

Welcome back from the Co-Curricular Life staff and it is so good to have you back on campus! A list of staff members is included at the bottom of this message--please let us know if we can be of assistance to you; we are here to support your Sweet Briar experience.

Thank you for taking the time to read the important messages below – you are responsible for knowing this information.

Warm wishes to each of you for a very good semester ahead, both academically and personally.
Cheryl Steele, Dean of Co-Curricular Life
Kelly Kraft-Meyer, Associate Dean of Co-Curricular Life/Director of Academic Advising

- In case you missed the information sent to you via email last week, here is the link to a mid-year e-newsletter from the College: <http://www.returningstudents.sbc.edu/>.
- For your information and planning, this link will take you to the academic calendar for this semester and for 2010-11: <http://sbc.edu/calendar/>
 - The Co-Curricular Life staff makes a number of resources and programs available to students. Here is a link to the Co-Curricular Life which includes further information and the names of staff members and contact information: <http://www.ccl.sbc.edu/>. Staff names are also listed at the bottom of this message.
- The application and selection process for a variety of important student leadership positions will begin soon:
 - Resident Advisors** (peer advisors to first-year and upper class students)
 - Sweet PEAS** (peer health educators and advocates)
 - Sweet Spirits** (peer leaders with the Chaplain's office)
 - Student Activities Representatives** (peer leaders who develop and support student programming)Information packets will be available on Jan. 25 and applications will be due in early February. Please watch for additional information.

- Students have unlimited access to a health website, myStudentBody.com: <http://www.ccl.sbc.edu/wellness/resources.html?wellness>. The student access code is VIXENS. Check it out!
- The First Year Experience Newsletter is published regularly and made available to first-year students and their families: <http://www.ccl.sbc.edu/fye/newsletter.html?fye>.
- **Room Selection for 2010 – 11 will occur on April 7. In order for students to participate in this process, a deposit must be paid to the College by mid-March. As part of continuing efforts to practice sustainability, all information will be available on the College's website; information will be sent via e-mail with a link to details.**

- **Emergency Communication--e2Campus is a mass notification system that has the capacity to alert students, faculty, and staff with text messages.** In addition to cell phones, e2Campus enables the College to send important campus information to students via our website, RSS, PDA, email, text pager, Google, AOL, or MyYahoo pages. **Weather alerts/class delays and cancellations are sent out via this system. Students are automatically enrolled in e2Campus if they have provided a current cell phone number to the College. For more information visit mySBC and click on the "Campus Alerts" link at the top of the page.**

- **Campus Communication**

Sweet Briar College has three primary mechanisms of official communication with students. Students are responsible for the information sent through these channels:

- 1. E-Mail**

- a. Official communication from the College is sent via a number of e-mail announcement lists; each student enrolled in the College is enrolled in these lists. These lists exist for each of the major administrative offices of the College. Each student is provided with a Sweet Briar email account. Students are responsible for the information sent through the official e-mail channels.
- b. Responsibility includes receiving messages from faculty, campus employers, student government and clubs in which a student is active.
- c. Other announcement lists exist for communication of events on campus—Babcock Season, Honors Program, Athletics, etc.

- 2. Telephone**

- a. Each student is provided with a telephone in her residence and that phone has voice mail. Students must activate their voice mail and are responsible for messages received on the phone. Information on activating voice mail is available in the SBC telephone directory.
- b. Official communication sent via telephone includes notices of campus emergencies, communications from faculty and staff, and notice of weather events.

- 3. Postal Mail**

- a. Each student is provided with a U.S. Postal mail address and a campus mail box.
- b. Communications from the College may be sent through campus mail and/or U.S. Mail.
- c. Such communications may include, but are not limited to: course notices; grade reports; billing information; employment documents; faculty notices; and SGA and student organization notices.

In summary, Sweet Briar students have responsibility for the information sent to them from the College from the official communication channels. The College takes every reasonable measure to ensure that communications are concise and efficiently managed.

- **College Emergency Procedures**

Although we hope we never have to use them, Sweet Briar College annually updates our plans for a wide variety of potential disasters. In light of the damage that natural disasters have caused globally during the past few years, as well as international concern about emergencies such as a pandemic outbreak as we have been experiencing with the H1N1 (swine) flu, it is important that the College have comprehensive plans in place that might include closing the campus entirely for a period of time.

Should we be faced with such an eventuality, we would have little time to debate the matter, especially in the case of a pandemic. After consulting with governmental health agencies and our local health officials, we could conceivably enter immediately into a period of recess. Should that be necessary, we believe a carefully orchestrated response will help protect you and others in the community.

If it is determined that the College will close, the following are important measures to consider:

1. The College will send a recess notice to students via email, residence hall room voicemail, and through posted information on the website. **It is each student's responsibility to monitor these information sources regularly. Please read Campus Communication information below thoroughly.**
2. At the same time, the College will send e-mail notification to parents for whom we have an up-to-date e-mail address.
3. Students should be prepared to depart campus immediately and only pack belongings which can easily be carried in a vehicle. The College will secure the residence halls.
4. We recommend that you return straight home.

5. If you are unable to travel home, you should contact the Office of Co-Curricular Life (434.381.6134) for help or advice on preparedness as soon as possible.
6. To aid in this process, we recommend that you and your family discuss reasonable options and update them regularly.
7. During a recess, important information will be available via email, the College's homepage (www.sbc.edu), or by calling 434.381.6400.

Because it is essential that we all work together to be prepared, we also provided this information to you and your parents in the mid-year e-newsletter that was sent to you on January 15 via e-mail: (<http://www.returningstudents.sbc.edu/emergencies.html>). The Office of Media, Marketing and Communications will advise the campus of any known potential emergencies and will continuously update students, parents, faculty and staff until the emergency is resolved.

Further information on pandemic influenza can be found at the following website:
<http://www.cdc.gov/h1n1flu/>.