officers in the militia who were given commissions in the U.S. Army and should be considered role models for future citizen-soldiers.

More recently confusion and misunderstanding has arisen about the source of the Norwich motto. One erroneous tradition is that Truman Bishop Ransom, the second president of Norwich University, coined the motto, “I will try” on September 12th, 1847, while leading his regiment at the Battle of Chapultepec during the Mexican War. A variant of the tradition is that Ransom during the same battle in which he lost his life used the expression “Essayons” (French for “Let’s Try”), the official motto of the U.S. Army Corps of Engineers. There is no evidence to support either of these traditions.

It is clear, however, that the Norwich University motto, “I will try,” was established and in use well before the Mexican War. In fact, it was incorporated into the University seal as early as 1839. The oldest flag of the University, now in the Norwich University Sullivan Museum and History Center, is embroidered on one side with the words “Presented by the Young Ladies of Norwich [Vermont] to the Cadets of Norwich University, August, A.D. 1844.” The other side of the flag displays a version of the University seal emblazoned with the motto “I’ll try.”

“I will try. This means holding firm to timeless values. This means doing the right thing, not when it’s easy, but especially when it is hard. It means citizen-soldiers, selflessly serving America in peace and war. Selfless service to the nation and to each other - that is success. That is the essence of Norwich”  
–GEN Gordon R. Sullivan, USA (Ret.) ’59

1992 Commencement Address

### **The Honor Code**

*“A student will not lie, cheat, steal, or tolerate those who do.”*

In the fall of 1951 an Honor System was formally established at Norwich University. The Norwich University Honor Code is maintained and administered by the Honor Committee comprised of students from the Corps of Cadets and Civilian lifestyles, under the supervision of Director of Judicial Affairs and Ethics and the Sr. Vice President of Student Affairs and Technology.

The Norwich Honor Code provides the foundation for a way of life, and for the development of fundamental attributes of good character. Honor is a virtue which impels personal courage and duty, truthfulness and self-respect, justice and generosity. Its underlying principle is truth. All members of the Norwich community are expected to live by the Code’s standard both at and away from Norwich, in their professional and personal lives.

*“He who permits himself to tell a lie once finds it much easier to do it a second and third time, till at length it*

*becomes habitual; he tells a lie without attending to it and truths without the world believing it.” -Thomas Jefferson*

Further information about the University’s Honor Code can be found in the Student Rules and Regulations.

### **University Terminology**

<u>Acronym</u>	<u>Commonly Accepted Meaning</u>
CAM.....	Civilian/Corporal Academic Mentor
CAB.....	Campus Activities Board
DOS.....	Dean of Students
FAT.....	Friday Afternoon Training (for Corps of Cadets)
FLC.....	Future Leader Camp
MCV.....	Military College of Vermont
NUEMS.....	NU Emergency Medical Service
ROTC.....	Reserve Officers’ Training Corps
RA.....	Resident Advisor
RC.....	Resident Coordinator
SRA.....	Senior Resident Advisor
SGA.....	Student Government Association
SADO.....	Student Affairs Duty Officer
SOP.....	Standard Operating Procedures
TAT.....	Tuesday Afternoon Training (for Corps of Cadets)
UP.....	Upper Parade Ground

This list isn’t all-encompassing. Please don’t hesitate to ask faculty or staff members if you are ever unsure of what something means.

## **NORWICH UNIVERSITY HISTORY**

### **Alden Partridge**

February 12, 1785 - January 17, 1854

In the early years of the United States, Capt. Alden Partridge stood at the forefront of a movement to broaden the scope and purpose of higher education. His experiences as a student, and later a cadet, instructor, and administrator of the United States Military Academy at West Point, shaped his understanding of the country's needs for citizens prepared to contribute to the democracy in times of peace and war. Capt. Partridge founded the nation's oldest private military college in 1819, the American Literary, Scientific, and Military Academy which later became Norwich University. His broad curriculum of the sciences and humanities, physical education, and hands on learning coupled with military training formed the vision of Norwich University. Since its establishment, Norwich has continued to produce citizen soldiers who have provided exemplary service to the nation.

- Adapted from text in the Sullivan Museum and History Center

### **Selected History of Norwich University**

1819 - Founded by Captain Alden Partridge at Norwich, Vermont "The American Literary, Scientific, and Military Academy."

1820 - Band organized, oldest collegiate band in the nation. First instruction in Civil Engineering offered in the US.

1834 - Academy received a charter from the State of Vermont recognizing the institution as Norwich University.

1866 - South Barracks at Norwich, Vermont burned; Norwich moved to Northfield, Vermont.

1868 - Old Barracks first university building built in Northfield, Vermont, named Jackman Hall in 1907.

1898 - Norwich designated "The Military College of the State of Vermont" by the Vermont Legislature.

1907 - Carnegie Library constructed, renamed Henry Prescott Chaplin Memorial Library in 1952; Electrical Engineering Department established.

1916 - Reserve Officers' Training Corps established. Norwich designated a Senior Division Cavalry Unit. Harold "Doc" Martin entered Norwich University, the first African American Cadet.

1919 - Centennial Celebration, stairs and gate post erected.

1923 - Class ring tradition started.

1929 - Armory constructed; named Plumley Armory in 1962.

1941 - White Hall erected, and used as a dining hall until 1962 when it was converted to White Memorial Chapel. Partridge Hall constructed.

1943-1946 - University facilities devoted to Army Air Corps Aircrew Training Program, Army Specialized Training Program, and Army Specialized Training Reserve Program; there was no Corps of Cadets.

1951 - Honor System adopted.

1960 - Fraternities abolished; class clubs instituted.

1964 - Jackman Hall, the Old Barracks, demolished.

1965 - Dodge Hall demolished. New Jackman Hall constructed.

1972 - Vermont College purchased.

1974 - First women enter the Corps of Cadets, two years before the Federal Service Academies.

1987 - Jacob Shapiro Field House constructed.

1990 - Five-year baccalaureate degree program in architecture started.

1990 - Civilian junior ring tradition started.

1992 - Norwich Ski Area closed.

1993 - Undergraduate programs at Vermont College moved to Northfield campus; cadet and civilian student populations reside on the same campus for the first time. Kreitzberg Library constructed. GEN Gordon R.

Sullivan '59 promoted to Chief of Staff of the U.S. Army.  
 1995- Cadet Tracey L. Jones '96, first student selected as a Rhodes Scholar.  
 1997 - Opening of the Engineering, Math, and Science Complex.  
 1998 - Kreitzberg Arena constructed on the former site of Taylor Arena  
 2001- Vermont College sold  
 2007 - Sullivan Museum and History Center dedicated. Wise Campus Center opens.  
 2008 - South Hall dormitory opens on Upper Disney Field.  
 2009 - The Class of 1959 Bridge opens.  
 2011 - Norwich students called to assist central Vermonters after Tropical Storm Irene flooding from rainfall of up to 8.15'' in Vermont.  
 2013 – Haynes Family Stadium dedicated. Sabine Field rededicated. New artificial playing field with lights and new recreational running track.  
 2013 - The old Norwich Ski Area on Paine Mountain is renovated and reopened as the SFC John Shaw Outdoor Center. Sabine Field and Biomass Heating Plant Open.  
 2014 - Dalrymple Hall opens.  
 2015 - Kreitzberg Library Renovated  
 2016 – Centennial celebration as the birthplace of Reserve Officers' Training Corps (ROTC)  
 2017- Brig Gen Kimberly Baumann '87, first female Norwich general officer.  
 2018 – Mack Hall is constructed; Ainsworth Hall is renovated.  
 2019 – North Hall, formerly Webb Hall, is renovated and rededicated. Norwich commemorates its bicentennial. Bicentennial stairs open.

### **Select History of Vermont College**

1832 - Newbury Seminary Proposed, with Alden Partridge in attendance  
 1834 - Newbury Seminary founded  
 1849 - Charter granted for the establishment of the Female Collegiate Institute  
 1865 - Both Newbury Seminary and Female Collegiate Institute combined and renamed to Vermont Conference Seminary and Female College  
 1870 - Renamed to Vermont Methodist Seminary and Female College  
 1888 - Renamed to Vermont Methodist Seminary  
 1894 - Renamed Montpelier Seminary  
 1941 - Renamed Vermont Junior College  
 1958 - Renamed Vermont College  
 1972 - Vermont College and Norwich University merge  
 1993 - Undergraduate Programs merged at Norwich University. Vermont College students moved onto Norwich Campus, Vermont College campus closed  
 2001- Vermont College sold.

### **Norwich Medal of Honor Recipients**

The Medal of Honor, established by an act of Congress in 1862, is the highest and most rarely awarded decoration conferred by the United States. Presentation of the Medal of Honor is only made by the President of the United States. Norwich University has eight recipients of this prestigious award. A display for them is available for viewing immediately inside the front main entrance of Jackman Hall.

**Henry Clay Wood, Class of 1856**

**Willie Johnston, Class of 1870**

**Edmund Rice, Class of 1860**

**Thomas O. Seaver, Class of 1859**

**Edward B. Williston, Class of 1856**

**Hiram Iddings Bearss, Class of 1898**

**James M. Burt, Class of 1939**

**Edward Byers, Jr., CGCS Class of 2019**

### **Norwich Forever**

Norwich forever, queen of the hills,  
When far from thee, still memory thrills recalling Scenes and old friendship, songs and old cheers,  
Memories that face not through the changing years. Norwich forever, through rain and shine,  
Sunset and dawning, still we are thine and in Defeat or in victory we shall acclaim  
Thy dauntless spirit and thy deathless name. Norwich, forever, hail, hail to thee,  
Bright is thy glory, won in the long years and we Pledge thee our future, thee to adore  
Till in the skies the stars shall burn no more.

*Words: Arthur Wallace Peach. Tune: True Blue*

## ACADEMICS & STUDENT SUPPORTS

### Academics

Norwich has a diverse array of majors from which students may choose. The five colleges at the University report to the Provost who is the chief academic officer and the dean of the faculty. Four of these colleges provide the campus based undergraduate courses that students take during fall, spring or summer semesters.

The College of Professional Schools is home to five different schools that provide education necessary to meet the professional degree requirements in the chosen field of study. The David E. Crawford School of Engineering offers degree programs in Civil Engineering, Electrical and Computer Engineering, Engineering, Mechanical Engineering, and Construction Management. The School of Architecture + Art offers a bachelor degree in Architectural Studies and a Master of Architecture. The School of Business offers degrees in Accounting, International Business, and Management. The School of Nursing offers a BSN degree in Nursing. The School of Cybersecurity, Data Science and Computing offers degrees in Computer Science, and Computer Security & Information Assurance.

The College of Liberal Arts is home to four departments, one school and ten different majors. Bachelor's degrees are offered in Communications, Criminal Justice, English, History, International Studies, Political Science, Psychology, Spanish, Studies in War & Peace, and Education. The college also offers minors in Asian Studies, Computer Crime and Forensics, Transnational Crime, Chinese, French, German, Philosophy, Writing, and Sociology.

The College of Science and Mathematics is home to six departments and twelve different programs. Bachelor's degrees are offered in Biochemistry, Biology, Chemistry, Environmental Science, Exercise Science, Geology, Health Science, Mathematics, Neuroscience, Physical Education, and Physics. A master's degree is offered in Athletic Training.

The College of National Services is home to the Army, Air Force, and Navy and Marine Corps ROTC programs. Each student in the Corps of Cadets is required to take a minimum of four semesters of ROTC classes but may take up to eight semesters as space is available. A number of the cadets will commission into one of the four branches of the Armed Services upon graduation.

### Academic Expectations

As with all things in life, Norwich University expects your best. Academic success is the end goal for all our students. The University's founder, Capt. Alden Partridge, would expect all students to "try." This does not merely mean "giving it a shot." This means to prepare yourself, apply yourself, and follow up. If you do not reach your goals at first, it is your responsibility, and the University's expectation, that you will "try" again. Do not blindly try again but assess the situation, seek support, and succeed. Each student is unique and will face different challenges in reaching their goal. The university's faculty, staff, coaches, and student leaders are here to help you reach your goals. Utilize all available resources so you make the most of your collegiate experience.

**Professional Titles...Doctor, Professor, Colonel, General, Coach, Dean and many more:** At any college there are faculty and staff with academic credentials who have earned degrees for which they are recognized with a title. At Norwich we have many staff and faculty in uniform with military rank and titles based on their assignment and position of responsibility. The proper courtesy is to refer to the person by academic or military title/rank and last name, e.g. President, General or Dr. Schneider, Dr. Affenito, Senior Vice President, Brigadier General, or Dr. Vanecek, Dean Mathis or Dr. Mathis, Colonel Titus, Coach Mariano, Dean Temkin. The same would hold true if they are retired. The use of first or last names alone is inappropriate and considered disrespectful.

### **Vermont State Militia (VSM) Uniform**

For 200 years, the faculty of Norwich University have worn a uniform similar to that of the US Army. This tradition started with our founder, Capt. Alden Partridge. While the “Army greens,” are no longer used by the active duty or reserve components of the Army, they remain the uniform of the Vermont State Militia. Such outfitting and rank structure is defined in Vermont Law with the authority resting with the Board of Trustees and the President of the University to implement. Norwich faculty is made up of wonderfully educated and experienced individuals—some with prior military service and some without. Even faculty members who have never served in our United States military wear the uniform of the Vermont State Militia as a tradition of the oldest private military school in the nation and as a Senior Military College. The rank structure of the VSM uniform is equivalent to a faculty member’s academic rank and is based on the amount of time it takes to reach certain academic ranks.

**Dress Code:** All students are expected to dress appropriate to the occasion. Examples of appropriate attire in academic buildings, administrative buildings, and the dining hall are considered e.g. slacks and a shirt, jeans and a tee shirt, jeans and a sweater and footwear. This means that no athletic clothing like swimwear, sweats, athletic shorts, or tank tops should be worn in these buildings. Additionally, sleepwear is not appropriate for these areas. These expectations are supported by policies in the University’s Rules and Regulations. If you are found violating the dress code, you may be asked to leave the facility to change clothes before you are allowed to return.

All students are expected to wear business casual or business attire for special occasions such as award ceremonies, recognition events, and when so announced. Look to the event invitation for attire guidance. When in doubt, ask the event organizer or a faculty or staff member.

*Examples of business casual attire include slacks and a shirt with collar, a casual skirt and top. Examples of business attire include a jacket and tie for men and a dress or suit for women.*

**Wearing of Hats Indoors:** As a common courtesy and form of respect the wearing of baseball caps, beanies, hoodies, etc. is not appropriate inside academic or administrative buildings, the dining hall or during formal occasions such as Convocation, guest speakers, meeting with a faculty or staff member, etc. Please remove such items once you enter the buildings. It’s not just a military thing, but common courtesy and college policy.

### **Academic Achievement Center (AAC)**

Located on the recently renovated 4th floor of the Kreitzberg Library (Room 403), the Academic Achievement Center (AAC) is a great place to connect with professional and peer tutors who can help you work smart to achieve your academic goals. The AAC helps students improve their study, time management, organizational and learning skills, and provides academic coaching services. The AAC’s staff offers comprehensive individualized and group tutoring across the curriculum. They provide tutoring for all math courses, as well as most lab science and foreign language courses. They also provide tutoring in liberal arts content areas such as criminal justice, discipline specific study skills, and research projects. The AAC also offers English support for multilingual students, and serves students with disabilities, or in academic difficulty.

Each semester, the AAC works with about 500 students, many of whom consistently make the Dean’s List. Over 50% of the NU students who graduated in 2019 with highest honors came to the AAC at least once during their career, and many of them worked with the AAC regularly.

The AAC is open from 8:00 a.m. to 10:00 p.m., Monday-Thursday, and 8:00 a.m. to 5:00 p.m. on Fridays.

All AAC services are covered by tuition; there is no additional cost to students so you should use what you've already paid for! We look forward to working with you.

### **Career and Internship Center**

[The Career & Internship Center](#) assists undergraduate students and alumni of the University in seeking employment in a field consistent with their academic training and interests. In support of this mission, a broad range of programs and services are provided, including assistance with:

- Job and internship postings
- Internship and job search strategy
- Resume and cover-letter preparation
- Networking
- Mock interviews
- Personal branding
- Class presentations
- Career fairs and other career-related events
- Salary and compensation negotiation
- ...and so much more

Please contact our friendly and experienced staff to get started on your career path. We are located in 232 WCC, so feel free to stop by and make your appointment today. You can also contact us as [careers@norwich.edu](mailto:careers@norwich.edu) or by phone at (802) 485-2125.

#### Center for Student Success

Have a question and don't know who to ask? Need some assistance and don't know where to go? Want some advice but aren't sure where to receive it? The Center for Student Success provides the guidance, support, and advocacy for all students.

The Center for Student Success has two major areas of focus:

#### *Overall student experience to include:*

- Support during the transition to college
- Guide students to resources for social, financial, or academic well-being
- Advocate for students on a variety of issues
- Outreach to struggling students to create individualized solutions

#### *Overall student veterans' experience to include:*

- Support during the transition from the military to civilian life
- Assist in understanding, obtaining, and using military educational benefits
- Help with VA Educational Benefit certification to pay for college expenses
- Work to ensure a positive experience in the transition to collegiate academics

For more information, please contact The Center for Student Success at (802) 485-2355

### **Counseling & Wellness Center**

The Counseling & Wellness Center provides an opportunity for Norwich University students to speak with a licensed mental health clinician in a confidential setting. Our experienced staff is available to collaborate with you in identifying and working toward your personal goals in individual, couple, or group formats. We also sponsor fun and interactive events throughout the school year, which all students are welcome to attend. Participation in counseling services will not interfere with a current or future military career, and is

free of charge.

The C&WC is located on the 4th floor of Kreitzberg Library, in room 415. Counselors typically meet with students by appointment, but walk-ins may be accommodated. Our hours of operation are from 8:00 a.m. to 4:30 p.m., Monday through Friday, and we provide after-hours crisis coverage 24/7 during the school year.

Please contact our friendly staff with any questions, and be on the lookout for upcoming C&WC events! We can be reached at (802) 485-2134, or on the after-hours crisis line at (802) 793-3093.

### **Office of Diversity, Equity and Inclusion, Title IX Coordinator**

The Title IX Office and the Office of Diversity, Equity, and Inclusion are located in the Wise Campus Center, Room 222. This office manages compliance with state and federal laws and university policies on non-discrimination, harassment and sexual and gender based misconduct for the Norwich University community. The Norwich University Non-Discrimination Policy is found here at this [link to the non-discrimination policy](#) and the Sexual and Gender Based Misconduct Policy is found here at this [link to the sexual and gender based misconduct policy](#). If you have an issue involving any of these areas, please contact the Title IX Coordinator at (802) 485-2144. The office also works on inclusion initiatives through educational programming and prevention awareness.

### **Honors Program**

Norwich University's Honors Program is a merit-based, highly selective program for outstanding scholars. The program supports an enriched academic experience through an applied experiential learning process. The four-year curriculum is designed to support motivated students with demonstrated academic abilities and strong interests in research, service and leadership. The capstone of the program is a senior thesis project that will lead to the distinction of Honors on the successful student's degree. For more information, please contact the Director at [nuhonors@norwich.edu](mailto:nuhonors@norwich.edu).

### **Norwich University Student Health Center**

The Student Health Center (also known as the infirmary) is located on the 1<sup>st</sup> floor of Marsilius Hall on Crescent Avenue and is operated by Central Vermont Medical Center. Students have seven-days-a-week access to health care. The infirmary is staffed with board-certified family physicians, physician assistants, registered nurses and support staff.

Norwich University Student Health Center provides comprehensive medical services to students similar to what they would receive at their primary care office, including X-ray, labs and orthopedic care. The student health fee will cover the basic primary care such as the office visit, but all procedures (e.g., x-rays, lab work, orthopedic care, ...) will be billed to the student's personal health insurance. The Student Health Center does not house students overnight.

#### **SERVICES OFFERED AT NUHS:**

- Illness evaluation
- Injury evaluation
- Women's healthcare
- Sexually Transmitted Infection (STI) testing, treatment and education
- Nutritional counseling
- Access to necessary medications, with prescription delivery available through Northfield Pharmacy

***Note: If a student is under 18 years old, they will need to sign a Consent to Release Information before we are able to speak with family members regarding their treatment.***

#### Hours of Operation:

Walk-in nursing care: M-F 6:30 a.m. - 10:00 p.m.; Appointments with providers: M-F 7:00 a.m. - 5:00 p.m.; Weekend hours are from 8:00 a.m. – 12:00 p.m.

Phone: (802) 485-2552 ■ fax: (802) 485-4577 ■ [nuinfirm@norwich.edu](mailto:nuinfirm@norwich.edu)

### Information Technology Services

Norwich ITS provides both wired and wireless internet to students. Wireless is available across campus, though students are still encouraged to use the wired network in the residence halls. Each residence hall room is equipped with enough working ports for each occupant. Additionally, Norwich is no longer offering phone service in the residence halls, with the exception of emergency residence hall phones located on the main floor.

Norwich University has three computer lab facilities available to all students, faculty and staff which are located in Juckett Hall (U-Building), Cabot Science Center (U-building), and North Hall. Additional public access computers are located in the Wise Campus Center and the mezzanine of Kreitzberg Library. Lab consultants are available during evening and weekend hours. Their responsibility is to provide assistance to students with regard to using lab facilities and answering basic questions regarding the software available. University E-mail system and the Internet is available from every PC. Standard personal computer software is available in all computer labs.

Labs will be open for student use during the day when no academic class has reserved the lab. Library lab facilities are also available during library hours. Users may contact the HELP DESK at (802) 485-2456 for assistance with issues they are having with connecting to the internet, network issues, and assistance with your university assigned iPad as a part of the Digital Citizen program.

### International Center

The International Center, under the leadership of the Assistant Vice President for International Education, is responsible for partnering with a wide range of internal and external stakeholders to advance the comprehensive internationalization of the university. This work takes place over a broad range of domains, including but not limited to the following:

- **Education Abroad** - The International Center provides a wide range of programs and services related to students seeking, engaged in, or returning from education abroad programs. Numerous programs at Norwich are now offered to give students the opportunity to study abroad, including an international program for architecture, visual arts, history, political science and international studies at CityLAB:Berlin in Germany's capital. Norwich Expeditions are cohort-model programs offered in the U.S. Virgin Islands, and several locations in Europe as well as in Washington, D.C. and Denver, Colorado.
- **International Students** - The International Center provides a wide range of programs and services related to the full life cycle of an international student, including but not limited to issuance of initial immigration documents, pre-arrival outreach and communications, orientation and ongoing social and cultural programming, immigration advising, and general support services and programs to ensure academic success and retention.
- **International Scholars** - The International Center facilitates the process of bringing international visiting scholars to the university to engage in joint teaching and/or research projects with the faculty.

They can be reached at (802) 485-2934 or by stopping by their office in Plumley Armory Office #305 during regular business hours.

### **Kreitzberg Library**

The Kreitzberg Library offers a vast array of resources and services. Through the [Keitzberg Library website](#) you can discover books, articles, videos, specialized databases, research guides, and much more. The library offers a variety of spaces for individual and group study, with abundant technology for digital collaboration. There are many computers for student use, wireless network access, and a café serving coffee, smoothies, and freshly prepared lunch items. Reference librarians are available to offer research assistance and can be contacted by email at [library@norwich.edu](mailto:library@norwich.edu), online chat, in person at the Library Services Desk, or by phone at (802) 485-2179. Both individual and group library instruction can be arranged by appointment. The Interlibrary Loan Department can obtain materials from other libraries if we do not have them here. See the library's website for all policies and hours of operation. The Library Services Desk can be reached at (802) 485-2176.

Norwich University Archives and Special Collections on the 5th floor of the Kreitzberg Library provides access to the library's rare book collection, as well as written records and photographs documenting the history of Norwich and the accomplishments of its alumni, faculty, staff, and students. Detailed information about archival collections can be found on the [archives website](#). Visits from students are welcome and research with the collections encouraged. Archives staff can be reached at (802) 485-2947 or [archives@norwich.edu](mailto:archives@norwich.edu).

The Sullivan Museum and History Center, a 16,000 square foot building designed for both permanent and rotating exhibits, contains a theater, exhibit preparation areas, offices, and an instruction room. Since 2016, it has been a Smithsonian Affiliate ® museum. This modern facility is dedicated to the interpretation of the Norwich University story, the careful preservation of the University's rich history, and has a collection of over 15,000 objects. Explore the [museum website](#) for upcoming, current and past exhibitions and follow us on [Sullivan Museum's Facebook page](#), [facebook.com/SullivanMuseum/](https://facebook.com/SullivanMuseum/).

### **Registrar's Office**

The Registrar's Office is located in Jackman Hall in room 328. The Registrar's Office is where all student academic record processing takes place. Services provided by the Registrar's Office may be found on the [Registrar's Office web page](#) along with required forms that may be downloaded. Staff is available to answer questions regarding grades, transcripts, class schedules, final exams, graduation requirements and more during office hours. Students may only change their permanent address via completing a Change of Address form and submitting it with all necessary documentation to the Registrar's Office. The Registrar's Office is open regular business hours and can be reached at (802) 485-2035.

### **Religious Services**

Norwich University, a non-sectarian organization, provides religious services in White Chapel throughout the year. Two Catholic masses and at least one Protestant worship service are conducted weekly. One part-time Catholic Priest and one full-time Protestant Chaplain are available on campus. An Islamic prayer room is located in the basement of the Chapel. Jewish students may visit a synagogue in nearby Montpelier (Beth Jacob) as well as Stowe (JCOGS: Jewish Community of Greater Stowe). Several other synagogues are available but are geographically farther away.

Other local houses of worship for different faiths and denominations, with contact information, are listed on a brochure located in the literature rack in the back of the Chapel sanctuary. Many religious groups offer students free transportation to services. Further information can be obtained by contacting University Chaplain, Rev. William S. Wick in the Chaplain's Office. (802) 485-2128 / [wwick@norwich.edu](mailto:wwick@norwich.edu)

## Center for Writing

The Center for Writing is a welcoming space where Norwich's writers—students, faculty, and staff—come together to talk about writing.

We provide free, one-to-one consulting, as well as small group workshops. Our peer consultants are trained to work with writers on a variety of writing projects—academic, creative, professional, digital—at all stages of the writing process. Whether you need help brainstorming ideas for a history paper, organizing a lab report, or developing characters in your next novel, our consultants guide can help guide you through that process by listening to your concerns, asking thoughtful questions, and providing examples and suggestions tailored to your needs.

We strongly encourage you to make an appointment through our website, ([norwich.mywconline.com/](http://norwich.mywconline.com/)), but we also accept walk-ins when we have consultants available. You can find us in North Hall. Feel free to drop by Sunday-Thursday from 3:00-8:00 p.m.

## You and Your Academic Advisor

As a student, you are responsible for your academic progress at Norwich. You are expected to know the graduation requirements that apply to you, your major, and to take the courses necessary to meet them. Monitor your GPA regularly and decide when to add or drop a course or change your major. If you earn a low GPA your first semester, you will have to make some tough decisions that will have a big impact on your life at the University and after you graduate. Don't try to make those decisions by yourself - they're too important. Seek assistance from your academic advisor, and other resources to develop a plan to improve your GPA, because it may take several semesters to significantly improve your cumulative GPA. Your advisor is responsible for helping you understand University policies, procedures, and requirements. He or she can help you assess your academic problems and make the best decision about how to overcome them. Most important, your advisor can help you get the most out of your college education. But there's a catch - you have to ask for your advisor's help. It's your responsibility to seek the advising you need.

How to get the most out of your advisor:

1. See your advisor regularly throughout the semester, not just when you want to register for courses.
2. Make appointments with your advisor at a time convenient for both of you, before problems surface, or soon thereafter.
3. Discuss with your advisor your educational and professional goals. Be honest about any learning issues you may have. Don't withhold information or assume that your advisor knows everything about you.
4. Be assertive. Ask questions. Don't assume that your advisor will automatically know what you need.
5. Review the Academic Regulations and your academic record at the start of each semester. If you spot a problem, point it out to your advisor immediately.
6. Your advisor wants to help you succeed in college, use him/her.

Good academic advising can make a big difference in your college career. But remember: a successful working relationship with your advisor depends on both of you. Without your initiative, your advisor can't help. If you want to change your advisor or discuss a problem you have with your advisor, see your department chair.

## **OFFICE OF RESIDENCE LIFE**

### **Mission**

The Mission of Residence Life and Civilian Housing, under Student Affairs, is to provide residential students with a range of services and to ensure a well-maintained, healthy, and secure and academic residential environment. We endeavor to ensure a positive academic and community environment, solve problems through mediation, and act as liaisons. We assist and encourage students to appropriately confront and overcome obstacles which distract them from their primary educational mission, through enforcement of policies and peer mentorship while utilizing the NU Guiding Values. In addition, the Residence Life Office provides programs and activities as well as leadership and developmental opportunities for personal, social, spiritual, cultural, physical and intellectual growth. As policy enforcers, we aim to provide a safe and respectful environment for our residents. Our mission as professional staff and student leaders is to be positive role models and foster community interaction through being a resource and guide for all residents.

### **Residence Life Quick Reference**

\* Director of Residence Life: The DORL is a full-time professional responsible for all aspects of Residence Life and Housing for residential civilian students at Norwich University. This professional staff member is part of the Student Affairs Duty Officer (SADO) rotation.

\* Community Coordinator for Residence Life: The CC is a full-time professional who lives on-campus and is responsible for the operational and daily functions of all the residence halls while assisting in the supervision of student staff and residents. This professional staff member is part of the Student Affairs Duty Officer (SADO) rotation.

\* Resident Coordinator: The RC are junior or senior undergraduate students with one or more years of experience in Residence Life. They are responsible for assisting in the management of a residence hall and supervision of the student staff and residents.

\* Senior Resident Advisor: The SRAs are junior or senior undergraduate students with one or more years' experience in Residence Life. They are responsible for assisting in the management of a residence hall and supervision of the student staff and residents.

\* Resident Advisor: A unique group of students trained to work with residents on a given floor or in a residential community. The RA plans various programs and activities. The RA acts as role model, peer counselor and University Official. They are on duty during evening and weekend hours to ensure safety and security and to promote an environment that ensures academic success.

### **Residence Life Staff Assistance**

There are Residence Life Student Staff members "On Duty" for each residence hall during weekends and weekdays from 7:00 p.m. to 7:00 a.m. Contact information for the "On Duty" staff is posted on the 1st floor of all residence halls and on each Residence Life staff member's door.

### **Student Affairs Duty Officer (SADO)**

The Student Affairs Duty Officer (SADO) is a professional staff member from the Student Affairs team who monitors campus climate and provides assistance in the event of incidents or campus emergencies. There is a SADO on duty/on call every night of the week and weekend. The SADO will be present on campus and will check in on campus events and the Corps barracks and civilian residence halls during the on-campus duty period. The SADO can be contacted through the On Duty Residence Life staff member or by contacting Security.

### **Room Change Policy**

No room changes will be approved during the first three weeks of the semester. We would prefer that students use that time to truly get to know their roommate and to develop their communication skills. If after the three-week time period, a residential student would still like to be considered for a room change, they are encouraged to contact a RA or the Office of Residence Life to see if a change can occur. In addition, at the end of the fall semester, there is an open room change period where residential students can request a new assignment for the spring semester.

\* If the desired change is due to a roommate conflict, the RA will first work to assist the students to mediate their differences.

\* If mediation does not rectify the situation, the RA will refer the student(s) to the Residence Life Office.

\* In the event that a student comes directly to the Residence Life Office prior to speaking to his/her RA, the office staff will evaluate the situation and may request that the student contact their RA and begin the mediation process.

\* If the desired change is not related to a roommate conflict, students may go directly to the Residence Life Office to complete a Room Change Request Form.

\* Requests for room changes are processed on the basis of need (e.g. severity of a roommate conflict), and/or on a first-come, first-served basis.

\* Residents who change rooms without authorization from the Residence Life Office are subject to a \$50.00 per person, per day fine.

\* Students with questions regarding room changes or the room change process should contact the Residence Life Office at [nureslife@norwich.edu](mailto:nureslife@norwich.edu).

### **Quiet Hours Policy**

The Office of Residence Life requires students to be considerate of others at all times. Conduct and noise interfering with the study and sleep of residents is unacceptable. Accordingly, students will be held accountable for behavior deemed noisy or disruptive at all times. It is expected that after 7 p.m. from Sunday through Thursday, general quiet hours will be in effect. On weekends, quiet hours will prevail in all residence halls after midnight. During finals weeks, the Office of Residence Life implements a 24-hour quiet hour period. Courtesy hours are in effect at all times. Hall sports are not permitted.

### **Right to Entry/Privacy Policy**

Although the University respects a student's right to privacy, the University reserves the right to inspect individual rooms at any time for reasons of maintenance, health, and safety.

Unless there is an obvious emergency, Residence Life staff will knock and announce themselves before entering students' rooms using a master key. RAs do not have permission to search students' rooms. There will always be sufficient cause for a search to be conducted by an authorized University Official and every effort may be made to have the occupants present when a search occurs.

### **Smoking Policy**

At Norwich University, smoking and the use of smokeless tobacco products (dip, snuff, etc.), including electronic cigarettes and vaping, is prohibited except in designated smoking areas. Students may smoke in the area 50 feet to the front and rear of residence halls. All students are expected to dispose of butts and

related debris in appropriate containers. State law prohibits the use of tobacco products in any public areas.

### **Pet Policy**

For health and maintenance reasons, pets are not permitted in the residence halls with the exception of approved service or emotional support animals. Students found in violation of this policy will be subject to disciplinary sanctions.

### **Fire & Safety Policies**

All University buildings are equipped with local-in house fire alarm systems. These systems alert the Office of Public Safety. If an alarm is sounded in a building, people in that building should vacate the building using the closest available exit. It is imperative that every person respond to a fire alarm and vacate a building in which an alarm is sounded. This procedure reflects both the law and common sense.

Students who fail to vacate a building when a fire alarm sounded will be subject to disciplinary action. Tampering with fire extinguishers and other fire equipment or the sounding of false alarms is a serious threat to safety of all and is strictly prohibited. Violations of this policy will result in serious disciplinary action by the University, as well as, possible fines.

### **Balcony Policy**

For the safety and security of all individuals all balconies that are part of barracks/residence halls are off limits at all times (unless otherwise posted). Any student found accessing or using one of these balconies will be subject to disciplinary action.

### **Room/Hall Damages**

Posters, pictures, and other decorative objects may be attached to interior surfaces of rooms with the understanding that students will be financially responsible for resulting damages. We encourage residents to utilize the tack strip provided.

Occupancy of a residence hall room does not imply ownership of said room, nor does it give the student license to alter or destroy said room. Therefore, room occupants will be assessed damages such as but not limited to: Defaced plaster or woodwork, burns on woodwork/flooring, scratches/dents/rips in flooring, broken windows, missing or broken furniture, or the deterioration of property resulting from misuse on the part of the occupant. No student has permission to paint his/her room.

Please refer to your Room Condition Report Form (RCRF) to determine what you are responsible for in your room. At the end of each semester general residence hall damage will be assessed in all common areas. All residents of each residence hall are responsible for general hall damage charges.

### **Room Checkout**

Room checkouts occur prior to departure for University breaks and the end of the year. The responsibility to properly checkout of his or her room rests with each resident. Room checkout procedures are distributed by the Office of Residence Life. Each room will be inspected for damages and compared against the Room Condition Report Form that was signed when the student moved in. Any student who does not checkout with a designated official or complete an express checkout will be assessed a fine, and will be charged for any room damages.

### **Prohibited Residence Hall Items**

The following are prohibited in and around residence halls. Any of these items found in our residence halls will be confiscated by appropriate University officials.

1. Firearms and other weapons, chemicals, fireworks and explosives, CO2, air-propelled weapons, paint ball guns or high-powered water guns.
2. Gasoline, benzene, and other flammable fluids.
3. Candles, incense, or other open-flame devices.
4. Halogen lamps.
5. Toaster Ovens, Electric Skillets, Hot Plates.
6. Two and Three prong extension cords.
7. Electric Blankets.
8. Items attached to/hanging from fire safety equipment.
9. Portable electric or George Foreman Grills.
10. Outlet Expanders.
11. Alcohol and alcohol paraphernalia.
12. Illegal or non-prescribed drugs and drug paraphernalia.
13. Sub-woofers.

### **Break Periods & Housing Calendar**

The Housing Contract is for the full academic year, which starts on the first day of the fall semester, concludes on the last day of your final exam schedule in the spring semester, and excludes University break periods.

All residence halls are closed during the November/December/January/Spring semester break periods. Please make travel plans accordingly. Contact the Director of Residence Life as soon as possible with any concerns related to break periods.

#### **Thanksgiving Break**

Saturday, November 23, 2019 - Halls Close at Noon

Saturday, November 30, 2019 – Halls Open at Noon

#### **Mid-Year Vacation**

Wednesday, December 16, 2019 – Halls Close at Noon

Saturday, January 11, 2020 – Halls Open at Noon

#### **Spring Break**

Saturday, March 7, 2020 – Halls Close at Noon

Saturday, March 14, 2020 – Halls Open at Noon

### **End of Year**

Saturday, May 4, 2020 – Halls Close for Undergraduates at Noon

Sunday, May 5, 2020 – Halls Close for Graduating Seniors at Noon

Monday, May 6, 2020 – Halls Close for those Commissioned on Sunday, May 5, 2020

### **Lottery Process & Room Selection Spring 2020**

The Lottery process occurs in April following the registration period for Fall Semester.

In order to receive a lottery number returning students must be:

1. Registered for at least 12 credits.
2. Paid their deposit of \$250.00.
3. Completed the Intent to Return Form by the published deadlines.

In order to participate in the Housing Selection days a student must also be in good standing financially and judicially.

The order of selection/lottery number is determined by class standing/GPA and expected year of graduation, with upcoming seniors selecting first, upcoming juniors selecting second, and upcoming sophomores selecting third.

\*Please be aware that your academic performance in your first semester at NU greatly impacts your lottery number and room selection.

### **Residence Hall Association**

Residence Hall Association (RHA) includes every residential civilian student. The main goal of the group is to focus on enhancing and enriching the NU residential experience for every student in every residence hall. The mission of the RHA is to build community through residential living, provide a unified voice of residential students, and offer leadership development opportunities for its members.

### **How Do I Participate in RHA?**

There are many possible ways to get involved with NU Residence Hall Association.

1. Floor Representative: Represent your floor.
2. Hall Representative: Represent your residence hall.
3. President, Vice President, Secretary, Treasurer
4. Attending meetings – Bring comments, concerns, and program ideas

## 5. Plan and implement programs and events

For more information about the RHA in your residence hall contact the Office of Residence Life, Dalrymple Hall, Room 108 or email [nureslife@norwich.edu](mailto:nureslife@norwich.edu).

### **Leadership & Work-Study Opportunities**

Residence Life provides opportunities for residential students to take on leadership positions by becoming a part of the team as Resident Advisors, Senior Resident Advisors, Resident Coordinators and/or RHA positions.

In addition, Residence Life provides work-study positions at the Hall Front Desks, Fitness Centers, or Office. Contact Financial Planning and Residence Life for more information.

## THE CORPS OF CADETS AND ROOKDOM

Approximately two-thirds of the students who attend Norwich choose to be in the Corps of Cadets. The Corps lifestyle is characterized by a rigid and high set of standards which are expected of every cadet on and off campus. Cadets are indoctrinated to this lifestyle through training, customs, courtesies, uniforms, formations, and inspections. Cadets learn how to be leaders in their professional lives through the application of a four-year progressive leadership model which advances cadets from basic skills and knowledge in leadership through the application of skills as a leader in the Corps. It all starts with “Rookdom.”

The Recruits (“Rooks”), or first year cadets, undergo a period of initial entry training called “Rookdom.” Rookdom is a mentally and physically challenging experience designed to develop recruits’ abilities to organize, manage time and stress, pay attention to detail, develop physical fitness and mental toughness, and to instill in each cadet the bedrock values of courage and confidence which are essential for their development as a leader of character. Rooks must first learn to be good followers before they become leaders in their upper class years. They are trained by cadet cadre, who are primarily third year cadets and upper class leaders.

We want all rooks to succeed and the entire community can help; including you. If you see a Rook who is struggling, visibly upset and possibly even in tears, encourage them to persevere, to seek help through their chain of command or to take advantage of the support services on campus. If you are very concerned, please identify the name of the Rook and inform a faculty member, a cadet leader, or a member of the Commandant’s staff.

**Conversing with Rooks:** The Rooks have many rules to follow. One rule is that while outside or in the dining hall, they are to be “locked-on” meaning focused, looking straight ahead, walking and not conversing with anyone unless greeting an officer or cadre member. Please support this policy and do not talk with rooks while they are “locked on.” You may talk with them inside academic buildings and athletic facilities (and we encourage you to do so).

### Military Formations/Ceremonies & Common Courtesies

Military customs and courtesy are a manifestation of the values we cherish as a Senior Military College and a nation. They are intended to reinforce discipline, obedience to authority, patriotism, duty and dedication, and membership in the military lifestyle. All cultures have customs and courtesies. We ask that all students respect our customs and courtesies as a way of honoring military service, our national symbols, and our university’s military heritage.

### Upper Parade Ground (UP)

As a military college our cadets experience daily military formations, special reviews and ceremonies throughout the year. Similar to civilians who work on military installations, there are some courtesies that should be observed regardless of lifestyle because you are an American citizen and have chosen Norwich. Below are several military events and bugle calls where courtesies are expected of all students, faculty, and staff members.

*Reveille* – *Reveille* is the first bugle call of the day and signifies when the national flag is being raised. This occurs daily at approximately 7:45 a.m. Often a cannon fire will signal the start of the bugle call.

*Retreat and To the Colors*– The lowering of the flag at the end of the duty day, typically at 5 p.m., is signified by two bugle calls. The first, *Retreat*, is played before the flag is lowered. Normally, a cannon is fired on the last note of *Retreat* which is then followed by the second bugle call, *To the Colors* which is played as the flag is lowered.

“Taps” / *Echo Taps* – bugle call honoring a deceased military member or official at a ceremony. At Norwich, we may also render such honors for a deceased student, faculty or staff member. Evening “Taps” played daily by a bugler at 10 p.m. signals the end of the day and requires no response, though you may want to pause and reflect.

*Honors & Ruffles and Flourishes* – Military honors to a general or flag officer or select state officials during a parade or special ceremony. The band will play “*Ruffles and Flourishes*” and, if warranted, artillery unit will fire several cannon volleys.

What should you do if you are outside and you hear one of these songs?

1. Do not ignore, or run and move inside to avoid rendering proper courtesies.
2. Stop and remove hat/earphones, as applicable.
3. Face in the direction of the flag pole on the UP.
4. Do not talk or converse during the music.
5. Stand erect and place your hand over your heart until the music has ended

Note: When in doubt, observe what cadets and college officials are doing. If they are standing and saluting during a bugle call or song, you should stand straight, remove any hat/earphones, and place your hand over your heart.

**Passing of a Color Guard:** When you see a Color Guard passing by you (cadets carrying the US and other flags with two rifle bearers), stand erect, remove your cap/earphones, and place your hand over your heart until the Color Guard passes. The same would be true if the Color Guard is not in a parade and you happen to pass by one.

**Corps Formations:** If you find yourself on the UP when the Corps is forming up, do not cross along the bricks or other pathways that cross the UP. Instead, please walk around the formation. If the Corps is marching in a parade do not cross in between units of the parade. Walk along side or wait until the Corps has marched by before you cross.

**Tour Strip:** At the top of the UP there is a strip of asphalt near the flag pole and canon called the Tour Strip. This is not a general walkway, but reserved for Cadets to march disciplinary tours when they have violated certain rules.

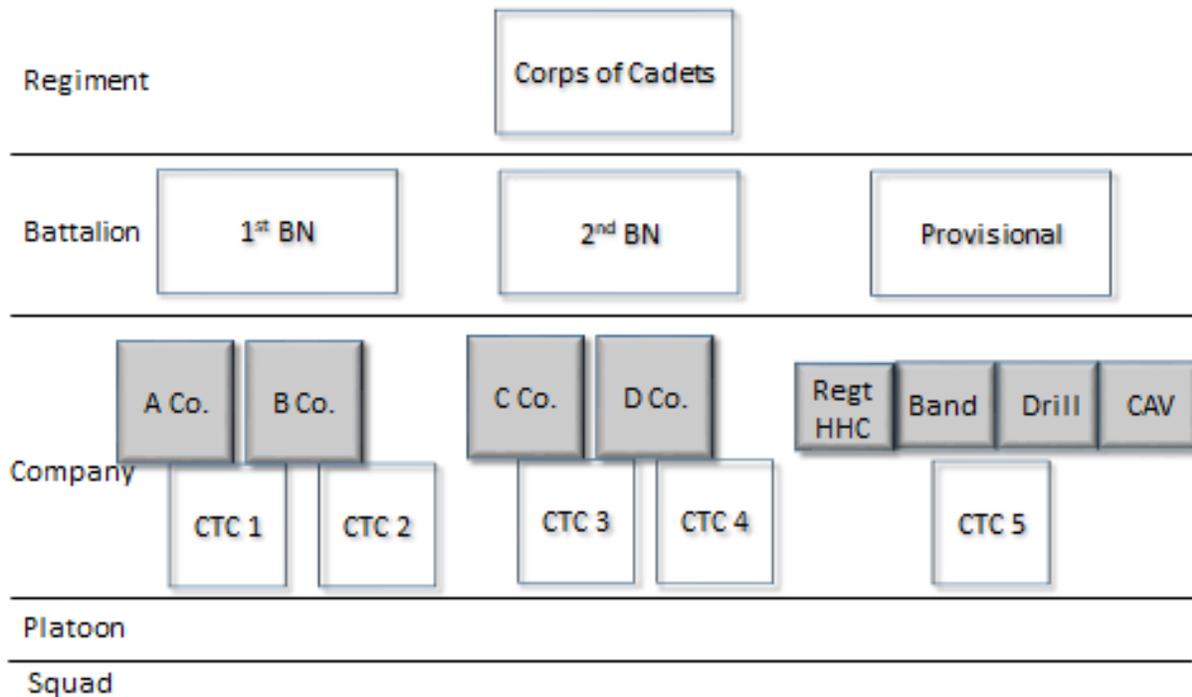
### Military/Corps of Cadets Vernacular

Barracks.....	Residence Hall that houses cadets
Cadre.....	Cadet leaders who are responsible for training Rooks
Commandant.....	Professional Staff Member who is responsible for the Corps of Cadets
Chow Hall.....	Dining Hall
Cover.....	Hat/headgear
Deck.....	Floor (Navy vernacular)
Latrine.....	Bathroom (Army vernacular)
Mess.....	Meal served
Head.....	Bathroom (Navy vernacular)
Headgear.....	Hat worn as a uniform item
Rack.....	Bed
Rook.....	First year cadet not recognized into the Corps of Cadets
Tours.....	Disciplinary sanction that is 50 minutes of marching with rifle on a tour strip
Mil Lab.....	Military Lab

## Military/ 24- Hour Time

0100 - 1 a.m.	0900 - 9 a.m.	1700 - 5 p.m.
0200 - 2 a.m.	1000 - 10 a.m.	1815 - 6 p.m.
0300 - 3 a.m.	1100 - 11 a.m.	1900 - 7 p.m.
0400 - 4 a.m.	1200 - noon	2000 - 8 p.m.
0500 - 5 a.m.	1300 - 1 p.m.	2130 - 9:30 p.m.
0600 - 6 a.m.	1400 - 2 p.m.	2200 - 10 p.m.
0700 - 7 a.m.	1500 - 3 p.m.	2300 - 11 p.m.
0800 - 8 a.m.	1600 - 4 p.m.	2400 - midnight

The Corps of Cadets is organized in a military organizational hierarchy, which includes (from lower organization to higher) Squads, Platoons, Companies, Battalions and the Regiment (Corps). Rooks are assigned to one of the five Cadet Training Companies (CTCs) while upper class cadets are assigned to a leadership position or one of the lettered companies (A – D Co.)



## **ACTIVITIES & INVOLVEMENT**

### **Athletics/Recreational Facilities**

Norwich University currently fields 18 NCAA Division III varsity athletic programs, and two varsity rugby programs (men's program is Division II and women's program is Division III).and a variety of intramural activities. Club sports can be organized with sufficient student interest through the Student Activities Office, (802) 485- 2121. The Intramural Program provides students an opportunity to compete in a wide range of activities to include soccer, volleyball, dodge ball, basketball, ice hockey, whiffle ball and softball. These activities are seasonal and take place during the normal practice hours for athletic teams.

Norwich University's athletic facilities include Andrews Hall, Shapiro Field House, Plumley Armory, Kreitzberg Arena, Sabine Field, Howard Field, Garrity Field, Rugby Field, Softball Field, Shaw Outdoor Center, and practice fields.

### **Campus Activities Board**

The Campus Activities Board (CAB) is a student-run organization, open to all NU students, responsible for programming a wide array of student events and activities on and off campus, and provides leader development opportunities for students. CAB leaders are engaged in planning and executing major University events, including the Regimental Ball, Parent & Family Weekend, Winter Carnival, and Junior Ring Weekend and Intramural Sports Tournaments. For more information about the CAB and student activities at Norwich University, email [cab@norwich.edu](mailto:cab@norwich.edu), or visit the Student Activities Office on the 2<sup>nd</sup> floor of the Wise Campus Center (WCC 228). Facebook/Instagram @norwichcab.

### **Center for Civic Engagement**

The Center for Civic Engagement (CCE) organizes one-time and ongoing local, national and international volunteer and service-learning opportunities for students, faculty, staff and alumni.

The Center is also responsible for programs such as Alternative Breaks, NU VISIONS Abroad, the Civic Scholars Program, and the Community Service Work-Study Program. Student service organizations sponsored through the CCE include: Unify (Special Olympics Club), NU Emergency Medical Services (NUEMS), Rotaract, Buddy Up Youth Mentoring, NU Scouting Association (NUSA), Violence Intervention Peer Advocates (VIPA), and collegiate chapters of Amnesty International, Habitat for Humanity and Girls Who Code. The CCE also sponsors or hosts special events and services such as the Annual Blood and Bone Marrow Registration drives, the Clothing Drop 'n Swap, Trash to Treasure, the Legacy March, Days of Service, book drives, Volunteer Income Tax Assistance, and the Angel Tree, among others.

To learn more about volunteer opportunities offered throughout the week, visit [getconnected.norwich.edu/](http://getconnected.norwich.edu/). The CCE is located in Wise Campus Center, 2nd Floor, Room 230 and staff can be reached at (802) 485-2644 and [4achange@norwich.edu](mailto:4achange@norwich.edu).

### **Leadership Development Program**

At some point in our lifetime we are all called to lead. To take responsibility, to put others first, to serve our country, our community, our family. To inspire others to follow, whether in the classroom, a corporation, a hospital, a service organization, or the military.

A required, one-credit online seminar for all students, LD101-Principles of Leadership, will help you define and understand leadership, examine personal leadership mastery, and adapt your personal capacity for leading in today's world. This requirement may be completed at any time prior to graduation.

Additionally, you may sign up for voluntary leadership seminars and activities throughout your years at Norwich to further prepare you for your future. The Leadership Development portal at OrgSync will be your up-to-date guide for leadership programming and activities.

If you have any questions, please don't hesitate to call or email Tracey Poirier, AVP for Leadership and Student Engagement at (802) 485.2225 or [tpoirier@norwich.edu](mailto:tpoirier@norwich.edu).

### **Shaw Outdoor Center**

Built in 2013, the SFC John Shaw Outdoor Center (aka the SOC) is your base for outdoor activity on campus. The SOC maintains a fleet of mountain bikes that are free for students to borrow during business hours along with a variety of outdoor equipment. You can take out a pair of snowshoes or cross-country skis in the winter or grab a few discs to play a round of disc golf when the weather is nice. Additionally, students can check out camping equipment, headlamps, and the ever popular rocket sleds, all free of charge. There are several miles of maintained and groomed trails for running, hiking, biking, cross-country skiing, snowshoeing and sledding depending on the season. The SOC also runs rock/ice climbing and caving trips during the year so join our Facebook page to be the first to know. [Facebook.com/norwichSOC](https://www.facebook.com/norwichSOC). The facility is located at the base of Paine Mountain, across Route 12 from campus.

### **Student Clubs**

In a typical semester, roughly 50 student clubs are recognized and active through the Student Activities office. Students are encouraged to get involved with a variety of existing clubs or to engage other students by starting a new club. For an up-to-date list of student clubs, to form a new club, or for any other student club related questions, email [studentclubs@norwich.edu](mailto:studentclubs@norwich.edu), or visit the Student Activities Office on the 2<sup>nd</sup> floor of the Wise Campus Center (WCC).

### **Student Government Association (SGA)**

The Student Government Association (SGA) at Norwich University is run by our students for our students. The SGA is one of three "shared governance" bodies recognized by the University Administration – the other two being the Faculty Senate and the Staff Council.

Elected student leaders work to enhance campus life and act as liaisons for students to faculty, administration and alumni. SGA leaders also review student club applications and participate with various University committees. The SGA has two bodies: (1) the executive branch with the elected student body President, Vice President and Treasurer, and appointed staff members; and (2) the Student Senate which is the legislative branch.

The SGA is always looking for new members and new ideas. Email [nusga@norwich.edu](mailto:nusga@norwich.edu) to get involved and to ask questions or share concerns.

## **CAMPUS SERVICES**

### **Barber Shop**

The NU Barber Shop is conveniently located on the NU campus in the brick building located in the Kreitzberg Arena parking lot. The entrance is located on the south side of the building. The NU Barber Shop is open Monday – Friday from 8:00 a.m.-4:30 p.m. with the last customer taken at 4:00 p.m. They are closed during University breaks. They are available on a walk-in basis and do not accept appointments.

Long Hair = \$18

Short Hair = \$14

Payment is in cash only.

### **Bursar**

The Office of the Bursar is responsible for generating the student tuition bill, issuing financial clearance for enrollment, and enforcing the university fees and financial policies. To better serve you, the University has established electronic billing and online payments are available to Norwich University undergraduate students and their designated family members or guests. Go to the Bursar's website at [norwich.edu/bursar](http://norwich.edu/bursar) to learn more about the conveniences NUpay provides.

Their services also include check cashing and notary services. The account counselors of the Office of the Bursar help students and their parents with assistance in understanding your student account and ensuring that your financial responsibilities are met.

The Office of the Bursar is located in Jackman Hall, Room 204. They are open Monday-Friday from 8:00 a.m.-4:00 p.m. to assist you in person or by phone. The phone number is (802) 485-2055. They can be emailed at [nubursar@norwich.edu](mailto:nubursar@norwich.edu).

### **Cadet\$Card**

All students are required to have a Norwich University identification card (Cadet\$Card). Your student ID provides swipe access for eating in dining halls, entering campus buildings, cashing checks, checking out books, using athletic facilities, accessing buildings, reserving equipment from the Wise Campus Center (WCC 213) and SOC, and for admission to campus activities. The Cadet\$Card can also be used as a debit card at several on and off campus businesses. Visit the [Web Card Center](#) to add money or to check your balance. Each student receives a free ID upon enrollment. Visit the Student Activities Office on the 2<sup>nd</sup> floor of the Wise Campus Center (WCC 213) to replace a damaged or lost card. Questions? Please call the office via telephone (802) 485-2840 or email [cadetscash@norwich.edu](mailto:cadetscash@norwich.edu).

### **Dining & Catering Services by Sodexo**

The Sodexo office is located in Wise Campus Center (WCC), room 108. The staff can help you with nutritional services, catering, and special event needs for individuals and campus groups. A food service manager is available during every meal to answer questions or address concerns. If you have a food allergy, please stop in their office to make arrangements to speak to a chef your needs can be addressed. Food and beverages prepared for service in the dining hall may not be taken from the dining hall. Students may request a box lunch when participating in off-campus internships, clinical, field trips, or if similar commitments prevent them from eating in the dining hall. Their business office is open Monday through Friday from 8:00 a.m. - 4:30 p.m. and they can be contacted via telephone, (802) 485-2297. Appropriate dress in the dining hall is required. Please refer to the Norwich University Student Rules and Regulations: Chapter 3, Dress and Grooming Standards.

Please visit the [dining website](#) for more information.

### **Fitness Center, Goodyear Pool, & Kreitzberg Ice Arena**

The hours of these services can fluctuate from semester to semester. You can find the current hours by going to my.norwich and selecting [Hours for NU Services](#).

### **Laundry Services through the Uniform Store**

Laundry services are billed by semester or by year through the uniform store located in the Hayden Building. See the uniform store for detailed costs.

Personal Laundry Service:

Norwich will wash, dry, and fold your personal laundry (sweats, underwear, T-shirts, shorts, socks, jeans, etc.) every week that school is in session. The service will be provided with a 1-2 day turnaround.

Bed and Bath Linen Service:

Norwich will provide you with 4 flat sheets, 2 pillow cases, 6 towels, and a pillow. Norwich will wash, dry, and fold the linens provided every week that school is in session. The service will be provided with a 1-2 day turnaround.

### **Mailroom**

The Norwich University Mailroom is located on the ground floor of Wise Campus Center (WCC) and offers a wide variety of services such as selling stamps, envelopes and much more. The Mailroom can ship items through the United States Postal Service as well as UPS. Mailroom personnel sort and distribute your incoming mail and provide a morning and afternoon pickup of outgoing mail. They are open Monday through Thursday from 8:00 a.m. - 4:30 p.m. and Friday from 8:00 a.m. – 4:00 p.m. Student's mailing address should be formatted as follows:

Student's First & Last Name  
158 Harmon Drive  
NU Box # \_\_\_\_\_  
Northfield, VT, 05663

### **Public Safety**

The Norwich University Office of Public Safety works to assure the safety and security of all students, University employees and visitors. Public Safety is not a police force. Rather, the Public Safety staff works closely with the Dean of Students and Commandant and their staff to ensure that University policies and procedures related to safety, security, parking and crime prevention are followed. More specific information can be found on the University website. The NU Office of Public Safety is located on the backside of the Hayden Building and is available 24 hrs. a day/7 days a week. They can be reached at (802) 485- 2499 or (802) 485-2525. The current Campus Security Safety and Fire Safety report is found on the [University's website](#) and is also available from the Public Safety Office and the Dean of Student's Office. The Public Safety website is available at [www.norwich.edu/public-safety/](http://www.norwich.edu/public-safety/).

### **Office of Financial Aid**

The office of Financial Aid helps you navigate the process of funding your education. They can assist you with questions regarding your financial aid package, work study positions, filing the FAFSA, and questions related to loans, grants and scholarships.

It is important to familiarize yourself with the different financial aid forms and deadlines. The staff's job is to make the task as painless as possible while still following federal guidelines. They are available in

Jackman Hall, Room 302 Monday-Friday: 7:30 a.m.-4:30 p.m. They can be reached at [nufinaid@norwich.edu](mailto:nufinaid@norwich.edu) or (802) 485-3015.

## **UNDERGRADUATE CALENDAR**

Norwich University posts an online master calendar that includes all campus events, found on the public website as well as on [my.norwich.edu](http://my.norwich.edu), [calendar.norwich.edu](http://calendar.norwich.edu). Also available online is an academic calendar showing specifically academic dates and events, found here: [norwich.edu/about/1331-academic-calendar](http://norwich.edu/about/1331-academic-calendar)  
*See also the Alumni and Family's Relations Office's Calendar Card*

## **NU EMERGENCY 24-HOUR PHONE NUMBERS**

Emergency: 911

Washington County Mental Health Services Crisis Line: (802) 229-0591

Sexual Assault Crisis: (802) 479-5577

National Suicide Prevention Lifeline: 1 (800) 273-TALK (8255)

Counseling Center After-Hours Crisis Line: (802) 793-3093

NU Infirmary: (802) 485-2552

Northfield Police: (802) 485-9181

NU Public Safety: (802) 485-2525 (Emergency), (802) 485-2499

NU Chaplain Cell Phone: (802) 272-0585

## **NU STUDENT RESOURCE DAYTIME PHONE NUMBERS:**

Counseling & Wellness Center: (802) 485-2134

NU Chaplain: (802) 485-2128

NU Equal Opportunity/Title IX: (802) 485-2144

Center for Student Success: (802) 485-2355

Academic Achievement Center: (802) 485-2130

Dean of Students Office: (802) 485-2640

Office of Residence Life: (802) 485 2643