

2011

Transfer Guide to Brown

for entering transfer students
and their families

SEMESTER I 2011

AUG 1	Monday. Last day for payment of charges.
AUG 28– SEPT 3	Sunday through Saturday. Optional pre-orientation programs. Participating students move into residence halls early. See page 34 for more information.
SEPT 3	Saturday. New transfer and RUE students move into residents halls. First orientation meeting occurs in the afternoon.
SEPT 3	Beginning of Orientation.
SEPT 5	Monday. First Readings Seminars.
SEPT 6	Tuesday. Academic advising and online course registration.
SEPT 7	Wednesday. First semester classes begin.
SEPT 14	Wednesday. First day to register for a Rhode Island School of Design (RISD) course.
SEPT 20	Tuesday. Last day to add a course without a fee. (5:00 p.m. deadline)
SEPT 21	Wednesday. Last day to register for a RISD course without a fee or to change a grade option for a RISD course. (5:00 p.m. deadline)
OCT 4	Tuesday. Last day to add a course, change from audit to credit, or change a grade option. (5:00 p.m. deadline)
OCT 10	Monday. Fall Weekend Holiday. No classes meet.
OCT 14	Friday. Last day to change from credit to audit in a course. (5:00 p.m. deadline)
OCT 17–28	Monday through Friday. Advising period for spring pre-registration.
OCT 27	Thursday. ConcentraConcentration declaration deadline for fourth semester level students.
NOV 1–8	Tuesday through Tuesday. Pre-registration for the fall. Note: No student will be permitted to register for his or her 5 th semester unless a declaration of concentration has been filed.
NOV 4	Friday. Deadline for submission of proposals for undergraduate group study projects (GISPs) for Semester II.
NOV 23–27	Wednesday noon to Sunday. Thanksgiving recess.
DEC 1	Thursday. Deadline for declaring a leave for Semester II, 2011–2012.
DEC 8–12	Thursday through Monday. Reading period (optional and at the discretion of the instructor).
DEC 9	Friday. Last day of RISD classes. (RISD final studio reviews and exams: December 12–16.)
DEC 12	Monday. Classes end for courses not observing reading period. Last day to drop a course or to file for an incomplete. (5:00 p.m. deadline)
DEC 13–21	Tuesday through Wednesday. Final examination period. Students must sit for exams at scheduled times.
DEC 22	Thursday 9am. Residence halls close for winter break.

SEMESTER II 2012

JAN 1	Sunday. Last day for payment of charges.
JAN 21	Saturday. Residence halls open. New transfer students move into residence halls.
JAN 22	Sunday. New transfer students continue to move into residence halls. First Orientation meeting occurs in the afternoon.
JAN 22–24	Sunday–Tuesday. Orientation.
JAN 24	Tuesday. Academic advising and online course registration.
JAN 25	Wednesday. Second semester classes begin.
FEB 7	Tuesday. Last day to add a course without a fee. (5:00 p.m. deadline)
FEB 18–21	Saturday through Tuesday. Long weekend. University is closed.
FEB 20	Monday. First day to register for a RISD course.
FEB 22	Wednesday. Last day to add a course, change from audit to credit, or change a grade option. (5:00 p.m. deadline)
FEB 27	Monday. Last day to register for a RISD course without a fee or to change a grade option for a RISD course. (5:00 p.m. deadline)
MAR 9	Friday. Last day to change from credit to audit in a course. (5:00 p.m. deadline)
MAR 24– APR 1	Saturday through Sunday. Spring recess.
APR 1	Sunday. Deadline for students on leave to confirm readmission for Semester I, 2012–2013
APR 2–13	Monday through Friday. Advising period for fall pre-registration.
APR 12	Thursday. ConcentraConcentration declaration deadline for fourth semester level students.
APR 6	Friday. Deadline for submission of proposals for undergraduate group study projects (GISPs) for fall 2012.
APR 17–24	Tuesday through Tuesday. Pre-registration for the fall Note: No student will be permitted to register for his or her 5 th semester unless a declaration of concentration has been filed.
APR 27– MAY 8	Friday through Tuesday. Reading period (optional and at the discretion of the instructor).
APR 30	Monday. Deadline to declare a leave for Semester I, 2012–2013.
MAY 8	Tuesday. Classes end for courses not observing reading period. Last day to drop a course or to file for an incomplete. (5:00 p.m. deadline)
MAY 9–18	Wednesday through Friday. Final examination period. Students must sit for exams at scheduled times.
MAY 18	Friday. Last day of RISD classes. (RISD final studio reviews and exams: May 21–25.)
MAY 19	Saturday noon. Residence halls close.
MAY 27	Sunday. Commencement.

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FROM THE PRESIDENT

Welcome



Dear Brown students,

Congratulations on your admission to Brown! Along with the faculty, deans, and administrators of the University, I salute you and celebrate your joining the Brown family.

The undergraduate years are a time when young people experience enormous intellectual and personal growth. The curriculum at Brown acknowledges the energy, maturity, and inquisitiveness that bright and confident students bring to the learning experience. Working closely with faculty and other advisors, Brown students greatly shape their education. If you immerse yourself in this rich and challenging environment, your years at Brown are certain to be among the most exciting and memorable in your life.

Your parents are also important to the Brown community, and we will communicate with them throughout your Brown years through letters, the *Brown Alumni Magazine* (published six times a year), and through events in Providence and across the country. The University's website (<http://brown.edu>)

contains news about Brown and links to every department on campus. We hope to see many of your parents on campus for Family Weekend in October – a time when they can sample Brown's academic and extracurricular offerings while visiting your new academic home.

Welcome to Brown. I hope you will come to love this exceptional institution with its time-honored traditions, unique approach to learning, and strong sense of community.

I look forward to seeing you on campus.

A handwritten signature in dark ink, which appears to read "Ruth J. Simmons". The signature is fluid and cursive.

RUTH J. SIMMONS

PRESIDENT

BROWN UNIVERSITY

PRINCIPLES OF THE

Brown University Community

Opening Convocation marks the beginning of each academic year with a procession up College Hill and onto campus through the Van Wickles Gates. Fall and spring transfer students also take part in this tradition when they join Brown.

We, as members of the Brown University community – faculty, undergraduates, graduate and medical students, and staff – are dedicated to supporting and maintaining a scholarly community in which all share together in the common enterprise of learning. As a central aim, Brown University promotes intellectual inquiry through vigorous discourse, both oral and written. The funda-

mental principles that must necessarily undergird this aim include respect for the integrity of the academic process; individual integrity and self-respect; respect for the freedoms and privileges of others; and respect for University resources. In becoming a part of Brown University, we accept the rights and responsibilities of membership in the University's academic and social community, and assume the responsibility to uphold the University's principles.

Individual Integrity

In order to ensure that the University can dedicate itself fully to its academic and educational vision, it is expected that an individual's personal integrity will be reflected not only in honest and responsible actions but also in a willingness to offer direction to others whose actions may be harmful to themselves or the community. The University expects that members of the Brown community will be truthful and forthright. The University also expects that community members will not engage in behavior that endangers their own sustained effectiveness or that has serious ramifications for their own or others' safety, welfare, academic well-being, or professional obligations.

Respect for the Freedoms and Privileges of Others

We strive for a sense of community in which the individual growth of all members is advanced through the cultivation of mutual respect, tolerance, and understanding. Brown University values and encourages individuality while also affirming the community dimensions of academic life. A socially responsible community provides a structure within which



individual freedoms may flourish without threatening the privileges or freedoms of other individuals or groups.

The University is committed to honest, open, and equitable engagement with racial, religious, gender, ethnic, sexual orientation, and other differences. The University seeks to promote an environment that in its diversity is integral to the academic, educational, and community purposes of the institution.

Respect for University Resources

All community members must respect the general resources and physical property of the University. Such resources are assets in which community members have a vested interest, as these resources specifically support the institutional mission.

Respect for the Integrity of the Academic Process

The rights and responsibilities that accompany academic freedom are at the heart of the intellectual purposes of the University. Our conduct as community members should protect and promote the University's pursuit of its academic mission. We are all, therefore, expected to conduct ourselves with integrity in our learning, teaching, and research, and in the ways in which we support those endeavors.

Academic achievement is ordinarily evaluated on the basis of work that a student produces independently. All work that students submit for evaluation – research papers, lab reports and assignments, computer code projects, language placement materials, creative work, exams, quizzes, and tests – is subject to the rules of academic integrity.

Outside sources of information or opinion must always be acknowledged in the work students submit for a course. Obtaining credit for work, words, or ideas that are not the products of a student's own effort constitutes plagiarism and thus violates Brown's academic code. Misrepresentations of facts, significant omissions,

or falsifications in any connection with the academic process (including change-of-course permits, the academic transcript, or applications for graduate training or employment) also violate the code.

Suspected violations of the academic code are reported to the Office of the Dean of the College. A faculty committee hears each case, and students who are found to be in violation of Brown's academic code face penalties ranging from reprimand to suspension or expulsion from the University.

Incoming students complete an online tutorial about Brown's academic code in the summer preceding their first semester of enrollment. Once on campus, students who are still in doubt about the principles or practice of academic integrity should consult their course instructors or the academic deans for clarification. Misunderstanding the code is never accepted as an excuse for dishonest work.

Policy on Alcohol and Other Drugs

Brown's alcohol and other drug policies reflect the University's responsibility to provide a safe and legal learning environment. Brown requires all members of the University to comply with state and federal laws as well as University regulations related to drug and alcohol use. The legal drinking age in the state of Rhode Island is 21. Those who use illegal drugs and illicitly use legal drugs, including but not limited to alcohol, are in violation of the law, University regulations, and the Principles of the Brown University Community. The full policy is available at <http://brown.edu/randr>.



Students at Brown learn about the values and perspectives of others while developing a respectful sense of community.

Academic Life

Academic life at Brown is intense and immensely rewarding. Students feel a strong personal need to exceed their own high expectations.

Flexibility, choice, rigor, experimentation, individual responsibility, pedagogical innovation—these are the standards by which a Brown education is judged. Instead of trying to inculcate a single, common tradition of values and beliefs, Brown expects students to select a broad program of liberal study that reflects their own interests and challenges them to explore unfamiliar academic terrain. The goal of such a curriculum is to create citizens who are at home in a world of multiplicity and change.

Brown's curricular structures reflect the idea that education should be responsive to each student's particular intellectual interests and desires. Conceived by undergraduate students and faculty participating in a Group Independent Study Project during the late 1960s,

Brown's well-known open curriculum harks back to a philosophy shaped by Brown President Francis Wayland in the mid-19th century. In 1850 he wrote, "The various courses should be so arranged that, insofar as practicable, every student might study what he chose, all that he chose, and nothing but what he chose."

With freedom comes responsibility. Intellectual restlessness is an asset at Brown, where students are expected to innovate, to create, and to chart their own way through a vast array of curricular choices. By crafting a unique education with the guidance and assistance of advisors and teachers, Brown students are challenged to explore widely across the disciplines, to define liberal education for themselves, and to become active learners who take responsibility for their own education.



Degree Requirements and Transfer Credits

At Brown, two baccalaureate degrees are awarded – the bachelor of arts (A.B.) and the bachelor of science (Sc.B.). The degree awarded is determined by a student's chosen concentration program. All Brown students must complete either an A.B. or an Sc.B. at Brown in order to graduate.

Provided they meet certain University guidelines and deadlines, transfer students may also complete both an A.B. and an Sc.B., concurrent bachelor's and master's degrees, or a five-year bachelor's and master's program. However, the closer students are to becoming Brown juniors, the harder it will be to put together a viable double degree program.

All students must meet certain degree requirements as described below.

Demonstrate Competence in Writing

All Brown students are expected to enroll in courses that introduce ways of writing in the disciplines and across the fields of knowledge. Every piece of written work that students submit to their course instructors and academic advisors should meet baseline standards for effective written communication. Students whose work does not meet these standards are referred to an associate dean of the College, who will help the student develop a plan to fulfill the writing requirement. This usually entails taking one or more intensive writing courses and completing work at the Writing Center. Newly admitted students whose application materials raise concerns about their writing are urged to complete a writing course in their first semester of enrollment at Brown.

Complete a Concentration (major)

Brown offers nearly 80 standard concentrations that lead to either the Sc.B. or the A.B. degree.

All students must complete at least one concentration in order to graduate from Brown. In keeping with the philosophy of the open curriculum, students may apply to complete an independent concentration of their own design if standard departmental offerings do not match their interests. Brown does not offer minors.

As a transfer student, completing a double concentration or independent concentration in fewer semesters at Brown may be more challeng-

ing and will require careful and early planning. Since acceptance of non-Brown study toward concentration requirements varies across departments and concentrations, transfer students should review concentration requirements on-line prior to arrival on campus. Transfer students should also meet with a concentration advisor as soon as possible after arriving at Brown.

Brown expects students with 4th semester standing to declare a concentration by mid-semester. Students who have not declared a concentration will not be able to pre-register for the following semester. For further information, see the section "Choosing A Concentration."

Complete 30 Courses

In order to graduate with a Brown baccalaureate degree, students must successfully complete at least 30 courses. Of these 30, transfer students must successfully complete a minimum of 15 courses at Brown itself. In addition, no more than four summer courses can count toward Brown's graduation requirement of 30 four-credit hour courses.

Courses taken prior to Brown matriculation during the academic year at a four-year accredited college or university and passed with a grade of "C" or better are usually eligible for transfer credit. How many transfer credits Brown will grant for courses taken elsewhere depends on the total number of credit hours (as indicated on your original transcript) from courses that qualify for transfer credit. 1 Brown course credit requires 4 qualifying semester credit hours (or 6 qualifying quarter credit hours). Partial course credit is not given. For this reason, the number of course transfer credits received from non-Brown study is often less than the number of non-Brown courses taken. In other words, 1 course from elsewhere may not translate to 1 Brown course credit.

Official transcripts received for transfer credit will be posted on the Brown transcript as unsigned transfer credit by the time students arrive at Brown. The deans for transfer students will evaluate courses eligible for transfer credit and determine the final number of transfer credits and semesters of credit; **students must accept this full amount.** (RUE students may consult the RUE Dean regarding the guidelines for an exception). This number will not include credit for pre-college

international study or international certifications, but students can apply for transfer credit for eligible international certifications after they have enrolled at Brown. AP courses or exams do not count towards Brown's 30-course graduation requirement.

Fulfill the Enrollment Requirement

Students at Brown are required to accumulate eight semesters, or 32 units, of enrollment credit in order to graduate. Of this eight, transfer students must accumulate at least four semesters of enrollment credit in residence at Brown through enrollment in fall or spring terms. This also means that transfer students may not receive more than four semesters of standing from transfer credit. A semester of enrollment credit can be earned by transferring in a full semester's worth of work from qualifying study at another institution, studying full-time at Brown for a semester, from certain Advanced Placement (AP) exams, and from some international certification programs such as the British A-Levels and the International Baccalaureate. Summer school courses do not count toward the enrollment requirement; however, students who successfully complete four summer courses at Brown may seek a waiver of 1 semester of enrollment credit.

Brown awards enrollment credit for non-Brown work in full semester blocks only. Brown does not grant partial semesters of enrollment credit. Semesters of enrollment credit from course transfer credits are computed below.

Enrollment credit for qualifying AP exams or international certifications is not included in this calculation; students must apply for such credit separately. At Brown, qualifying AP exams are eligible only for enrollment credit, not course credit; international certifications may qualify for both enrollment and course credit. Such credits will under no circumstances exempt transfer students from a minimum of 4 semesters of enrollment at Brown or completion of 15 Brown courses. Transfer students should take note of how many Brown courses and semesters they must complete in order to graduate. For example, a student who receives 14 transfer course credits will receive 3 semesters of standing and must earn at least 16 additional course credits and 5 semesters of standing.

FINAL TRANSCRIPTS are required to process transfer credits.

Transfer credits will be placed on your Brown transcript by August 15th (based on transcripts received by July 1st).

TRANSFER SEMESTERS OF ENROLLMENT CREDIT

Course Transfer Credits	Semesters of Enrollment Credit
1 – 2 Courses	No semesters of enrollment credit
3 – 6 Courses	One semester of enrollment credit
7 – 10 Courses	Two semesters of enrollment credit
11 – 14 Courses	Three semesters of enrollment credit
15 Courses	Four semesters of enrollment credit

Please note: In determining the number of courses that qualify for transfer credit, Brown counts the number of credit hours, NOT courses, completed. Generally, four semester credit hours, or six quarter credit hours, are the equivalent of one course at Brown. Summer courses are not counted toward enrollment credit.

ACADEMIC STANDING

	semester	good standing	warning	serious warning	suspension
First Year	I	3	2	1	0
	II	7	6	5	4
Second Year	III	11	10	9	8
	IV	15	14	13	12
Third Year	V	18	17	16	15
	VI	22	21	20	19
Fourth Year	VII	26	25	24	23
	VIII	30	—	—	—

Progress toward Graduation

The standard semester course load at Brown is four courses. Full-time students are permitted to enroll in a maximum of five courses in a given semester. Students may take three courses in a semester as long as doing so will not bring the student below the level of good academic standing. Brown-earned course credits determine academic standing; this applies to all transfer students entering after 2009-2010.

The chart above indicates the number of courses students are normally expected to complete by the end of their first, second, third, and fourth years at Brown to remain in good academic standing. All incoming students begin at Brown in good academic standing.

Exceptions to these requirements are recommended by deans when a student's individual circumstances, either academic or personal, warrant special consideration. Registration for fewer than three courses in any semester requires special permission. RUE students may take fewer than three courses but must make this determination officially by consulting with the RUE Dean and finalizing course registra-

tion by the deadline for the last day to add a course. When a student falls below progress requirements, he or she may be placed on warning or serious warning or suspension for one year, which includes a permanent notation on the internal and external transcripts.

Students who complete four courses in each of the two semesters after being placed on warning or after returning from suspension return to good standing.

Courses taken at Brown during the summer may improve a student's academic standing in the following semester. Summer courses taken elsewhere may count toward Brown's 30-course graduation requirement, but have no effect on academic standing at Brown. For students entering Brown after 2009-2010, pre-Brown credits or transfer credits from study elsewhere also have no impact on academic standing.

Degree Requirements: For transfer students, the full amount of credit and advanced standing for all the courses* they completed at their previous institution(s), up to a maximum of 15 courses and four semesters of advanced standing, will be applied toward graduation requirements. Because students must complete at least 15 courses in residence at Brown, transfer students who have received credit for 15 courses may not apply additional study at another institution toward these requirements.

*Courses must meet Brown transfer credit guidelines

Pre-Brown Academic Planning

DESCRIPTION	PAPER COLOR	QUESTIONS? CALL	FALL TRANSFER RETURN DATE	SPRING TRANSFER RETURN DATE
Activate Brown Email Account	online http://activate.brown.edu	401 863-4357	AS SOON AS POSSIBLE	AS SOON AS POSSIBLE
College Transcript(s)	green	401 863-2378	July 1, 2011	July 1, 2011 (and transcript of fall work by January 3rd)
AP Scores	College Board should send to Brown	401 863-3485	July 1, 2011 (Brown will not have your scores if you sent these before you committed to attend.)	July 1, 2011
Transfer Credit Form	will be emailed to brown email	401 863-1784	July 1, 2011	January 3, 2012
Brown ID Card Photograph	check Brown email for instructions	401 863-3427	July 1, 2011	November 1, 2011
Housing Form	online http://reslife.brown.edu	401 863-3500	June 15, 2011 (New Student Questionnaire)	December 15, 2011 (Housing Preference Form)
Health History Forms	online http://brown.edu/health	401 863-7872	July 1, 2011	January 3, 2012
SEAS (Formerly Disability Support Services)	white	401 863-9588 dss@brown.edu	July 1, 2011	January 3, 2012
Meal Plan Contract Card	white card	401 863-3876	August 2, 2011	January 3, 2012
VISA 0100 Lottery Info	online http://selfservice.brown.edu	401 863-2500	July 15–August 5, 2011	November 1–8, 2011
Letter to Advisor	http://brown.edu/college/ secure/first_readings	401 863-9800	August 7, 2011	January 3, 2012
On-line Tutorial	online	401 863-9800	August 20, 2011	January 3, 2012

A successful transition to Brown requires careful academic planning. Brown communicates with incoming transfer students regularly prior to the orientation programs before each term. Your mail and emails from Brown will apprise you of important academic deadlines (see timeline above).

Your next mailing will describe important academic and campus life matters, policies, and procedures. Orientation information will be e-mailed to you several weeks before your expected arrival.

Mail is sent to students' home addresses. If you will be elsewhere for an extended duration, you should arrange to have Brown mail forwarded to you.

ACTIVATE E-MAIL ACCOUNT AND ELECTRONIC SERVICES

Students must have an active Brown e-mail account to receive information from Brown, complete required tutorials, and participate in the Visual Arts lottery. You can activate your e-mail by going to <http://activate.brown.edu> and following the instructions provided on the site.

You will need your Banner identification number in order to activate your electronic services. This number was assigned to you when you applied for admission to Brown. You can find your Banner ID by following the steps below.

1. Go to <http://selfservice.brown.edu/>.
2. Log-in with the username and password the Admission Office gave you.

- If you have trouble recalling your username and password, please call 401-863-4357 (select option #3).
3. Click on the "Student and Financial Aid" tab.
 4. Click on the "Registration" link.
 5. Click on the "Registration Status" link.

Your BannerID will be displayed in the upper right corner. It starts with the letter B and is nine characters long.

You should activate your email in June. If you have questions please contact the CIS HELP DESK at 401-863-HELP (4357). This office is open Monday – Friday, 8 am – 5 pm (Eastern Standard Time).

We will communicate with you using your Brown email account in the months preceding your arrival; check it regularly.

ENROLL IN CHEM WEB TUTORIAL/CHEMISTRY PLACEMENT EXAM

This placement exam is mandatory if you plan to take CHEM 0330 during your studies at Brown. If you have official AP Chemistry test results on file at Brown by August 19 and your score is 4 or 5, you do not have to take this placement exam.

Starting on June 15, students may register for a free, on-line Chemistry summer tutorial. The tutorial reviews general chemistry and allows students to practice for the Chemistry 0330 placement exam. Registration closes August 15. If you plan to register for Chemistry 0330 this tutorial is recommended.

FINAL TRANSCRIPT(S)

Brown's Admission Office requires a final transcript reflecting all courses completed before summer from all incoming students. The green envelope included in this packet is for you to give to your Registrar for this purpose. Whether your Registrar uses this envelope or not, you should ask your Registrar to direct your transcript to the Brown Admission Office by July 1. Transfer credits cannot be processed without an official transcript. Mid-year transfer students should also have their final transcripts sent by January to the Transfer Dean, Dean of the College Office, Brown University, Box 1828, Providence, RI 02912.

TRANSFER CREDIT FORM

You will receive this form by email. You should email it back with up-to-date information on completed course work and intended concentration(s). The Transfer Dean of the College uses this information to better advise students and process transfer credits.

ROOMMATE AND ROOM ASSIGNMENT

In August, the Office of Residential Life will notify fall transfer students of roommate and room assignments. Spring transfer students will receive room assignments in January. Check the Residential Life website

(<http://reslife.brown.edu>) for information about the residence halls, maps of campus, and a list of things to bring to campus.

HOUSING FORM(S)

In the summer, incoming fall transfer students complete an online housing questionnaire that the Office of Residential Life uses to make roommate assignments. Spring transfer students will complete a housing preference form in the fall. Forms can be accessed on-line at <http://reslife.brown.edu>. Accessing the forms requires your Brown Username (i.e. jcarberr) and password.

HEALTH HISTORY FORMS

Explanation and mailing envelope are included in this mailing. Forms can be accessed on-line.

FORM FOR STUDENT AND EMPLOYEE ACCESSIBILITY SERVICES (*Formerly Disability Support Services*)

Students who require disability-related housing accommodations must submit the appropriate form in this packet to Brown's Student and Employee Accessibility Services (SEAS). Students are also invited to submit this form for more information about SEAS services.

MEAL PLAN CONTRACT CARD

Students who wish to change their meal-plan contract should return the Meal Plan Contract Response Card included in this mailing.

PRE-ORIENTATION PROGRAMS AND SPECIAL ACTIVITIES

Fall transfer students wishing to participate in any of Brown's special fall pre-orientation programs (Brown Outdoor Leadership Training, International Mentoring Program) should register online by the advertised dates (see the Orientation website).

July 15: VISUAL ARTS 0100 LOTTERY OPENS

VISA 0100 is the most popular studio art course at Brown. The Art Department

reserves space for new students, who are assigned to the course by online lottery. Students may enter the lottery anytime between July 15 and August 5. Notification of placement will be emailed by mid-August.

LETTER TO ADVISOR

In your next mailing, you will receive a gift of the First Readings book. We will ask you to read and discuss the book in a letter to your academic advisor. Your letter is also an opportunity for you to share your academic goals and interests with your advisor, who will read it prior to meeting with you during Orientation. Visit http://brown.edu/college/secure/first_readings for instructions on submitting your letter. Submit your letter by the deadline indicated on the deadline envelope.

ORIENTATION INFORMATION AND ON-LINE CODE TUTORIAL

Transfer students will receive information describing required Orientation programs. This will include Brown's Academic and Non-Academic Student Code of Conduct, a pamphlet that explains Brown's rules on academic integrity and student conduct in and out of the classroom. All incoming students are required to complete an online tutorial about the Code before they arrive on campus. We will e-mail you a link to the tutorial roughly a month prior to your arrival.

COURSE REGISTRATION

Students register for courses after meeting with their academic advisors during Orientation. You will register for courses online on Banner September 6th (if you transfer in the fall) or January 24th (if you transfer mid-year).

In the months preceding your arrival, Brown's advising team stands ready to assist you with any aspect of the planning process. Please do not hesitate to email us at advising@brown.edu if we can be of assistance.

Academic Advising

Brown's vision of liberal education is embodied in its open curriculum, which gives students a great deal of freedom—and a great deal of responsibility—to plan their own education. Liberated from the constraints of a prescribed curricular pathway, Brown students are encouraged to pursue a course of study that reflects their own interests, passions, and goals.



Academic Advisors

Academic advisors help incoming transfer students engage fully and successfully with Brown's open learning environment. Academic deans and faculty serve as pre-concentration advisors for transfer students and provide long-term institutional perspective on educational options. Concentration advisors serve as academic advisors after students declare a concentration. Student transfer counselors provide an experienced perspective on the ins and outs of course registration, course reputations, prerequisites, and the like.

In meetings with advisors, transfer students are expected to present their academic plans, articulate reasons for their choices, ask questions, and be open to suggestions.

Faculty Advising Fellows

Faculty Advising Fellows are experienced academic advisors who are interested in students' lives both in and outside the classroom. FAFs meet and advise students informally over meals on campus. By directing students to Brown's many programs and resources, FAFs can help them make the most of their Brown experience.

Pre-Medical and Health Careers Advising

Brown's Health Careers Advising office provides specialized academic and pre-professional advising to students interested in a variety of health careers. The health careers dean coordinates information sessions, health professions fairs and programs throughout the year. New students should not miss the important meeting held during Orientation. Check the Orientation calendar for time and location. Visit the Health Careers website at <http://brown.edu/college/hco> for more information.

Pre-Law Advising

Brown's pre-law deans hold informational meetings throughout the year related to legal education and practice. They also help students plan programs of study that are consistent with the American Bar Association's guidelines for law school preparation. Because law school demands an array of academic skills, almost any program of study at Brown will provide strong preparation for legal study and practice. Visit the pre-law advising website at <http://brown.edu/college/prelaw> for more information.

Peer Advising

Brown's commitment to a flexible, open curriculum invites—even expects—students to tap into strong peer-advising networks. At Brown, in addition to the Transfer Counselors that transfer students will meet during their orientation, these include Brown's Meiklejohn Peer Advising Program, Minority Peer Counselors, Residential Peer Leaders, International Peer Mentors, and Athletic Peer Advisors.

These programs offer the kind of student-to-student learning that is a hallmark of a Brown education, and students are encouraged to seek out these peers for consultation on a wide variety of questions. For an informed student perspective on curricular options and student life in general, transfer students may contact one of Brown's roughly 300 Meiklejohn Peer Advisors, named after legendary Brown philosophy professor and civil libertarian Alexander Meiklejohn.

At the departmental level, Department Undergraduate Groups (DUGs) provide peer advising to students in many concentration programs. Along with faculty advisors, DUGs host departmental open houses for students interested in their concentration, organize guest lectures and conferences, and plan discussion forums with faculty.

All incoming students are expected to take the initiative with peer advisors and to seek relevant information from professors and academic administrators, as well.

Student-Directed Learning

Brown undergraduates participate in an array of teaching activities that extend their education into the larger community at Brown. Undergraduate teaching assistant programs are offered by departments as diverse as computer science, theater, and economics. Students may serve as peer tutors or academic coaches for other students. Students may also serve as Writing Fellows in courses across the curriculum.

Course Recommendations

Close interaction between world-class faculty and bright, creative, and engaged students is the signature of a Brown education. Brown has a number of special course offerings that are designed to facilitate these relationships and to provide students with maximum opportunity to formulate and achieve their educational objectives. Incoming students are strongly encouraged to enroll in one or more of the courses described as follows.

Writing Courses

All students, regardless of their writing abilities when they enter Brown, are expected to take one or more writing classes. These courses invariably improve students' confidence when approaching writing assignments in other courses, and they frequently result in higher course grades. Transfer students are especially encouraged to consider which writing courses fit their academic goals and professional aspirations and enroll in one or more of the writing courses described below.

■ Writing-Designated Courses

Writing-designated courses provide students with feedback about their writing and opportunities to apply that feedback when completing writing assignments later in the course. Offered in nearly all departments, writing-designated courses are designated "WRIT" at the end of course descriptions. A complete list may be viewed in the class schedule by selecting "Writing-Designated Courses" in the Attribute Type section.

■ Writing Fellows Courses

Writing Fellows courses help students improve their written communication skills through intensive work with a Brown student, called a Writing Fellow, who has been trained in composition and pedagogy. Writing Fellows read drafts of student papers and meet in conferences with student writers to discuss their drafts. Students then revise their work and submit both versions (the original with the Fel-



Academic advisors can provide valuable perspectives on students' educational choices.



low's comments and the revision) to their professor or teaching assistant. When grading papers, professors in Writing Fellows courses consider both the process the student went through and the final product.

▪ English Department Courses

Brown's English Department offers a number of intensive writing courses designed to help students master the skills needed for University-level writing. In English 110, students learn the fundamentals of a variety of essay styles, while English 130 focuses on the research essay. Sections of both courses are limited to 17 students, and both courses are graded Satisfactory/No credit (S/NC). Other courses focus on journalistic writing (English 160) and creative nonfiction (English 180).

Science and Math Courses

Brown offers a wide range of math and science courses. Determining which math or science course is appropriate for a student's skill level is critical; no student wants to enroll in a math or science course for which they have insufficient preparation. Students are urged to browse departmental websites to gather information about course availability and prerequisites.

- Some departments use AP scores to determine placement; consult the appropriate departmental website for the relevant policy. A complete list of departments that grant AP credit is available at <http://brown.edu/college> (use the A to Z).
- The Math Department's Course Placement Guide can be accessed through their website at <http://math.brown.edu>.
- The Chemistry Department offers a free online summer tutorial that prepares students for the fall Chemistry 330 placement exam. Visit <http://chem.brown.edu> to learn more about placement in Chemistry courses.
- The Biology Department has comprehensive information about biology courses at <http://med.brown.edu/bug/>.

Liberal Learning Courses

Liberal Learning Courses introduce students to the many ways of thinking and approaching knowledge that comprise a liberal education. They emphasize synthesis rather than survey and focus on methods, concepts, and values. Reflecting Brown's conviction that liberal education requires active student involvement, Liberal Learning courses entail extensive student participation through papers, projects, reports, and class discussion.

Liberal Learning courses are designated with "LILE" at the end of course descriptions. Banner, Brown's online course catalog, includes a complete list of LILE courses offered each semester. The list may be viewed in Banner's Class Schedule by choosing "Liberal Learning" in the Attribute Type section.

Diversity Perspectives Courses

Diversity Perspectives Courses focus primarily or at least substantially on the knowledge and experience of groups that are underrepresented in traditional approaches to knowledge and learning. These courses examine the ways in which disciplines, histories, and paradigms of knowledge are reconfigured by the study of diversity related intellectual questions.

Diversity Perspectives courses are designated "DVPS" at the end of course descriptions. They may be viewed in the Banner Class Schedule by choosing "Diversity Perspectives" in the Attribute Type section.

Visit the Dean of the College
website at

<http://brown.edu/college>
for more information about
courses described on this page.

Course Placement

In addition to using prior college course work, AP's and other exam results to guide placement into higher level courses, departments offer course placement tests to help you determine the appropriate level course for you.

College Courses Prior to Brown

As a transfer student you may have already taken introductory courses in many areas. If you believe these satisfy prerequisites to the higher level courses that you wish to take, you should consult with a department placement advisor. The placement advisor can help you determine the appropriate course level for you and authorize an override so that you can register.

Advanced Placement (AP) Credits

At Brown, AP examinations may be used to accelerate graduation, to place into certain courses, or to earn departmental credit in some cases. AP courses do not, however, count toward the 30-course degree requirement at Brown. Students who elect to accept advanced standing on the basis of their AP credits are granted enrollment credit only and must still earn credit for 30 courses for their Brown degree.

AP placement and credit policies vary by department: some departments grant course credit immediately, some grant departmental credit retroactively upon a student's successfully completing one of their advanced courses, and still other departments accept no AP credit whatsoever. For further information on departmental procedures regarding a particular score, contact the departmental AP advisor or check the Dean of the College website at <http://brown.edu/college>.

Students who wish to seek notation of AP credits must arrange for Brown to receive an official copy of their scores from the College Board after committing to attend Brown. If Brown receives your official score report, AP credits that automatically count

for course credit can be entered on your academic record. Students receiving approval for AP credits contingent on their taking one or more courses at Brown must inform the Dean's Office when they have successfully completed these courses. These AP credits will not be added to a student's academic record until the Dean's Office is notified.

A form for this purpose is available at the Dean's Office and online.

International Certifications

Brown transfer students with international certifications may use their exam scores to place into more advanced courses, to meet one or more concentration requirements, or to complete their Brown degree in fewer semesters, provided they fulfill Brown's minimum in-residence enrollment requirement of 4 semesters of full-time study. Brown's policies related to international certification credit are quite strict. Students are advised to visit the Dean of the College website to read about Brown's policies in this area before deciding if they wish to have their exam scores processed for transfer credit.

In order to have their international exam scores considered for Brown credit, students must have their scores on file at Brown or present their original exam certificate, along with scores, to the appropriate academic dean. Students may present their student ID at 201 University Hall and ask the administrative assistant to check their file for exam scores.

Students whose international certification scores meet the minimum criteria in a given subject may enroll in an advanced course even if their scores are not yet on file at Brown.

Students who register for courses equivalent to their exam results jeopardize their ability to receive advanced standing from the University. Students who are unsure about the appropriate course level should consult their academic advisor, the appropriate academic department, or the Office of the Dean of the College.



Course Placement Tests

Placement tests are required for certain courses in biology, calculus, foreign languages, music, and psychology. The tests are administered during Orientation or the first two weeks of the semester. The main course placement test requirements are described below. For further information, consult the appropriate department's page on Brown's website.

BIOLOGY PLACEMENT TEST

Biology 200 is required for the A.B. and Sc.B. in biology and in the human biology degree. Most students planning to study biology or psychology or who consider themselves premed will enroll in this course. A score of 4 or 5 on the Advanced Placement Test in biology fulfills the Biology 200 requirement. Students who have an unusually strong background in the biological sciences but who have not taken the AP test may be exempted from the Biology 200 requirement if they take Brown's Biology Placement Test and receive the appropriate score.

CALCULUS AND PRE-CALCULUS PLACEMENT TESTS

The Mathematics Department offers a wide range of courses for students with various levels of preparation in math. Math 90 and 100 comprise the standard year-long calculus sequence required for pre-med. Mathematics 50 and 60, which spread the first semester of calculus (the equivalent of Math 90) over one year, are appropriate for students whose scores show a need for additional math preparation. Enrollment in Math 50 and 60 requires permission of the instructor and completion of the pre-calculus placement test.

AP calculus scores of 4 or 5 count for Math Department credit. Students who have not taken the Advanced Placement Test in calculus but have studied calculus in high school and intend to continue their study of mathematics at Brown should take the Math Placement Exam. No previous notification is necessary to take either the calculus or pre-calculus test.

Students who are unsure of which mathematics course they should choose are advised to take the calculus or pre-calculus placement test and then consult with the placement advisor or one of the instructors of the math courses in question. This exam is optional and purely for the student's benefit in determining the best placement in a math course; it does not carry any advanced placement or other credit.

LANGUAGE PLACEMENT EXAMS

All students intending to study a foreign language with which they have some familiarity, and who have not previously submitted scores from the SAT Achievement Test or an Advanced Placement Test in that language, are required to take a Brown

foreign-language placement test.

Students who have submitted scores on an SAT Achievement or Advanced Placement Test but plan to gain significant language experience before coming to Brown (or by a stay of considerable duration in the relevant foreign country) should also plan to take a Brown foreign-language placement test during Orientation.

MUSIC PLACEMENT EXAMS

Placement in many music courses is determined by an audition process during the first week or so of the semester. Introduction to Music Theory requires a placement exam, and most performance course offerings require auditions and written permission for enrollment. Audition sign-up sheets are posted in the Music Department at the beginning of the semester. Consult the Music Department website for a complete list of course offerings and prerequisites.

PSYCHOLOGY PLACEMENT TEST

CLPS 10 is a prerequisite for all other courses in psychology except for those students who earn a 4 or 5 on the Psychology AP test or who pass the Psychology Placement Test given at the beginning of each semester. Students who meet these criteria have met the CLPS 10 prerequisite and may enroll in more advanced courses.

CHEMISTRY PLACEMENT

The chemistry department offers two principal options for students interested in taking introductory chemistry. Chemistry 0330 (Equilibrium, Rate and Structure) is a one-semester course with both lecture and laboratory portions. It serves as the foundation course and entry point for all other chemistry courses, and is intended for students who have had a solid preparation in chemistry – at least one year, and preferably two years, of previous high school courses. Chemistry 0100 (Introductory Chemistry), by contrast, has no associated laboratory. It is designed for students with little or no chemistry background and is available both as a summer online tutorial and as a traditional course during the academic year.

Students who wish to take Chemistry 0330 are required either to pass a short placement exam that will be offered online towards the end of the summer, to have successfully completed Chemistry 0100, or to have scored a 4 or 5 on the AP Chemistry exam. The official AP test results must be on file with the Registrar's office before the opening date of the online placement exam. Placement out of Chemistry 0330 is generally appropriate only for students who have completed IB-Higher Level Chemistry exams, British A-level exams, or equivalent courses at another university.

Choosing Courses and Registering

You will register for courses online on Banner after you arrive on campus for the fall and spring terms respectively.

Brown's advising team will send you emails about important steps in the course registration process during the summer. You will also receive *Planning Your Liberal Education*, a booklet that provides detailed instructions on how to begin planning your first year of study at Brown.

Choosing courses as a transfer student involves bearing in mind how many semesters you have to sample Brown's course offerings, complete a concentration, and fulfill all other Brown degree requirements.

With so many course and concentration options available at Brown, transfer students should research these options early. Taking a range of courses during the first year of study at Brown will help transfer students to get a feel for the curriculum, the professors, and the areas of study that most interest them; likewise reviewing concentration requirements can also help in the selection of courses.

The following suggestions may help focus the task:

- Use our new interactive web tool, Focal Point, to explore the many intellectual paths you can take at Brown. The site helps you investigate specific concentrations (or majors) and explore how your personal interests might take academic shape. Visit <http://brown.edu/Administration/focal-point/> to try out Focal Point.
- Review Brown's concentrations and requirements on-line here also. [html](#). If you already have a good idea of the area(s) in which you wish to concentrate, it is best to familiarize yourself with requirements and take one or two related courses. Certain concentrations, such as engineering, have a particularly high number of required courses. Students who think they may want to concentrate in such areas are well advised to meet with a concentration advisor to discuss course selection and take a course in the concentration during their first year of study.
- Browse Brown's *Course Announcement Bulletin* (online) and departmental websites to get a sense of the range of course offerings at Brown. Check departments in which you think you may never feel a stirring of interest; what you find may pique your curiosity.
- Go to <http://coursemap.brown.edu> to browse Brown's course offerings. Designed by Dan Rosenberg '08, a Brown computer science concentrator, CourseMap links the entire Brown curriculum via key words, using the graphical ThinkMap interface. You can find courses that focus on similar topics, type in key terms to find related courses across disciplines, or search for courses taught by the course instructor. All of this information is presented through an easy-to-use interface that also provides all of the scheduling information you need.
- Spend some time on Banner, Brown's online course scheduler, where you can view course offerings by department and by key word. The site also allows you to experiment with various class schedules. When you arrive on campus, you will use this site to register for your courses. Detailed information on using the course scheduler is on the Dean of the College website under "Choosing Courses."
- Choose a balanced set of courses. If you are pre-med, for example, avoid the temptation to take two challenging science classes in your first semester. Instead, sample courses from the humanities, social sciences, and the natural and physical sciences. If you are planning on taking a large lecture course, make sure you balance this with a class that is small in size.
- Give serious thought to taking a language course, especially if you wish to study abroad. Students who plan to study abroad are often required to demonstrate proficiency in the host country's native language. Some introductory language courses are year-long courses that require students to complete both semesters in order to earn credit for the course.
- Remember that your initial course selection is a plan, not a contract. Students change their minds any number of times before finally settling on the four courses that seem best for a given semester.



Course Registration and Changes

Incoming students will meet with their academic advisors during Orientation to discuss their course plan for the first semester. Students may drop and add courses using the online registration system for the first two weeks of a semester without charge. During weeks three and four, course changes may be made in person at the Registrar's Office and are assessed a fee for each change. Courses may not be added after the first four weeks of a semester.

A copy of each change form filed by a student is returned to the student for retention as evidence that he or she has in fact filed the appropriate form. Students are strongly advised to keep their copies in a readily available location in the event there is any question regarding receipt of the required forms.

Grade Options

When registering for courses, Brown students must indicate whether they are taking a course for a grade (G) or satisfactory/no credit (S/NC). A small number of courses are designated by their instructors as mandatory S/NC. Students may change their grade option for a course online or in the Registrar's Office by filing a Course Change Form during the first four weeks of the semester. No grade option changes are allowed after the first four weeks of any semester.

The founders of Brown's open curriculum implemented the S/NC option to encourage students to sample all areas of the curriculum. Students use the S/NC option for a variety of reasons, some pedagogical or philosophical, some by the instructor's request, but most students agree that S/NC allows for exploration of a particular topic without the stress and pressure that a graded evaluation may impart.

The guidelines below may help students decide whether or not to take a course S/NC.

- Taking one course per semester with the S/NC option will have little or no effect on post-graduation plans. (Since transfer credits do not appear with a grade on Brown's tran-

script, transfer students should present all transcripts to represent their overall record.)

- Concentration courses and pre-med requirements should generally be taken for a letter grade, particularly if a student intends to pursue graduate or professional school.
- No single course, whether taken for a grade or S/NC, will determine a student's admission to a particular profession or graduate program. It is the overall academic record that matters.
- Students interested in earning academic honors such as magna cum laude and Phi Beta Kappa should be aware that these honors are awarded on the basis of the number of grades of "A" or "S with distinction" in a student's record.

Course Performance Reports (CPR)

In addition to the two grade options at Brown, students may request a narrative evaluation of their performance from their course instructors. These Course Performance Reports provide valuable information to students about their success in meeting course learning objectives, especially for courses graded S/NC.

Any student regularly enrolled in a course may request a Course Performance Report (CPR) and, at the instructor's discretion, receive one. Instructors of mandatory S/NC courses are obliged to honor such requests. For all other courses, instructors may decline to submit such a form if they believe they have inadequate information to do so. Students must submit CPR requests to their course instructors before mid-semester.

Course Performance Reports are not part of a student's official academic record or transcript, but a student may request that the University send one or more CPRs with their official transcripts. In such cases, students must provide the Registrar's Office with copies of the CPRs when submitting their transcript requests.

Special Curricular Options

THE BROWN SUMMER SESSION

Brown's Summer Session, which runs from mid-June to early August, allows students to earn up to four summer course credits toward their Brown degree. Benefits of summer study include smaller classes, more opportunity for close interaction with faculty, and time to focus on a limited set of objectives. Because the schedule of study is very intense, students may take a maximum of two summer courses each year. Successful completion of four Brown summer courses may waive one semester of enrollment credit, if the student wishes. Course fees are lower than those for fall and spring course offerings, and financial aid is available through the Office of Continuing Education.

RHODE ISLAND SCHOOL OF DESIGN

All Brown students have the option of taking courses at the renowned Rhode Island School of Design (RISD), adjacent to Brown on College Hill. Up to four RISD classes may count toward students' degree requirements at Brown. During the fall and spring semesters, Brown students enroll at RISD under a cross-registration agreement that is part of their Brown tuition. Students may take courses at RISD during the school's summer and January terms, but students pay RISD directly when they register for a summer class. Once approved, each RISD course (3 to 5 credits) is regarded as the full equivalent of a Brown course, and upon satisfactory completion is recorded on the student's Brown transcript. Visit RISD's website at <http://risd.edu> to learn about their course offerings.

INDEPENDENT STUDY

Consistent with its commitment to student-directed learning, Brown offers a variety of independent study opportunities. Many academic departments offer independent research or reading courses. Students may also initiate, design, and execute independent study projects with the help of faculty advisors. Group Independent Study Projects allow students and faculty to develop credit-bearing courses that are not a regular part of the Brown curriculum. Finally, students may choose to design their own independent concentrations if standard concentration offerings do not suit their interests. Students interested in independent academic work are advised to build strong relationships with faculty in their areas of interest. Students who demonstrate serious commitment to a subject and an ability to

take the initiative with professors are much more likely to succeed in finding a faculty sponsor for an independent study project.

INTERNATIONAL STUDY

Brown's Office of International Programs (OIP) sends approximately 600 students abroad each year. The University sponsors programs in 14 countries at 53 different institutions. Programs are available in Barbados, Brazil, Cuba, the Czech Republic, Denmark, France, Germany, India, Italy, Japan, Spain, Sweden, Tanzania, and the United Kingdom. In addition, students can participate in any of 136 other approved programs in more than 47 countries. Students may also petition to receive Brown transfer credit from other program sites. Limitations apply.

Since most students who study abroad do so in their junior year, transfer students must plan early for study abroad to be a viable and feasible option. Transfer students should gather information about international study opportunities during their first semester at Brown so that they may plan their academic course of study accordingly.

Many study abroad programs require students to demonstrate proficiency in the host country's primary language. (e.g. where French, German, Italian, Portuguese, or Spanish is the primary language. For further information, please contact OIP.) Additionally, transfer students should bear in mind that study abroad will not count toward fulfillment of Brown's four semester in-residence enrollment requirement.

STUDY AWAY IN THE UNITED STATES

Brown students sometimes choose to study at another U.S. college or university while they are matriculated at Brown (within established transfer credit limits). Students can transfer credit to Brown from another institution with prior approval of the appropriate academic departments and the Committee on Academic Standing. Contact the Dean of the College Office for more information about programs that have been acceptable in the past and that continue to maintain academic quality consistent with Brown's standards.



Brown students are encouraged to study broadly by choosing courses according to their developing interests.

Choosing a Concentration

As students entering Brown with advanced standing from previous college study, transfer students must declare a concentration soon after they arrive. With nearly 80 concentrations, choosing a concentration may seem like a daunting process. The guidelines below will help you choose a concentration that is right for you.

- **When choosing courses each semester, consider some of them as possible “trial runs” for a concentration.** Evaluate your likes and dislikes; try to get a feel for your academic strengths and weaknesses as they might apply to a given field. Might one or more of these areas of study “fit” you as a possible concentration?
- **Talk to faculty, academic advisors, Randall Counselors, deans, and upperclass students.** Seek advice from several different sources. Although the final choice of concentration is, of course, yours alone to make, professors, administrators, and other students can help you see new perspectives, and may have information critical to your decisions. Your intended concentration also may have an affiliated Departmental Undergraduate Group (DUG) that can provide insight into a course of study.
- **Review departmental requirements on Focal Point for concentrations you are considering.** Use our new interactive web tool, Focal Point. The site helps you investigate specific concentrations (or majors) and explore how your personal interests might take academic shape. Visit <http://brown.edu/Administration/focal-point/> to try out Focal Point.

If instead of a standard concentration, you are considering declaring an independent concentration, visit the Curricular Resource Center (CRC) to consult with one of the peer counselors and to review a database of previously approved independent concentrations. You will also need to meet with the Dean of Upperclass Studies in the Dean of the College Office.

- **Attend a Concentration Forum and visit a concentration advisor.** Each department has a concentration advisor. You can make appointments with departmental concentration advisors at any time of the year. Use these visits to discuss details of various concentrations with departmental advisors. You can also visit a Concentration Forum where many advisors are on hand to offer consultation. (You will receive event information during the semester.)



Completing the Online Concentration Declaration Process

Once you have decided on a concentration, complete the following steps:

1. **Obtain a copy of your internal academic record at Brown and a copy of your transcript from your previous school.** Review the courses you have taken, and list those that you think might count toward your concentration. Map out the additional courses you need to take to complete your proposed concentration. Past issues of

Brown's *Course Announcement Bulletin* are a good reference; they can be found in the archives of the John Hay Library.

2. **Speak to your Concentration Advisor.** The department that houses your concentration will have at least one faculty member who counsels concentrators. If you have not done so already, make an appointment with this person to discuss the department's concentration requirements. Take a tentative list of the courses in your concentration to this meeting. If you will be seeking concentration approval for courses transferred from your previous institution, ask what materials you need to bring to the meeting for approval of these courses. Other issues you may want to address include foreign study credits and departmental requirements for the concentration honors program.

3. **Fill out the "Revision of Previously Approved Transfer Credits" Form.** Download this form from the Registrar's website or pick it up at the Registrar's Office. If you completed courses at your previous institution that you would like to count toward your concentration, collect course descriptions, syllabi, and graded assignments from these courses. Take these materials to your meeting with the concentration advisor, who must sign the form. You may also need departmental approval to receive credit equivalent to a specific Brown course. Once you have obtained the necessary signatures, file the approved form with the Registrar's Office.

4. **Fill out the Online Concentration Declaration Form.** Forms and instructions will be found via the 'Concentrations' tab at <https://apps.college.brown.edu/ask/>. The most important steps in the form-filing procedure are explained below.

a) List the courses you have already completed within your concentration and the ones you plan to take in the future. These lists are rough guides for you and your concentration advisor. Every department has some courses you *must* take; aside from these requirements, you aren't obligated to take every course you list on your forms.

b) Write the concentration essay(s). Like the course list, the essay part of the concentration is a guide for your advisor, as well as an opportunity for you to articulate your interest in that field. The more thoughtfully you write about why you want to enter a particular concentration, the more meaningful and helpful your work with your advisor will be.

c) Get the proper approvals. Allow ample time for your concentration advisor's approval. You will be notified by email once your advisor approves, and the Registrar will record it in the student information system. Concentrations are not formally declared until the advisor approves.

Note: If you plan to have two concentrations, you must complete two separate concentration forms, one for each program of study.

Pay Attention to Deadlines. With the exception of transfer students who enter as fifth semester students, students are not allowed to register for fifth semester courses unless a concentration declaration is on file in the Registrar's Office by the designated date. Students who miss the deadline to declare an additional concentration (in the early part of their 7th semester level) will not be permitted to add a second concentration. Check the appropriate semester's Academic Calendar on the Registrar's website for the deadline. Students who are late in filing forms are assessed a fee and are not guaranteed pre-registration privileges if they file after the deadline.

Remember that your education is a process that unfolds over time. While it is advisable to be decisive and to get on with the business of choosing a concentration, remember that *the declaration of a concentration is a blueprint subject to revision as your education unfolds*. Work on building relationships with your concentration advisor, other faculty, and an academic dean. As your understanding of your educational goals evolve, the people in your advising network will help you think through your options and plan a course of study that is right for you.



Brown students are encouraged to study broadly by choosing courses according to their developing interests.

Undergraduate Research

Brown sponsors a number of fellowship and grant programs that support student research. Many of these programs are specifically designed to facilitate faculty-student research collaborations. Brown's signature undergraduate research programs are described below. For a comprehensive guide to undergraduate research opportunities at Brown, visit <http://brown.edu/college>.

The UTRA Program

Each year, Brown awards over two hundred Undergraduate Teaching and Research Awards (UTRAs) to students who have applied to work closely in research and course development with faculty members. These collaborative projects provide valuable academic training, allow students to test their interest in pursuing an academic career, and contribute directly to research and curricular development at Brown. UTRAs are available for U.S.-based projects during the summer or semester and for international projects during the summer.

International Scholars Program

This program provides an opportunity for undergraduate students to pursue international research projects with the support of Brown faculty mentors. Each year, student fellows receive up to \$5,000 to pursue scholarly interests abroad during the summer and to participate in an ongoing seminar during the following academic year. Fellows may apply for an additional \$1,000 in project extension funds upon return from international summer experiences. For more information, visit <http://swearercenter.brown.edu/fellowships/>.

Mellon Mays Undergraduate Fellowships

Mellon Mays Fellowships support Brown students who show extraordinary scholarly potential and who are committed to eradicating racial disparities in higher education. The program's goal is to encourage individuals from certain racial and ethnic minorities to pursue Ph.D.s and to join college faculties. Each MMUF recipient conducts a long-term individual research project under the guidance of a faculty mentor. Students apply for the program in their sophomore year. Fellows who remain in good standing with the program receive a stipend for each of the two summers of their fellowship and for each semester of their junior and senior years. Upon enrollment in an eligible graduate program, Fellows receive additional financial benefits and other forms of support.

Royce Fellowships

Every spring, approximately twenty students at Brown receive a Royce Fellowship of \$4,000 to pursue a research project designed with a Brown faculty member. Fellowships are awarded to students with distinguished records of scholarship and leadership who are committed to public service. For more information, visit <http://swearercenter.brown.edu>.



Brown has been a pioneer in involving undergraduates in cutting-edge research projects.

Academic Support Services

Academic life at Brown is intense. Students report that the intensity is less about competition and more about needing to meet their own high standards for participating fully in the life of the University. Brown provides an abundance of academic support services to help students achieve their academic objectives. These services are described in more detail on the Dean of the College website at <http://brown.edu/college>.

Dean of the College Office

The academic deans help all students take full advantage of Brown's intellectual resources and curricular options. Academic deans interact with students on an individual level and on a regular basis. They serve as advisors to students, keep weekly open hours during which students can drop in to discuss any aspect of their academic experience, oversee Brown's academic advising programs, and provide assistance to students needing enhanced academic support.

Located on the second floor of University Hall and in Advising Central (on the third floor of J. Walter Wilson), academic deans are available for drop-in consultations every weekday. Students may also make appointments with deans who specialize in academic or co-curricular programs of interest to them.

The Writing Center

The Writing Center, located in J. Walter Wilson, provides individual and group writing support free of charge to any member of the Brown community. Writing Center staff help students with all stages of the writing process, from finding a topic through drafting, revising, and final editing. Writing conferences generally last an hour; ongoing weekly appointments are available. Writing Center associates also offer workshops for groups of students on various writing topics. The Writing Center is open Sunday 3 to 9 p.m. and Monday through



Thursday from 12 to 9 p.m. Students may drop in, but it is usually best to schedule an appointment in advance.

Academic Support

The Academic Support Program, located in J. Walter Wilson, supplements the resources provided by course instructors and teaching assistants. Its services are designed to help students get the help they need to succeed academically. Students can register for free academic coaching or group tutoring for select courses, mainly in introductory math, science, and economics courses.

Peer academic coaches conduct workshops and meet individually with students to help develop successful study habits and learning strategies. Topics covered include time management, note-taking, exam preparation, and other study skills. In group tutoring, a trained peer tutor meets weekly with a small group of students to review important topics covered in class. Those who need more focused individual attention may also be eligible for one-on-one tutoring. Language tutors are available in certain introductory and intermediate language classes for individual assistance with instructor approval.

Curricular Resource Center

The Curricular Resource Center (CRC) is a place where undergraduates advise each other about engaging with Brown's curriculum and its academic resources. Student coordinators share expertise about how to craft independent study projects and independent concentrations, how to discover learning opportunities away from campus, and how to prepare for a meaningful life after graduation.

The CRC was instituted in 1976 by undergraduates who wanted to make good on Brown's promise of a student-centered, interdisciplinary education. It continues to offer responsible, peer advising for students seeking to make the most of their Brown experience and to lead an engaged life both on campus and in their work beyond Brown.

The Science Center

The Science Center offers comprehensive support for science education at Brown. In addition to providing science-specific advising and academic support, the Science Center is home to academic mentoring programs such as Women in Science and Engineering (WiSE) and the New Scientist Program (NSP). It is also the campus clearinghouse for information about hundreds of research, fellowship, and internship opportunities at Brown and around the world. Students can meet with a Science Center advisor to discuss a fellowship application, research proposal, or poster presentation. The Science Center is located on the 3rd floor of the Sciences Library. Visit the Center's website at http://brown.edu/Administration/Dean_of_the_College/Science_Center/ to learn more about science-related activities and opportunities at Brown.



Peer tutoring is one of many opportunities for students to receive feedback and advice on their work.

Math Resource Center

The Math Resource Center (MRC) provides academic support for students taking introductory mathematics courses at Brown. The Center is staffed by graduate and undergraduate students who help students on an individual or small group basis. Any student enrolled in introductory math courses (Math 50 through Math 200), Math 520, or Applied Math 330 or 340 may come in for help with concepts and homework related to their classes. Many students use the MRC as a meeting place for small study groups of friends and other people who are taking the same course.

The MRC is located in Kassar House and is open from 8–10 p.m., Monday–Thursday, during the academic year. Check the Math Resource Center website at <http://math.brown.edu/mrc/> for a complete schedule.

Women in Science and Engineering

The Women in Science and Engineering Program (WiSE) provides academic support and mentoring to Brown women interested in science, math, technology, and engineering. With a membership of more than 700 students and faculty from all fields of science at Brown, WiSE offers a peer mentor program for first-year Brown women and networking events for students and faculty.

WiSE supports K–12 educational initiatives through the annual Athena Science Challenge, inviting girls from area high schools to compete. Other WiSE events allow students to meet and interact with Women in Science from other colleges in the Northeast. More information about WiSE is available at http://brown.edu/Student_Services/WiSE.

The New Scientist Program

The New Scientist Program (NSP) exists to increase the performance, presence, and retention of students from under-represented groups in science, technology, engineering and mathematics fields. In support of that mission, NSP provides a host of programs, including a mentoring program, and partially funds students' attendance at science-related conferences. More information about NSP is available on the Science Center website.

Libraries

AND INFORMATION LITERACY

The Library's collections, developed and curated over its 247-year history, include unique works and renowned special collections. From American poetry to the history of science, Brown's collections expose students to the breadth and depth of human understanding, and support students as they revisit and question accepted theories, and explore new ideas.

In addition to Brown's special materials, the Library's core collections cover some eighty subject areas and supply rich opportunities to investigate interdisciplinary approaches. Licensed electronic holdings include over 500,000 e-books, 60,000 electronic scholarly journals, and 300 licensed databases. These online resources are available anytime anywhere. Our physical collections include over 6 million items housed in six library facilities. Beyond our holdings, Brown students have direct access to collections owned by the Rhode Island School of Design and most other US libraries via our *easyBorrow* service.

With so much at hand – both on site as well as easily available via the internet – the sheer volume of information has made it difficult to critically evaluate and use resources responsibly in academic settings. Library subject specialists meet individually with students to assist with research. They offer guidance on selecting appropriate sources as well as copyright issues and plagiarism. A variety of tutorials and workshops on using specialized resources and software are available to aid students in honing their research skills. Library staff are ready to help in person, over the phone, via chat, by email, or by special appointment. Staff are happy to help with brief questions (Ask-a-Librarian chat service) or extended consultations.

As a 21st-century research library, Brown is devoted to expanding the ability of students and faculty to explore new forms of scholarship using digital technologies and actively supports emerging trends in digital research. The Library's Center for Digital Scholarship assists scholars in creating, using, and disseminating scholarly materials in a wide range of digital media. In addition to developing digital collections (currently nearly 60,000 digital images, texts, audio, and video), the CDS also creates the infrastructure and tools needed to support digital scholarship at Brown and across the university's academic landscape.

Four on-campus libraries offer students a variety of choices for study and socializing. Library spaces range from quiet areas to group study rooms to lounges and cafés. The libraries are open more than 110 hours a week, including 24/5 at the Friedman Study Center in the Sciences Library. All libraries have wireless access, computer clusters, and printing service. Trained student technologists are on hand to help with problems or to answer questions.

For more information about library services and collections, please visit library.brown.edu.



The Brown University Library's system includes: John D. Rockefeller Jr. Library, the Sciences Library and the Friedman Study Center, the John Hay Library, the Orwig Music Library, the Annmary Brown Memorial, and the Library Collections Annex (an off-campus high density storage facility). In addition, the John Carter Brown Library is an independent library affiliated with the University; it holds one of the world's outstanding collections in the field of early Americana.

Computing and Information Services

Brown's Computing and Information Services (CIS) offers a wide range of support services to ensure that students have easy access to the resources needed to incorporate technology into academic life. All Brown campus buildings are connected to a private campus network and to the Internet. Wireless networking is available in most residence halls, classrooms, academic buildings, and outdoor areas. Students have access to computer workstations in the libraries and the Thomas J. Watson Sr. Center for Information Technology (CIT), Internet kiosks in several campus locations, and multimedia lab workstations in the Friedman Study Center.

Printing – color and black & white – is offered in the CIT and library computing clus-

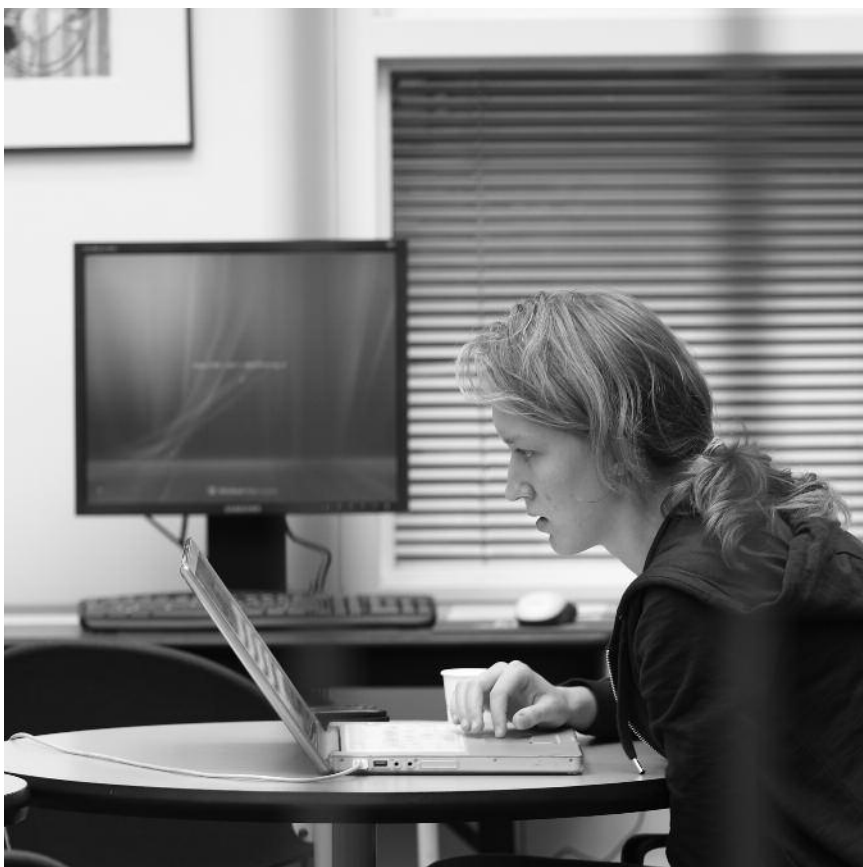
ters. There is a nominal fee for printing, which is funded by each student's declining balance strip on their Brown ID.

At Brown, courses take advantage of a wide range of technology. Many professors use MyCourses to provide online access to syllabi, assignments, reference sources, and multimedia as well as to facilitate engagement outside the classroom through electronic discussion. iClicker personal response devices are used to engage students in large lectures. Equipment for multimedia course projects is available for loan. Entertainment and educational television programming is accessible from personal computers in residence halls.

CIS provides many software packages, from antivirus to computational, for use by the Brown community. This software can be downloaded at <http://software.brown.edu>. Training workshops cover diverse topics such as Web publishing, Excel, PowerPoint, graphics and animation software, library resources, video editing, desktop databases, statistical programs, EndNote, and specialized writing workshops in various subject areas.

Computing Policy

Brown University expects that students will behave responsibly and legally in their use of the computing resources of the University. To use Brown's electronic services, students must agree to comply with the Acceptable Use and Network Connection policies found at <http://cis.brown.edu/policy>. Violation of these policies may result in disciplinary action, up to and including suspension or separation.



Student Computers

For incoming students purchasing a computer, CIS recommends Dell and Apple computers. As Brown's preferred supplier of Windows computers, Dell offers an online purchasing option that allows customers to select one of CIS's recommended configurations for the deepest discount, or students may configure their own systems. Students become eligible for this program once they have activated their computing accounts. Students may use educational discounts offered through Brown's Computer Store to purchase Dell and Apple computers. Incoming students can review Dell standard configurations at http://brown.edu/cis/support/buying_a_computer.

Students who already own a computer should check CIS's website at <http://software.brown.edu/support/hardware.html> to ensure that their computer is equipped with minimum hardware specifications for Brown computer support.

Accounts and E-mail

Incoming students are required to activate their computing accounts by early June so that they may complete the roommate questionnaire, register for courses, and receive official University communications. This account provides access to a number of electronic services including the housing system, Banner, MyCourses, wireless, and more. Every Brown student is issued a Brown e-mail address, typically in the form Firstname_Lastname@brown.edu. After graduation, this will be continued as an @alumni.brown.edu address. GoogleApps@Brown provides not only an e-mail account, but also a number of other tools including calendars and online documents, which will be familiar to those students who already have a personal Gmail account.

Support Services

Throughout the academic year, the CIS Help Desk provides computer support by telephone, e-mail, and appointment. During the first days of Orientation, the Help Desk is available to help students connect their computers to the Brown network.

The Help Desk may be reached at 401 863-HELP (4357) or help@brown.edu.

Students have access to computer workstations, printing, and other services at Brown's Center for Information Technology. The CIT also houses Brown's Department of Computer Science.





Arriving on Campus

New students and their families are welcomed to Brown on Saturday, September 3 (fall) or Saturday, January 21 (mid-year). University deans, faculty, staff, and students will be on hand to answer questions about navigating campus, and getting settled. Orientation for transfer and RUE students officially begins Saturday late afternoon on September 3 for students entering this fall and Sunday late afternoon on January 22 for mid-year students.

Getting to Providence

BY AIR

The easiest way to get to Providence by air is to fly into Rhode Island's T.F. Green airport, named after Brown alumnus Theodore Francis Green, class of 1887. T.F. Green is served by most national and regional airlines and is approximately 10 miles from the University in Warwick, Rhode Island.

Logan International Airport, located in Boston, Massachusetts, is about 40 miles from Brown. This airport is much larger than T.F. Green and serves more airlines; it is also more difficult to navigate.

BY TRAIN

Rail service to and from Boston and New York (as well as points in between) runs through the Providence Amtrak station, a 20 minute walk uphill from campus. In addition, the Massachusetts Transit Authority commuter rail runs between Providence and Boston weekday mornings and late afternoons.

By Bus

Providence is served by Greyhound and Peter Pan Lines, both of which offer shuttle service from Kennedy Plaza downtown to the main terminal at Exit 25 off Route 95 North. Buses run regularly to most points out of state, including to Logan Airport in Boston.

Shipping students' belongings

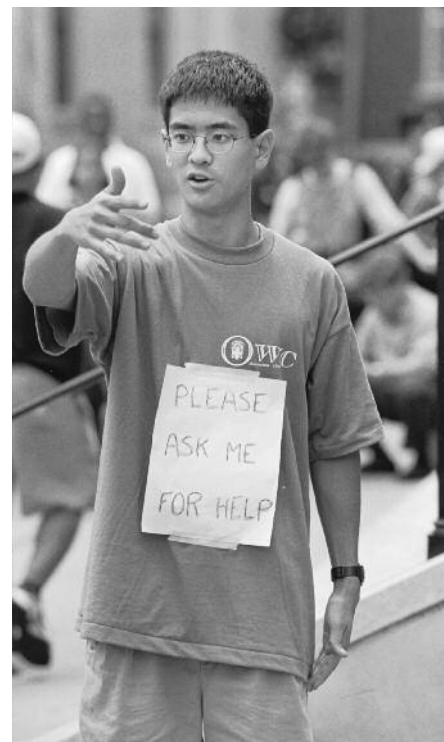
Brown Mail Services accepts packages from the U.S. Postal Service, Federal Express, United Parcel Service, and DHL. Arrangements should be made with the package carrier so that belongings arrive at Brown no more than one week prior to the student's arrival.

The Brown mailbox number, a four-digit number, must be included when sending student mail to Brown. When shipping items to Brown, please use the address format below.

Student's name
Brown University
69 Brown Street Student Box _____
Providence, RI 02912

When a student's belongings arrive at Brown, Mail Services will send an e-mail "Notice of Arrival" or place a notice in the recipient's mailbox with instructions for claiming his or her belongings.

Mail Services is located in the J. Walter Wilson building at 69 Brown Street. More information about Brown University Mail Services is available at http://brown.edu/Administration/Finance_and_Admin/Mail. Mailroom staff may be reached by telephone at 401 863-2900.



Orientation and Special Activities

Brown's Orientation program for transfer students aims to educate students about Brown's open curriculum and the educational experiences it makes possible. Orientation also provides structured opportunities for students to begin to build community and to form lasting friendships. For these reasons, it is essential that all incoming transfer students participate in Orientation, which officially begins Saturday afternoon, September 3 in the fall; or Sunday afternoon, January 22 for mid-year students.

Orientation to Brown begins during the months prior to arrival on campus, when incoming students use an interactive website to learn about the curriculum and campus life at Brown. Bookmark <http://brown.edu/orientation> and check it often for news and updates.

In addition to the required orientation, transfer students may also apply to the Brown Outdoor Leadership Training program, BOLT. BOLT provides sophomores and new transfer students with the opportunity to practice leadership skills in a wilderness setting. The pro-

gram begins with a 5-day back-packing trip in the spectacular White Mountains of New Hampshire and continues with organized activities on campus throughout the year. This year's BOLT begins on Sunday, August 28, with a required pre-trip meeting. The back-packing trip itself is scheduled for August 29 to September 2. Students will return to Brown's campus in time to participate in Orientation. For application instructions and information about BOLT, visit their website at http://brown.edu/Student_Services/BOLT.

Brown also offers a special orientation in the fall for international students and their parents before general Orientation. Hosted by University administrators and currently enrolled international students, International Orientation runs from Wednesday, August 31 through Saturday, September 3. This program provides critical information about academic expectations, campus life, and student immigration and visa policies. International students are encouraged to move into the residence halls on Wednesday, August 31, in order to participate in IMP. Details and registration information may be found at <http://students.brown.edu/imp>.

Students interested in any of these programs should contact program representatives no later than the end of July.



Living on Campus

Students come to Brown expecting an outstanding education in courses taught by world-class faculty. What they should also be prepared for is an extraordinarily diverse and exciting campus life experience. A remarkable array of student activities occurs outside of the classroom at Brown; these activities complement students' formal education and are a key element of Brown's unique culture of learning.

Brown's requirement that all students must live on campus through the end of their junior year (6th semester standing) reflects the belief that residential college life is a critical component of the Brown educational experience. When students live on campus, they are much more likely to participate in student organizations and projects, cultural events and social gatherings, and civic engagement activities. Students who live on campus are also more likely to turn to one another for advice on academic choices, social opportunities, and personal issues. Such peer-advising networks are helpful at any school, but they are essential at Brown because of the large degree of freedom students are granted to chart their own education.

Exceptions to Brown's residence life policy are granted in 12-month increments to Resumed Undergraduate Education (RUE) students, married students, and students living with their parents locally. Students who fall into these categories must register each academic year with the Residential Life Office. RUE students may find Brown's auxiliary housing listings helpful. See http://brown.edu/Administration/Auxiliary_Housing/.

Meals on Campus

Consistent with Brown's commitment to the residential college model, transfer students are required throughout their first year of residence at Brown to participate in a meal plan at Brown. (Exceptions may be granted to RUE students).

Students may choose from meal options that run the gamut from traditional "all-you-can-eat" service to à la carte dining at retail cafés and casual restaurants around campus. Daily menus are posted across campus and published in the *Brown Daily Herald*, Brown's student-run newspaper, and at <http://brown.edu/food>. Each meal plan comes with FlexPlus Points that can be used to purchase food at campus snack bars, coffee carts, and convenience stores.

A registered dietitian on staff plans menus and advises students with special dietary needs. Kosher/Halal meal plan options that enable observant Jewish and Muslim students to adhere to dietary laws are also offered. To find the meal plan that best fits your needs, please review the options online at <http://brown.edu/food>.

Students should indicate their dining preferences on the Meal Plan Response Card included in this mailing. All changes must be made by July 1 for the fall semester and January 3 for the spring semester. (If you do not wish to make a change, you need not return the meal plan card.) Questions concerning the terms of meal plan contracts should be directed to Brown Dining Services, Box 1936, Providence, R.I. 02912; 401 863-3343.



Residence Hall Life

As much as possible, transfer students will be placed with a roommate or suitemate in residence halls with other students who are at a similar semester level. In most residence halls, men and women are housed on the same floor. All residence halls are staffed with student peer leaders, known as RPLs (Residential Peer Leaders), who serve as peer resources and collaborate with faculty, staff and students to create a living and learning environment. Community Directors provide direct supervision to the peer counselors.

Elevator service is available in a few buildings. All residence halls are protected by water sprinkler systems and equipped with fire extinguishers, fire-alarm systems, fire doors, and smoke detectors. As stipulated by Rhode Island state law, smoking is prohibited in all residence halls.

Each student in the residence halls is provided a bed with a 36" by 80" (twin extra-long) mattress, pillow, desk and chair, dresser, trash-can, recycling bucket, bookcase, and closet. The walls are usually painted white or off-white. Most windows have pull shades; curtain rods are not provided. The University supplies general room lighting but no desk lamps. Each room has computer networking (one tap per resident) and access to Brown's Internet Protocol TV system. Wireless computer access is available in most residence halls.

Members of the Brown community can take advantage of the wired network to watch cable TV on their computers and, with a Set Top Box, on televisions. A Set Top Box will connect a traditional television to the campus network. Set Top Boxes are available for rent from the Office of Residential Life.

Housing Lottery

Occurring every spring, the housing lottery is the process by which most students choose where they will live during the upcoming year. Students enter the lottery in a group and select actual housing on the night of the lottery. You are responsible for meeting all housing lottery deadlines. Participating in the lottery is much less stressful if you and your group plan in

advance and research your options. Information needed to prepare for the lottery can be found at http://brown.edu/Student_Services/Residential_Council/lottery/

Telephone Service

Each residence hall room has one live telephone jack. Telephones are not provided by the University. Students should contact their roommates to decide who will be responsible for bringing a touch-tone, Caller-ID-ready phone to school. Students will receive detailed information about how to activate residence hall phone service when they arrive on campus. More information is available on line at <http://brown.edu/cis/services/telecommunications/stuphone.php>.

Roommate Selection

Roommate assignment ranks high on students' lists of priorities, and with good reason. Students function most effectively when they are paired with roommates whose patterns of study, sleep, and recreation are reasonably similar to their own.

The new student roommate questionnaire on Brown's Residential Life website is designed to help residence life staff pair students with roommates whose study and sleep habits resemble theirs. Incoming fall transfer students are asked to fill out the new student roommate questionnaire by July 1. Spring transfer students should fill out a housing preference form by December 15.

Roommate assignments are made without regard to race, color, creed, sexual orientation, or national origin. Requests for disability-related accommodations should be addressed directly to the director of Disability Support Services, 401 863-9588, no later than July 1 for fall semester and January 3 for spring.

With the exception of roommates whose behavior interferes with another roommate's right to a safe and secure living environment, no room changes are allowed during the first month of a fall or spring semester.

IMPORTANT DATES

AUGUST: Residential Life notifies fall transfer students of their room assignment and roommate.

SATURDAY, SEPTEMBER 3:
Fall transfer students move into residence halls.

THURSDAY, DECEMBER 22, 9:00 AM:
Residence halls close for winter break.

JANUARY: Residential Life notifies spring transfer students of their room assignment and roommate.

SATURDAY, JANUARY 21:
Residence halls open for the spring semester transfer students.

SATURDAY, MAY 19, NOON:
Residence halls close.

What to Bring

Once students receive notice of their roommate assignments, they are encouraged to communicate with each other to determine what each student will bring. Residence hall rooms are small; there is no need to bring two microwaves, two telephones, etc. The University does not offer storage of any kind for student's personal belongings during the academic or summer terms.

Before packing for the move to campus, students are urged to visit <http://reslife.brown.edu>, which has an extensive list of what to bring – and what not to bring – to Brown. Be sure to check the list of room sizes, window sizes, and accommodations in each building.

City and state fire laws prohibit hot plates, toaster ovens, space heaters, torchière halogen lamps, and any other appliance with an open flame or exposed coil in the residence halls. Candles are prohibited in the residence halls. The fine for violating this safety rule is \$100 per incident. Smoking materials are one of the most common causes of fires. Smoking is not allowed in the residence halls.

A note about clothing: In Providence the weather ranges from cool to cold between mid-October and mid-April; most of your wardrobe should reflect the chilly, damp reality of the coastal New England climate.

Students may open accounts with local banks. However, it takes time for a local account to become fully active; therefore, new students should bring enough cash, traveler's checks, or an ATM card for initial expenses.

On-Campus Supplies

Brown Student Agencies (BSA), a student-run operation, provides a variety of services for comfortable living in the residence halls. BSA offers refrigerator and fan rentals, laundry and dry-cleaning service, a care-package delivery service, and summer storage arrangements. Visit <http://bsa.brown.edu> for more information.

The Brown Bookstore carries virtually everything needed to support the Brown experience, including textbooks, a full line of computers and supplies, residence hall furnishings, collegiate wear, and general merchandise. Services include year-round used-book buyback and special book-order service.

All full-time registered students are automatically set up with a bookstore charge account that allows direct billing to their Brown University account. No sales tax is charged to Brown students purchasing textbooks, school supplies, and course-related materials.

Additional information on Brown Bookstore services is available on their website (<http://shopbrown.com>).

Personal Property Insurance

Brown strongly recommends that all students have adequate personal property insurance. The University is not responsible for personal property under any circumstances, whether it is in a dorm room, in storage, or en route. A parent's or guardian's homeowner or tenant insurance may provide coverage, or students can purchase personal property insurance through a private agency.

As a residential college, Brown acknowledges that a large portion of a student's education occurs outside the classroom.



Getting Around Providence

A full range of transportation options make it easy to get around Providence safely and efficiently. Brown and the Rhode Island School of Design operate a transportation service known as safeRIDE, free to Brown and RISD ID holders. SafeRIDE provides day and nighttime transport around campus and across downtown Providence. See <http://brown.edu/saferide> for available services and schedules.

Brown students may also ride Providence's main busline, RIPTA, anywhere in the state at no charge by showing their Brown ID. A kiosk with all current schedules is located in the ATM vestibule on the street level of the Brown Office Building (164 Angell Street). Bus schedules are changed three times a year: February 1, July 1, and September 1.

Brown's College Hill campus is easy to navigate on foot or by bicycle.



For shopping and other short trips, ZipCar vehicles are available for hourly rental by Brown ID holders who are 18 years of age or older. Visit <http://zipcar.com/brown> for more information.

Brown also has a special arrangement with Enterprise Car Rental that allows drivers 21 years of age or older to rent vehicles at a corporate rate, whether the rental is for personal or business use. Visit http://brown.edu/Administration/Controllers_Office/travel/policy/automobile.html for details.

Brown's Student Automobile Policy

Prior to junior year, Brown students may not bring automobiles to campus. Overnight parking is not permitted on Providence streets, and limited undergraduate parking in University lots is assigned by lottery to juniors and seniors. Private parking in the vicinity of campus is both scarce and expensive.

Family and other visitors may park in Brown's Visitor Parking Lot. For directions and a map, see <http://brown.edu/transportation>. This map also explains how to get to Brown from the airport, the train station, and the interstate bus terminal by car, taxi, and public transportation.

The Brown ID Card

All students are required to have a Brown ID card, the official University identification card. Brown IDs are needed to open secure doors in campus buildings, to check out library materials, and to access meal plans. To maintain campus security, students may be asked by Brown police officers or other University officials to show their student IDs. Students should carry their ID cards at all times when they are on campus and present their IDs when requested to do so.

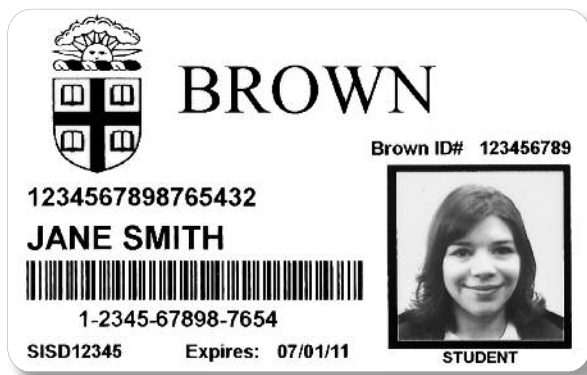
We are in the process of changing systems and will send specific instructions for photo submission when it is available. Instructions will be sent to students via their Brown email addresses, so activating Brown electronic services when instructed is a necessity. Students are required to show some form of photo identification, such as a driver's license or passport, to receive their ID cards. Students should sign their ID cards as soon as they receive them.

BROWN/RIPTA BUS PASS

Brown students may ride Providence's main busline, RIPTA, anywhere in the state at no charge by showing their Brown ID. Bus schedules are located in the ATM vestibule on the street level of the Brown Office Building (164 Angell Street).

USING THE BROWN ID AS A DEBIT CARD

The Brown ID may also be used as an on-campus debit card when students open a Brown Card Declining Balance Account with the University. The Declining Balance Account functions much like any other bank debit account, with two major differences: Funds deposited into this account may be used only at on-campus sites, and cash withdrawals are prohibited. See the pamphlet about the Brown Card in this mailing for more information.



Students' Brown ID cards are their passports to everyday life on campus.

BROWN VENDING STRIPE PROGRAM

The Brown Card can be used to make photocopies, to purchase snacks and beverages from campus vending machines, and to operate residence hall laundry equipment. Students may deposit funds to their card by using one of Brown's Card Value Center machines. Students who have a declining balance account may use a Card Value Center to transfer up to \$20 a day from their account to their ID card vending stripe. A maximum of \$50 can be stored on a vending stripe.

BOOKSTORE CHARGE ACCOUNT

The Brown Card can also function as a charge card for books, supplies, and merchandise purchased at the Brown Bookstore. The charge account is administered separately from the declining balance account. For information on the Bookstore Charge Account, contact the Bookstore's business office at 401 863-3166 or drop by 244 Thayer Street.

For more information about the Brown ID card and related financial applications, please visit brown.edu/browncard or call 401 863-2273.

Co-Curricular Life and Support

Resources for Students

Office of Student Life

401 863-3145

v/TTY: 401 863-9588

The Office of Student Life provides a variety of services, support, and outreach to undergraduate, graduate, and medical students designed to promote academic achievement and personal development. Programs in Student Life include the Office of Student and Employee Accessibility Services, Student Conduct, and advisement for students throughout the medical leave and re-admission process. Additionally, Student Life provides students same-day appointments through the Dean of the Day program and evening, weekend, and holiday service through the Administrator On-Call program. The department sponsors a number of diversity initiatives in collaboration with other departments to promote inclusion and provide support for various populations within the Brown community.



International Students

[HTTP://BROWN.EDU/](http://brown.edu/administration/oiss)

ADMINISTRATION/OISSS

401 863-2427

Special support for international students at Brown is available through several offices. The first stop for all students studying on a visa is the Office of International Student and Scholar Services (OISSS), which handles all matters related to immigration and student visa issues. Campus Life provides support for international students through the International Mentors Program, which is a group of experienced Brown international students who help orient incoming international students to the Brown community. Students with questions about international certification credit and advanced standing may contact the Office of the Dean of the College, where they will find comprehensive advising for all of their academic concerns.

Students with Disabilities

[HTTP://BROWN.EDU/DSS](http://brown.edu/dss)

v/TTY: 401 863-9588

Brown's Student and Employee Accessibility Services (SEAS) coordinates and facilitates services and accommodations for students with physical, psychological, sensory, and learning disabilities. Students with disabilities who believe they may need accommodations are encouraged to contact SEAS by June 15. Students who self-identify to the SEAS office will meet a professional staff member, who will conduct a review and analysis prior to making a recommendation regarding the provision of reasonable accommodations. Requests for accommodations are evaluated individually, based on documentation and completion of the registration process.

LGBTQ Students

[HTTP://BROWN.EDU/LGBTQ](http://brown.edu/lgbtq)

401 863-3062

Brown's LGBTQ Center provides a comprehensive range of education, information, and advocacy services for lesbian, gay, bisexual, transgender, queer, and questioning students. The Center works closely with the Sarah Doyle Women's Center, and staff from both centers counsel individual students about their aspirations and concerns, advise student leaders, and help organize programming. The Renn Mentoring Program connects LGBTQ students with "out" faculty and staff mentors. The Center also coordinates the Brown Safe Zone program through which faculty, staff, offices, and services become visible supporters of LGBTQ life at Brown by prominently displaying a Safe Zone sticker.

Center staff also advises the Queer Alliance (QA), an undergraduate group of LGBTQ students and allies that serves as a hub of queer organizing on campus. For more information about the QA and to sign up for their listserv, visit <http://queer.brown.edu>.

Swearer Center for Public Service

[HTTP://SWEARERCENTER.BROWN.EDU](http://swearercenter.brown.edu)

Social responsibility and the notion of students and faculty as "engaged scholars" have long been central to Brown's educational philosophy and culture. The Swearer Center seeks to advance these ideals through community partnerships, advising, fellowships, social entrepreneurship initiatives, faculty engagement, and other programming and support. Students play a key role in the planning and implementation of a range of Center efforts. We welcome you to stop by our offices at 25 George Street or J. Walter Wilson second floor, or visit our website for information on the range of Center opportunities.



Office of the Chaplains and Religious Life

[HTTP://BROWN.EDU/OCRL](http://brown.edu/ocrl)

The Office of the Chaplains and Religious Life (OCRL) strives to ensure that a diversity of beliefs have voice and vitality throughout the University community. The chaplains' work involves caring for all members of the Brown family, encouraging the University's multicultural richness, contributing to the intellectual enterprise on campus, and advocating for matters of conscience in all facets of the University's life and beyond.

The chaplaincy's multifaith team supports Brown's diversity in religious practice, working with some fifteen faith groups on campus, such as the Brown-RISD Catholic community, Brown Hillel, Brown Muslim Students' Association, Protestant worship in both ecumenical and African American traditions, Evangelical Protestantism, Quaker meeting, Orthodox Christianity, Unitarianism, Hinduism, and Buddhism.

OCRL initiatives that enhance Brown's intellectual and multicultural life include the Thursday Night Supper series, an interfaith dinner gathering at the Chaplain's home; Interfaith House, a residential space for undergraduates whose shared purpose is to foster community, creative discussion, and interreligious dialogue; and the Multifaith Council, which is comprised of student leaders representing the campus' religious and faith communities.

Most important, the chaplains' work is rooted in the care of the whole person—body, soul, and spirit. Thus, the chaplains are always available for advising on matters of social, academic, and/or pastoral discernment.

Many students take part in service opportunities in the Providence public schools and local community agencies.



By actively participating in the life of the University, students learn from all members of the campus community.

Sarah Doyle Women's Center

[HTTP://BROWN.EDU/SDWC](http://brown.edu/sdwc)

The Sarah Doyle Women's Center provides a dynamic environment for exploring issues of gender, including the intersections of gender with race, ethnicity, economic class, sexuality, gender identity, dis/ability, age, and geography. The Center helps students connect academics with activism by sponsoring discussion groups, lectures, film series, and receptions for authors. Additionally, Center staff work closely with the LGBTQ Center to coordinate programs and services for LGBTQ students. All members of the Brown community are welcome to visit the Center at 26 Benevolent Street and to make use of its resources.

The Center houses a library of more than 4,000 books, periodicals, and academic journals; a small video library; a darkroom for use by members of the Photo Club; and an art gallery that mounts juried professional exhibitions as well as shows of staff, faculty, and student work. The Center organizes Women's History Month events at Brown and maintains contact information for all women's groups at Brown and women-centered agencies in the Providence area. All members of the Brown community are welcome in the Sarah Doyle Women's Center and are encouraged to use its resources.

Third World Center

[HTTP://BROWN.EDU/TWC](http://brown.edu/twc)

Brown's Third World Center (TWC) provides an arena in which students can explore cultural heritages, learn about race, class, and ethnicity as components of American identity, and work to build a more unified community at Brown and beyond. Staff and students of the Center offer an array of services including advocacy, peer support, academic advising, and leadership development.

The TWC coordinates hundreds of lectures and programs throughout the year, primarily through cultural and heritage weeks, months, and series. The TWC staff advises and supports Brown's many cultural student organizations and encourages opportunities for collaboration. The TWC also sponsors the Third World Transition Program (TWTP), the Minority Peer Counselor (MPC) program, and a support network for First Generation students. All students and their families are welcome to visit the Center at 68 Brown Street.

Career Development Center

[HTTP://CAREERDEVELOPMENT.BROWN.EDU](http://careerdevelopment.brown.edu)

The Career Development Center (CDC) collaborates with faculty, deans, departments, alumni, and employers to help students reflect and act on the integration of their academic endeavors with life beyond Brown. The Center offers individual appointments and walk-in hours; web-based resources and tools; and programs on career exploration and job search skills for internships, full-time jobs, and graduate school. CDC staff work extensively with alumni and employers to build networks, knowledge, and opportunities for Brown students across a range of career fields in which Brown students are interested. Focused programs such as *Careers in the Common Good* and *Government at Work: Brown Making the Difference* address particular areas of student interest. Brown alumni around the world serve as volunteer career experts and advisors through panels, events, and BRUnet, Brown's on-line career network of alumni volunteers (<http://alumni.brown.edu>). Stop by the CDC at 167 Angell Street or visit their website for more information on CDC programs and resources.

Student Activities

Active involvement in life outside the classroom is a distinctive feature of Brown's educational culture. Brown students are typically involved in numerous student organizations and civic activities; indeed, the opportunity to develop cooperative leadership skills through a variety of activities is one of the hallmarks of a Brown education.

Success in these activities, just as with a chosen academic course of study, depends on students taking the initiative and on a realistic assessment of their energy and abilities. Students are strongly encouraged to join one or, at most, two student organizations in their first semester at Brown. By midyear, students can gauge the full range of their academic responsibilities and make informed decisions about how much time and energy they wish to invest in co-curricular activities.

Brown's Student Activities Office (SAO) provides leadership development, one-on-one consultation, and event planning and financial services for student groups. The SAO also manages the Stephen Robert '62 Campus Center. Visit <http://brown.edu/sao/> for more information.

Student Organizations

More than 400 student organizations thrive on Brown's campus: academic and career organizations, cultural and spiritual groups, media and publications organizations, performance and arts groups, political and public service organizations, residential and Greek letter organizations—the list goes on. These student organizations extend learning beyond the classroom and provide students with a sense of community and shared purpose. They provide and arena for putting classroom learning into practice, and they enable students to contribute to the creation of Brown's vibrant student culture. Visit <http://mygroups.brown.edu> to peruse the list of opportunities.

Student Government

The primary avenue for students to participate in University governance is through the Undergraduate Council of Students (UCS). Membership in UCS is open to any undergraduate who has gathered the appropriate number of signatures and attends two meetings. Officers are elected in campus elections held each April. Please visit <http://blog.brownucs.org/> for more information. The Undergraduate Finance Board (UFB), comprised of 12 students elected each April, distributes student activities fee monies to more than 200 student organizations eligible for funding. Finally, several student councils (Residential Council, Greek Council, and Program House Council) work with the Office of Residential Life to oversee Brown's residential system.



The Brown Band, founded in 1924, is a completely student-run group.

Athletics

Brown offers a range of athletic programs that enable all students to enjoy physical activity. Students may participate in unstructured recreation, scheduled physical education activities, intramural sports, club sports, and intercollegiate athletics.

Physical Education Courses and Intramural Sports

The Department of Physical Education offers over 64 physical education courses in aerobics and fitness, martial arts and self-defense, dance, leisure sports, and yoga. Students pay a fee to enroll in these classes. Personal training sessions given by fully-certified Brown University staff are also available.

Brown's Intramural Sports Program offers structured athletic opportunities in a variety of team, dual, individual, and special-event programs. All Brown University and RISD students, faculty, and staff may participate in the intramural program.

Club Sports

Brown's Club Sport teams offer students a higher level of competition than on-campus intramurals provide, without the rigorous time constraints required of varsity sport student-athletes. The Club Sports program comprises both well-established, highly competitive clubs and a second group of sports in their nascent stages either for which the University offers a varsity program. Most Club Sport teams compete extensively in extramural competition, and many hold memberships in athletic conferences.

Club sports at Brown are student organizations sustained through the leadership and interest of students. The Department of Athletics and Physical Education provides financial support, assistance with securing an athletic trainer/EMT service, lodging, transportation, and the opportunity to reserve campus facilities.

NCAA Sports

Brown's NCAA Division I intercollegiate athletics program offers the most structured level of competition. Brown teams and individual athletes are among the finest in the nation and frequently compete in NCAA championships. NCAA sports at Brown include men's and women's basketball, crew, cross country, golf, ice hockey, lacrosse, soccer, squash, swimming and diving, tennis, track and field, and water polo. Baseball, the equestrian team, fencing, field hockey, football, gymnastics, skiing, softball, volleyball, and wrestling round out Brown's NCAA sports.

Brown's NCAA Division I intercollegiate athletics program offers a wide range of varsity sports for competitive athletes.



Student Health and Safety

Health Services

[HTTP://BROWN.EDU/HEALTH](http://brown.edu/health)

Brown University Health Services provides wellness services and medical care to Brown students. Students may make appointments with staff physicians, nurse practitioners, physician assistants, and nurses; same-day appointments are available if students call ahead. Medical advice is available 24 hours per day. Students should call Health Services for advice on what to do if they are ill or if they have medical questions.

Health Services records are confidential and are not released to anyone, including parents and legal guardians, without written authorization from the student. There are a few exceptions when release of specific information without a student's expressed consent is necessary in emergencies or as required by law. Additional information can be found on the Health Services website.

REQUIRED HEALTH-RELATED DOCUMENTATION

All incoming students are required to complete an online health history form before arriving on campus. Certain health history documents must also be mailed to Brown. Instructions for completing the online health history form and sending required documents are included in the "Important: Dated Information" envelope included in this mailing.

Students who plan to participate in competitive athletics must have had a physical within the past six months. It is also recommended that every student have a thorough dental examination before coming to campus. For continuity of care, students with chronic, serious conditions should forward their medical records to Health Services.

IMMUNIZATIONS

Rhode Island state law (R23-1-IMM/COL) requires all students who enter a Rhode Island college or university to have received the following vaccines:

- MMR (Measles, Mumps, Rubella) vaccine, two doses, one on or after 12 months of age and the second at least one month after the first dose (or two individual doses of each vaccine)
- Tetanus/Diphtheria (or Tdap) booster within the past 10 years
- Hepatitis B vaccine – three doses (must have started series with at least one dose)
- Varicella vaccine – if no history of chicken-pox disease

In addition, all incoming students are strongly encouraged to be vaccinated against meningococcal disease. College students have a greater risk of meningococcal infection than the general population because of activities that are often a part of college life.

MEDICATIONS

A Pharmacy is located at Health Services that carries many prescription medications, as well as over the counter products. To fill a prescription, Health Services requires a written or telephone prescription from a student's health care provider. Health Services can also transfer refills from the pharmacy that originally filled the prescription. Alternatively, students may be seen by a provider at Health Services to obtain a prescription.



Students can consult with physicians, nurse practitioners, and other health professionals at Brown University Health Services.

Health Services
401 863-3953
<http://brown.edu/health>

Click New Students information
for online forms and instructions.

Nursing@brown.edu
(for Questions on the Health
History Form and requirements)

HEALTH FEE AND INSURANCE

Brown's mandatory Health Services fee covers most general medical care at Health Services, including primary care by provider staff, use of Brown University Emergency Medical Services, nursing services and 24/7 medical advice; campus-wide health education, Brown University Psychological Services, and Health Services' various public health functions.

All students must also have health insurance. Students not covered under a parental or other insurance plan are required to purchase the insurance plan offered by the University. This plan is designed specifically to complement the services provided by Health Services and is the result of a competitive bid process. Questions regarding the insurance plan may be directed to Brown's Office of Insurance and Risk at 401 863-1703.

The University assumes no financial responsibility for medical care above and beyond that described on the Brown University Health Services website at <http://brown.edu/health>. Please visit the website for more information, e-mail nursing@brown.edu, or call Health Services at 401 863-3953.

Psychological Services

Brown's Office of Psychological Services provides crisis intervention and short-term psychotherapy to students. Psychological Services also offers a variety of workshops, support groups, and presentations on mental health issues throughout the year. These services are not intended to provide for the needs of students requiring long-term psychotherapy or other long-term psychiatric care. Psychological Services provides Providence-area referrals to students who need longer-term treatment.

Records at Psychological Services are confidential and are kept separately from students' records maintained at Health Services. Generally, information is released only with written authorization from the student; however, information may be disclosed without the student's consent under certain specific circumstances as permitted or required by law. Psychological Services staff review these circumstances with students prior to their receiving services.

Students may make appointments by calling Psychological Services at 401 863-3476 from 8:30 a.m. to 5 p.m. weekdays. Crisis appointments are available after a telephone screening. Psychological Services staff members are on call after hours and during weekends; students may contact them at these times by phoning Health Services at 401 863-3953. All services are free of charge. Additional information is available online at http://brown.edu/Psychological_Services or via phone at 401 863-3476..



Satellite fitness centers in residence halls allow students to work out conveniently and on a flexible schedule.

Department of Public Safety

Brown University's Department of Public Safety (DPS) is an internationally accredited police agency responsible for the safety and security of more than 10,000 students, staff, faculty, and Brown guests. With a jurisdiction including all University property and adjacent city streets, the Department is responsible for 235 buildings over an area in excess of 140 acres.

DPS sponsors a comprehensive set of programs to ensure the safety of the entire Brown community. Programs include Safewalk, a student-run service that provides on-campus point-to-point walking escorts for Brown community members; the Campus Blue-Light Emergency Phone System; Brown Guardian, a public safety cell phone speed-dial option for all students, faculty and staff; free distribution of PALs (personal alarms) to all students; RAD (Rape Aggression Defense), a nationally known basic self-defense course for women; the Special Victims unit, which assists victims and provides advocacy; Operation ID and bicycle registration, an engraving service for laptops, bicycles, and other personal property; Card Access, a security system in all residence halls; and a variety of community policing outreach initiatives.

DPS department headquarters, located at 75 Charlesfield Street, is open Monday through Friday, 8:30 a.m. to 5 p.m. The phone number for the administrative office is 401 863-3103; the Department's website is <http://brown.edu/publicsafety>.

SafeRIDE

Available to Brown University I.D. Card holders, the SafeRIDE service provides transportation around the Brown campus and some of the hospitals affiliated with the Alpert School of Medicine at Brown. All SafeRIDE drivers are professionally licensed chauffeurs who have passed extensive background checks and have received, in addition to driver training, Brown's sexual-harassment, diversity, and crime-prevention training. SafeRIDE drivers are uniformed and wear SafeRIDE photo badges.

SAFERIDE OFFERS

THE FOLLOWING SERVICES:

- Brown Shuttle - Continuous evening shuttle service around the Brown campus. Brown I.D. is required. Shuttle runs from dark until 3 a.m.
- Brown onCall - A transportation service for members of the Brown community who live off-campus. Service is available to Brown I.D. holders only, and registration is required. Service runs from dark until 3 a.m.
- SEAS onCall - This service is available to members of the Brown community with disabilities who need assistance moving around campus. Registration is required. Service runs from 8:30 a.m. to 5 or 7 p.m., depending on the time of year.

For details about safeRIDE services, including route maps and schedules, visit the safeRIDE website at <http://brown.edu/saferide> or call 401 863-2322.

Brown's Department of Public Safety offers an engraving service for bicycles, laptops, and other personal property.



Paying for Brown

Brown's Bursar's Office manages the billing and collection of student accounts and provides customer service and account analysis to students and their parents or guardians. The Bursar's Office also acts as a clearinghouse for various charges and credits that are placed directly on students' accounts by departments and offices of the University.

Student Account Statement

The student's individual account statement itemizes all charges and fees assessed by the University, including tuition, room, board, student-activity fees, health insurance fees, health services fees, and bookstore account activity. It also itemizes credits from all sources, including payments, scholarships, outside financing plans, federal and state government grant programs, Federal Direct Plus loans, Rhode Island Family Education Loans, and Brown's Installment Payment Plan. University loans, Federal Direct Stafford loans, and Federal Perkins loans all require action by the student (which may include completion of on a promissory note, loan counseling, and other administrative procedures) before the funds are disbursed.

BROWN BURSAR'S OFFICE
Box 1839
164 ANGELL STREET - 2ND FLOOR
PROVIDENCE, RI 02912
PHONE: 401 863-2484
FAX: 401 863-7518
BURSAR@BROWN.EDU

Tuition and Fees

Brown University requires payment of fall semester tuition and fees by August 1. Payment of spring semester tuition and fees is due by January 1. The university bills for fall semester tuition and fees in late June; the spring student account statement is mailed in mid-November. The University also sends electronic monthly

statements that itemize charges and/or credits applied during the billing period. Charges applied to the student account during the term will be due upon receipt of the monthly student account statement.

Payments can be made online with a U.S. personal checking or savings account with any combination of cash, check, bank wire transfer, or loan proceeds. Differences in exchange rates and bank-collection charges will be charged to the student account; it is therefore best to make all payments in U.S. dollars. Brown University does not accept payment by credit card, but does offer an online payment option. A late-payment charge of 1.5 percent per month is added to any past-due unpaid balance.

Brown offers an installment payment plan that allows families of undergraduates to finance the cost of their education. Please contact the Bursar's Office or visit their website for more information.

For additional information regarding electronic payments, bank wire instructions, payment mailing address, payment plans, and other billing issues, please call (401) 863-2484, or visit the Bursar website at <http://brown.edu/bursar>.

Tuition Pre-Payment Plan

Undergraduate tuition may be prepaid for two, three, or four years at the tuition rate in effect when the student enters the plan. Pre-paying undergraduate tuition means that future tuition increases will not be charged to the student's account statement. Fees such as room, board, and other miscellaneous charges are not covered by this plan. For additional information, contact the Loan Office at 401 863-3296 or visit their website at <http://brown.edu/loanoffice>.

Tuition Refund Policy

Students who leave the University (except under conditions noted below) or change their enrollment status during a semester are eligible for tuition payment refunds during the first five weeks of the semester according to the following schedule:

First two weeks	80%
Third week	60%
Fourth week	40%
Fifth week	20%

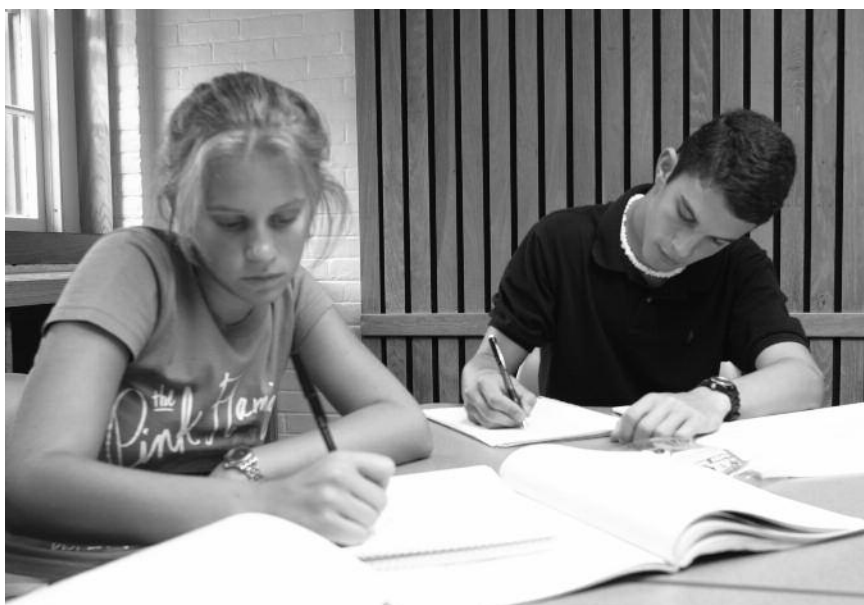
If a partial refund is made, the tuition that is not refunded is not credited toward the 8-semester enrollment requirement for the degree. When no refund is made, the tuition paid is credited toward the enrollment requirement, and the number of semesters in which the student must be enrolled full-time is appropriately reduced.

Students who are suspended or dismissed or who withdraw when under investigation for misconduct are not eligible for a tuition refund for the semester in which the suspension, dismissal, or withdrawal occurs.

Tuition Insurance

Brown University has arranged with A.W.G. Dewar Inc. to offer a tuition insurance plan that minimizes financial losses incurred when, due to serious illness or accident, a student must leave Brown before a semester is completed. This elective insurance program provides coverage for tuition, room, and fees, assuring families an 85 percent refund throughout the term, even if Brown's refund policy has expired at the time of withdrawal.

Participation in the Dewar Tuition Refund Plan is optional. Applications must be submitted prior to the first day of classes in a given semester. Applications and payment are processed online at <http://collegerefund.com>.



Developing a Semester Spending Plan

College life involves a number of expenses beyond tuition and fees. Students also need funds for books, toiletries, laundry, recreation, and miscellaneous purchases. Books and course supplies are usually the largest expenditure; students should budget at least \$600 each semester for this purpose. Students who are not prepared to pay for these expenses out of pocket should consider setting up a charge account at the Bookstore. Students receiving a refund on their student account after their financial aid is posted probably will not receive the refund in time to use it for the purchase of course-related books.

Brown hosts a bank fair during fall move-in days at which students may open accounts with local banks. Because it takes time for a local account to become fully active, new students in the fall and spring should bring enough cash, traveler's checks, or an ATM card for initial expenses.

Brown University Loan Office
401 863-3296
<http://brown.edu/loanoffice>

Financial Aid

The Office of Financial Aid (OFA) partners with undergraduate students and their families to meet the cost of a Brown education. The OFA staff reviews financial aid applications and determines awards consisting of need-based federal, state and institutional grants and loans for which a student may be eligible. Our counselors are available to assist you in exploring financing options, regardless of whether or not you qualify for need based assistance. We have open office hours from 9am–4:30 Mon–Fri. (except Wed. mornings) to answer students' specific questions on any aspect of the aid process as well as provide individual counseling on financial aid issues. No appointment is necessary. You may also reach a financial aid counselor via phone or email with your financial aid inquiries.

The Student Employment website provides comprehensive information about working at Brown as well as job listings (both on and off-campus). See additional information regarding student employment at Brown later in this section.

The Office of Financial Aid conducts outreach sessions throughout the year to educate students on financial aid topics such as the annual financial aid application process, financial literacy, financial aid for the summer term or while abroad, and scholarship searches. Please visit our website for more details about financial aid at Brown.

Financial Aid during and after the First Year

The ability of a family to contribute to educational expenses is evaluated each year. A student's financial aid award may increase, decrease, or remain the same from year to year, depending on the family's current ability to pay. Additionally, if circumstances arise during the year that change a family's ability to cover educational expenses, the Office of Financial Aid will work with the family to help identify ways to meet expenses.

Students must reapply for financial aid each year and meet all published deadlines to preserve eligibility. Renewal forms and instructions on how to apply for aid are distributed at the end of the fall term.

Mid-year transfer students should contact the Office of Financial Aid in November to request a renewal form. Students who do not receive a renewal form by mid-December should contact the Office of Financial Aid immediately. Aid award notifications are sent at the beginning of June to all students who meet the application deadline. Students who do not meet the deadline for filing their renewal applications may jeopardize their eligibility for scholarship assistance.

Office of Financial Aid
J. WALTER WILSON, SECOND FLOOR
Box 1827, 69 BROWN STREET
PROVIDENCE, RI 02912
401 863-2721
[HTTP://BROWN.EDU/FINANCIALAID](http://brown.edu/financialaid)

Office Hours:
DURING THE SCHOOL YEAR
8:30 A.M. TO 5 P.M.

DURING THE SUMMER
8:00 A.M. TO 4 P.M.

Work Study

Many students' financial aid packages include Federal Work-Study or Campus Employment. The amount of the award is based on a student working an average of 8-10 hours per week during the academic year. Income from Work Study or Campus Employment may be used to meet personal expenses, to purchase books, and to cover other educational costs. Because funds earned are paid directly to the student, this portion of the financial aid award will not show as a credit on the billing statement from the University.

Federal Work-Study or Campus Employment is a work opportunity, not a requirement. Students who are able to cover their indirect expenses by other means are not penalized in any way. Students who do use the work portion of their award apply for jobs based on their interests, skills, and schedule. In most cases, students can apply for Work Study or Campus Employment positions directly through the Student Employment website at <http://brown.edu/studentemployment>. Questions regarding Work Study or Campus Employment awards may be directed to the Office of Financial Aid.

Working at Brown

Any student may obtain employment at the University, irrespective of his or her financial aid award. Dining Services is the largest employer at Brown, followed by the Library. Students also have the opportunity to work as research assistants and web developers; as program managers for the theater, the Third World Center and the Women's Center; and as instructors and managers for the Athletics Department.

On-campus jobs are posted on the Student Employment website; the list is updated daily. Students may apply online for campus employment and join a listserv that sends weekly digests of campus job openings.

Students employed by the University must complete the appropriate documents (Form W-4, I-9, etc.) required by the federal government and the University prior to working. All students who wish to work must have a Social Security number and prove their employment eligibility in accordance with the Immigration Reform and Control Act of 1986.

Transfer students planning to work on campus should bring their U.S. passport or driver's license and Social Security card with them in order to complete the required documentation.

International transfer students should inquire at Brown's Office of International Student and Scholar Services for information regarding employment eligibility, tax treaties, and the I-9 process.



Student Employment Office
401 863-9922
<http://brown.edu/financialaid>



Especially for Parents and Family Members

Communicating with Brown

The success of Brown's open curriculum and campus culture depends in a very real way on its diverse, highly engaged, and creative students. The University's Admission Office thus gives preference to students who have demonstrated not only exceptional intellectual ability, but also a high level of maturity and a willingness to take academic risks. Brown students are expected to take the initiative in crafting their educations, to find meaningful ways to contribute to the larger campus culture, and to use their time at Brown to prepare for making significant contributions to the world at large.

While it is important to remember that students are ultimately responsible for their education, the high degree of freedom students enjoy at Brown requires that parents, guardians, faculty, and administrators offer them informed support and guidance. The University communicates with parents during their students' first two years at Brown to alert them to important processes and procedures their sons or daughters are about to encounter.

Parent/Guardian addresses

Without an accurate address, parents (or legal guardians) may not receive important mailings from the University. Address changes may not be made over the phone by a parent or Brown staff person; only a student may update his or her parents' mailing information. If parents do not share a mailing address, but both would like to receive mailings, the student must provide the information via the online Student Information System in Banner. Students are responsible for maintaining the accuracy of the personal information in their Banner records, and may log into selfservice.brown.edu to update personal and family information at any time.

Academic Records

Communications with parents about a student's academic record are restricted by federal law. Generally speaking, University administrators and faculty will not share details of students' academic progress or social lives unless the student has consented to the release of such information. These restrictions are occasionally frustrating to parents, but students' privacy rights should not obstruct effective communication between students, their parents, guardians, and the University. Brown expects students to acknowledge that their parents or guardians have a legitimate stake in their education, not only sharing their grade reports with them, but also keeping them informed about important developments in their academic lives.

Limits to students' privacy rights are stipulated by law and by Brown policy. The Family Educational Rights and Privacy Act of 1974 grants parents or legal guardians access to a dependent student's grades if a written request is submitted to the Registrar's Office.

When a student's academic progress has failed to meet University expectations, the Dean of the College Office notifies the student's parents or guardians. A student on academic warning, serious warning, or suspension is assigned to an academic dean, who helps the student develop an academic plan for returning to good standing.

Certification of enrollment

To request certification of student enrollment, for insurance or other purposes, visit the Records section on the bottom of the Registrar's website at <http://brown.edu/registrar>.



Brown sees parents as partners
in their children's education.



Family Weekend at Brown, held in October, is an important annual weekend celebration.

Disciplinary Issues

Unfortunately, some students compromise disciplinary and academic codes or develop other problems that disrupt the campus community. University administrators contact parents if a student is behaving recklessly, is a danger to himself or herself or to others, or has received repeated warnings about personal behavior.

Students who have been accused of violating Brown's standards of conduct are afforded certain rights according to Brown University's Student Rights and Responsibilities policy. Student Life staff assist students with non-academic disciplinary issues. The Office of the Dean of the College handles all charges of academic misconduct according to the rules set forth in Brown's Academic Code Policy. A full text of Brown's Academic Code and Non-Academic Conduct policies may be accessed through the Dean of the College website at <http://brown.edu/college> and the Office of Student Life website at <http://brown.edu/randr>.

Student Health Records

Students' Health Services records are confidential and are not released to anyone, including parents and legal guardians, without written authorization from the student. In emergency situations, University officials contact parents directly. Parents who are concerned about their son's or daughter's mental health can discuss their concern and seek advice by contacting the Office of Psychological Services at 401 863-3476. Psychological Services will usually not discuss a student's situation with a parent or guardian unless the student has signed a release authorization form. Information may be shared without the student's consent only if required or permitted by law. Parents whose students have special mental-health needs are encouraged to talk with their sons and daughters about the challenges they may face in making the transition to college life.

Publication of Directory Information

Campus contact information is published in an online directory, accessible by all current faculty, staff, and students. The online directory shows only name and Brown email address to non-Brown viewers. Instructions for making changes to a student's online directory information are available at <https://webapps.brown.edu/myaccount>. Students may also go the Help Desk in the CIT building for assistance in updating their online directory information.

Questions about the publication of student contact information may be directed to the Registrar's Office at 401 863-2500. Requests to suppress directory information may be made by a student at any time by visiting the Registrar's Office in J. Walter Wilson.

Emergency Communication

Brown has an emergency campus alert system that can contact thousands of individuals within minutes if there is an urgent situation or crisis. All Brown email addresses and Brown-owned phone numbers are loaded on the system. To receive emergency text broadcasts on their personal cell phones, students must provide their cell phone numbers by logging into their computer accounts at <http://brown.edu/cis/myaccount>.

Family Weekend

Apart from Commencement, Family Weekend is Brown's largest and most important annual weekend celebration. Scheduled in 2011 for October 14 through 16, this three-day weekend is a chance for every member of the family to discover what makes Brown such an extraordinary place. Highlights include lectures by outstanding Brown faculty, a keynote by a notable Brown parent, discussions of the Brown curriculum, walking tours of historic Providence, and social events and receptions.

A brochure and registration form may be found online at brown.edu/familyweekend. Families of mid-year transfer students may wish to attend Family Weekend the following fall. Because so many parents attend the weekend, it is advisable to make hotel reservations early. A full list of area lodgings is available at brown.edu/about/visit.

Alumni Activities

Brown parents are notified by mail of alumni-related activities, including faculty lectures and events for prospective students in their geographic region. Upcoming alumni events around the globe are listed at http://alumni.brown.edu/news_events.

Brown parents are encouraged to consider volunteering for the Brown Alumni Schools Committee (BASC) program, which helps to personalize the admission experience for applicants. While most parents generally do not participate in the interviewing process, many help by hosting events for applicants at their homes or offices. Others offer their office space for central interviewing. To learn more about the BASC program, call 401 863-3306, or e-mail BASC@brown.edu.

Useful Websites

Brown Home Page

[HTTP://BROWN.EDU](http://BROWN.EDU)

The newly redesigned Brown home page is a dynamic environment of information and news. Links for Academics and for Campus Life provide easy entry to most aspects of your undergraduate's time at Brown. You may also visit websites of the Dean of the College (<http://brown.edu/college>) and of Campus Life & Student Services (<http://brown.edu/campuslife>).

News

Information for Families

[HTTP://BROWN.EDU/GATEWAY/FAMILIES](http://BROWN.EDU/GATEWAY/FAMILIES)

A gateway for families atop the homepage provides a list of common links within the University, including the Academic Calendar and a printable Year at a Glance for the current school year.

Brown Alumni Magazine

[HTTP://BROWNALUMNIMAGAZINE.COM](http://BROWNALUMNIMAGAZINE.COM)

The *Brown Alumni Magazine (BAM)* is mailed to all undergraduates' parents, at no charge, while their children are enrolled at Brown. Published six times a year, *BAM* reports on current issues at Brown and in the world, and includes features on the lives and accomplishments of Brown alumni, students, and faculty.

Brown Daily Herald

[HTTP://BROWNDAILYHERALD.COM](http://BROWNDAILYHERALD.COM)

The *Brown Daily Herald (BDH)* is Brown's independent student newspaper. Since 1891, the paper has served as the main outlet for students' perspectives on campus events and world news. Produced daily during the academic year, the *BDH* is a news source for all segments of the campus community.

Brown Athletics

[HTTP://BROWNBEARS.COM](http://BROWNBEARS.COM)

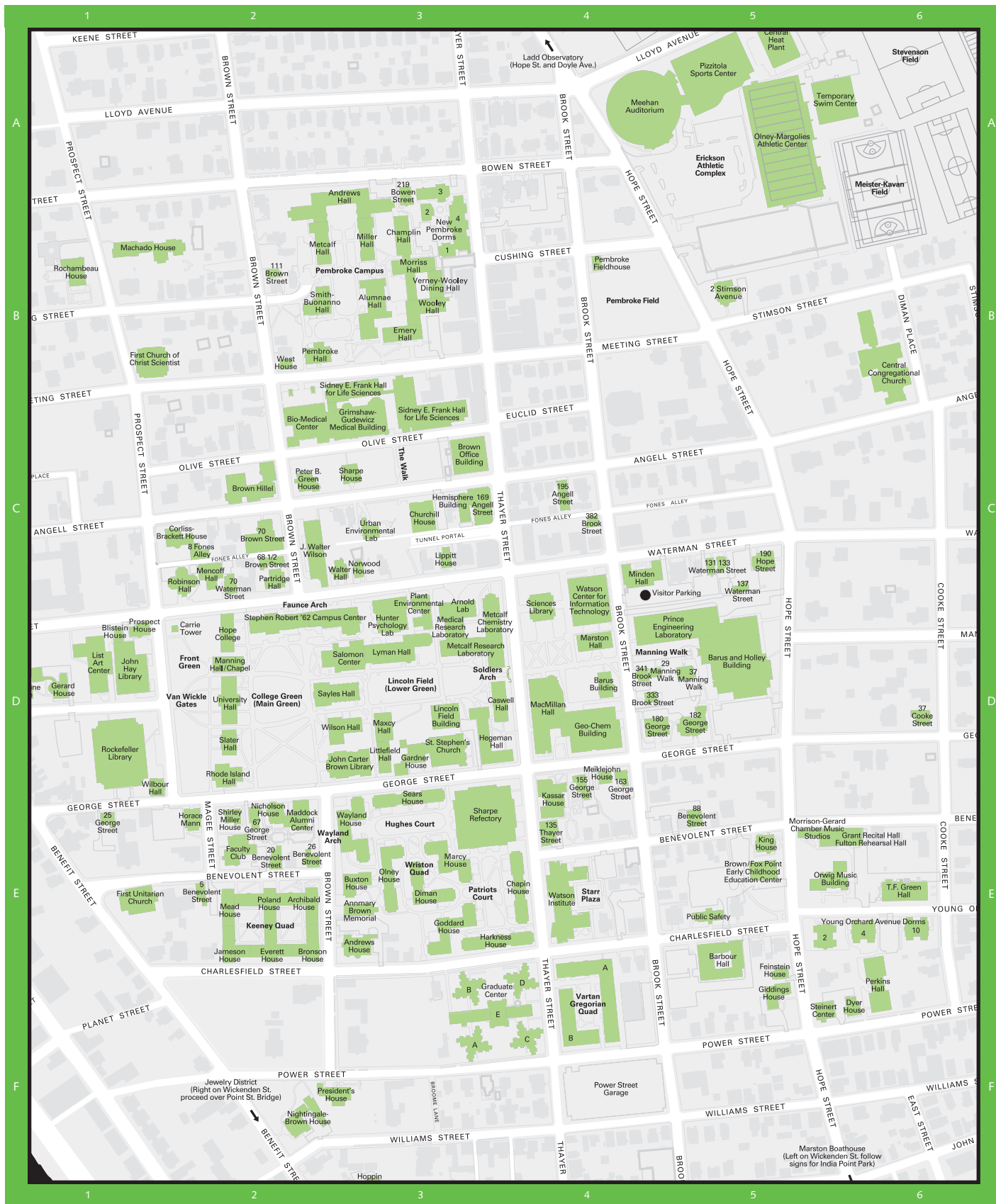
This site provides game results and summaries for all of Brown's varsity intercollegiate sports, as well as schedules and background information on teams, programs, and coaches.



All undergraduates' parents receive the award-winning *Brown Alumni Magazine* while their students are enrolled.

Campus Map

Admission Office (undergraduate) Corliss-Brckett House 45 Prospect Street	D2	Commerce, Organization, E5 and Entrepreneurship Feinstein House 130 Hope Street	History of Art and Architecture List Art Center 64 College Street	Neuroscience Metcalf Research 185 Meeting Street	Sciences Library 201 Thayer Street
Africana Studies Churchill House 155 Angell Street	C3	Comparative Literature D4 Marston Hall 20 Manning Walk	Hunter Lab D3 89 Waterman Street	Institute for Archaeology and the Ancient World D2 60 George Street	Sharpe Refectory E4 144 Thayer Street
Alcohol and Addiction Studies, Center for 121 South Main Street (not on this map)		Computer Science D4 CIT (Watson Center for Information Technology) 115 Waterman Street	International Relations Program E4 Watson Institute 111 Thayer Street	Pembroke Center for Teaching and Research on Women B3 Pembroke Hall	Slavic Languages D4 Marston Hall 20 Manning Walk
Alumnae Hall B3 194 Meeting Street		Computing and Information Services D4 CIT (Watson Center for Information Technology) 115 Waterman Street	Italian Studies D5 190 Hope Street	Pembroke Hall C3 172 Meeting Street	Smith-Buonanno Hall B3 Pembroke Campus
American Civilization D3 Norwood House 82 Waterman Street		Continuing Education F3 42 Charlesfield Street	John Carter Brown Library E3 94 George Street	Philosophy D1 Gerard House 54 College Street	Sociology E3 Maxcy Hall 112 George Street
Ancient Studies E3 Annmary Brown Memorial 60 George Street		East Asian Studies D4 333, 341 Brook Street	John Hay Library D2 20 Prospect Street	Physics D5 Barus and Holley 182 Hope Street	Steinert Center F5 148 Power Street
Andrews House F3 13 Brown Street		Ecology and Evolutionary Biology D3 Walter Hall 80 Waterman Street	Judaic Studies E4 163 George Street	Plant Environmental Center D3 91 Waterman Street	Stephen Robert '62 Campus Center D3 75 Waterman Street
Anthropology F5 Giddings House 128 Hope Street		Economics D2 Robinson Hall 64 Waterman Street	Ladd Observatory A4 210 Doyle Avenue	Political Science D2 Prospect House 36 Prospect Street	Stuart Theatre D3 75 Waterman Street
Applied Mathematics D5 182 George Street		Education D4 Barus Hall 340 Brook Street	Language Studies, Center for C4 195 Angell Street	Population Studies and Training Center D2 The Cabinet 68 Waterman Street	Student Life E3 20 Benevolent Street
Arnold Lab D3 97 Waterman Street		Egyptology E2 Wilbour Hall 2 Prospect Street	Life Sciences Building Literary Arts Program C3 C2 68 1/2 Brown Street	Portuguese and Brazilian Studies E4 Meiklejohn House 159 George Street	Student Activities Office D2 Faunce House College Green 75 Waterman Street
Bell Gallery D2 List Art Center 64 College Street		Engineering D5 Barus and Holley 182 Hope Street	Leeds Theatre D3 Lyman Hall 77 Waterman Street	Prince Lab D5 182 Hope Street	Swearer Center E2 25 George Street
Biology and Medicine D3 Arnold Lab 97 Waterman Street		English C2 70 Brown Street	MacMillan Hall D4 324 Brook Street	Psychology D3 Hunter Lab 89 Waterman Street	Taubman Center E2 67 George Street
Bio Medical Center C3 171 Meeting Street		Environmental Studies C3 Urban Environmental Lab 135 Angell Street	Mail Services D3 J. Walter Wilson 69 Brown Street	Public Policy E2 Taubman Center 67 George Street	Theatre Arts and Performance Studies D3 Lyman Hall 77 Waterman Street
Brain Science Program D3 Metcalf Research 2 Stimson Avenue		Financial Aid Office D2 69 Brown Street	Marston Boathouse F4 258 India Street	Public Safety F5 75 Charlesfield Street	Third World Center D3 Partridge Hall 68 Brown Street
Brown Bookstore C4 244 Thayer Street		French Studies B1 Rochambeau House 84 Prospect Street	Mathematics E4 Kassar House 151 Thayer Street	Race and Ethnicity in America, Center for the Study of F6 Dyer House 150 Power Street	University Hall D2 The College Green
Brown Card Office D3 J. Walter Wilson 69 Brown Street		Geological Sciences E4 Geo-Chem Building 324 Brook Street	Medical School C3 Bio Medical Center 97 Waterman Street	Religious Studies E2 Steiger House 59 George Street	Urban C3 Environmental Lab 135 Angell Street
Brown Hillel C2 80 Brown Street		German Studies D5 190 Hope Street	Medieval Studies Program E3 Annmary Brown Memorial 21 Brown Street	Renaissance and Early Modern Studies Program E3 Annmary Brown Memorial 21 Brown Street	Urban Studies Program D5 29 Manning Walk
Brown Office Building C4 164 Angell Street		Graduate School E2 Horace Mann 47 George Street	Metcalf Chemistry Lab D4 188 Thayer Street	Rhode Island Hall E2 The College Green	Verney-Woolley Dining Hall B3 Pembroke Campus
Career Development Center C3 Hemisphere Building 167 Angell Street		Grant Recital Hall E6 Behind Orwig Music Bldg. 1 Young Orchard Avenue	Metcalf Research D3 Lincoln Field 190-194 Thayer Street	Rockefeller Library E2 10 Prospect Street	Visual Art D2 List Art Center 64 College Street
Chemistry D4 MacMillan Hall 324 Brook Street		Health Services E3 Andrews House 13 Brown Street	Modern Culture and Media E4 Forbes Center 155 George Street	Salomon Center D3 The College Green	Watson Institute for International Studies E4 111 Thayer Street
Classics D1 Macfarlane House 48 College Street		Hispanic Studies B1 Rochambeau House 84 Prospect Street	Morrison-Gerard Studios E6 Behind Orwig Music Bldg. 151 Hope Street	Sarah Doyle Women's Center E3 26 Benevolent Street	J. Walter Wilson D3 69 Brown Street
Cognitive and Linguistic Sciences D3 Metcalf Research 190 Thayer Street		History C3 Peter Green House 79 Brown Street	Music E6 Orwig Music Building 1 Young Orchard Avenue	Sayles Hall D3 The College Green	Wilson Hall D3 The College Green



Administrative office hours during the academic year
are Monday through Friday, 8:30 a.m.–5:00 p.m.
Summer hours (Memorial Day through mid-August)
are Monday through Friday, 8 a.m.–4 p.m.

Admission Office	401 863-2378	International Study	863-3555
Alumni Relations	863-3307	LGBTQ Center	401 863-3062
Athletics	863-2211	Libraries	863-2165
Bookstore	863-3168	Loan Office	863-3296
Brown Card Office	863-2273	Mail Services	863-2900
Brown Student Agencies	863-2226	Media Relations	863-2476
Bursar	863-2484	Psychological Services	863-3476
Campus Life and Student Services	863-1800	Public Safety	863-3322
Career Development Center	863-3326	Registrar	863-2500
Chaplains and Religious Life	863-2344	Residential Life	863-3500
Computing Help Desk	863-4357	Sarah Doyle Women's Center	863-2189
Dean of the College	863-9800	Science Center	863-6890
Development Office	863-2374	Student Activities	863 2341
Dining Services	863-3343	Student and Employee Accessibility Services	863-9588
Directions to Brown	863-1600	Student Employment	863-9922
Family Weekend	863-2474	Student Life Office	863-3145
Financial Aid	863-2721	Summer Studies	863-7900
Guest rooms/Inn at Brown	863-7500	Swearer Center for Public Service	863-2338
Health Insurance	863-1703	Third World Center	863-2120
Health Services	401 863-3953	Transportation	863-3157
Information (switchboard)	863-1000	University Events	863-2474
International Student Services	863-2427	Writing Center	863-3524

EMERGENCY CONTACTS

During business hours, Brown personnel may be contacted at the following numbers:

Office of Student Life	401 863-3145
Dean of the College (academic issues)	401 863-9800

For emergencies after business hours, seven days a week, contact the Dean on Call through the Department of Public Safety by dialing 401 863-3322.