The Parent Resource Guide is your key reference for information. You may use the guide to find answers to questions about academics, residential life, advising and counseling, safety, and many other matters.

If you can’t find the answers to your questions in these pages, please contact the Office of Alumni and Parent Relations at 800.339.3312 or parents@pugetsound.edu. An online version of this guide is located on the parent website at www.pugetsound.edu/parents.

The Office of Alumni and Parent Relations makes every effort to ensure that the information presented in the Parent Resource Guide is accurate. Details may change, however. Please consult Puget Sound’s website at www.pugetsound.edu for the most up-to-date information.

Your Student’s Information

Residence hall and room number: ____________________________
Mailbox number: _________________________________________
Cell phone number: _________________________________________
Email address: ____________________________________________
Roommate names and phone numbers: _______________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Dear Puget Sound families,

Welcome to the University of Puget Sound campus community. Whether you are a new or continuing Puget Sound family, we invite you to join the faculty and staff in supporting the intellectual, social, and personal development of your student while he or she is here at the university.

At Puget Sound we strive to foster in our students a genuine sense of personal responsibility as they become independent learners and educated citizen leaders. To help students develop a mature sense of self and commitment to use their learning to improve the world around us, we aim to provide students with helpful university contacts, living arrangements, campus celebrations and group activities, behavioral expectations, and community service opportunities.

The Parent Resource Guide is your key reference for information about your student’s experience, and your own experience, with the university. You will learn about many of the on-campus resources available for students, along with specific contact information for key staff members and campus offices. All of us are ready to assist students and to help them learn how to use campus services effectively. We welcome your ideas and suggestions about how we might create a better learning environment for your son or daughter.

We hope that you will take advantage of Puget Sound’s many resources available for parents. Consider becoming a member of the Puget Sound Parents Council, which is designed to engage you in campus and regional activities. Your involvement in these activities contributes to building an enriching college experience for students and fosters lifelong relationships among fellow parents and the university. For more information about the Parents Council, visit www.pugetsound.edu/parents or contact the Office of Alumni and Parent Relations at 800.339.3312.

The staff members in the Office of Alumni and Parent Relations are available to help you find answers to any questions you may have. Stop by our office on the first floor of Jones Hall or call us at 800.339.3312. We look forward to building a collaborative relationship with you as we support Puget Sound students.

Best wishes for a great 2012–2013,

Allison Cannady-Smith
Director
Office of Alumni and Parent Relations
parents@pugetsound.edu

Katie Howard
Assistant Director
Office of Alumni and Parent Relations
khoward@pugetsound.edu
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In the event of a family emergency, you may need special assistance contacting your student. We are here to help.

If your student is in class, you may contact the dean of students’ office at 253.879.3360 and someone from the office will coordinate an immediate response. If the office is closed, or if your student is somewhere other than class, please call Security Services at 253.879.3311 to request assistance.

Student safety and security are a University of Puget Sound priority. Historically Puget Sound has one of the lowest serious crime frequencies per capita nationally among colleges of its type. We are proud of this record and intend to maintain it through thoughtful work involving our campus, the Tacoma Police Department, and our nearby community.

In the event of an emergency at the university, updated information may be accessed by visiting the university website or by calling 253.879.4900. Immediate information about a crisis on campus will be communicated to students through Everbridge, the university’s mass notification system. Students who wish to receive notices should visit www.pugetsound.edu/emergency and follow the online instructions.

Crisis information may be broadcast through the university’s wide-area broadcast system—five emergency towers with outdoor loud speakers.

Security Services is open 24 hours a day to monitor the campus, including emergency, environmental, security, and fire safety systems.
About University of Puget Sound

Mission – Quick Facts – Diversity Statement

Mission

The mission of the university is to develop in its students capacities for critical analysis, aesthetic appreciation, sound judgment, and apt expression that will sustain a lifetime of intellectual curiosity, active inquiry, and reasoned independence. A Puget Sound education encourages a rich knowledge of self and others; an appreciation of commonality and difference; the full, open, and civil discussion of ideas; thoughtful moral discourse; and the integration of learning, preparing the graduates to meet the highest tests of democratic citizenship. Such an education seeks to liberate each person’s fullest intellectual and human potential to assist in the unfolding of creative and useful lives.

A Puget Sound education is an experience students engage in that has substantial influence on the persons they become. By bringing together a highly talented and increasingly diverse student body to work with a dedicated faculty of teacher-scholars, Puget Sound invites students to join the university community in investing in their preparation to engage the world with a clear sense of purpose. Puget Sound, thus, accepts the challenge of articulating core themes essential to the mission and educational goals and to the strategic vision that guides all work at the university. Puget Sound’s core themes are: academic excellence, rich knowledge of self and others, and engaged citizenship.

Quick Facts

**Academic Excellence**

Through its undergraduate core curriculum as well as its major, minor, and interdisciplinary programs, University of Puget Sound is committed to providing a liberal arts education of enduring value. Puget Sound graduates are employed in a wide variety of businesses, agencies, and organizations. Our graduates go on to study at top graduate schools, and Puget Sound is very successful in preparing students who earn Ph.D.s. Each year Puget Sound graduates are awarded opportunities for further study through prestigious fellowships, such as Fulbright Scholarships and Watson Fellowships. Puget Sound is one of only two independent colleges in Washington state granted a charter by Phi Beta Kappa, the nation’s most prestigious academic honor society.
Commitment to Teaching
Puget Sound’s faculty members are highly accomplished, award-winning scholars and teachers. Nearly all have earned doctorates or the highest degrees in their fields, and 89 percent are full time. Students can choose from more than 1,200 courses and enjoy a student-faculty ratio of 12:1.

Athletics
At Puget Sound almost 20 percent of undergraduates participate in intercollegiate NCAA Division III sports each year on 23 teams. In addition students are active in multiple club and intramural sports, as well as numerous recreation and fitness courses.

Global Service
Among national colleges with fewer than 5,000 undergraduate students, Puget Sound consistently ranks among the top with the most alumni serving in the Peace Corps. In addition more than 75 percent of students participate in community service, among the highest participation rates in the country.

Civic Scholarship Initiative
The Civic Scholarship Initiative supports programs that join together the south Puget Sound region and the university in projects of mutual concern, providing real-world laboratories for faculty and students while partnering with regional organizations to solve problems, develop policy, and educate the community.

Prelude, Passages, and Perspectives
Prelude, Passages, and Perspectives, the innovative and highly successful Puget Sound freshman orientation program, was named the best in the nation by the American College Personnel Association. *The Chronicle of Higher Education* highlighted Puget Sound’s program among top orientation offerings.
Diversity Statement

Czarina Ramsey, director of multicultural student services
Kris Bartanen, academic vice president
253.879.3205
www.pugetsound.edu/diversity

We Acknowledge
• the richness of commonalities and differences we share as a university community.
• the intrinsic worth of all who work and study here.
• that education is enhanced by investigation of and reflection upon multiple perspectives.

We Aspire
• to create respect for and appreciation of all persons as a key characteristic of our campus community.
• to increase the diversity of all parts of our university community through commitment to diversity in our recruitment and retention efforts.
• to foster a spirit of openness and active engagement among all members of our campus community.

We Act
• to achieve an environment that welcomes and supports diversity.
• to ensure full educational opportunity to all who teach and learn here.
• to prepare effective citizen leaders for a pluralistic world.
Your Student’s Experience

Academic Resources – Advice and Help – Co curricular Life – Residential Life

Academic Advising
Landon Wade, director
Kelli Delaney, assistant director
253.879.3250
www.pugetsound.edu/acadadvreg

The Office of Academic Advising supports faculty advisors in providing effective guidance for students as they make and pursue their educational plans. Students and recent alumni have access to a rich body of resources developed by academic advising and faculty advisors. Academic advising also offers direct support for students at each stage of the academic decision-making process, from the time they arrive through graduation and beyond.

How can my student get help with planning a schedule and succeeding in class?
Your student’s first contact for any academic questions should be his/her faculty advisor. Additionally your student may seek resources and consultation from the Office of Academic Advising in a number of areas, including:

- academic planning (major selection or change, course selection);
- academic difficulty (struggling in classes, planning for academic recovery after poor academic performance);
- incoming transfer student advising (understanding Puget Sound curriculum, assessing incoming credit award, planning degree);
- departure advising (leaves of absence or transfer to another institution); and
- graduate and professional school planning (pre-law and pre-med advising, assistance in researching and applying to graduate and professional programs of all kinds).

How can my first-year student get help adjusting to college-level work?
Features of Puget Sound’s faculty-based, first-year advising program include special sections of first-year courses, where instructors serve as academic advisors. The program also features peer advisors, upper-division students who are trained to work with first-year students on academic planning and support. The most important action, however, comes from your student—seeking assistance, asking for help, and visiting faculty office hours is the best steps for students in almost any academic situation.

How can I help my son or daughter adjust to college?
Remember college is a process: your student’s moods will change, and he or she may often call home when there is a problem, not when he or she is enjoying college. The best thing you can do is know the resources available at Puget
Sound (listed in this guide) so you can discuss them with your student and encourage him or her to pursue these resources.

At Puget Sound no student is anonymous. Faculty and staff members make an effort to know all students and actively work to provide them with an optimal academic experience. If your student is struggling academically, Office of Academic Advising staff members want to know and are ready to reach out and help. Encourage your student to utilize the many available resources and to connect with faculty advisors, peer advisors, or any member of the Office of Academic Advising staff.

The Office of Academic Advising is also available to assist you in understanding academic policies, services available to students in academic difficulty, services for students considering graduate and professional school, and how important messages may be appropriately delivered to faculty members. For assistance contact any member of the academic advising staff and you will receive the help you need.

**Graduate and Undergraduate Fellowships**

Sharon Chambers-Gordon, director  
253.879.3329  
fellowships@pugetsound.edu  
www.pugetsound.edu/fellowships

The Office of Graduate and Undergraduate Fellowships can assist your student by providing information and support to help him or her develop outstanding applications to be competitive for national scholarships.

Encourage your student to visit the fellowships office. The fellowships team can help your student find ways to improve his or her qualifications. For example the team may suggest that your student become more civically engaged with the surrounding communities or that he or she volunteer in a local project or organization. Such experiences help present a well-rounded application while developing leadership skills for life.

**When should my student begin considering fellowships?**

Fellowships can be extremely competitive. It is important that your student start the application and information-gathering process as early as sophomore year. Meetings and workshops are held throughout the year and are open to all students. Your student may schedule a fellowship advising appointment by contacting the fellowships office.
Health Professions Advising
Kathleen Samms, advisor
253.879.3814
healthprofessions@pugetsound.edu
www.pugetsound.edu/hpa

The Health Professions Advising program provides special career counseling, committee interviews, letters of evaluation, and application assistance for students who aspire to careers in the health professions.

My student is interested in the health professions, but not necessarily in being a doctor. Can Health Professions Advising still help my student?
Advising services are not limited to traditional medicine; students interested in dentistry, veterinary medicine, optometry, nursing, podiatry, pharmacy, and allied health careers are encouraged to use the services of the Health Professions Advising program. Visit Thompson Hall, Room 203, for more information.

International Programs
Roy Robinson, director
Stephanie Noss, study abroad advisor
Sally Sprenger, international student advisor
253.879.3652
www.pugetsound.edu/studyabroad

The Office of International Programs promotes global citizenship, cultural diversity, long-term international working relationships, intercultural tolerance and understanding, and programs that complement on-campus academic endeavors. The international programs office supports international scholars and students on campus, and administers study abroad programs in more than 45 countries.

My student is interested in studying abroad. How can she/he prepare?
The application process is lengthy; students should begin the process one year in advance. Students should be in contact early (and often) with the international programs office.

Your student can begin his or her study abroad journey by:

- Research, research, research! Visit www.pugetsound.edu/studyabroad to review programs available, view questionnaires from past study abroad students, and learn about upcoming interest meetings.
- Meeting with an advisor in international programs.
- Meeting with an academic advisor to ensure he or she will be academically prepared to go abroad, and how classes abroad can fit into his or her educational plan.
- Meeting with a consultant in Student Financial Services.

As your student develops an interest in studying abroad, encourage him or her to visit the detailed timeline available on the international programs website, www.pugetsound.edu/studyabroad.
Can my student afford to study abroad?
Yes, with carefully planning.

Regardless of the program, all students are charged:

- Puget Sound tuition
- Puget Sound housing (exception: St. Olaf Budapest program)
- Puget Sound student government fee

If the program your student chooses provides a meal plan, the cost of the study abroad program will also include Puget Sound board. For example if your student lives with a host family who feeds your student two meals a day, the fee would be 2/3 of the Puget Sound board fee.

Your student should also budget for airfare, visa, books, spending money, immunizations, passports, and an emergency fund.

Puget Sound students do not pay the program price or tuition directly to the international university or program provider. Your student will be billed by Puget Sound; however, he or she will be responsible for additional fees for items such as optional field trips, visas, and additional course fees (typically associated with a lab course).

Can my student use financial aid to pay for study abroad?

- Federal and State Financial Aid
  For eligible students this aid may be used for Puget Sound study abroad programs. Work-study awards do not apply.
- Puget Sound Scholarships and Grants
  Puget Sound-specific aid is available for use toward study abroad programs by students who demonstrate financial need.
- Students who complete the FAFSA (Free Application for Federal Student Aid) and demonstrate financial need may use, in conjunction with federal and state aid, their Puget Sound scholarships and grants up to their level of financial need.
- Students who do not complete the FAFSA or do not demonstrate financial need are not eligible for Puget Sound scholarships during their semester abroad.

Please consult with Student Financial Services to determine the amount of your Puget Sound scholarships and grants that will be available to you for study abroad.
Is the cost the same for summer programs?
All students participating in summer study abroad programs will be billed for their program costs through Puget Sound.

Students will pay:

- Cost of the program (listed on provider’s website)
- $500 administrative fee

The payment deadline for summer study abroad programs is the first day of Summer Term I. Deposit deadlines, tuition, and terms for each program will be detailed on your International Programs Financial Agreement.

If you earn two or more academic units for your summer study abroad program, you may be eligible to borrow up to one-third of your federal loans for the academic year. No institutional aid is available for summer study abroad programs. To apply for summer financial aid, you must complete the Summer AFA (found on the international programs website and the Student Financial Services website).

Will my student graduate on time?
Yes, if your student works closely with academic advisors and with international programs well in advance. Before leaving for the program, your student will be required to complete a course evaluation form to understand how courses abroad will transfer to a Puget Sound degree.

How safe is study abroad?
The international programs office monitors State Department and Overseas Security Advisory Council (OSAC) websites and maintains very close contact with program providers, all of whom have detailed contingency and emergency plans in place.

How can my international student get help adjusting to college?
The Office of International Programs is responsible for all international students and scholars, providing orientation services, assistance with visa questions, and general advice on living and studying at Puget Sound.

Puget Sound provides a safe atmosphere for international students with a residential campus community that offers support for academic or personal challenges that students may face. Additionally, the international programs office offers a student mentoring program that connects incoming international students with current students through the first-year experience and beyond.
Library Resources

Jane Carlin, director
253.879.3118
www.pugetsound.edu/library

Collins Memorial Library is a key intellectual resource for the University of Puget Sound. More than a collection or a building, the library is designed to support your student in his or her efforts to develop the skills and strengths needed to pursue intellectual challenges and success in a changing world. To this end Collins Memorial Library staff members:

- collaborate with faculty to provide opportunities for students to identify their personal information needs, to locate desired information in a variety of formats, and to critically evaluate the information;
- assist students in understanding the applications, strengths, and weaknesses of varied information delivery systems;
- provide and design easy access to an array of ideas and information available through worldwide resources; and
- select and maintain a core collection of literature and materials important to an undergraduate education in the liberal arts and to a graduate education in occupational and physical therapy and education.

How accessible is the library for my student’s study needs?

Collins Memorial Library is an inviting space for study, casual reading, or just relaxing. There are individual and group study rooms, comfortable couches and chairs, and a break zone with a hot water tap. The building is open 116.5 hours a week, typically until 2 a.m., Sunday through Thursday. During final exams, the library’s doors are open 24 hours a day, seven days a week for late-night study sessions. There are general-access computer labs on the main floor and lower level. To gain access to campus resources, your student will log in with his or her network ID and password. Ports and wireless access are available for students who bring laptops or tablets.

The library has an excellent collection of online and print resources, including more than 500,000 print volumes, 1,800 journal/magazine subscriptions, and 130 subject-specific online databases of popular and scholarly literature. The library’s own catalog, Puget Sound WorldCat, provides access to Puget Sound’s holdings, as well as to those of libraries worldwide through one easy search interface. The library extends its resources through its membership in the Orbis-Cascade Alliance, a consortium of 37 regional academic libraries with a borrowing system of more than 28 million items. Interlibrary loan service is also available to support students’ research needs.

Are there librarians available to assist my student in his/her research efforts?

The staff of friendly and helpful librarians contributes to the liberal arts education offered at Puget Sound by teaching students the research skills needed today to excel academically and beyond. Students become effective and discern-
ing online searchers, a skill critical in today’s competitive workplace. Librarians provide one-on-one assistance, course and assignment-specific instruction sessions, class on demand, convenient Web-based subject research guides, and email and chat help. Puget Sound students are also able to receive research assistance from a librarian in a virtual chat forum any hour of the day or night, with confidence that the information provided will be credible, accurate, and objective. This service is part of a national network of collaborating libraries providing a Web-based information service 24 hours a day, seven days a week.

Is student work cataloged in the library?
Sound Ideas is an institutional repository of scholarship and creative works authored by the faculty, staff, and students of University of Puget Sound. Selected student contributions include theses, essays, and campus publications. With library support these works are discoverable not only to the university community but also to the global academic community.

The library hosts an annual book collecting award contest. All full-time students may apply. The contest, sponsored by the Book Club of Washington, provides a cash award of $1,000 for first prize and $500 for second prize. The award is designed to acknowledge new collectors, and is a great opportunity for your student.

In the spirit of academic excellence, the library sponsors a research practices award to recognize undergraduate students in the sciences, social sciences, and humanities who demonstrate exemplary skill and creativity in the application of library and information resources to original research and scholarship.

Parents are invited to join the Collins Memorial Library Facebook page or sign up for feeds from the library blog, Collins Unbound. Both sites provide updated information about services and resources. Information about these services is available on the main library website.

Office of the Registrar
Brad Tomhave P’04, university registrar
Lori Blake ’99, P'05, associate registrar
253.879.3217
www.pugetsound.edu/acadadvreg

To help the faculty deliver the university’s curriculum and to record academic achievement, the Office of the Registrar:

• implements the faculty’s academic policies to help students progress toward graduation;
• prepares class schedules and helps students register for classes;
• maintains academic records and produces student transcripts;
• evaluates student academic progress and helps students select courses to meet their educational goals;
• reviews grades each semester to determine eligibility for the dean’s list;

• evaluates academic credit earned at other institutions, earned through a study abroad program, or earned through the Advanced Placement or International Baccalaureate programs;

• assesses the eligibility of student-athletes to compete in intercollegiate athletics;

• advises students on the application of academic policy to their specific circumstances and assists students who wish to petition the faculty for an exception to academic policy; and

• formally awards academic degrees and confers graduation honors upon completion of all degree requirements.

Students are welcome to visit the Office of the Registrar to discuss any academic requirements or their academic records.

**How can class attendance contribute to my student’s academic standing?**

Students are advised to diligently attend their classes. While we understand that a compelling circumstance may result in a student’s absence, please keep in mind that each instructor has the authority to impose a grade penalty (to include failing the student) or to have a student withdrawn from a class if the instructor believes a student’s absences are excessive. Students should only miss class when an absence is unavoidable and, as a courtesy, inform the instructor in advance.

**Will a copy of my student’s grades be sent to me directly?**

The Office of the Registrar is willing to help you understand the university’s academic policies and procedures; however, please note that the rights parents enjoyed regarding their child’s high school records pass to the student upon entrance to college. (Please refer to the “Student Rights and Responsibilities” section of this guide for more information on this topic.) If you have concerns about your student’s academic progress and your student is unable to provide the assurances you seek, please direct your student to the registrar’s office. Staff members are happy to answer questions from students and will take the necessary time to explain the rules. Also note it is much better for a student to address issues as soon as possible.

**Where can I find information about course offerings, academic departments, and policies?**

Below are some helpful links to assist you in navigating the academic experience of your student.

- University directory and course offerings
  cascade.pugetsound.edu

- Academic advising and registrar home page
  www.pugetsound.edu/acadadvreg
Advice and Help

Career and Employment Services
Kim McDowell ’91, P’05, P’08, director
253.879.3161
www.pugetsound.edu/ces

Career and Employment Services (CES) is a one-stop career engagement center that integrates job, internship, and career-planning resources for students seeking part-time, full-time, on-campus, off-campus, summer, or work-study opportunities.

CES guides students as they define their interests and explore possibilities, helping them channel the passions that emerge in the classroom into potential career paths. CES helps students filter their experiences through the lens of a liberal arts education and translate skills gained from part-time work into marketable experience. The office also partners with students in their career development by providing individual advising and consulting on strategies to identify and successfully compete for opportunities.

When should students begin visiting CES?
The earlier, the better! Even if your student is not yet looking for a job or internship, students can benefit from working with CES to explore career options and develop the skills, experiences, and contacts needed to build a meaningful career after college.

How do students know about Puget Sound career-planning resources?
CES engages in continuous outreach to students. Whether students interact with members of the CES team at the weekly CES booth in the dining hall, peruse the Career Connections e-newsletter sent directly to their Puget Sound email addresses, follow CES on Facebook or Twitter, or attend a career-related event, students are regularly exposed to career development issues and resources.

What kinds of resources are available through CES?
- Internships: An exclusive database of local and national opportunities in nearly every academic discipline and student interest.

• Dean’s List
  www.pugetsound.edu/academics/deans-list

• Academic departments and programs
  www.pugetsound.edu/academics/departments-and-programs

• Information about FERPA policies
  www.pugetsound.edu/academics/academic-offices/academic-advisingregistrar/know-educational-rights
• Alumni Sharing Knowledge Network (ASK): Active for more than 25 years, ASK features more than 2,700 alumni who are available to consult with students about career issues.

• Programming targeted at helping students explore potential career paths, connect with alumni and employers, and prepare for professional situations.

Learn about the full range of CES resources at www.pugetsound.edu/ces.

Center for Writing, Learning, and Teaching
Julie Nelson Christoph, director
253.879.3395
www.pugetsound.edu/cwlt

The Center for Writing, Learning, and Teaching provides opportunities for all Puget Sound students to achieve their academic goals.

What kind of assistance can my student receive?
A comprehensive program of services includes:

• Accelerated reading—Students may take a credit class designed to increase reading efficiency and improve the effectiveness of extracting information from written texts.

• Tutoring—Students requesting assistance in specific subject areas meet individually or in small groups with a faculty member or peer tutor.

• Writing conferences—Whether a writer has a completed draft or no draft at all, a faculty member or a peer writing advisor will provide thoughtful feedback.

• Academic counseling—Students work individually with the academic counselor on topics such as textbook reading, study techniques, time management, test taking, and preparation for graduate exams.

• Disability Services—Support services and resources may be arranged for students with disabilities.

Counseling, Health, and Wellness Services
Linda M. Everson, R.N.,C., director, medical coordinator
253.879.1555
www.pugetsound.edu/chws

Counseling, Health, and Wellness Services (CHWS) helps Puget Sound students achieve their intellectual, social, and emotional potential by offering professional psychological and primary health care. Although CHWS staff members cannot reveal information about your son or daughter without their written authorization, they are happy to consult with you about getting students access to care on or off campus.
What kind of medical and counseling services are provided on campus?
CHWS offers excellent confidential counseling and primary care, and clinicians meet many of the primary health care needs of Puget Sound students. Because CHWS is an integrated service, staff members have the opportunity to refer students across disciplines.

A registered dietician also is available for nutritional counseling one day each week; appointments are made by referral from medical or psychological staff. Three full-time nurse practitioners/physician assistants provide health care. A family practice physician is available six hours each week. A college health-certified registered nurse is available for phone consultation, triage, and care of some health concerns.

All medical services in CHWS are confidential. Common medical issues include: allergy shots, asthma, colds, coughs and flu, eating disorders, family planning, headaches, immunizations, medication management, mental health issues, physical exams and women’s annual exams, sexually transmitted infections, strains and sprains, travel consultations, and urinary tract infections.

At times the scope of a student’s need for service exceeds what CHWS can ethically provide. Because CHWS is a campus-based clinic open during business hours, at times staff members refer students to the community for more urgent, intensive, or comprehensive treatment. You can help by assuring your student that staff members seek the best overall care for him or her, which cannot be provided on campus in all instances.

Psychotherapy at CHWS is confidential and available to enrolled students. Common counseling issues include anxiety, depression, sexual trauma, relationship or family issues, sexual/cultural/spiritual identity, disordered eating or body image, substance use, bereavement, and life transitions.

The CHWS psychology staff includes licensed psychologists and pre-doctoral psychology interns, as well as a consulting psychiatrist a few hours each week. These staff members are available to consult with your student, diagnose emotional health needs, and assess whether brief psychotherapy at CHWS would be the best care, or whether long-term, more intensive or more specialized mental health treatment in the community would be best. The part-time psychiatrist has limited availability to assist with diagnosis and medication, so these appointments are made by referral from a counseling or medical appointment.

Counseling is by appointment and is in demand, so you can help by encouraging your student to call for an appointment when he or she first perceives a need. The wait time for an appointment is generally one to two weeks, which is significantly lower than the wait time at other universities. Nevertheless this can feel like a long wait when one has important emotional issues to discuss.
Students in crisis may meet with psychology staff members during “Urgent Care Walk-Ins.” These brief contacts are available Monday through Friday, from 1 to 3 p.m. During this time all students arriving at CHWS by 2:30 p.m. should be able to meet with a psychology staff member for triage. You can help assure your student that if he or she is in crisis it is all right to miss some other responsibility in order to attend an urgent-care walk-in session.

**Are there wellness education opportunities through CHWS?**

CHWS offers an environment where your student can learn about his or her body and medical/mental health, develop leadership skills, and explore identity. Wellness education, topical outreach workshops, and group leadership opportunities are offered. Encourage your student to check with CHWS about an upcoming schedule.

**How much does a CHWS medical visit cost?**

Students are charged a $20 fee per visit for most regular medical appointments. During a visit students may incur additional charges for medications, vaccines, medical supplies, or lab tests, which are billed at reasonable rates. Additional fees are charged for routine physicals, women’s annual exams, and minor surgical procedures. Your student may choose to charge fees to his or her campus account, in which case an itemized receipt will be provided to your student for submission to his or her insurance provider. Due to HIPAA laws CHWS is not able to release invoices or medical records to parents without a student’s written consent. Students are encouraged to keep all scheduled appointments. A “no show” charge will appear on your student’s account for missed appointments.

**How much does a CHWS counseling visit cost?**

Psychotherapy sessions at CHWS are available to students at no cost. Specialized assessments and meetings with a psychiatrist are available for a modest fee. Students may choose to charge these fees to their campus accounts. A “no show” charge will appear on your student’s account for missed appointments.

**Does the university offer a health insurance plan?**

With the recent changes to health care law in the Patient Protection and Affordable Care Act, and the accompanying Health and Human Services (HHS) regulations, Puget Sound will not offer the Student Accident and Sickness insurance plan for 2012–13. Those types of plans do not currently meet HSS requirements. It is important for students to carry some type of health coverage. Many students have, or can obtain, health coverage through a parent’s or guardian’s policy. All students should:

- remain or enroll under a parent/guardian policy (where feasible);
- use an employer’s policy (where feasible); or
- purchase an individual health insurance policy.
There are many individual health insurance policy options. Your student should select a policy that best meets his or her individual needs, preferences, and budget. Students and/or parents should research options where coverage applies to their home state and Washington state.

One resource for evaluating health plan options is through eHealthinsurance.com. Visit the “Individual & Family” link on this site to access “Student Health Insurance” and “Short-term Health Insurance” in order to:

- obtain answers to common questions (FAQs) about student insurance and decision-making;
- access and compare multiple and varied insurance policies;
- access short-term policies (if needed) for off-campus internships, where such coverage may be required or desired; or
- obtain answers to individual questions you may have about your particular circumstances.

What should my son or daughter do if he or she is urgently sick?
Students should call 253.879.1555 or go to Wheelock Student Center, Room 216, to arrange for an appointment for medical and/or mental health care. Appointment times will be offered to your student, and like any medical office, there will usually be a wait. Urgent medical care openings are available to students every weekday, but your student should make an appointment as soon as he or she senses a need, rather than waiting until things become urgent. If your student does require a same-day appointment, urge him or her to call CHWS first thing in the morning. Same-day slots often fill by 9 a.m.

For after-hours consultation and referral for medical or psychological emergencies, your student may call the CHWS 24-hour consulting nurse service at 253.792.6300 or Security Services at 253.879.3311.

Where can my student receive health care off campus?
Allenmore Hospital  
S. 19th St. and Union Ave., 253.459.6352

Group Health Cooperative Medical Center of Tacoma  
209 Martin Luther King Jr. Way, 253.596.3300  
(Students must have Group Health or Kaiser Permanente insurance)

St. Joseph Medical Center  
1717 S. J St., 253.426.6661

Tacoma General Hospital  
315 Martin Luther King Jr. Way, 253.403.1000

Westgate MultiCare Urgent Care Center  
2209 North Pearl St., Suite 100, 253.459.7130
If your student is treated at an off-campus facility, please note that fees are typically incurred during such a medical visit. Those costs are the student’s responsibility.

**Dean of Students and Division of Student Affairs**

Mike Segawa, vice president for student affairs and dean of students  
Donn Marshall, associate dean of students  
Debbie Chee, assistant dean of students  
253.879.3360  
www.pugetsound.edu/student-life/dean-of-students-office

The Division of Student Affairs (DSA) at Puget Sound complements and integrates student learning through cocurricular experiences.

Students are always welcome in the dean of students’ office. Assistance is available for personal or academic problems, family or personal emergencies, or general guidance related to student life.

For more specifics the sections below should be helpful. Your student should also consult *The Logger*, Puget Sound’s student handbook, which contains a guide about where to go for help. You may view *The Logger* online at www.pugetsound.edu/logger.

**Disability Services**

The mission of Disability Services (DS) is to remove obstacles to a liberal arts education by providing support and accommodations to otherwise qualified students with both visible and invisible disabilities while they embark on their pursuit of knowledge. DS staff members stand behind students’ journey toward a goal of using their talents, aspirations, and intelligence to play a significant role in our democratic society. The office is committed to promoting a universal design in education, architecture, and product design to improve the environment for all citizens and to decrease the need to ask for special accommodations.

**What is a disability?**

A disability is a physical, learning, or psychological impairment or disease that substantially limits a major life activity.

**What is the law and how does it apply to higher education?**

Section 504 of the Rehabilitation Act of 1973 and the American with Disabilities Act mandate that universities provide all otherwise qualified students equal access to programs and activities by having nondiscriminatory standards in all academic areas and by providing reasonable accommodations on a case-by-case basis.

**What are reasonable accommodations?**

Reasonable accommodations are adjustments that remove barriers. They do not involve lowering academic standards or alterations to a program.
What is the process for requesting accommodations?

- Obtain documentation from a qualified, licensed professional. Please refer to www.pugetsound.edu/disabilityservices to download an intake packet.

- Schedule an appointment to meet with Peggy Perno, director of disability services, 253.879.3395 or pperno@pugetsound.edu.

- Academic accommodations need to be formally requested each semester by meeting with DS staff members, listing your student’s classes and professors, receiving a signed accommodation form from a DS staff member, and returning that form to DS with each professor’s signature.

Accommodations are determined on a case-by-case basis and depend on documentation, student’s needs, requested accommodations, and what is reasonable under the law. The nature of the disability is confidential. Professors are informed of the accommodations, not the diagnosis. Transcripts will not reflect Disability Services involvement.

What is the student’s role in the accommodation process?

- Meet academic and technical standards (attributes a student needs to qualify for a class or program).

- Provide documentation that establishes a disability.

- Request accommodations through DS in a timely manner. Accommodations cannot be requested in retrospect.

- Fully participate in the accommodation process by following DS procedures and communicating with professors.

- Notify Disability Services if there is any problem with accommodations.

Declaration of a disability is not automatically a request for accommodations.

Cocurricular Life

Arts, Lectures, and Events

Margaret Thorndill, director of public events
253.879.3555
www.pugetsound.edu/news-and-events

Throughout the year Puget Sound offers a wide variety of musical concerts, dramatic productions, dance performances, poetry readings, and campus lectures. Visiting artists, as well as faculty and student artists, offer many cultural opportunities as well. Together these events provide many opportunities for you and your student to engage in culture across campus.
Music
The School of Music presents an array of music events. There are group performances by the Symphony and String orchestras, Concert Band, Wind Ensemble, Adelphian Concert Choir, Voci d’Amici, Dorian Singers, and Chorale. School of Music faculty members, numerous student chamber groups, individual students, and guest artists perform throughout the year.

Theatre Arts
The Department of Theatre Arts presents two faculty-directed productions each year. In addition students present one-act plays in the fall and full theatrical productions each spring.

Art
Kittredge Gallery hosts a variety of exhibitions and programs during the academic year. The gallery features regional and nationally recognized artists, as well as student and faculty exhibitions.

Lectures
Nationally recognized speakers are brought to campus to involve students and the community in meaningful dialogue.

How can I find out about current or upcoming events on campus?
A weekly listserv of campus events is available. To be added to the listserv, send an email message to events@pugetsound.edu. For information on upcoming events, visit the university calendar at www.pugetsound.edu/calendar.

How do I purchase tickets for events?
Tickets are sold at Wheelock Information Center, 253.879.6013, or visit http://tickets.pugetsound.edu. Remaining tickets are available at the door.

Where can I learn about the program for an event?
The Office of Public Events usually has the answer or will be happy to find out for you. Call 253.879.3555.

How do I find out about event/performance/campus accessibility?
Contact accessibility@pugetsound.edu or 253.879.3236.

Athletics and Recreation
Amy Hackett, director of intercollegiate athletics
253.879.3140
www.loggerathletics.com
Justin Lunt, director of intramural sports
253.879.3459
www.loggerathletics.com

The Department of Intercollegiate Athletics offers a broad-based approach to athletics, sponsoring 23 intercollegiate sports. Puget Sound is a member of the National Collegiate Athletic Association (NCAA) Division III, and the Northwest Conference (NWC). This provides opportunities for student-athletes to represent Puget Sound on the regional and national levels. Go Loggers!
What athletic teams at Puget Sound are competitive?
Puget Sound sponsors 23 intercollegiate sports: baseball, basketball, crew, cross country, football, golf, soccer, swimming, tennis, and track and field for men; basketball, crew, cross country, golf, lacrosse, soccer, softball, swimming, tennis, track and field, and volleyball for women. Since 1999 the Loggers have won 40 Northwest Conference titles and numerous Northwest Collegiate Rowing Conference titles.

To obtain game time stats from a number of home events, visit the “Live Stats” link on the media button found on the athletics website at www.loggerathletics.com. The department also streams selected home events online. Information regarding athletics schedules, home events, tickets, special events, and other matters is available on the website or may be obtained by contacting the athletics office.

You and your family members are invited to support Logger student-athletes by joining the Logger Club. Membership in the Logger Club is open to alumni, parents, businesses, and friends of the university. The campus community encourages your participation and your support at all Logger sports events.

How can my student stay active at Puget Sound?
The Intramural Sports Program offers men’s, women’s, and coed activities in more than a dozen sports. Students of all levels of skill and experience have an opportunity to play a favorite sport or to try something new. From traditional flag football to basketball and softball, your student can have fun and keep fit. Intramurals truly are for everyone. Encourage your student to get involved.

Additionally Puget Sound’s Fitness Center provides students with an expansive Olympic weight room, an aerobic exercise area that includes Stairmasters, stationary bikes, and a complete Cybex strength system. The reception area of the Fitness Center also connects to the Tennis Pavilion, which houses six indoor tennis courts, three racquetball courts, and a climbing wall.

Multicultural Student Services
Czarina Ramsay ’02, director
253.879.3373
www.pugetsound.edu/student-life/multicultural-student-services

Multicultural Student Services (MCSS) works to promote student success by fostering a welcoming campus environment for all students, specifically for those from underrepresented populations (race/ethnicity, sexual orientation, and gender identity) at Puget Sound. MCSS provides resources to enhance student engagement with the institutional values of multiculturalism and civic leadership.

The MCSS office works in partnership with faculty, staff, and students to promote self-reflection and learning, coordinating support for diversity-related student organizations, leadership training, and the Student Diversity Center.
(SDC), as well as a variety of educational campus events and activities focused on multicultural issues.

**How can my student get involved in diversity programs and activities?**

All students are welcome to participate in any diversity-related organization on campus. To learn more about how to get involved, your student may visit the Student Diversity Center (SDC). Located just across the street from Diversions Café, the SDC is a gathering place where multicultural engagement is encouraged. The Student Diversity Center coordinates regular activities focused on aspects of diversity and social justice. Opportunities for involvement include student cultural clubs and organizations, campus programming, such as guest speakers and group dialogues, as well as leadership training and workshops.

**How can Puget Sound help my student establish meaningful relationships with fellow students of diverse backgrounds?**

Sometimes it can take a semester or two for your student to find a niche on campus. MCSS often works with students who may not, at first, feel well connected. Through individual mentoring and support, one-on-one advising, and referral services, we help students find ways to engage with the campus community and enrich their Puget Sound experiences.

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**Spirituality, Service, and Social Justice**

Rev. Dave Wright ’96, chaplain and director  
Jacki Pearce-Droge, director, Community Involvement and Action Center  
Roman Christiaens, social justice coordinator  
Erica Martin, affiliate chaplain for Jewish life  
253.879.3374  
www.pugetsound.edu/spirituality

The Office of Spirituality, Service, and Social Justice (SSSJ) seeks to foster and nurture a deeper connection between the self and the world in which we live for all members of the university community. SSSJ offers a variety of paths to encourage your student to explore these deep connections while living and studying at Puget Sound. The office offers resources and support for students and families of all religious or spiritual traditions, including those who do not define themselves as spiritual or religious.

At Puget Sound your student will have support as he or she practices and grows in his or her own spiritual or ethical system, while being challenged to increase his or her awareness of, and ability to work constructively with, peers who approach belief from different perspectives.

**How does Puget Sound support student religious identity and practice?**

Puget Sound works to balance support for individual student religious beliefs with a commitment to challenge students to learn about the complexities of living in a pluralistic, secular society. The campus offers a wide range of student organizations to support different approaches to belief and practice, as well as a specific group (Interfaith Explorations) that works to help students of various
backgrounds learn from one another and explore issues of religious diversity. In addition to the clubs, there are weekly Shabbat services, monthly ecumenical Christian chapel services, and frequent times for different forms of meditation practice. Puget Sound also offers a nationally recognized interfaith student leadership program centered on student interfaith coordinators, who receive scholarship support to offer leadership in both faith-specific and interfaith campus programs. Puget Sound alumni have given generously to create a number of endowments to support student religious leadership on campus and in the community. University Chaplain Rev. Dave Wright ’96 is also available to offer spiritual support and care to students of all religious, spiritual, and cultural backgrounds.

Are Puget Sound students involved in community service?

Puget Sound does not have a service requirement for graduation, but places a high emphasis on student volunteerism and civic engagement throughout students’ time on campus. During Orientation all new students participate in Urban Plunge, during which Orientation leaders take new students out into dozens of community service settings for a half-day of volunteer work. The Community Involvement and Action Center (CIAC) is the hub for several key campus service programs and has partnerships with more than 200 local service organizations students can connect with. CIAC offers tutoring and mentoring programs with local K-12 students; partners with Dining and Conference Services for Food Salvage, which helps distribute unserved food from campus to local food banks and shelters; coordinates blood drives several times a semester; and hosts the Puget Pacer, an annual fun run that helps support several CIAC programs. SSSJ hosts alternative break programs during fall and spring breaks, in which small groups of students give up a part of their vacation time to engage in structured service-reflection programs. The office also helps coordinate the annual MLK Day of Service on the Monday before classes begin each January. Additionally many clubs, sports teams, Greek houses, and other student groups regularly participate in significant volunteer and philanthropy efforts. The best way for your student to get involved is to send an email message expressing his or her interest to ciac@pugetsound.edu.

What about social justice and activism? How do students get involved in that?

SSSJ staff members work with a wide range of student groups to support their interests in engaging in reflection on issues of social inequity, the intersection of those issues with personal identities, and mechanisms and means for engaging in social change related to both individual and communal values. The diversity of Puget Sound’s student body strengthens our commitment not to push a singular agenda but rather to meet the range of our students where they are, to help them develop skills and resources for claiming and acting on their values and passions, and to create contexts in which students of different backgrounds and perspectives can engage in critical dialogue with one another (and with faculty, staff, and community members) about these complicated social issues.
Social justice and student activism imbue a wide range of programs both in SSSJ and across campus.

**Student Activities**

Marta Palmquist Cady, director of student activities  
Serni Solidarios, director of student programs  
253.879.3317  
www.pugetsound.edu/student-life

As a parent you can contribute to your student’s success by encouraging him or her to become increasingly active, collaborative, and independent. A key component of the university’s mission is its encouragement that students seek to acquire “a rich knowledge of self and others,” which aligns well with the vision of student activities to provide each student with opportunities to discover, define, and create their own Puget Sound experience. Students participating in or providing the leadership for activities and experiences that are developed and implemented through the student activities office support this vision.

**How does Puget Sound help my student make the transition to college?**

Starting out at a new college can be a tough transition—a new town, state, or even country, new expectations and responsibilities, new friends. But the University of Puget Sound tries to makes this transition easier through its nationally acclaimed new student orientation program, Prelude, Passages, and Perspectives. This program features activities that introduce your student to the four core values of the University of Puget Sound: academic excellence, personal integrity, community, and citizenship.

**How can my student explore the area around Puget Sound?**

Puget Sound Outdoors (PSO) facilitates student-led programs to explore the breathtaking Pacific Northwest and enhance the educational experience. The program provides weekend outdoor trips, presentations, equipment rental, a bike shop, skills development, and leadership opportunities. Trips explore “the mountain” (Mount Rainier), the Cascade and Olympic mountain ranges, coastal beaches, rain forests, and the east-side desert. Activities include day hikes, backpacking, sea and white water kayaking, rock climbing, snow sports, a weekly shuttle for skiers and boarders, avalanche awareness, surfing, and training in outdoor leadership and wilderness first aid.

**How can my student be involved with Greek life?**

At the beginning of the spring semester, students may consider joining one of the campus fraternities or sororities. During Recruitment Week students are invited to learn more about Greek life and the programs it offers. Greek living is a residential option that attracts nearly a quarter of the student body and provides a supportive environment for its members.
Where can my student go to be part of campus activities?
Wheelock Student Center (WSC) is the hub of campus life. Each day of the week, WSC is busy with activities ranging from afternoon concerts to espresso breaks, from club and organization meetings to poetry readings. WSC is home to the campus bookstore, dining hall, Diversions Café, The Cellar, Information Center, and Mail Services. Wireless Internet is available throughout the facility.

Student Government—Associated Students of the University of Puget Sound (ASUPS)
Brian Ernst ’13, president
Rachel Borsini ’13, vice president
Scott Miller ’14, director of business services
Allie Gorton ’14, director of media and outreach
Daniel Bahr ’13, director of technology services
Santiago Rodriguez ’14, senate chair
Casey Krolczyk ’14, senate club liaison
253.879.3600
http://asups.pugetsound.edu

The Associated Students of the University of Puget Sound (ASUPS, pronounced “A-sups”) is not your typical student body organization. An independent department on campus with an operating budget that ranks among the highest of collegiate student governments across the nation, ASUPS plays an integral role on the Puget Sound campus. With numerous opportunities available to represent the campus community, students have the ability to get involved from the moment they step foot on campus. ASUPS funds and oversees all student media outlets, including the award-winning KUPS radio station and the widely read student newspaper, The Trail, both of which are accessible online.

ASUPS also directs a wide array of campus programming, bringing a variety of local and touring bands, lecturers, and cultural events to campus. ASUPS acts as the central hub for all of Puget Sound’s student-run clubs and organizations (more than 80), helping to provide funding, advertising, and collaborative support.

How can my student start or join a club?
Puget Sound’s annual club and activities fair, LogJam!, occurs the first Friday of classes in the fall semester and is the best way to find out about all that Puget Sound’s clubs have to offer. If your student can’t find a club to match his or her interest, starting a club is easy. Your student should visit the ASUPS website, asups.pugetsound.edu, or send an email message to the ASUPS vice president for required paperwork.

What are other ways to be involved with ASUPS?
Opportunities abound for student involvement within ASUPS. Elected execu-
tive and legislate positions are open to all students with elections occurring each fall and spring. Paid positions are available for those interested in working at any of ASUPS’ media outlets. Event planning and programming student staff positions are hired each spring and work throughout the year to plan major concerts, lectures, and events on campus.

Residential Life

Dining Services
Melissa Flood, assistant director of dining services
253.879.3182
www.pugetsound.edu/dcs

Your student has a variety of good and healthy foods to choose from for breakfast, lunch, dinner, and even late-night snacks. Options include Italian, south-of-the-border fare, freshly prepared stir-fry options, vegetarian and vegan entrées, custom-made sandwiches from the deli, and fresh fruits and vegetables from an extensive salad bar. From burgers to turkey with dressing and mashed potatoes, your student will eat well.

How will my student pay for food?
Puget Sound offers an à la carte meal plan. Students may use their meal plan Dining Dollars to purchase only the items they want, when they want to purchase them. Your student’s ID/debit card, which is issued by Dining and Conference Services, is used at checkout and tracks the amount of Dining Dollars left on his or her meal plan.

Which meal plan is right for my student?
We recognize that students have varying dining needs. With that in mind, we offer a variety of meal plans:

- The Light Plan is designed for the light eater who eats smaller quantities or who may eat fewer than three meals per day.
- The Medium Plan is sufficient for many students who might be termed “middle of the road” eaters and who rarely snack.
- The Hearty Plan is designed for students who eat more often, and snack on a more frequent basis.
- The Mega Plan is intended for the regular and discretionary dining needs of students who spend the majority of their time on campus. This plan is also offered for students in athletic programs, where a higher caloric intake may be desired.
- The Off-Campus Plan is designed for students living off campus.

Students who live in the residence halls, Union Avenue housing, and Langlow House are required to purchase an on-campus Light, Medium, Hearty, or Mega meal plan each semester.
Dining Dollars are purchased each semester. All meal plans may carry up to $25 in unused Dining Dollars from fall to spring semester. This rollover money is in addition to the new spring semester Dining Dollars. Funds remaining at the end of the spring semester are nonrefundable.

**My student ran out of meal card Dining Dollars. Will he or she be able to eat?**
Your student may add Dining Dollars to the meal plan online using his or her Cascade Web account. Additional Dining Dollars will be charged to your student’s account.

**My student lost his or her ID/debit card. Can it be replaced?**
Replacement ID cards are available in the Dining and Conference Services office in Wheelock Student Center, Room 001. Office hours are 8:30 a.m.–4:30 p.m., Monday through Friday, during the academic year.

Getting a new or replacement ID usually takes less than five minutes, even if your student’s picture needs to be taken again. Your student should bring some form of identification. An ID card will be replaced for free if:

- The card has become unusable due to normal wear and tear.
- The card is outdated.

A fee of $15 will be charged for a replacement ID card if:

- The card was lost for any reason, including theft.
- The cardholder wants a new picture.

The replacement fee is payable by cash or major credit card (VISA or MasterCard).

**My student has a food allergy or dietary restriction. What options are available?**
Students with documented dietary restrictions are encouraged to meet with Melissa Flood, assistant director of dining services, to discuss how his or her needs may best be accommodated. Melissa may be reached through the Dining and Conference Services office in Wheelock 001 or at 253.879.3182.

**Housing**
Shane Daetwiler, director of residence life
253.879.3317
www.pugetsound.edu/housing

The Office of Residence Life believes that the strongest liberal arts education is one in which all experiences, including the residential component, are integrated in ways that maximize learning and personal development. Campus buildings reflect this philosophy with a system that facilitates the integration of learning, living, listening, and debating. Discussions from within the classroom seem to flow naturally between the halls of the academic buildings and individual and common residential spaces.
First and foremost residence life provides a variety of housing opportunities, a welcoming community, convenience, and a physically and emotionally safe environment where students can live and learn. In addition to providing a place to sleep and study, residence life creates and maintains an academic, social, and cultural learning environment designed to help students make the adjustment to living away from home by assuming adult responsibility for their personal development and their living conditions.

University residence hall rooms, houses, and other small-scale units place students in relatively close contact with roommates from different parts of the country and the world and from diverse backgrounds. Residence life regards these conditions as opportunities to develop new relationships, to learn cooperation skills, and to value differences among people of various backgrounds.

Is my student guaranteed housing?
The University of Puget Sound as a residential liberal arts college affirms the educational benefits inherent in this kind of undergraduate experience. Student learning, in and out of the classroom, and student success are enhanced by the on-campus residential experience. Being a part of a community of scholars is also reinforced by living in campus housing. Because of this Puget Sound requires all students to live on campus for their first two academic years with the university, and a significant number of students choose to continue living on campus through graduation to fully reap the benefits of a residential liberal arts experience.

Continuing students are offered a variety of housing options from the available on-campus spaces.

During spring semester a housing assignment process takes place for all non-Greek continuing students. The university’s residences accommodate approximately 60 percent of the eligible student body.

Should my student live on or off campus?
Living on campus helps students stay connected to campus life and improves academics. Residence halls and on-campus houses are conveniently located near dining facilities, the library, athletic facilities, and classes, and provide easy access to the variety of programs and speakers presented on campus. On-campus housing includes utilities, Internet access, and maintenance.

Living off campus for the first time is a major decision that has social, financial, and legal ramifications. Off-Campus Student Services works closely with other offices and community organizations to provide information, resources, advice, and support for students who live off campus or those considering such a move.

Your student will have access to great resources and advice about remaining connected to campus, establishing positive relationships with neighbors, and developing household management skills.
Off-Campus Student Services can help your student learn to evaluate a rental property, negotiate a lease, and solve problems. There are many misperceptions about the cost, safety, and freedoms associated with being out of the residence halls. Encourage your student to visit with Off-Campus Student Services staff members, who can provide him or her with a realistic view of the positive and negative aspects of leaving the campus residential system.

Who are RDs, RAs, and RCCs?
A residence hall is supervised by a resident director (RD). RDs are full-time professional staff, often with graduate degrees, who live in an apartment located in one of the facilities for which they are responsible. RDs oversee the day-to-day operations of residences, including selecting, training, and supervising seven to 10 student staff members, participating in the Residence Hall Association, developing programs, resolving resident conflicts, and managing crises.

In residence halls student staff members are known as either resident assistants (RAs) or resident community coordinators (RCCs). These student staff members serve as a first-step resource for students that reside in their areas. They commonly help with roommate or housemate conflicts, as well as make suggestions and referrals to appropriate offices and departments related to academic and other university concerns.

Mail Services
Andrea Brown, coordinator
253.879.3315
www.pugetsound.edu/mailservices

Mail Services is located on the lower level of Wheelock Student Center. All Puget Sound students have a mailbox there and are expected to read, understand, and follow the Mail Services policy:

- Your student should check his or her mailbox on each day he or she attends class.
- All university-related student mail (e.g., mail from the registrar’s office or Student Financial Services) will be sent to student mailboxes (rather than to local street or campus addresses).
- All students residing in campus housing will receive all of their mail in Mail Services mailboxes.
- Students will be notified by email of the receipt of parcels, packages, and special handling mail. To retrieve this mail, your student must identify the package-by-package number and provide his or her valid Puget Sound student ID.
• Unless notified to place a hold on mail, the staff of Mail Services will hold student mail for five days, consistent with United States Post Office procedures. After seven days Mail Services staff members will attempt to notify students by email or phone regarding mail on hold. If students do not retrieve such mail within five days of notification, it will be returned to the sender. Advance payment is required in order for mail to be forwarded to an international address.

• Over-the-counter mail service is provided for postage, packages, parcels, express mail, and certified mail.

How can I send mail to my student?
Address mail to your student:
Student’s name
University of Puget Sound
#### Wheelock Student Center
Tacoma, WA 98416-####
(#### is your student’s campus mailbox number)

Mail Services is happy to assist your student with his or her letter and package needs. Although not an official post office, Mail Services does provide many of the same services.

Security Services
Todd Badham ’85, P’11, P’14, director
253.879.3311
www.pugetsound.edu/security

Security Services creates a safe campus community where your student can learn and work 24 hours a day, seven days a week. While students should treat their college experience as an opportunity to become responsible and mindful of their personal property, Security Services professionals are here to help your student feel comfortable and safe. Security Services offers a number of services including:

• 24-hour incident response and campus patrol
• After-hours contact for students and parents for concerns or emergencies
• Crime prevention
• Key control and card access
• Lost and found
• Medical aid response
• Parking and transportation
• Room lockout assistance
• Safety escorts
What if there is an after-hours emergency?
If university offices are closed and you have a concern about your student, Security Services is available to assist you. Officers are on duty at all times and can contact other professional staff in an after-hours emergency. Security Services staff members, trained in crisis response and emergency first aid, maintain audio contact with Tacoma fire, police, and emergency medical services.

Will my student have his or her own parking space?
Students should think carefully about the need for a vehicle on campus, especially first- and second-year students. Parking spaces are limited and there are many alternative transportation resources available to students on campus. Students who do plan on parking a car on campus must first register their vehicles with Security Services.

Sustainability
www.pugetsound.edu/sustainability

Environmental responsibility is a significant component of Puget Sound’s overarching mission. The university has embraced a number of sustainability initiatives and completed the Sustainability, Tracking, Assessment, and Rating System (STARS), which provided a comprehensive report on all campus sustainability initiatives and gives clear direction for where the university can improve in the future. Puget Sound operates multiple programs to promote sustainability in every aspect of campus life.

The Sustainability Advisory Committee, composed of students, faculty, and staff, helps to incorporate environmental awareness and responsibility into Puget Sound’s curriculum, operations, and cocurricular programs. From a sustainability pilot grant program to a totally green student residence, and from recycling to zero-waste events, Puget Sound strives to offer a green living, learning, and operating environment.

Learn more about sustainability initiatives on campus by visiting www.pugetsound.edu/sustainability.

Technology Services
William Morse, chief technology officer and associate vice president for technology services
253.879.2866
www.pugetsound.edu/ts

Technology Services (TS) provides an extensive range of tools and resources to support all aspects of student life at Puget Sound.

Computing Labs, E-Classrooms, and Internet Kiosks
The university has a variety of labs to meet student computing and printing needs. These include general-access labs (two of which are available 24 hours a
day, seven days a week), a state-of-the-art digital media lab with editing equipment for audio and video, residence hall labs, and several discipline-specific labs. The campus also features more than 100 electronic teaching spaces. Campus members and visitors may access the Internet using computer kiosks located in Collins Memorial Library, Memorial Fieldhouse, Wheelock Student Center, and Wyatt Hall.

Puget Sound Account
Each student is assigned a Puget Sound account with a login ID that provides access to a wide range of technology resources and applications. These include university-owned computers, Cascade and email accounts, Moodle, Mahara, SoundNet, vDesk, and the wireless network.

Cascade
Cascade (https://cascade.pugetsound.edu) is the university’s portal where students conduct university business, such as bill paying and registering for classes. Students may designate parents as bill payers. If your student does this, you will receive an email message with your Cascade login information.

You can retrieve a forgotten username or reset a forgotten password on the login page for Cascade. Once you’ve logged in, you may also change your password. You should always protect your Puget Sound username and password so no one else can use it to access your information or jeopardize university resources. Technology Services will never ask you to provide your password by email.

Email
As with most universities, email is a primary form of communication at Puget Sound. Students must check their Puget Sound email accounts on a regular basis. Student accounts have a 500-megabyte limit and can be accessed at https://webmail.pugetsound.edu or by using an email client such as Outlook.

Moodle, Mahara, and SoundNet
Moodle (https://moodle.pugetsound.edu) is an online resource for academic engagement where many faculty members post course information, assignments, and other resources. Its companion, Mahara (https://mahara.pugetsound.edu), gives students the ability to create e-portfolios showcasing their academic work and cocurricular activities. Faculty, staff, and students can use the campus intranet, SoundNet (https://soundnet.pugetsound.edu), to collaborate and share group information and individual interests within a safe, protected environment.

vDesk and File Storage
With vDesk, the university’s virtual desktop at https://vdesk.pugetsound.edu, students have anytime, anywhere access to a wide range of software products, including Microsoft Office, Adobe Photoshop, Acrobat Pro, and discipline-
specific applications such as Mathematica and SPSS. Work done on vDesk can be saved locally but the default location is the individual network storage of four gigabytes provided to each student.

Network Connections
Wired and wireless connectivity is available in buildings across campus, including all residence halls, houses, and fraternity and sorority buildings owned by the university. To ensure a safe computing environment, the university requires all computers connecting to the network to run updated anti-virus software with automatic updates enabled. The university provides free downloads of anti-virus software at www.pugetsound.edu/tshelp. Absolutely no illegal peer-to-peer file sharing is allowed. Parents visiting campus may connect to the Internet on laptops, smartphones, and other devices by selecting “PS-Guest Access” in the list of available wireless networks.

Media Services
Students can check out multimedia equipment for use in projects and classes, including laptops, mini netbooks, digital cameras (still and video), projectors, audio equipment, and personal response systems (clickers). See www.pugetsound.edu/edtech to learn more.

What kind of technology equipment should my student purchase?
See www.pugetsound.edu/tspurchasing for recommended minimum specifications, links to special purchasing sites at Apple and Dell, information on discounted software available through the University of Puget Sound Bookstore, and other great advice for technology shopping. While we highly recommend students have a personal computer, it is not required as the university provides all technology resources students may need in easily accessible areas.

How can my student get technology assistance?
The Technology Service Desk provides extensive, multitiered technological support to students and all other members of the Puget Sound community. Contact 253.879.8585 or servicedesk@pugetsound.edu, or visit the Tech Center in the lower level of Collins Memorial Library. For more information visit www.pugetsound.edu/ts.
As Puget Sound parents, you continue to play a vital role in the admission process. The Office of Admission regularly works with current Puget Sound parents who identify and refer potential applicants to the university. Parents also participate in admission recruitment programs, including information receptions and admitted student programs, through the Parents Council Admission Committee. If you are interested in volunteering for admission activities, please contact the Office of Alumni and Parent Relations.

The Office of Admission hires more than 150 current students to represent the university as tour guides, overnight hosts, and student callers. If you feel that your student would be a good Puget Sound ambassador, have him or her contact the Office of Admission.

A strong partnership with alumni, parents, and families is an effective way of supporting the intellectual, social, and personal growth of Puget Sound students. The Office of Alumni and Parent Relations is committed to keeping you updated with news about happenings at Puget Sound and to providing programs and services to help you stay connected with the campus.

Throughout the year you will receive university publications that highlight student, faculty, and alumni achievements, list events and important dates, and keep you abreast of what’s happening at Puget Sound. This information is also available on the parents website at www.pugetsound.edu/parents.
The Office of Alumni and Parent Relations also hosts several family events throughout the academic year and provides opportunities for parents to engage in the life of the university as volunteers. Refer to the Family Events and Volunteer Opportunities sections of this guide for more details.

If at any point during your student’s college experience you move or change your contact information, please send your updated information to the Office of Alumni and Parent Relations at parents@pugetsound.edu, or call Sharron Airey at 253.879.3245.

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**Family Events**

**Regional Events**
Annually the Office of Alumni and Parent Relations takes the university “on the road” to key cities across the country as part of its Loggers Keep Learning regional tour. All alumni and parents are invited to attend these events, featuring a presentation and discussion with Puget Sound faculty members on a variety of timely and engaging topics. For a list of upcoming events, please visit www.pugetsound.edu/parents.

**Homecoming and Family Weekend**
**October 26–28, 2012**
Homecoming and Family Weekend is an opportunity for you to explore the campus and learn about the curriculum, support services, and programs available to your student.

Please plan to join us for fun-filled festivities planned especially for you. Additional information about weekend events and how to register is available online at www.pugetsound.edu/homecoming.

**Commencement**
**May 19, 2013**
The Office of Alumni and Parent Relations coordinates Commencement Weekend activities and events. Graduates and their parents will receive important information and resources as they prepare for Commencement, including the Commencement Newsletter, access to resources on the Commencement website at www.ups.edu/commencement, and invitations to special events and activities planned especially for the Class of 2013.
Each semester you will receive Puget Sound’s Parent Newsletter via email. The newsletter also will be posted on the parent website. This electronic publication is designed to keep you informed of the latest campus news, including student and faculty highlights and achievements, important dates, and upcoming events. The Parent Newsletter also will help you connect with fellow Puget Sound parents. Each issue profiles current parents who share their Puget Sound experience with you.

Do you have an idea for a Parent Newsletter article? You are welcome to submit ideas to the Office of Alumni and Parent Relations via email at parents@pugetsound.edu.

Do parents receive Arches?

Arches, Puget Sound’s alumni magazine, is sent to students, parents, faculty, staff, and friends of the university. Articles cover topics ranging from faculty and student highlights to alumni success stories to the Pacific Northwest. Arches is published four times a year. If you are not receiving this publication and would like to, please send an email message to parents@pugetsound.edu with your current mailing address.

How can I share news about my student?

When your student makes the dean’s list, is awarded a new scholarship, is performing in a concert, or is putting on an art show in Kittredge Gallery, you may want to share the good news with your local community. To help you announce your student’s accomplishments, a Hometown News Release form is available on the university website at www.pugetsound.edu/hometownrelease. Use this form to tell the university what news you want to share with your local community and professionals in the Office of Communications will distribute a news release to newspapers you identify in your hometown.

Parents Council Volunteer Opportunities

Allison Cannady Smith, director of alumni and parent relations
253.879.3624
www.pugetsound.edu/parents

Puget Sound encourages every parent to actively engage in the life of the university and with the campus community. From athletic events to regional programs, you have an opportunity to share in the Puget Sound experience.
How can I volunteer for Puget Sound?
Consider becoming a member of the Puget Sound Parents Council. The Parents Council is designed to engage you in campus and regional activities that support the university, enrich students’ college experience, and foster lifelong relationships among fellow parents and with the university. As a Parents Council volunteer you can:

- serve as a Puget Sound ambassador at regional programs, athletic events, and on-campus family events;
- encourage qualified, talented students to apply for admission to the university;
- assist in raising critical annual support for the university; and
- facilitate connections between current students and their potential future employers.

For more information about the Parents Council, including volunteer descriptions, visit www.pugetsound.edu/parents or call Sharron Airey in the Office of Alumni and Parent Relations at 253.879.3245.

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Bookstore

Barbara Racine, manager
253.879.2689
http://bookstore.pugetsound.edu

The University of Puget Sound Bookstore, located on the lower level of Wheelock Student Center, is a full-service college store with a large selection of books, supplies, snacks, and Puget Sound logo wear.

Visit the website for convenient ordering of textbooks, Logger and “Proud Puget Sound Parent” gear, and special gifts. Become a fan on Facebook and watch for special sales. Visit www.facebook.com/PSBookstore.

Hours
Academic year: Mon.–Fri., 8:30 a.m.–5 p.m.; Sat., 10 a.m.–2 p.m.
Summer: Mon.–Fri., 8:30 a.m.–5 p.m.

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The Puget Sound Parents Fund

Cori Hammock, assistant director of annual giving
253.879.2451
http://giveto.pugetsound.edu

Financial support of the Parents Fund plays an integral role in providing financial aid to more than 90 percent of the Puget Sound student body, aiding the college as it seeks to attract and retain faculty members of the highest quality,
expanding on cocurricular opportunities, and preserving the campus’s grounds and buildings. In fiscal year 2011–12, gifts to the Parents Fund totaled more than $640,000. This annual support of the general operating budget helps Puget Sound set a standard of excellence in liberal arts education.

The Parents Fund Committee
The Parents Fund Committee consists of a group of dedicated parents who volunteer on behalf of the Puget Sound Parents Fund and are a component of the broader Parents Council. Members of the committee support the college financially at the President’s Leadership Society level, contact other parents for similar gifts, and serve as ambassadors for Puget Sound.

For more information about the Parents Fund or the Parents Fund Committee, please contact the Office of Annual Giving at 866.GO.LOGGERS.

Transitional Resources

Many students see college as an important time to assert their independence. At Puget Sound college is an equally important time for students to develop a strong sense of responsibility. Your student will be faced with new challenges and opportunities to resolve situations you may have assisted with in the past, such as managing money, taking care of the stomach flu, deciding when and where to study, managing class and work schedules, and even doing the laundry.

Your student will need guidance and support when faced with unfamiliar situations. You can help your student achieve a strong sense of responsibility by encouraging him or her to utilize valuable resources and to make sound decisions. The Puget Sound bookstore sells several books that can guide you through effective ways of encouraging your student to make wise choices, learn from his or her mistakes, and cultivate personal values and self-confidence. These titles include:

- *Don’t Tell Me What to Do, Just Send Money* by Helen E. Johnson
- *Letting Go* by Karen Levin Coburn and Madge Lawrence Treeger
- *You’re On Your Own (But I’m Here If You Need Me): Mentoring your Child During the College Years* by Marjorie Savage
At Puget Sound we believe that the development of a strong foundation of financial literacy is an integral part of your student’s education. As a parent you can help by involving your son or daughter in the financial planning necessary to make a Puget Sound education a reality. Student Financial Services (SFS) staff members join in partnership with you and your family in developing sound financial planning and solutions to meet attendance costs. SFS provides counseling and information regarding funding sources and payment options and is available to assist you in the event your family experiences an unexpected financial challenge. SFS staff members are happy to help with all of your education-related financial needs, and have prepared a brochure, *Money Matters—Your Guide to Costs, Financing*, and *Financial Aid*, for your reference. This guide is available on the Student Financial Services website.

Also on the SFS website, your student may download financial aid and scholarship application materials, check scholarship renewal criteria, and access information on the financial aid programs that support his or her awards. The site also provides important financial policy information, such as the university’s tuition adjustment calendar for adding and dropping courses, payment deadlines, tuition, fees, room and board costs, and other useful student financial information.

**Is financial aid available at Puget Sound?**
About 65 percent of Puget Sound students receive need-based assistance from scholarship, grant, loan, and student employment programs. Many others receive funding from scholarship and loan programs that are not dependent on financial need. In total approximately 94 percent of full-time undergraduate students receive some form of financial assistance while enrolled at Puget Sound.

Puget Sound’s financial aid program comprises a variety of university scholarships and grants that are funded by tuition revenue, endowment earnings, and gifts. Part of every tuition dollar goes to support Puget Sound aid programs. Additionally many scholarships and grants are provided through the financial commitments of Puget Sound alumni and friends.
How can my student apply for need-based aid?
To apply for need-based financial aid, your student must complete the Free Application for Federal Student Aid (FAFSA). In order to remain eligible for need-based financial aid each year, your student must continue to complete the FAFSA annually. The amount of need-based financial aid your student is eligible to receive each year may vary depending on his or her level of financial need and/or other scholarship or grant assistance received.

Does the college provide tuition insurance?
Your investment in your student’s education is a significant and important one. Occasionally a small percentage of enrolled students unexpectedly find it necessary to withdraw from Puget Sound for medical reasons. With this in mind consider tuition insurance to help safeguard your tuition investment.

Puget Sound offers reasonably priced tuition insurance through A.W.G. Dewar. Please visit www.collegerefund.com for online application.

How is my student billed?
Students are billed each semester for tuition, fees, and room and board. Initial Payment Invoices are available on Cascade in mid-June for fall and in mid-December for spring. The invoice summarizes semester charges (estimated tuition, fees, and room and board) less estimated financial aid and calculates the payment due.

Your student will receive an email notification when semester invoices and monthly statements are available. Notification of account billing to you or another third party requires your student’s authorization. Your student provides this authorization by designating you as a “bill payer” on his or her Cascade account.

You can pay your semester charges in full, apply for a parent PLUS Loan, or take advantage of the university monthly payment plan. Payment in full, loan approval, or initial monthly payment is due Aug. 5 for the fall semester and Jan. 5 for the spring semester. Monthly payments are due the fifth of each month. Payments may be made by online e-check, check, or cash; SFS is unable to accept credit cards.

Please make sure to alert the university if you move or change your email or mailing address. Contact parents@pugetsound.edu with any contact information changes to continue receiving important information from the university.
Banks and Notary Services

Banks
The following banks are located within five miles of campus:

- Bank of America
  3408 S. 23rd St., Suite 1 (Tacoma Central Shopping Center)
  253.305.3000

- Chase
  4505 S. 19th St., Suite C (in Fred Meyer)
  253.759.6615

- Columbia Bank
  1959 S. Union Ave. (S. 19th and Union)
  253.627.6909

- Key Bank
  3501 S. 19th St. (S. 19th and Union)
  253.593.3817
  or
  3917 N. 26th St. (Proctor District)
  253.593.3745

- Umpqua Bank
  2525 N. Proctor (Proctor District)
  253.926.4040

- US Bank
  3916 N. 26th St. (Proctor District)
  253.752.7786

- Wells Fargo Bank
  3607 6th Ave. (6th and Union—next to Bartell Drugs)
  253.752.2340

A Key Bank Automated Teller Machine (ATM) is located in Wheelock Student Center.

Notary Service
The following notaries are available:

Kris Budd, Student Financial Services, Jones 019, 253.879.2730
Carole Christensen, School of Music, Music 111, 253.879.3740
Katie Grabow, Office of University Relations, Jones 215, 253.879.3902

Please call for an appointment.
Student Conduct

Krystle Cobian, conduct coordinator
253.879.3322
www.pugetsound.edu/studentconduct

Student conduct works with students to uphold the Puget Sound community’s expectations for academic and residential life as stated in the Student Integrity Code. Student conduct maintains, implements, and assesses the procedures that follow an alleged violation of the integrity code. The conduct coordinator works to ensure a fair and timely conduct process for all students.

In addition to processing all conduct cases, student conduct provides training and support for the ASUPS Honor Court, Integrity Code Board, Sexual Misconduct Board, and Peer Boards, as well as “Decrease Your Risk” training. Student conduct also collaborates with Counseling, Health, and Wellness Services to provide educational programs addressing alcohol, other substance abuse, and anger management concerns.

At the Matriculation Ceremony, students subscribe to the Integrity Principle by making this public promise:

“I am a member of the community of the University of Puget Sound, which is dedicated to developing its members’ academic abilities and personal integrity. I accept the responsibilities of my membership in this community and acknowledge that the purpose of this community demands that I conduct myself in accordance with Puget Sound’s policies of Academic and Student Integrity. As a student at the University of Puget Sound, I hereby pledge to conduct myself responsibly and honorably in my academic activities; to be fair, civil, and honest with all members of the Puget Sound community; and to respect their safety, rights, privileges, and property.”

In making this commitment, your student publicly acknowledges that the Student Integrity Code is the measure by which student motives and actions will be examined, and that it is the fundamental mechanism that guarantees the right of all other members of the Puget Sound community to pursue their educational goals successfully. Thus your student matriculates as a full member of the college community, embracing all of its obligations and enjoying all of its privileges.

For more information about student conduct and the Student Integrity Code, visit www.pugetsound.edu/studentconduct. Answers to commonly asked questions can be found on the website and may be helpful to you and your student.
The Logger Student Handbook

The Logger, Puget Sound’s student handbook, defines the university’s expectations for academic and residential life, the policies and practices that allow campus members to work well with one another, and the processes by which the university deals with conflicts and breaches of community standards. It is expected that your student will become familiar with the contents of The Logger and take advantage of additional information about the campus community that is posted on the university’s website.

Encourage your student to read The Logger. You may also peruse its contents online at www.pugetsound.edu/logger.

Final Exam Policy

The week of final examinations is an integral part of each term. In all classes in which a final examination is scheduled, the final examination must be given during the time period assigned in the class schedule. The final examination is not to be given during the last week of classes or the reading period, and no exceptions can be made for individual students. In those courses in which a final examination is given, all students must take the final examination.

Student Rights and Privacy

University of Puget Sound’s policy regarding disclosure of information about students is based on the principle that students must take direct responsibility for their learning experience. Your student bears primary responsibility for directing his or her own progress and achieving his or her own goals. Of course the university expects that you and others will be eager to offer support, and the university expects your student will be eager to receive such support.

University of Puget Sound encourages student responsibility and individual initiative while maintaining compliance with important federal legislation and recommended principles of confidentiality. The university complies with all provisions of the Family Educational Rights and Privacy Act (FERPA). This act was designed to protect the privacy of education records, to establish the rights of students to review their education records, to protect the rights of students to request to amend their education records, and to provide students with the right to file a complaint with the Department of Education concerning an alleged failure by the institution to comply with FERPA.
Normally grades are not reported to parents without a student’s written permission. Because you have significant concern about, and a legitimate interest in, your child’s academic performance, it is important for you and your student to arrive at a mutually satisfactory agreement regarding grade reports. If you would like to receive grade reports from the university, then you should request that your son or daughter sign a Request for Parent Grade Report form in the Office of the Registrar. When this form is completed, you will receive grade reports automatically unless your student notifies the registrar in writing to discontinue this service.

In conformity with the provisions of FERPA, the university will not disclose the contents of your student’s education record to anyone other than that student or authorized college officials, unless a waiver is signed. There are exceptions to this general policy. These may include government officials entitled by law, a third-party designated by a federal or state authority to evaluate a federal- or state-supported education program, researchers performing studies authorized by federal or state authorities, state authorities in connection with statewide longitudinal data systems, accrediting agencies, disclosure mandated by judicial order or subpoena, and the Title IV student aid regulations.

If you wish to discuss the application of these regulations in an individual instance, please contact the university registrar at 253.879.3217 to discuss your concerns.

The following information about your student is also protected as confidential: Employment records, medical records, psychiatric information, and individual counseling records. Medical and counseling records, kept by Counseling, Health, and Wellness Services, can be available for your student’s inspection, but the university is not permitted to share information in medical records or counseling records with parents without the written permission of the student, nor may these records be made accessible to other professionals unless explicit written permission is given by the student. Exceptions to this policy can be made if your student is considered personally at risk or poses some threat to the welfare of the university community.

In accordance with FERPA provisions, the Division of Student Affairs staff does reserve the right to contact parents of a student who violates the university’s alcohol and drug policies. Such notification would be coordinated with communication to the student, apprising him or her of the parental notification.

At any time when your student is seriously injured or requires hospitalization, a concerted effort will be made to contact you or a designated emergency contact immediately. In matters concerning discipline or other instances where confidentiality is important, parent contact must await receipt of written permission from the student involved.

If you have additional questions about the university’s policies concerning disclosure of disciplinary, counseling, or other records, please feel free to contact the dean of students office.
**Accommodations**

Visit www.pugetsound.edu/about/visiting-puget-sound/nearby-accommodations for additional accommodations listings.

**Hotels/Motels**

**Silver Cloud Inn—Tacoma**  
2317 N. Ruston Way, 98402  
253.272.1300, 866.820.8448  
www.silvercloud.com  
1.8 miles from campus

**Hotel Murano**  
1320 Broadway Plaza, 98402  
253.238.8000  
www.hotelmuranotacomacom  
2.9 miles from campus

**Courtyard by Marriott—Tacoma**  
1515 Commerce St., 98402  
253.591.9100  
www.courtyard.com  
3 miles from campus

**La Quinta Inn & Suites**  
1425 E. 27th St., 98421  
253.383.0146, 800.531.5900  
www.lq.com  
6.2 miles from campus

**Bed and Breakfasts**

**Geiger Victorian Bed & Breakfast**  
253.383.3504  
888.683.3504  
geigervictorian@harbornet.com  
www.geigervictorianbnb.com  
1.1 miles from campus

**Plum Duff Bed & Breakfast**  
619 N. K St., 98403  
253.627.6916, 888.627.1920  
info@plumduff.com  
www.plumduff.com  
1.54 miles from campus

**The Villa**  
705 N. 5th St., 98403  
253.572.1157, 888.572.1157  
inkeeper@villabb.com  
www.villabb.com  
1.7 miles from campus

**Chinaberry Hill**  
302 Tacoma Ave. N., 98403  
253.272.1282  
chinaberry@wa.net  
www.chinaberryhill.com  
1.9 miles from campus

**Thornewood Castle Inn and Gardens**  
8601 N. Thorne Lane SW, 98498  
253.584.4393  
info@thornewoodcastle.com  
www.thornewoodcastle.com  
12.8 miles from campus

**The Green Cape Cod Bed & Breakfast**  
2711 N. Warner St., 98407  
253.752.1977, 866.752.1977  
inkeeper@greencapecod.com  
www.greencapecod.com  
.8 miles from campus

**Branch Colonial House LLC**  
2420 N. 21st St., 98406  
253.752.3565, 877.752.3565  
stay@branchcolonialhouse.com  
www.branchcolonialhouse.com  
1 mile from campus
Things To Do in Tacoma

Dining and Shopping
Puget Sound is a stone’s throw from three of Tacoma’s best neighborhood business districts: Proctor, 6th Avenue, and Old Town. Each offers a taste of local history, great shopping, needed services, family-friendly special events, and an around-the-world tour of flavors in a host of restaurants. Visit these websites for more information.
www.On6thAve.com
www.ProctorDistrict.com
www.OldTownBusinessDistrict.com

Museum of Glass
1801 E. Dock St., 98402
253.284.4750; 866.4.MUSEUM
info@museumofglass.org
www.museumofglass.org

Tacoma Art Museum
1701 Pacific Ave., 98402
253.272.4258
info@Tacomaartmuseum.org
www.tacomaartmuseum.org

Point Defiance Zoo and Aquarium
5400 N. Pearl St., 98407
253.591.5337
www.pdza.org

Broadway Center for the Performing Arts
Pantages Theater, 301 Broadway
Rialto Theater, 310 S. 9th St.
Theatre on the Square, 901 Broadway, 98402
253.591.5894 (tickets); 800.291.7593
administration@broadwaycenter.org
www.broadwaycenter.org

Directions to Campus

University of Puget Sound is located at 1500 N. Warner St. in Tacoma, Wash., approximately 30 miles south of Seattle, and 30 miles north of Olympia. Sea-Tac International Airport is located midway between Seattle and Tacoma.

Driving to Campus
From I-5 take exit 133, Interstate 705 north, City Center exit. Exit at Schuster Parkway. Continue for approximately one mile and stay to the left. Exit to the left (Schuster Parkway), and follow Schuster along the water. Stay to the right and proceed approximately 1.5 miles. Exit right onto North 30th. Continue through the traffic signal in Old Town and up the hill. At the top of the hill, turn left at N. Alder St. (blinking yellow light). Continue approximately one mile to N. 15th St. Turn right and proceed onto campus. Driving directions also are available online at www.pugetsound.edu/visit.
1 Alcorn Arboretum
2 Anderson/Langdon Residence Hall
3 Baker Stadium/Peyton Field/Shotwell Track
4 Baseball Diamond
5 Ceramics Building
6 Commencement Walk
7 Communications, Office of
8 Community Involvement and Action Center
9 East Athletic Field
10 Facilities Services
11 Harned Hall/Oppenheimer Café
12 Harrington Residence Hall
13 Howarth Hall
14 Human Resources
15 Jones Circle
16 Jones Hall/Norton Clapp Theatre/Admission/Alumni and Parent Relations/Parent’s Fund
17 Karlen Quad
18 Kilworth Memorial Chapel
19 Kittredge Hall and Art Gallery
20 Langlow House
21 Library, Collins Memorial
22 Lower Baker Field
23 McIntyre Hall
24 Memorial Fieldhouse/Pamplin Sports Center
25 Music Building/Schneebeck Concert Hall
26 President’s House
27 Print and Copy Services
28 Regester Residence Hall
29 Schiff Residence Hall
30 Sculpture Building
31 Security Services
32 Seward Residence Hall
33 Smith Residence Hall
34 Softball Field
35 Student Activities
36 Student Diversity Center
37 Tennis Pavilion
38 Theme House Row
39 Thompson Hall
40 Todd Field
41 Todd/Philips Residence Hall
42 Trimble Residence Hall/Trimble Forum
43 Union Avenue Residences
44 University Residence Hall
45 Wallace Pool
46 Warner Gymnasium
47 Weyerhaeuser Hall
48 Wheelock Student Center/Diversions/Café/The Cellar/Rasmussen Rotunda
49 Wyatt Hall
Order Form

Balloon Bouquets

Remember your student’s special day or just say “Hi.” The Puget Sound bookstore offers a mixed-balloon bouquet and card for only $10.05.

Happy Birthday, Congratulations, and Get Well balloons are also available. The bookstore staff will call your student to pick up a “surprise” at the bookstore.

Place your order by phone at 253.879.3607. American Express, VISA and MasterCard are accepted for phone orders.

Your Student’s name: __________________________________________________________

Your Student’s phone number: __________________________________________________

Sender’s phone number: ________________________________________________________

Pickup Days (M–F only):_______________________________________________________

Message: ___________________________________________________________________

Payment: √ Check Enclosed  √ AmEx  √ VISA  √ MasterCard

Credit card account number: ____________________________________________________

Expiration date: __________________________________________________________________

Signature: _____________________________________________________________________

Mail to:

Bookstore
University of Puget Sound
1500 N. Warner St. #1038
Tacoma, WA 98416-1038

Shop online: bookstore.pugetsound.edu. Click on “Parents.”
Order Form

Cakes, Cookies, and Brownies for Special Occasions

Send your Puget Sound student a special treat! The Phi Eta Sigma Honor Society will bake a cake, cookies, or brownies to help your student celebrate a special occasion.

Proceeds from these sales go toward service projects on campus and in the community.

Your Student’s name: ______________________________________________________________________

Your Student’s phone number: ________________________________________________________________

Your Student’s email address: _________________________________________________________________

Your Student’s campus mailbox: ______________________________________________________________________

Delivery date: ____________________________________________________________

We make every effort to deliver the goodies on the due date, but some delays may be unavoidable. Not available during Reading Period, finals week, or vacation times. We can deliver on weekends. Please contact your student to let him or her know something special is on the way. This will help make sure someone is available to receive your gift!

Sender’s name: ______________________________________________________________________

Sender’s phone number/email address: ____________________________________________________________

Message to be delivered with goodies: __________________________________________________________

- Cakes
  - Cake flavor:
    - Chocolate
    - Vanilla
    - Yellow
    - Other ____________
      (If it comes in a box, we can make it!)
  - Frosting:
    - Chocolate
    - Vanilla
    - Other ____________

- Cookies
  - (2 dozen, Pillsbury)
    - Chocolate chip
    - Sugar
    - Holiday

- Brownies (1 dozen)

Orders must be received at least one week before the requested delivery date. Make checks for $10 per order payable to Phi Eta Sigma.

Mail to:

Phi Eta Sigma
University of Puget Sound
1500 N. Warner St. #1013
Tacoma, WA 98416-1013

For more information please contact Alison Paradise (faculty advisor) at 253.879.3572 or paradise@pugetsound.edu.
An old Salish term used to describe the coming of age, Tamanawas has served as the title and the spirit of Puget Sound’s student-produced yearbook for more than a century. The book focuses on the places, faces, and experiences that make Puget Sound unique.

Order Now!

Each year, at the end of the Spring semester, yearbooks are distributed to the student body, free of charge, through ASUPS.

Parents of graduating seniors should be on the lookout for a letter advertising Senior Public Displays of Affection in the first part of the fall semester, or feel free to contact us at:

TAMANAWAS
University of Puget Sound
1500 N. Warner St. #1017
Tacoma, WA  98416-1017
tamanawas@pugetsound.edu
University of Puget Sound’s weekly, student-run newspaper invites you to become a subscriber.

*The Trail* provides you with a quality source of information on student life and campus issues at the University of Puget Sound.

To subscribe to *The Trail* and have issues sent weekly to your home address, contact *The Trail* at 253.879.3197.
Academic Calendars

These dates have been approved by the Faculty Senate and are available on the university website at www.pugetsound.edu/academics/academic-resources/academic-calendars.

2012–2013 Academic Year

Fall Semester 2012
August 27.................................................................................................................................Classes begin
September 3............................................................................................................................Labor Day (no classes)
October 15–16......................................................................................................................Fall break (no classes)
November 21...........................................................................................................................*Travel day (no classes)
November 22–25...................................................................................................................Thanksgiving holiday
December 5..............................................................................................................................Last day of classes
December 6–9.........................................................................................................................Reading period (no classes)
December 10–14.....................................................................................................................Final examinations
*Classes are in session on Monday, November 19, and Tuesday, November 20

Spring Semester 2013
January 21.............................................................................................................................Martin Luther King Jr. Birthday (no classes)
January 22................................................................................................................................Classes begin
March 18–22............................................................................................................................Spring break
May 8........................................................................................................................................Last day of classes
May 9–12..................................................................................................................................Reading period (no classes)
May 13–17..................................................................................................................................Final examinations
May 18.......................................................................................................................................*Convocation
May 19.......................................................................................................................................*Baccalaureate
May 19.................................................................................................................................... *Commencement
*Commencement Weekend events

Summer Session 2013
May 20.......................................................................................................................................Term I begins
June 24.....................................................................................................................................Term A (M.A.T. program) begins
June 28.....................................................................................................................................Term I ends
July 1.........................................................................................................................................Term II begins
August 2....................................................................................................................................Term II ends
August 16..................................................................................................................................Term A (M.A.T. program) ends

2013–2014 Academic Year

Fall Semester 2013
September 2.............................................................................................................................Labor Day (no classes)
September 3............................................................................................................................Classes begin
October 21–22.........................................................................................................................Fall Break (no classes)
November 27...........................................................................................................................*Travel day (no classes)
November 28–December 1......................................................................................................Thanksgiving holiday
December 11..............................................................................................................................Last day of classes
December 12–15.....................................................................................................................Reading period (no classes)
December 16–20......................................................................................................................Final examinations
*Classes are in session on Monday, November 25, and Tuesday, November 26
### Spring Semester 2014

<table>
<thead>
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<th>Date</th>
<th>Event/Comment</th>
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<tr>
<td>January 20</td>
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<tr>
<td>March 17–21</td>
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<tr>
<td>May 7</td>
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</tr>
<tr>
<td>May 8–11</td>
<td>Reading period (no classes)</td>
</tr>
<tr>
<td>May 12–16</td>
<td>Final examinations</td>
</tr>
<tr>
<td>May 17</td>
<td>Convocation</td>
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<td>May 18</td>
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### Summer Session 2014

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<tr>
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<td>Final examinations</td>
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<tr>
<td>May 18</td>
<td>Term I begins</td>
</tr>
<tr>
<td>June 23</td>
<td>Term A (M.A.T. program) begins</td>
</tr>
<tr>
<td>June 27</td>
<td>Term I ends</td>
</tr>
<tr>
<td>June 29</td>
<td>Term II begins</td>
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<tr>
<td>August 8</td>
<td>Term II ends</td>
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<tr>
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### 2014–2015 Academic Year

#### Fall Semester 2014

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</tr>
<tr>
<td>October 20–21</td>
<td>Fall break (no classes)</td>
</tr>
<tr>
<td>November 26</td>
<td>*Travel day (no classes)</td>
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<tr>
<td>November 27–30</td>
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<td>Reading period (no classes)</td>
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<tr>
<td>December 15–19</td>
<td>Final examinations</td>
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#### Spring Semester 2015

<table>
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</tr>
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<tbody>
<tr>
<td>January 19</td>
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<tr>
<td>January 20</td>
<td>Classes begin</td>
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<td>March 16–20</td>
<td>Spring break</td>
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<tr>
<td>May 6</td>
<td>Last day of classes</td>
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<tr>
<td>May 7–10</td>
<td>Reading period (no classes)</td>
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<td>Convocation</td>
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#### Summer Session 2015

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<tr>
<td>May 18</td>
<td>Term I begins</td>
</tr>
<tr>
<td>June 22</td>
<td>Term A (M.A.T. program) begins</td>
</tr>
<tr>
<td>June 26</td>
<td>Term I ends</td>
</tr>
<tr>
<td>June 29</td>
<td>Term II begins</td>
</tr>
<tr>
<td>August 8</td>
<td>Term II ends</td>
</tr>
<tr>
<td>August 14</td>
<td>Term A (M.A.T. program) ends</td>
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</table>
2015–2016 Academic Year

Fall Semester 2015
August 31 ................................................................................................................................. Classes begin
September 7 .........................................................................................................................Labor Day (no classes)
October 19–20 ...................................................................................................................... Fall break (no classes)
November 25 ...................................................................................................................... *Travel day (no classes)
November 26–29 ................................................................................................................... Thanksgiving holiday
December 9 ............................................................................................................................. Last day of classes
December 10–13 ................................................................................................................... Reading period (no classes)
December 14–18 .................................................................................................................... Final examinations
*Classes are in session on Monday, November 23, and Tuesday, November 24

Spring Semester 2016
January 18 ............................................................................................................................. Martin Luther King Jr. Birthday (no classes)
January 19 ............................................................................................................................. Classes begin
March 14–18 ............................................................................................................................. Spring break
May 4 ........................................................................................................................................ Last day of classes
May 5–8 ..................................................................................................................................... Reading period (no classes)
May 9–13 .................................................................................................................................. Final examinations
May 14 ...................................................................................................................................... *Convocation
May 15 ...................................................................................................................................... *Baccalaureate
May 15 ...................................................................................................................................... *Commencement
*Commencement Weekend events

Summer Session 2016
May 16 ..................................................................................................................................... Term I begins
May 30 ...................................................................................................................................... Memorial Day (no classes)
June 20 ..................................................................................................................................... Term A (M.A.T. program) begins
June 24 ..................................................................................................................................... Term I ends
June 27 ..................................................................................................................................... Term II begins
July 4 ....................................................................................................................................... Independence Day holiday observed (no classes)
August 5 ..................................................................................................................................... Term II ends
August 12 .................................................................................................................................. Term A (M.A.T. program) ends
## Campus Directory

For a complete university directory, visit www.pugetsound.edu/directory.

### Main campus telephone
- 253.879.3100
- 800.833.6388
- TTY: 253.879.3395

### EMERGENCY information number
- (recorded message only) 253.879.4900

### University website
- www.pugetsound.edu

### Email
- parents@pugetsound.edu

<table>
<thead>
<tr>
<th>Academic Advising</th>
<th>253.879.3250</th>
<th><a href="mailto:aa@pugetsound.edu">aa@pugetsound.edu</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records and Transcripts</td>
<td>253.879.3217</td>
<td><a href="mailto:registrar@pugetsound.edu">registrar@pugetsound.edu</a></td>
</tr>
<tr>
<td>Academic Vice President</td>
<td>253.879.3205</td>
<td><a href="mailto:acadvp@pugetsound.edu">acadvp@pugetsound.edu</a></td>
</tr>
<tr>
<td>Admission</td>
<td>253.879.3211</td>
<td><a href="mailto:admission@pugetsound.edu">admission@pugetsound.edu</a></td>
</tr>
<tr>
<td>Alumni and Parent Relations</td>
<td>253.879.3245 or 800.339.3312</td>
<td><a href="mailto:parents@pugetsound.edu">parents@pugetsound.edu</a></td>
</tr>
<tr>
<td>Annual Giving and Parents Fund</td>
<td>253.879.2923 or 866.GO.LOGGERS</td>
<td><a href="mailto:parentsfund@pugetsound.edu">parentsfund@pugetsound.edu</a></td>
</tr>
<tr>
<td>Associate Academic Dean</td>
<td>253.879.3207</td>
<td></td>
</tr>
<tr>
<td>Associated Students (ASUPS)</td>
<td>253.879.3600</td>
<td><a href="mailto:asupspresident@pugetsound.edu">asupspresident@pugetsound.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>253.879.3140</td>
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<tr>
<td>Bookstore</td>
<td>253.879.2689</td>
<td><a href="mailto:thebookstore@pugetsound.edu">thebookstore@pugetsound.edu</a></td>
</tr>
<tr>
<td>Career and Employment Services</td>
<td>253.879.3161</td>
<td><a href="mailto:ces@pugetsound.edu">ces@pugetsound.edu</a></td>
</tr>
<tr>
<td>Center for Writing, Learning, and Teaching</td>
<td>253.879.3395</td>
<td><a href="mailto:cwl@pugetsound.edu">cwl@pugetsound.edu</a> or <a href="mailto:writing@pugetsound.edu">writing@pugetsound.edu</a></td>
</tr>
<tr>
<td>Community Involvement and Action Center</td>
<td>253.879.3767</td>
<td><a href="mailto:ciac@pugetsound.edu">ciac@pugetsound.edu</a></td>
</tr>
<tr>
<td>Counseling, Health, and Wellness Services</td>
<td>253.879.1555</td>
<td><a href="mailto:chws@pugetsound.edu">chws@pugetsound.edu</a></td>
</tr>
<tr>
<td>Dean of Students</td>
<td>253.879.3360</td>
<td><a href="mailto:dos@pugetsound.edu">dos@pugetsound.edu</a></td>
</tr>
<tr>
<td>Dining and Conference Services</td>
<td>253.879.3182</td>
<td><a href="mailto:melissaflood@pugetsound.edu">melissaflood@pugetsound.edu</a></td>
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<tr>
<td>Disability Services</td>
<td>253.879.3396</td>
<td><a href="mailto:pperno@pugetsound.edu">pperno@pugetsound.edu</a></td>
</tr>
<tr>
<td>EMERGENCY (SECURITY SERVICES)</td>
<td>253.879.3311</td>
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</tr>
<tr>
<td>Service</td>
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<tr>
<td>----------------------------------------</td>
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</tr>
<tr>
<td>Emergency Closures/Special Circumstances</td>
<td>253.879.4900</td>
<td><a href="mailto:emergency@pugetsound.edu">emergency@pugetsound.edu</a></td>
</tr>
<tr>
<td>Fellowships</td>
<td>253.879.3329</td>
<td><a href="mailto:fellowships@pugetsound.edu">fellowships@pugetsound.edu</a></td>
</tr>
<tr>
<td>Information Center/Wheelock Student Center</td>
<td>253.879.3100</td>
<td></td>
</tr>
<tr>
<td>Interfraternity Council</td>
<td>253.879.3317</td>
<td><a href="mailto:etatsuno@pugetsound.edu">etatsuno@pugetsound.edu</a></td>
</tr>
<tr>
<td>International Programs</td>
<td>253.879.3653</td>
<td><a href="mailto:rrobinson@pugetsound.edu">rrobinson@pugetsound.edu</a></td>
</tr>
<tr>
<td>Library</td>
<td>253.879.3669 or 253.879.3257</td>
<td><a href="mailto:circulation@pugetsound.edu">circulation@pugetsound.edu</a></td>
</tr>
<tr>
<td>Lost and Found (Security Services)</td>
<td>253.879.3311</td>
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<tr>
<td>Mail Services</td>
<td>253.879.3315</td>
<td><a href="mailto:mailservices@pugetsound.edu">mailservices@pugetsound.edu</a></td>
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<tr>
<td>Multicultural Student Services</td>
<td>253.879.3373</td>
<td><a href="mailto:mcss@pugetsound.edu">mcss@pugetsound.edu</a></td>
</tr>
<tr>
<td>Off-Campus Student Services</td>
<td>253.879.3970</td>
<td><a href="mailto:offcampus@pugetsound.edu">offcampus@pugetsound.edu</a></td>
</tr>
<tr>
<td>Orientation</td>
<td>253.879.3317</td>
<td><a href="mailto:mpalmquist@pugetsound.edu">mpalmquist@pugetsound.edu</a></td>
</tr>
<tr>
<td>Panhellenic Council</td>
<td>253.879.3317</td>
<td><a href="mailto:greeklife@pugetsound.edu">greeklife@pugetsound.edu</a></td>
</tr>
<tr>
<td>Parents Fund (giving to Puget Sound)</td>
<td>253.879.2923 or 866.GO.LOGGERS</td>
<td><a href="mailto:parentsfund@pugetsound.edu">parentsfund@pugetsound.edu</a></td>
</tr>
<tr>
<td>President’s Office</td>
<td>253.879.3201</td>
<td><a href="mailto:president@pugetsound.edu">president@pugetsound.edu</a></td>
</tr>
<tr>
<td>Registration and General Information</td>
<td>253.879.3217</td>
<td><a href="mailto:registrar@pugetsound.edu">registrar@pugetsound.edu</a></td>
</tr>
<tr>
<td>Residence Life</td>
<td>253.879.3317</td>
<td><a href="mailto:sdev@pugetsound.edu">sdev@pugetsound.edu</a></td>
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<tr>
<td>Security Services</td>
<td>253.879.3311</td>
<td><a href="mailto:tbadham@pugetsound.edu">tbadham@pugetsound.edu</a></td>
</tr>
<tr>
<td>Spirituality, Service, and Social Justice</td>
<td>253.879.3374</td>
<td><a href="mailto:sssj@pugetsound.edu">sssj@pugetsound.edu</a></td>
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<tr>
<td>Student Activities</td>
<td>253.879.3317</td>
<td><a href="mailto:mpalmquist@pugetsound.edu">mpalmquist@pugetsound.edu</a></td>
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<tr>
<td>Student Diversity Center</td>
<td>253.879.4044</td>
<td><a href="mailto:diversitycenter@pugetsound.edu">diversitycenter@pugetsound.edu</a></td>
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<tr>
<td>Student Financial Services</td>
<td>253.879.3214</td>
<td><a href="mailto:sfs@pugetsound.edu">sfs@pugetsound.edu</a></td>
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<td>Student Health Insurance</td>
<td>253.879.3214</td>
<td><a href="mailto:sfs@pugetsound.edu">sfs@pugetsound.edu</a></td>
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<td>Technology Services</td>
<td>253.879.8585</td>
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<td>The Trail (student newspaper)</td>
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Campus Accessibility
Puget Sound is committed to being accessible to all people. For event accessibility information, contact accessibility@pugetsound.edu or 253.879.3236.

Equal Opportunity Statement
University of Puget Sound does not discriminate in education or employment on the basis of sex, race, color, national origin, religion, creed, age, disability, marital or familial status, sexual orientation, veteran or military status, gender identity, or any other basis prohibited by local, state, or federal laws. This policy complies with the spirit and the letter of applicable federal, state, and local laws, including Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Questions about the policy may be referred to the university’s affirmative action officer (253.879.3991) or the Office of Civil Rights, Department of Education, Washington, D.C., 20202.