
NORWICH
UNIVERSITY
1819
STUDENT
Sendoffs
1819 - 2019 FORGING THE FUTURE
NORWICH UNIVERSITY
200
NEW STUDENT WELCOMING GUIDE 2019



NORWICH UNIVERSITY 1819

STUDENT *Sendoffs*

1819 2019 FORGING THE FUTURE NORWICH UNIVERSITY 200

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Dear Parents and Families of the Class of 2023,

On behalf of the Norwich University Parents & Family Association, welcome to Norwich! The Class of 2023 is a special one. Norwich will celebrate its bicentennial in 2019 and this class will be here as we begin our third century of excellence in education and service to our nation! I am the parent of an alumnus, three current students, and one incoming student. I look forward to sharing this journey with you.

Families of our incoming students often have questions. The Norwich University Parent & Family Association (NUPFA) provides resources and a network of support. Comprised of parents of current students, NUPFA volunteers will help keep you engaged, informed, and connected to Norwich and your student's education. A list of parent mentors is attached. Additional resources are on the NUPFA website at ***www.alumni.norwich.edu/nupfa*** and the NUPFA Facebook page at ***facebook.com/NUPFA.*** The staff in the Alumni & Family Relations Office is also available to answer your questions and concerns. You can reach them at (802) 485-2100 or by email at nupfa@norwich.edu.

I want to extend a personal invitation to **Parent & Family Weekend, October 10-13.** Beginning with the NUPFA buffet dinner on Thursday, October 10 , the schedule showcases academic, athletic, and corps accomplishments. For parents of Rooks, this will be your first opportunity to spend time with your student both on and off campus. Parents and families may attend all or part of the weekend. Remember to make your lodging reservations early and be sure to mention that you are visiting Norwich. Many local hotels offer discounts to NU families.

I hope you enjoy the time leading up to your arrival at Norwich. I look forward to meeting all of you in the months ahead.

Welcome to the NU family!

Nicholas DeSibio

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## A Selected Chronology of Norwich History

| | |
|---|---|
| 1819 | Founded by Captain Alden Partridge at Norwich, Vermont as "The American Literary, Scientific, and Military Academy." |
| 1820 | Band organized, oldest collegiate band in the nation. First instruction in Civil Engineering offered in the U.S. |
| 1825 | Academy moved to Middletown, CT. |
| 1829 | Academy moved back to Vermont following Connecticut's refusal to grant a charter. |
| 1834 | Academy received a charter from the state of Vermont recognizing the institution as Norwich University. |
| 1866 | South Barracks at Norwich, Vermont burned; Norwich moved to Northfield, Vermont. |
| 1868 | First building erected in Northfield, Vermont, named Old Barracks renamed Jackman Hall in 1907. |
| 1880 | University name changed by Vermont Legistlative Act to Lewis College, restored to Norwich University in 1884. |
| 1898 | Norwich designated as "The Military College of the State of Vermont" by the Vermont Legislature. |
| 1916 | Norwich made a Senior Division, Cavalry Unit, of the Reserve Officers' Training Corps, Harold "Doc" Martin entered the University. The first African American cadet. |
| 1923 | Class ring tradition started. |
| 1943 | Early Commencement due to WWII. |
| 1943-46 | University facilities devoted to Army Air Corps Air Crew Training Program, Army Specialized Training Program, and Army Specialized Training Reserve Program; there was no Corps of Cadets. |
| 1946 | Horse cavalry officially replaced by armored cavalry. |
| 1950 | Corps reorganized from squadron to a regiment; Cadet Colonel Walter T. Burch is named the first Cadet Colonel 1949-50. |
| 1951 | Honor System adopted. |
| 1972 | Merger with Vermont College. Air Force ROTC started. |
| 1974 | First women enter the Corps of Cadets, two years before the Military Service Academies. |
| 1984 | Navy and Marine Corps ROTC started. |
| 1993 | Undergraduate programs at Vermont College moved to Northfield campus. |
| 1995 | Cadet Tracey L. Jones '96, first Norwich student to be selected as a Rhodes Scholar. |
| 2007 | Sullivan Museum and History Center dedicated. |
| 2010 | 3rd and 4th Battalions designated Cadet Training Battalions with three Cadet Training Companies each. |
| 2013 | Haynes Family Stadium dedicated. Sabine Field rededicated. New artificial playing field with lights and new recreational running track introduced. |
| 2014 | Sullivan Museum and History Center designated Smithsonian Affiliate. |
| 2016 | Centennial celebration as the birthplace of ROTC. |

# CADET HANDBOOK EXCERPTS

### STATEMENT OF GUIDING VALUES

Norwich University was founded in 1819 by Captain Alden Partridge, U.S. Army, and is the oldest private military college in the country. Norwich University is a diversified academic institution that educates traditional age students in a Corps of Cadets or as civilians, and adult students. Norwich identifies the following as our guiding values.

1. We are men and women of Honor and Integrity. We shall not tolerate those who lie, cheat, or steal.
2. We are dedicated to learning, emphasizing teamwork, leadership, creativity, and critical thinking.
3. We respect the right to diverse points of view as a corner stone of our democracy.
4. We encourage service to nation and others before self.
5. We stress being physically fit and drug-free.
6. To live the Norwich motto, – "I will try!" – meaning perseverance in the face of adversity.
7. We stress self-discipline, personal responsibility, and respect for law.
8. We hold in highest esteem our people and reputation.

### VISION STATEMENT

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

### MISSION STATEMENT, 1843 CATALOGUE

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

### NORWICH HISTORY

Founded in Norwich, Vermont, by Captain Alden Partridge in 1819 as the American Literary and Scientific and Military Academy, Norwich is the nation's oldest private military college and is recognized by the Department of Defense as the birthplace of the nation's Reserve Officers' Training Corps (ROTC) concept. Norwich is regarded as one of the nation's leading military educational institutions.

### UNIVERSITY MOTTO – "I WILL TRY!"

The inspiration for the Norwich University motto, "I will try!" was provided by the War of 1812. At the Battle of Lundy's Lane, July 5, 1814, Colonel James Miller, commander of the U.S. 21st Infantry Regiment, was directed by General Jacob Brown to make a difficult frontal assault against a British artillery battery positioned on a hill near the Niagara River in Canada. Colonel Miller's response was "I'll try, sir."

### THE HONOR CODE

*"A student will not lie, cheat or steal or tolerate those that do."*



### THE CORPS OF CADETS ORGANIZATION

The Norwich University Corps of Cadets is organized as a regiment consisting of a provisional battalion with our specialty units (Band, Cavalry and Drill Team), two line battalions, and two cadet training battalions. Each line and cadet training battalion has three companies. Each company has three platoons. Freshmen are only assigned to the cadet training battalions.

### CADET OATH, CREED

*I ..., will henceforth strive to live by the Norwich Creed. As a member of the Norwich Corps of Cadets I promise to accept and apply the principles of the Honor Code; to abide by the Norwich Rules and Regulations; to obey the legal orders of Norwich officials and my seniors in the Corps of Cadets; to foster the Norwich spirit; and to uphold the traditions of my Alma Mater. In all my endeavors from this day forth I will reflect the spirit of the Norwich motto "I will try!"*

### NORWICH CADET'S CREED 1908

I believe that the cardinal virtues of the individual are courage, honesty, temperance and wisdom; and that the true measure of success is service rendered–to God, to Country, and to Mankind.

I believe that the fundamental problem of society is to maintain a free government wherein liberty may be secured through obedience to law, and that citizen soldiery is the cornerstone upon which such a government must rest.

I believe that real education presupposes a sense of proportion in physical, mental, and moral development; and that he alone is educated who has learned the lessons of self control and open-mindedness.

I believe in Norwich, my Alma Mater, because within her halls throughout the years these tenets have found expression while men have been taught to be loyal to duly constituted authority in thought and word and deed; to view suffrage as a sacred privilege to be exercised only in accordance with the dictates of conscience; to regard public office as a public trust; and finally to fight, and if need be to die, in defense of the cherished institutions of America.

– K.R.B. Flint, NU 1903

### THE CADET PRAYER 1997

Almighty God, in reverence for You, I seek to think and act in ways that are consistent with Your perfect will. I humbly confess my failures and request forgiveness for my sins.

As a member of the Corps of Cadets, my desire is to reach beyond the mere requirements of our Honor Code and pursue an even higher standard of excellence—the one that You Yourself possess. Help me always to do what is ethically right. May I be the example—never the exception! May I be known for honesty in my words, fidelity to my commitments, and persistency in my responsibilities. May my effectiveness as a leader be measured by my strength of character, my trustworthiness, and others' willingness to follow me.

Lord God, may I always be above reproach, but never beyond scrutiny! Convict and correct me if ever my motives or methods lack integrity. And by your grace may I demonstrate the unbending courage to constantly reflect the best of what it means to be a Norwich Cadet. Amen!*

*or the Christian Benediction: "In Jesus' Name, Amen!"

– Reverend William S. Wick, H '05,
Norwich University Chaplain



### PRESIDENT OF NORWICH UNIVERSITY
RADM Richard W. Schneider, USCGR (Ret.)
1992-Present

### PROVOST AND DEAN OF FACULTY
Dr. Sandra G. Affenito

### SENIOR VICE PRESIDENT FOR STUDENT AFFAIRS & TECHNOLOGY
BG Frank T. Vanecek, VSM, H'10

### COMMANDANT OF CADETS
COL Michael S. Titus, VSM

### REGIMENTAL COMMANDER
C/COL Ethan G. Hagstrom '20
Bedford, NH; Communications

### REGIMENTAL COMMAND SERGEANT MAJOR
C/CSM Colton S. Cronin '21
Prospect, CT; Criminal Justice; Naval ROTC

### NORWICH MEDAL OF HONOR RECIPIENTS
Henry Clay Wood, Class of 1856
Willie Johnston, Class of 1870
Edmund Rice, Class of 1860
Thomas O. Seaver, Class of 1859
Edward B. Williston, Class of 1856
Hiram Iddings Bearss, Class of 1898
James M. Burt, Class of 1939
Edward C. Byers, CGCS Class of 2017

### NORWICH ALMA MATER
*Norwich forever, queen of the hills,*
*When far from thee, still memory thrills recalling*
*Scenes and old friendship, songs and old cheers,*
*Memories that fade not through the changing years.*

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(802) 485-2135
cmdtoff@norwich.edu

# OFFICE OF THE COMMANDANT'S FAQS FOR FAMILIES OF ROOKS

**When will my rook know his or her company and platoon assignment?** Upon arrival and check-in to your rook's assigned dormitory (barracks). Rooks will depart from the President's Welcome Ceremony with their assigned platoon.

**How do I understand my rook's unit designation (e.g. 19-1-3)?** Year-Company-Platoon. The first two digits are the year of matriculation. There are five Cadet Training Companies (CTC) in the regiment, so the second digit will be a number from one to five corresponding to the rook's assigned CTC. In this example 19-1-3, the rook is assigned to CTC-1. There are three platoons per company, so the third digit will be a number from one to three corresponding to the rook's assigned platoon. In this example, the rook is assigned to 3rd platoon in CTC 1.

**When will my rook know his or her roommate(s)?** By the afternoon of Rook Arrival Day, as rooks complete their gear inventory and begin putting their room in order.

**How do I break in my military shoes or combat boots?** Simply wear a pair of socks and your shoes or boots around the house or in the yard for several hours over the summer. Do NOT wear your boots in the shower or submerge them completely in water to break them in.

**I cannot find a location to purchase the prescribed military shoes?** Contact our Cadet Uniform Store at (802) 485-2206 or email uniformstore@norwich.edu.

**Does Norwich University's status as a senior military college guarantee my son or daughter a commission as an officer in the Armed Forces after graduation?** No, it does not. ROTC scholarships and programs leading to commission are highly competitive and administered by the ROTC units assigned to Norwich University. And while the medical standard for a commission is common to all Services (the DoDMERB physical), the academic and physical fitness requirements can be unique to each branch. A number of rooks report to Norwich with a 4-year national ROTC scholarship earned while completing High School; most cadets, however, earn their ROTC scholarship in the first- or second year as an enrolled Norwich student while participating in ROTC. Commissioning opportunities outside of the ROTC program are available to all Norwich students through sources such as the Army National Guard, Marine Corps Platoon Leader's Class (PLC), and others.

**Norwich University requires cadets to participate in ROTC for two years. Is there any obligation to serve in the Armed Forces after graduation as a result of this ROTC requirement?** No, there is no obligation to serve. The two years of ROTC experience are an integral element of the leadership development experience common to all cadets – irrespective of their desire or ability to commission as an officer – and are a substantial benefit derived from Norwich University's status as a senior military college.

**What physical fitness test will my rook be required to pass?** The Norwich Corps of Cadets follows the Army field manual for physical fitness testing. Therefore, your rook must be prepared to pass the Army physical fitness test consisting of two minutes of pushups and sit-ups, and a timed two-mile run every academic year. A remedial program is available for those who do not meet the standard. For instructions, standards, and tips on physical conditioning, visit www.military.com/military-fitness/.

**My rook wants to try out for a fall season sport. Is there an early arrival date for preseason tryouts?** In general, no, only by invitation from the coach, who will inform your rook of the preseason camp report date. All varsity teams do offer walk-on tryouts. The date and time of these walk-on tryouts will be announced by the coaches during Rook Orientation Week. Your rook can also stop by Andrews Hall to meet with the coach, or can send an email to the coach asking the date and time of walk-on tryouts.

**If a rook arrives early for pre-season varsity sport camp will he or she be assigned to their permanent room?** Yes, if the room is ready for occupancy.

**How much cash will a rook need?** Rooks may use their CadetCa$h for laundry and postage. Some cash may be needed for other small incidentals. $50, at any one time, should suffice. Books and supplies from the bookstore may be purchased with CadetCa$h, personal check or credit/debit card. Money, credit/debit cards and valuables need to be secured at all times. An ATM is available in the Wise Campus Center. For more information, contact the Cadets Card Office at (802) 485-2840 or cadetscash@norwich.edu.

**My rook needs more money for books and school supplies, what do we do?** If you established a CadetCa$h account, you can add to the balance by check, credit card (online or in person) or cash. The Bursar's Office is also a good source for financial assistance or information (802) 485-2055 or nubursar@norwich.edu.

**My rook takes medicine daily. Will this be a problem? Can a rook keep the medicine in his or her room?** This information must be provided to the medical staff at the university's infirmary. Students are allowed to keep their own prescription medications in their room and may self-administer their medications. NU Infirmary: (802) 485-2552 / nuinfirm@norwich.edu. The Infirmary is supported by the Green Mountain Family Practice located at the base of the Shaw Recreation Center.

**When can I expect my first phone call and what is the policy?** A rook's first phone call is authorized on the Sunday night at the end of Rook Orientation Week (25 August). After orientation week, rooks are allowed one phone call a week, typically authorized on Sundays. It must be noted that some rooks will call friends instead of parents or guardians. Cadets leaders will ensure each rook has internet connectivity via their laptop or notebook during orientation week for academic and communication purposes and rooks are authorized access to email.

**What are the rules regarding a rook's use of his or her cellphone?** Rooks are not allowed to carry a cellphone on their person during the initial period of rook training. During that time, rooks will keep their cellphones inside their footlocker until they are authorized to carry their cellphone. AT&T, T Mobile and Verizon have towers on or near campus.

**How do I contact my rook in case of an emergency?** During business hours (8:00 a.m-4:30 p.m. EST) call the Office of the Commandant at (802) 485-2135; after hours call the regimental guard room at (802) 485-2589. If contact is not made, NU Public Safety is always available at (802) 485-2525.

**I have not heard from my rook in some time. What should I do to ensure he or she is okay?** Email is the best way, or use the contact numbers provided above. Remember that a rook's personal time is limited and please be patient.

**When will I be able to interact with my rook for the first time?** Parents are invited to observe the New Student Oath Ceremony on Sunday, August 25 (1:30 p.m.) and the Labor Day Parade on Monday, September 2 (10:30 a.m.); however, there is no opportunity to interact with your rook prior to Bicentennial Parent & Family Weekend, October 10-13.

**Are rooks allowed to have food (e.g. candy or snacks) in their rooms?** Rooks are allowed to keep a small amount of non-perishable food in their room in a plastic, shoe-box-sized, sealed container. We recommend nutritious snacks like power bars or granola bars and items that do not require refrigeration.

**If I live in the area and want to drop something off to my rook, how do I get the item to him or her?** Packages and mail sent via USPS, UPS, Fed Ex, DHL mail will be delivered to the NU Mail Room in the Wise Campus Center during business hours (8:00 a.m.-4:00 p.m.); after-hours deliveries will require arrangements through the Office of the Commandant. Please address to: RCT First Last Name, NU Box ###, 158 Harmon Drive, Northfield, VT 05663. Note: Freight carriers will not deliver to a PO Box; ensure the correct address is used.

**What is the leave policy on Parent & Family Weekend, October 10-13?** Leave begins immediately following the Corps of Cadets Review with Retreat on Friday, October 11. The ceremony begins at 3:15 p.m. and should conclude by 4 p.m. Rooks must return to campus by 9 a.m. the following morning (Saturday) in order to participate in scheduled activities and unit competitions. Leave resumes immediately following the Saturday afternoon home football game (approximately 4 p.m.) and rooks must return to campus by 4 p.m. on Sunday, October 13.

**What if a rook's family is unable to attend Parent & Family Weekend?** Our directive is "no rook left behind" in the barracks during Parent & Family Weekend. Most often, a rook will join a roommate's or platoon member's family for the weekend. The barracks do remain open and rooks are not forced to leave campus that weekend.

**What is the leave policy on weekends?** Rooks are not eligible for overnight passes or regular leave except on scheduled university holidays. Their company mentor, assistant commandant or the commandant can approve emergency leave. Special occasions such as weddings and family reunions will certainly be considered.

**Does Norwich University provide transportation for students to and from nearby airports?** No. Students must coordinate individually with a taxi via www.greencabvt.com or shuttle service for transportation via https://vermonttourandcharter.com/norwich.The Dartmouth Coach in Lebanon, NH shuttles to Boston and NYC airports: https://dartmouthcoach.com/

**What happens if we live a great distance away and we cannot afford travel expense for our rook to return home during Thanksgiving vacation or spring break?** The barracks close during extended breaks. Many rooks will stay with a roommate or platoon member. Some will stay with a faculty or staff member and we also have alumni who welcome students into their home. The Office of Civic Engagement also offers alternative break service trips in and out of country. Following an extended break, the dining hall resumes operations the dinner meal on Sunday night prior to the resumption of classes. The snack bar is closed.

**Can rooks have cars, and who do I contact for an exception such as military drill?** Rooks are not authorized to keep vehicles on campus. Special authorization may be obtained from the commandant for rooks who drill with a Reserve or Guard unit. Please send an email directly to the commandant of cadets for special authorization at cmdtoff@norwich.edu.

**My rook is in the Reserves or Guard. Can he or she wear military-issued clothing items?** No. Rooks must wear the cadet uniform of the day as prescribed in the NUCC Standing Operating Procedures.

**What is the chain of command for problem resolution?** Rooks will learn about using the regimental chain of command as part of their orientation to the military lifestyle. The Office of the Commandant is always available to parents and students needing assistance.

**How do I find the name and contact information of my rook's academic advisor?** The first person to ask is your rook. If your rook has added you as a FERPA recipient, you may also contact the Office of the Commandant who can provide the academic advisor's name, phone and email address.

**When is Regimental Ball and can my rook invite a date to attend the ball?** The NUCC Regimental Ball is a formal military ball to celebrate the history and traditions of the Corps of Cadets. It will be held on October 19 and rooks are allowed to invite a date. A visitor form must be completed for all guests and any guest under the age of 17 must have permission from his or her parent or guardian with a notarized signature. Your rook can pick up a visitor form from his or her first sergeant or through the Housing Office in Jackman Room 213. The commandant of cadets will prescribe the uniform to be worn by rooks attending the ball.

**Can my rook attend off-campus religious services? And if so, is transportation provided?** Yes, and yes. The house of worship is contacted and the religious leader, staff or congregation is queried to determine who is available to provide rides. Note: if a particular group does NOT provide transportation, a rook may ride with another student going to the same place after gaining approval from the university chaplain or company mentor. In certain circumstances, the university will assist with arranging transportation for faith groups. For details, contact the Chaplain's Office at (802) 485-2128.

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# CORPS OF CADETS COMMONLY USED ACRONYMS

AAR ..... After Action Review
ACU ..... Army Combat Uniform
APOD ..... Absent Place of Duty
ARTY ..... Artillery
CAM ..... Corporal Academic Mentor
CAV ..... Cavalry
CHC ..... Corps Honor Committee
CLTP ..... Cadet Leader Training Program
CO ..... Commanding Officer; also Commandant's Orderly
COB ..... Close of Business
COC ..... Chain of Command
COT ..... Commander of Troops
CQ ..... Change of Quarters
CSM ..... Command Sergeant Major
D&C ..... Drill and Ceremony
DAF ..... Disciplinary Action Form
DP ..... Disciplinary Probation
DS ..... Detached Service
FAT ..... Friday Afternoon Training
FEX ..... Field Exercise (Navy/Marine)
FLC ..... Future Leaders Camp
FTX ..... Field Training Exercise (Army, Air Force, or Corps of Cadets)
GME ..... Green Mountain Experience
IAW ..... In Accordance WIth
IG ..... Inspector General
LCW ..... Leadership Challenge Weekend
MC ..... Military Confinement
MCV ..... Military College of Vermont
MT ..... Marching Tours
NAB ..... Norwich Artillery Battery
NCO ..... Non-Commissioned Officer
NET ..... Not Earlier Than
NLT ..... Not Later Than
NUCC ..... Norwich University Corps of Cadets
NUEMS ..... Norwich University Emergency Medical Service
NUSRR ..... Norwich University Student Rules and Regulations
OML ..... Order of Merit List
PAO ..... Public Affairs Officer
PFT ..... Physical Fitness Test
PRT ..... Physical Readiness Test
PL ..... Platoon Leader
PSG ..... Platoon Sergeant
PT ..... Physical Trianing
PTI ..... Physical Training Instructor
RDO ..... Regimental Duty Officer
RDR ..... Regimental Duty Runner
RDS ..... Regimental Duty Sergeant
ROTC ..... Reserve Officers Training Corps
SADO ..... Student Affairs Duty Officer
SL ..... Squad Leader
SMC ..... Senior Military College
SMI ..... Saturday Morning Inspection
SOP ..... Standard Operating Procedures
STT ..... Sergeants Time Training
TAT ..... Tuesday Afternoon Training
UMR ..... Unit Manning Report
UOD ..... Uniform of the Day
UP ..... Upper Parade Ground
VAP ..... Violation of the Alcohol Policy
WT ..... Work Tours



## Frequently used cadet colloquialisms and their meanings:

***Barracks***
Dormitory that houses cadets.

***Cadre***
Cadets assigned to Rook training units and who are responsible for training Rooks.

***Latrine***
Bathroom (Army vernacular).

***Head***
Bathroom (Navy vernacular).

***Headgear***
Hat worn as a uniform item.

***Gig***
Discrepancy

***Rack***
Bed

***Rook***
First year cadet not recognized into the Corps of Cadets.

***Tours***
Disciplinary sanction that requires 50 minutes of marching with a rifle on the tour strip.

***Tour Strip***
Ribbon of asphalt that bisects the north end of the UP near the saluting cannon.

***Under Arms***
Carrying a rifle, sword or saber.

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cmdtoff@norwich.edu

# PACKING 101—TIPS FOR CORPS OF CADETS

## WHAT TO WEAR UPON ARRIVAL

Rooks must arrive on Rook Arrival day wearing the following items:

- Khaki pants, tan (chino-style); example: **http://bit.ly/khakis-pants**
- Belt, conservative, plain buckle; example: **http://bit.ly/Black_belt**
- White crew neck short sleeve t-shirt (no pockets)
- White, short sleeved dress shirt, plain without pattern, button or non-button down collar; example: **http://bit.ly/short-sleeve-white-shirt**
- Athletic footwear (sneakers) with crew length white socks.

**Note:** Rooks authorized to arrive before Rook arrival day may arrive in appropriate civilian attire, but will need the above items to wear on Rook arrival day.

## WHAT TO BRING UPON ARRIVAL

Rooks must have the following items upon arrival on Rook Arrival day:

- Proof of identification (See information below)
- 2 pairs of tan or coyote military-style, laced up combat boots (summer and winter). You may bring a summer pair and purchase winter pair later.*
- 1 pair black military-style dress shoes *
    - o Be sure to break in the shoes and boots over the summer!
    - o Do not submerse the combat boots in water to break them in.

*See Required Boots and Shoes published by the Cadet Uniform Store: **http://lifeat.norwich.edu/uniformstore/**

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- 10 white crew-neck T-shirts (no V neck or pockets)
- 10 pair black dress socks
- 5 pair dark color boot socks
- 10 pair all white athletic socks (crew length with no logo above the heel)

### Males

- 3 black/white sports briefs or compression shorts (logo on waistband is fine)
- 10 pair white briefs or boxers (white with logo on waistband is fine)

### Females

- 10 white or beige bras/sports bras (logo appearing is fine)
- 10 pair white or beige underwear (white with logo on band is fine)
- Barrettes/elastics to match hair color; no fabric or scrunchies
- Sock or mesh bun to match hair color
- Bobby pins - required only if hair is below collar length
- Hair spray or gel (example: L.A. Looks Sport Gel)
- 1 sports bathing suit, one-piece, navy or black color (acceptable with accent stripes)

## BUSINESS ATTIRE

If you already own a set of business attire bring it. Rooks who intend to play varsity athletics and make the travel team are required to wear business attire for away competitions. Some professors require business attire for presentations or class trips; however, it's not necessary to purchase business attire for arrival day. Rooks will be notified in class by their professor with sufficient time to acquire such.

- o For males: sport coat, dress shirt, tie, dress pants, dress belt, civilian dress shoes.
- o For females: business suit, appropriate blouse, skirt/conservative stockings or slacks, civilian dress shoes.

## SUPPLIES

**The following items are required upon arrival to campus:**

- Norwich computer account name and password information
- FAFSA pin number (as applicable)

- Prescribed medicines as annotated on required medical form by Admissions
- Prescribed eyeglasses and/or contact lenses and solutions
- Toiletry items (deodorant, soap/shampoo, tooth brush/paste, shaving cream/razor plain/electric, tissue packs, etc.)
- Hangers, 25 minimum – Plastic (black or white) or wooden
- Shoe polishing kit for Rooks who desire leather shoes requiring polish (black polish, cotton balls, shoe brush, cloth). Kit available at the Cadet Uniform Store.

**Required (Many items available at University Book Store):**

- Laundry soap, static cling sheets
- Sewing kit and scissors
- Alarm clock, table (no clock radios)
- Cleaner, all purpose
- School supplies (paper, scissors, stapler, tape, ruler, paperclips, folders, etc.)
- Sheet protectors, clear, 8x11 inch (minimum 1 dozen)
- Pens, ball point, black ink
- Marker, black, fine point, permanent (Sharpie brand ideal)
- Dry-erase markers, black only, fine point, 5 ea
- Thumb/flash drive
- Masking tape, easy peel type (3/4 inch)
- Surge protector, 3 Prong-UL listed
- Padlock
- Cleaning rags (Old t-shirts/towels cut up work fine)



# PACKING 101—TIPS FOR CORPS OF CADETS (CONT.)

- Spray bottle
- Quarters for laundry or money on the Cadet Cash Card ($1.75 each for wash/dry loads).

**Required and available for purchase prior or after arrival at our Cadet Uniform Store:**

- Book bag or transport pack, black, conservative. (Brand available at our Uniform Store is Rothco Transport Pack – size large).
- 1 wristwatch (inexpensive, conservative color required; water resistant recommended)
- 1 flat iron
- 1 ironing board, floor model
- Broom and dust pan

## LINEN

We recommend freshmen use the basic University linen service; however, if you are NOT planning to use the linen service, you will need to bring:

- 1 pillow, standard size (1 provided with linen service.)
- 4 white sheets, twin size, standard, flat not fitted (4 provided with linen service)
- 2 white pillowcases (2 provided with linen service)
- 4 white towels, bath size (6 provided with linen service)
- 5 white washcloths (NONE provided with linen service)

## RECOMMENDED ITEMS

- Cell phone (Use is restricted initially, then regulated during the Rook training period.)
- Desktop or laptop computer - visit the Computer Services page for information at:
  **http://www.norwich.edu/all-of-admissions/1123-review-computer-services-information**
- Ethernet cord (minimum 5 ft., no longer than 20 ft.)

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- Scientific calculator
- Desk lamp
- Fan, personal, desk size
- Index cards, lined, 3x5 inch
- Manicure kit/nail clippers
- Multi-purpose tool (knife blade may not exceed 3 inches)
- Extra pair of running shoes
- Thermal underwear (Available at Cadet Uniform Store)
- Sports equipment for varsity/club sports
- Yaktrax or similar, boot size, for navigating during the winter ice season on/off campus
- Rooks serving in the National Guard or Reserves may bring equipment and uniforms required for weekend drill
- Limited cash with access to a debit account. ATM available in the Wise Campus Center.

## PROOF OF IDENTIFICATION

All Rooks will receive a Norwich student photo ID during Rook Arrival Day in-processing. A second form of photo ID is recommended.

At a minimum, all ROTC branches will need an original/certified Certificate of Birth and original Social Security Card or proof of citizenship. Copies of these documents will be made and originals returned to the individual. Specific ROTC branches will contact students prior to arrival if more information is needed. For questions, contact appropriate ROTC office: Army (802) 485-2480, Air Force (802) 485-2460, Naval (802) 485-2185.

Individuals hired for employment by Norwich as work study or non-work study, applicants must have a current U.S. Passport /Passport Card OR a NU Student ID/ Driver's License and one of these originals: Social Security Card/Certificate of Birth/U.S. Citizen ID Card (Form I-197). For questions contact Human Resources Office at (802) 485-2075.

U.S. Passports are not required, but Rooks interested in travelling abroad for service learning or possible military training opportunities, will need a passport. Rooks are not authorized to study abroad during their Rook year, but are encouraged to do so as an upperclassman. Some varsity teams will travel to Canada and Rook athletes selected to travel will need a U.S. Passport or state issued enhanced driver's license.

## ROOKS WHAT NOT TO BRING!

### WHAT NOT TO BRING

The following items Rooks ARE NOT allowed to bring upon arrival:

- Alcoholic beverages
- Bedspreads/blankets
- Backpacks (except what is required)
- Bicycles, skateboards, etc.
- Civilian clothing (except what is required)
- Computer games
- Desk blotters
- Electrical devices or cooking appliances
- Food, candy, gum (Care packages, shoe box size, with healthy items, are allowed after Rook Week)
- Expensive items
- Illegal drugs or steroids
- Music CDs
- Stereos, CD players, iPods, GoPro
- Plants
- Plastic shelves/crates, posters, framed pictures
- Rugs or doormats
- Live or stuffed animals or fish
- Television
- Tobacco products of any kind, to include e-cigarettes, vapors, JUULs, or similar devices
- Wastebaskets
- Knives (with blade longer than 3 inches)
- Weapons



## BUS, TRAIN, & AIRPORT TRANSPORTATION

During extended breaks, Norwich does NOT provide free transportation to and from the Burlington International Airport or to the bus or train terminals in Montpelier, VT. Green Cab VT is one taxi resource via **www.greencabvt.com** or (802) 864-2424. Shuttle service for transportation is available for a fee via **www.vermonttourandcharter.com/norwich**. There is NO transportation to Boston, MA or Manchester, NH Airports. The Dartmouth Coach is a resource to Boston and NYC airports via **https://dartmouthcoach.com/**.

## CONTACT INFORMATION

**Office of the Commandant**
Monday – Friday
8:00 a.m.-4:30 p.m.
(802) 485-2135
cmdtoff@norwich.edu

**Computer Services Helpdesk**
Monday – Friday
8:00 a.m.-4:30 p.m.
(802) 485-2456
helpdesk@norwich.edu

**Cadet Uniform Store**
Monday – Friday
7:30 a.m.-4:00 p.m.
(802) 485-2206
uniformstore@norwich.edu
http://lifeat.norwich.edu/uniformstore/

**Cadet$Card Office**
Monday – Friday
8:00 a.m.-4:00 p.m.
(802) 485-2840
cadetscash@norwich.edu

**University Bookstore**
Monday – Friday (Summer)
8:00 a.m.-4:00 p.m.
(802) 485-2200
0573mgr@fheg.follett.com
www.norwichshop.com





# FAQS FOR FAMILIES OF CIVILIAN STUDENTS

**How much cash will a student need?** Students may use their CadetCa$h for laundry and postage. Some cash may be needed for other small incidentals. $50, at any one time should suffice. Books and supplies from the bookstore, may be purchased with CadetCa$h, personal check, or credit card. People's United Bank ATMs are available in two locations on campus for student use. Money, credit/debit cards, and valuables need to be secured at all times.

**What are the Cadet$Card and CadetCa$h?** The Cadet$Card is your Norwich University ID, building access and meal card; CadetCa$h is a debit plan that can be added to your card by opening a CadetCa$h account. The laundry, vending machines, snack bar, uniform shop, bursar, mailroom, bookstore, athletic concessions, and some local merchants accept CadetCa$h. Contact the Cadet$Card Office for information at (802) 485-2840.

**My student needs more money for books and school supplies, what do we do?**
If you established a CadetCa$h account, you can add to the balance by check, credit card (online or in person) or cash. Add money online at ***https://webcard.norwich.edu.*** The Bursar's Office is also a good source for financial assistance or information at (802) 485-2055.

**What are the rules regarding cell phones and their usage?** Common courtesies of cell phone use are expected and use is not allowed in the classroom. Cell phone coverage is limited in Northfield, though there is an AT&T tower on campus and a Verizon tower nearby. All NU students receive a 5% discount on their base plan through the AT&T University Advantage Program. All Norwich students with a valid University ID and/or email address are eligible for the discount regardless if you are a new or current AT&T customer.

**What is the process to resolve a problem in the residence halls or in general?** Students will learn about utilizing the Residence Life staff to resolve issues or conflicts in the residence halls or around campus as part of their orientation to Norwich. Of course, the Residence Life staff is always available to parents and students needing assistance. The Residence Life Office can be reached at (802) 485-2660/2643.

**How do I contact my student in case of an emergency?** You can call the Dean of Students' Office during business hours (8 a.m.–4:30 p.m.) at (802) 485-2640; after hours, please call the Office of Public Safety at (802) 485-2525.

**I haven't heard from my student, what should I do to ensure he/she is ok?** In the event that you are seriously concerned about the welfare of your student, please call the Dean of Students' Office at (802) 485-2640 or the Residence Life Office at (802) 485-2660/2643.

**How often can I visit my student?** Family members and friends are welcome to visit their student any time the student is free from classes and obligations. We highly encourage attending Parent and Family Weekend October 11-13, 2019.

**Can you provide me with more information about the Oath Ceremony and can I attend?** All students take an Oath that they will live by the Guiding Values of Norwich, the Honor Code, and Student Regulations. Parents are invited to observe the Student Oath Ceremony on Sunday, August 25, 2019 at 1:30 p.m. on the Upper Parade Ground.

**When is Parent and Family Weekend and how can I find area lodging?** Parent and Family Weekend is October 11-13, 2019. It's a wonderful opportunity to visit with your student and enjoy seeing the many student activities and organizations that are showcased that weekend. To locate lodging in the area visit: ***https://alumni.norwich.edu/AreaAccommodations.***

**If I live in the area and want to drop something off to my student, how do I get the item to him/her?** You are encouraged to contact your student directly to make arrangements based on their schedule. If needed, packages and mail may be delivered to the NU Mail Room in the Wise Campus Center during business hours; after hours arrangements can be made through the Dean of Students' Office at (802) 485-2640 or Residence Life Office at (802) 485-2660/2643.

**Can freshmen have cars and whom do I contact for an exception?** First year students do not have vehicle privileges; however, students who have medical reasons or have commitments to military drill with a National Guard or Reserve unit may contact the Dean of Students' Office at (802) 485-2640, to request an exception to the policy.

**Are students allowed to have food and a microwave in their rooms?** According to the student regulations, students are allowed to have food and one microwave in their rooms.

**Are the residence halls wired for the Internet?**
Yes, each student will have his or her own port that will allow access to the Internet. Students may bring or purchase upon arrival an Ethernet cord. In addition, each Residence Hall is wireless compatible.

**My student takes medicine daily, will this be a problem? Can he/she keep the medicine in the room?** This information must be provided to the medical staff at the University's Student Health Services. Students are allowed to keep medications prescribed to them in their rooms and may self-administer their medications. Contact NU Health Services at at (802) 485-2552 or email nuinfirm@norwich.edu.

**What is the purpose of Orientation?**
The purpose of Orientation is to assist your student with their transition into the NU community; both academically and socially. Activities are planned throughout the week (August 20-25) to bond new students to all aspect of Norwich University. If you have questions regarding Orientation contact Ryan Johnson at rjohnso7@norwich.edu or (802) 485-3372.



# PACKING 101—TIPS FOR RESIDENTIAL CIVILIAN STUDENTS

**A few suggestions to start:**

- Be intentional about what you are bringing with you. You do not need to bring everything you own!
- It does get cold, but you won't need your winter gear right away. It is a good idea to pack your winter items and then have your parent/guardian ship them out later. If you are heading home for Thanksgiving, that's the perfect time to bring home your spring and summer clothes and grab what you will need for the winter.
- Always check with your roommate on what you intend to bring such as a refrigerator, microwave, television, DVD player, etc. Although many students like to have their own things, space and electrical outlets might not allow them to bring everything. (Of course, it is always a good idea to talk with your roommate(s) to help in the transition).

**Here are a few suggested comforts from home you don't want to forget:**

*Bed and Bedding*

- Sheets (twin, extra-long).
- Comforter and/or quilts, blankets, etc. Consider bringing sturdy, easy-to-wash items.
- Towels: bath, washcloths, and hand towels.
- Alarm clock – dreaded but a must, you can't rely on your phone to wake you up!
- Extra pillow(s) if you will lounge/study on the bed.

*Health and Grooming*

- Shower shoes.
- All necessary toiletries (toothbrush, toothpaste, soap, shampoo, and all grooming/cosmetic) items. Since space will be cramped, consider buying smaller sizes, at least at first.
- Shower bucket/basket/caddy to carry items.
- Bathrobe – especially important since the shower is down the hall.
- Prescription medicines and copies of the prescriptions.
- Suggested: First Aid Kit, including basic adhesive bandages, disinfectant, aspirin, etc.

*Decor*

- Sticky wall mounts and removable adhesive hooks. NU does not allow you to put nails in the walls, so you will need other ways to hang your décor.
- Personal pictures, photos, and other favorite items. Avoid heavy frames, since you may not be able to hang them.
- Rugs/a piece of carpet or slippers as the rooms are not carpeted.

*Study Stuff*

- A sturdy backpack or book bag for everyday use.
- Computer (desktop or laptop) and any necessary supplies/accessories.
- School supplies, including a planner as well as basic pens, paper, pencils, notebooks.
- Dry-erase marker. Dry-erase boards are provided.

*Furnishings*

- Other storage or organization units. A few stacking plastic crates will come in handy.
- Small trashcan and trash bags.
- Lamps – floor, desk and/or clip lamp.
- Fan (window or floor). Depending on the climate control in the building, you may want this to adjust to your individual needs.
- Window screen.

*Electronics and Equipment*

- Multiple outlet surge protectors.
- TV, DVD player, microwave, game system, etc.
- Chargers for all of your devices.

*Food and Snacks*

- Small refrigerator – not to exceed 3.2 cubic feet.
- A few unbreakable dishes, plastic cups, microwave-safe bowl, and small food storage tubs.
- Sandwich bags, aluminum foil, and/or plastic wrap.
- A small bottle of dish soap, scrubber, small dishtowel.
- Snacks that will help you finish that late night project or for when the dining hall closes!

*Miscellaneous Items*

- Batteries and flashlight.
- Deck of cards or games for when you take a study break.
- A large backpack or shoulder bag for possible weekend trips you might take.

***Do not bring the following:***

- Your fish, dog, cat, gerbil, mouse, snake...NO pets are allowed in the residence halls.
- Hot plate and/or mini stove and toasters.
- Halogen lamps and lava lamps.
- Cinder blocks, bricks, or crates for lofting beds.
- Drugs, alcohols (this includes alcohol trophies, posters or souvenirs), weapons, fireworks. There is zero tolerance for these items at NU and they will be confiscated!
- 2-prong extension cords.
- Subwoofers or gigantic speakers.
- Air conditioner.
- Your vehicle (first-years are not permitted to have a car on campus).

**Announcing a special program for your linen needs!**
Norwich has partnered with Residence Hall Linens to provide great quality linens, bath kits, storage units and other essentials in hundreds of colors and patterns. You're assured the sheets will fit properly and look great. A portion of the proceeds from this site support NUVISIONS Abroad service trips throughout the year. Check them out at: ***www.rhl.org/nu-store.***

**Questions? Reach out to us!**
Email the Residence Life and Civilian Housing Office at NUreslife@norwich.edu.





# CIVILIAN/COMMUTER ARRIVAL DAY

This day represents a change in the life of both the incoming students and the lives of families and friends. It will be a long day, filled with many emotions, and many tasks to complete. The Orientation 2019 staff hopes to ease the transition for both the incoming students and their families and friends, by providing as much information as possible before you arrive. We look forward to seeing you!

**Tuesday, Aug. 20, 2019 – Arrival Day**

**9:00–10:30 a.m. • Student Registration and Move In**
***Shapiro Field House***

Arrive utilizing the South Entrance (University Drive) you will then be directed through University Drive to the student parking lots. You will report directly to Shapiro Field House to check in and complete in-processing before returning to your vehicle and moving into your assigned residence hall and room. Orientation Leaders (OLs) and Resident Advisors (RAs) will be there to welcome you and assist you with unloading your vehicle. Ryan Johnson, Associate Dean of Students, will be available at in-processing to answer questions from our new civilian students (residential and commuter) have about Orientation.

**11:00 a.m.–1:00 p.m. • Welcome Luncheon**
***Wise Campus Center, Dining Hall***

Luncheon for new students, families, and friends compliments of the University.

**3–3:45 p.m. • University Welcome**
***Plumley Armory Gymnasium***

Welcome by Norwich University President Dr. Richard Schneider.

**3:45–4:00 p.m. • So long for now***

Say your farewells to families and friends before Orientation. Activities for students will begin promptly at 4:00 p.m. with their Orientation Leader.

**4:00 p.m. • Official Orientation Program Begins**

Meet new people, get to know the Orientation Leaders (OLs), have fun, and lay the ground work for the next few days of orientation and your career at Norwich University. More details and information will be emailed to students as the summer progresses.

**4–5:00 p.m. • Parents & Family Reception**
***Wise Campus Center, The Mill***

The Norwich University Parent & Family Association (NUPFA) will host a reception in The Mill located on the ground floor of the Wise Campus Center.

**We hope you enjoy your summer and look forward to your arrival in August!**

**Questions?**

Contact Ryan Johnson, Associate Deane of Students at (802) 485-3372 or at rjohnso7@norwich.edu.

*Families are welcome to return to campus and witness the Oath Ceremony on Sunday, August 25, 2019 at 1:30 p.m., when students will assemble on the Upper Parade Ground to pledge their willingness to accept and apply the Honor Code, abide by the Norwich Rules and Regulations, foster the Norwich spirit and uphold the traditions of the University. New students will speak with one voice as they promise to apply the Norwich motto, "I Will Try!" in all future endeavors.

**Parent & Family Weekend is scheduled for October 11-13**

Reviewed by Ryan Johnson, Associate Dean of Students
21 May 2019
(802) 485-3372
rjohnso7@norwich.edu



# SAVE THE DATE



## 2019 PARENT & FAMILY WEEKEND
**THURSDAY–SUNDAY**
**OCTOBER 10–13, 2019**

Visit ***alumni.norwich.edu/pfw***
for a full schedule of events
and a list of area accommodations.

*Make your lodging arrangements today!*

Norwich University
Alumni and Family Relations Office
(877) 631-2019

***alumni.norwich.edu/nupfa***

# 2019 NUPFA RECEPTIONS



## ROOK AND FAMILY RECEPTION
**SATURDAY, AUGUST 17, 2019**
4:00–6:00 p.m. • Plumley Armory, Norwich University

## ROOK FAMILIES RECEPTION
**SUNDAY, AUGUST 18, 2019**
4:00–6:00 p.m. • Plumley Armory, Norwich University

## CIVILIAN FAMILIES RECEPTION
**TUESDAY, AUGUST 20, 2019**
4:00–5:00 p.m. • Doyle Hall, Norwich University

*Meet fellow members of the Class of 2023 and their families. Norwich staff and student leaders will welcome you and help put you at ease by answering any last minute questions.*

Dress: Business Casual • No charge or RSVP required.




158 Harmon Drive
Northfield, VT 05663-1035
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