



Student Handbook

# Student Life and Engagement

# Engagement Through Cocurricular Activities

At Mount Holyoke, students have a number of avenues for getting involved and furthering their engagement in areas of personal passion and interest within the College and in local communities. Mount Holyoke provides these avenues through a range of cocurricular activities, and views these opportunities as an important aspect of a college education that introduces students to new ideas, perspectives and experiences.

Cocurricular involvement for individual students can build organizational and leadership skills that are transferable to life beyond Mount Holyoke College. In addition, cocurricular opportunities are a great way to connect to other students and members of the College community and to put what has been learned in the classroom into action.

There are a number of ways for students to connect to cocurricular offerings, including:

- Center for Career Development
- Division of Student Life
- The Lynk
- McCulloch Center for Global Initiatives
- Office of Student Involvement
- Weissman Center for Leadership, including the Community-based Learning program
- Fellowships at Mount Holyoke

## Student Life and Engagement

<b>Office of Student Involvement</b>	<b>Student Government Association (SGA)</b>	<b>Class Boards and Campus Traditions</b>
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The Office of Student Involvement provides students with opportunities for leadership, service and engagement, and serves as a hub for connecting them to cocurricular activities. Student Involvement is a great entry point for those seeking opportunities that fit their interests, skills and goals or who are not sure where to start. The office offers a number of ways to get started that you can learn more about at <https://embark.mtholyoke.edu/osi/office-of-student-involvement/>.

# Campus Programming Policies

Many student groups sponsor educational and social events for the campus and surrounding community. Examples include but are not limited to festivals, performances, speakers, cultural dinners, parties and conferences held by recognized student organizations, student committees, and more. All Mount Holyoke student-sponsored events and programs that occur on campus must follow the student event policy and procedures, available at [docs.google.com/document/d/1sjuf7lqfqP66gfu9uRct3JQ1-ngisw88-SIDVoyqb0A/edit?usp=sharing](https://docs.google.com/document/d/1sjuf7lqfqP66gfu9uRct3JQ1-ngisw88-SIDVoyqb0A/edit?usp=sharing), as maintained by the Office of Student Involvement. These events must also comply with Event Services registration policies and guidelines. For more information about these policies, including funding through the SGA Ways and Means Committee, refer to the [Student Organization Handbook](#):

It is important to note that the Office of Student Involvement, on behalf of the College:

- Reserves the right to modify or cancel an event if the policy and procedures have not been followed.

- May invoke the ability to change venues, require the event to be ticketed, etc., contingent on the circumstances of the event.

- Will, as needed, connect to any paid vendors, speakers, performers, etc., and/or their agent prior to the event.

- Share information with campus partners such as Event Services, Media Services, Public Safety and Service, Five Colleges, etc.

- Reserves the right to do so without permission from the student organizer.

Students should also note that they, or their organizing group, may be held accountable for additional costs associated with the event, including but not limited to audiovisual equipment, facility setup, catering, rentals, security, etc. For the full policy, please see the above link.

**USE OF THE MOUNT HOLYOKE NAME AND LOGO**



**POSTING, HANDBILLS AND CHALKING POLICY**



Flyers, posters and other physical materials are a means of publicizing events and raising awareness at Mount Holyoke. This policy applies to all students, student groups, and recognized student groups.

## Posting

Designated posting bulletin boards may be found in numerous buildings on campus, including the Community Center, Kendade Atrium and the Library. The guidelines listed here must be followed for all designated posting spaces on-campus. Departments or offices who are responsible for managing a particular designated posting space may also have other guidelines that should be followed – such as:

[Residence Hall Posting Policy](#) and the [Williston Library](#).

For the purposes of this policy, a “posting” includes all methods of mass-distributing information in physical or hardcopy form, including, but not limited to: posters, fliers, table tents, signs, banners, and any other methods that the College determines are subject to this policy. For additional chalking specific guidelines see the further down.

### FOR ALL POSTINGS:

- Do not remove prematurely or alter other people’s postings, as this is a breach of the Mount Holyoke College Honor Code.
- Be careful to not cover other postings or spam/post multiple pages of the same announcement on a single board.
- Abide by posting guidelines and/or ask permission when flyering on neighboring campuses or at area businesses.
- Remember that bulletin board postings are for temporary, short-term announcements. In most areas, postings are removed immediately after an event has concluded, and/or they have lingered for more than two weeks.
- When posting and designing publicity material, consider how various members of the College community might respond to the content and appearance of the advertisement. Think inclusivity.
- Advertise the accessibility information, and list a contact in the sponsor group that folks can contact to ask questions and advance accessibility requests.
- Post only on tackable, designated surfaces intended for this purpose.
- Do not post on lampposts, glass doors or windows (inside or outside of windows), banisters, wooden panels, walls, painted surfaces, etc.

### POSTINGS MATERIALS SHOULD:

- Include the identifying name/affiliation of the sponsor of the materials, and a contact for more information.
  - If the posting promotes a specific event, the event must be identified by the title/subject, date, time, location, and sponsoring individual, group and/or organization.

- If the posting does not promote a specific event, but is in the nature of an awareness-raising campaign, it must include an expiration date that is no later than two weeks from the date the posting occurs.
- Not exceed 11"x17".
- Be free from the misuse of copyrighted materials.
- Not promote the abuse of alcohol and/or illegal substances. A party can advertise "beer and wine available, w/21+ID" but should not advertise "buck-a-beer" or "kegs," etc.
- During campus elections, be compliant with the regulations of [ACE](#).
- Never block fire equipment or be posted on fire doors.
- Must respect the Mount Holyoke College Code of Conduct.

**REMOVAL OF POSTINGS:**

- The College retains the discretion to remove any posting that does not comply with this policy.
- The student, student group, or recognized student organization identified in the posting should be responsible for the removal of the posting on the earlier of: 1) two weeks from the date the posting first occurred; or 2) the day after the date of the specific event (if any) listed in the posting.
- The removal by any student of any posting that otherwise complies with this policy prior to the dates specified above is prohibited.

Questions about posting options can be discussed with the Office of Student Involvement in Blanchard room 327 or by calling [413-538-2478](tel:413-538-2478).

**Handbills**

Students, student groups, and recognized student organizations may reserve tabling spaces and distribute literature from those areas by reserving space through Event Services and or working with the Office of Student Involvement. No group or individual may set up a table for purposes of distributing literature or similar activities without prior reservation.

Those distributing materials must remain within three feet of their tabling space at all times and not obstruct walkways or other tables.

**Chalking Policy**

Mount Holyoke College allows chalking on campus under the following guidelines. Individuals will be held responsible for any damage and/or cleanup if these guidelines are not followed.

- Only erasable chalk may be used — grease-based chalk is not permitted.
- Chalking may be done only on asphalt roads and walkways.

- Chalkings should be signed with the full name of the person or group responsible.
- Groups or individuals may be asked to remove chalking when necessary.
- Absolutely no chalking is permitted on any brick or building surface.
- No chalking is permitted in any area that is protected from rain.
- All chalking must be appropriate for the general public, including children and any campus guests.

Individuals, student groups, registered student organizations will be held responsible for any damage and/or cleanup if these guidelines are not followed.

### **Violations**

Failure to comply with this policy may result in the loss of all posting privileges. Additionally, any student who violates this policy or applicable law may be subject to the College's community standards process and sanctions.

Nothing in this policy restricts the discretion of the College to separately address and/or remove postings that are not otherwise within the scope of this policy.

**STUDENT ORGANIZATIONS HOSTING OVERNIGHT GUESTS**



**EVENT RELOCATION POLICY FOR INDIVIDUALS WITH DISABILITIES**



# Class boards and traditions

Each year undergraduate students elect a class board to administer the social program and governing needs of their class. Each class board is responsible for carrying on some of the most important Mount Holyoke traditions. Below is a list of many of those traditions that are organized by the class boards.

See the complete [list of College traditions](#).



### Big/Little program

...iblings for life. Tracing its origins back to the early 1900s, the program pairs up a junior (the “Big”) with an incoming first-year (the “Little”).



### DisOrientation

DisOrientation is an ever-evolving tradition, but at its core it serves to build camaraderie between seniors and first-year students.



### Elfing

... first-year and sophomore based tradition. First-year students receive small gifts over the course of the week from a sophomore ‘Elf.’

# MOUNT HOLYOKE

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[413-538-2000](tel:413-538-2000)

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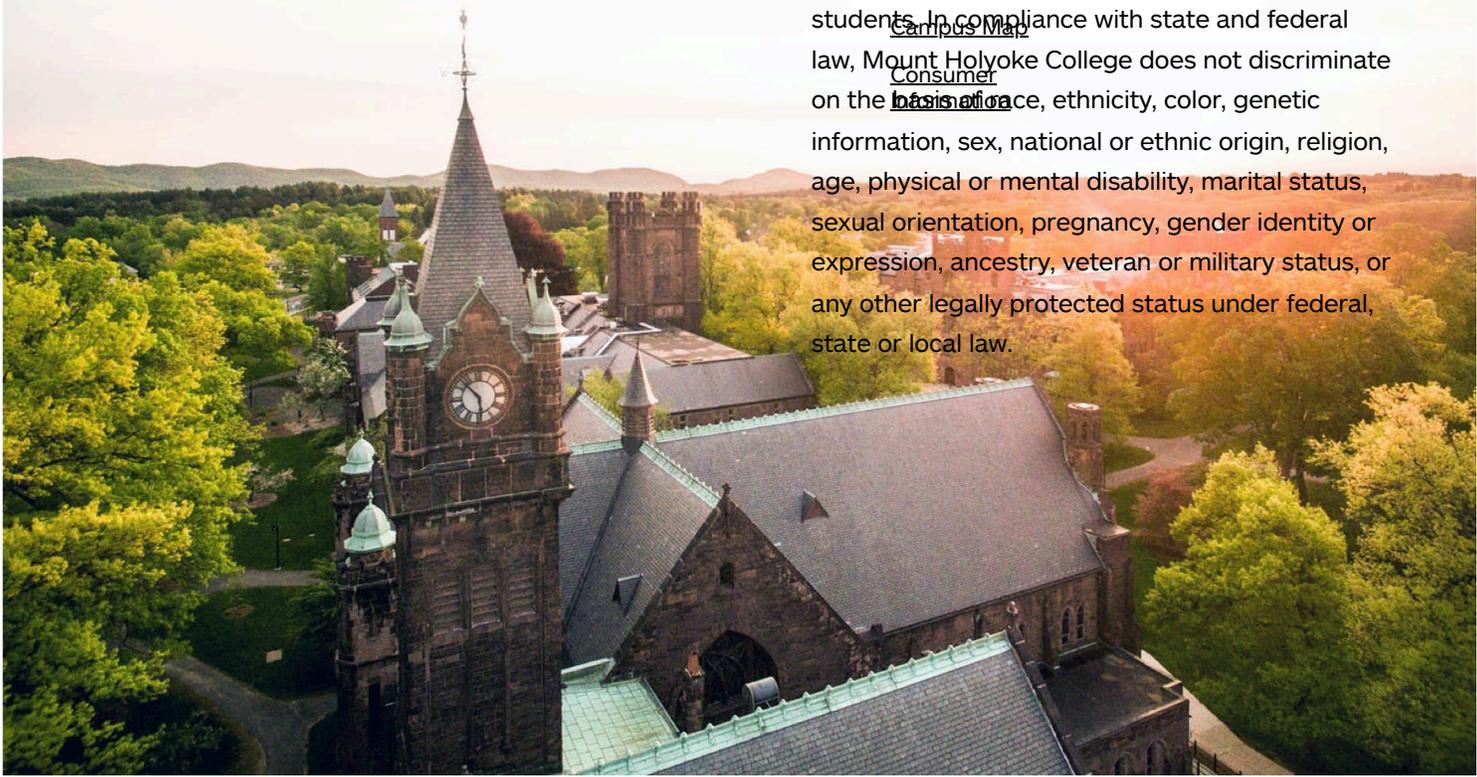
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## NON-DISCRIMINATION STATEMENT

Mount Holyoke College is a women's college that is gender diverse. The College is committed to providing equal access and opportunity in employment and education to all employees and students. In compliance with state and federal law, Mount Holyoke College does not discriminate on the basis of race, ethnicity, color, genetic information, sex, national or ethnic origin, religion, age, physical or mental disability, marital status, sexual orientation, pregnancy, gender identity or expression, ancestry, veteran or military status, or any other legally protected status under federal, state or local law.



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