

# Vitality

Dickinson

HUMAN RESOURCE SERVICES

April 2018  
Volume XII | Issue 8

## National Walking Day:

**WEDNESDAY, APRIL 4**

**Historical Book Walking Tour**

*Hosted by Brenda Bretz, VP for Institutional Effectiveness & Inclusivity*

**MEET AT THE BENJAMIN RUSH STATUE: 11:45 a.m.**

**WALKING: noon–1 p.m.**

There are countless physical activities out there, but walking has the lowest dropout rate of them all! The American Heart Association is hosting **National Walking Day\*** on April 4, 2018. On this day and all days, everyone is encouraged to lace up their sneakers and take at least 30 minutes out of their day to get up and walk. Take a break from your regular routine and get out to enjoy the fresh air and sunshine, take a walk with family, friends and colleagues—or stretch your legs over your lunch break by taking a walk! This walking event will highlight historical and book-focused places on campus but will also include some community spaces on West High Street and East Pomfret Street. The walking tour will be approximately 3000 steps and should take 45-60 minutes overall.

Register now for the [Historical Book Walking Tour](#) in Totara via the [Gateway](#): **Enroll** in the **Spring Into Fitness Challenge** course, then **“sign-up”** for this event!

[\\*Sources: American Heart Association & National Day Calendar](#)

## Annual Benefits & Wellness Fair

**Tuesday, April 24**

**HUB Social Hall | 10:30 a.m.–2:30 p.m.**

Mark your calendars now for this annual event that happens each year during Wellness Week at Dickinson! The annual Benefits & Wellness Fair event provides an opportunity for employees of the college to meet with over 30 new and returning benefits vendors and wellness program providers as well as some local community participants. Free health screenings are offered in addition to a wealth of information about our benefits, health and wellness programs. Please plan to stop by to learn more about your benefits and wellness options available to the college community. Many prizes and giveaways are also part of this annual event!

## SAVE THE DATE! Annual Recognition Brunch

**Thursday, May 24 | HUB Dining Hall | 9–11 a.m.**

Human Resource Services is hosting the 3rd annual Recognition Brunch, an inclusive community event for all Dickinson employees to come together and celebrate. Plan to attend this annual celebration of all the incredible and important work of the entire Dickinson community. Mark your calendars now for Thursday, May 24!

Join us for a special gathering to recognize the achievements of all employees and to express appreciation to those who have completed five or more years of service as of June 30, 2018. Honoree invitations will be sent to those celebrating a five-year increment anniversary. Watch for an email invite coming soon! Please let us know whether or not you will be able to attend the brunch by registering online in the RSVP Form, sending an email to [HREvents@dickinson.edu](mailto:HREvents@dickinson.edu) or by calling Human Resource Services at ext. 1503 before May 17.

*We hope you will be able to attend this end-of-semester celebration to recognize our collective accomplishments.*

## Benefits & Compliance

### SUMMARY ANNUAL REPORTS

Summary Annual Reports for the following have been completed:

- “Hospitalization & Medical,”
- “Accidental Death & Dismemberment & Life Insurance,”
- “Flexcomp Program,”
- “Group Long Term Disability” and
- “Travel Insurance.”

These reports reflect the financial conditions and transactions from July 1, 2016 to June 30, 2017. You may print and/or view a pdf version of this report at:

[www.dickinson.edu/download/downloads/id/8901/2017\\_hw\\_sar.pdf](http://www.dickinson.edu/download/downloads/id/8901/2017_hw_sar.pdf)

Printed copies will also be posted on the Facilities Management and Dining Services bulletin boards.

## New Hires

Sif-Lina Ankergard, *Art & Art History*

Bridget Burnhisel, *Dean of Students Office*

Xuan-Lin Chen, *Physics & Astronomy*

Duane Miller, *Organic Farm*

Brooke Fink, *Facilities Management*

Laurie Kline, *Financial Operations*

Patricia Richardson, *Dining Services*

Carol Shaffer, *Human Resource Services*

## Retirement Planning Sessions

### TIAA Individual Counseling Sessions

A TIAA representative will be on-campus during the spring semester on:

- **WEDNESDAY, APRIL 18**      **HUB side room 202**
- **THURSDAY, MAY 24**      **HUB side room 201**
- **TUESDAY, JUNE 12**      **HUB side room 201**

To schedule a personal meeting with TIAA, please visit [www.tiaa.org/moc](http://www.tiaa.org/moc) or call 1-800-842-2010. Appointments may be scheduled with TIAA between 9 a.m.–5 p.m. on the dates listed above.

### Fidelity Individual Counseling Sessions

A Fidelity representative will be available during the upcoming spring semester on:

- **WEDNESDAY, APRIL 18**      **HUB side room 203**

To schedule a personal meeting with Fidelity, please visit [www.fidelity.com/atwork/reservations](http://www.fidelity.com/atwork/reservations) or call 1-800-642-7131 with your preferred time. Appointments may be scheduled on the date listed above between 9 a.m.–4 p.m.

### Get the Most Out of Your Benefits!

## UNITED CONCORDIA®

Protecting More Than Just Your Smile®

### United Concordia: How to be a Smart Dental Consumer

Presented by Katie Mace, *United Concordia*

**Thursday, April 19 | Stern Center, room 102 | noon–1 p.m.**

### PROFESSIONAL DENTAL CARE CAN MAKE A DIFFERENCE.

Insurance plans can feel complicated and overwhelming for consumers. Knowing where to look for helpful information and understanding the basics can make it all much simpler. This presentation will focus on navigating your Dental Benefits Summary, understanding general insurance terms, and discussing ways to maximize your plan to help save you money.

Register now in [Totara](#) by searching and enrolling in the course name **Medical Consumerism**, and sign-up for **United Concordia: How to be a Smart Dental Consumer** session.

# Diabetes and Your Oral Health

While many people are aware of the risks associated with diabetes, they may be less informed about the important connection to oral health. But the truth is, diabetes can impact the state of your mouth and in turn, the health of your mouth can make it more difficult to control your blood sugar. It's especially important for those with diabetes to keep their mouth, teeth and gums as healthy as possible.<sup>1</sup>

## DIABETES AND ORAL HEALTH GO HAND-IN-HAND

People with poorly controlled diabetes are more likely to develop dental health issues like gum disease, which in turn can make it more difficult to manage diabetes.

- Diabetes can reduce saliva production and cause dry mouth, a risk factor for gum disease.<sup>2</sup> High blood sugar from poorly controlled diabetes can increase oral bacteria and contribute to the buildup of gum disease-causing plaque.<sup>2,3</sup>
- Since diabetes makes it harder for the body to fight infection, gum disease may be more severe and harder to treat and maintain.<sup>3</sup>
- When gum disease reaches a more advanced, severe stage called periodontitis, it may impact the body's ability to control blood sugar, making diabetes more difficult to control.<sup>1</sup>
- The good news is that research shows getting the proper care at the dentist can lead to improved overall health for people with diabetes.<sup>4</sup> In order to identify, treat, and/or stop the progression of gum disease, it's important to see your dentist on a regular basis. Follow these steps to get the most from your dental care and insurance:
  - Schedule regular dental visits— depending on your condition, your dentist may recommend more frequent cleanings and exams
  - Inform your dentist of any health conditions, medications and symptoms
  - Offer to connect your dental and medical professionals to better coordinate your care
  - Talk to your dentist about whether or not you have gum disease and the recommended treatment
  - Review your dental insurance coverage—while insurance may not cover everything your dentist recommends, it's helpful to know what's covered in advance
  - Follow your dentist's recommendations for proper at-home oral hygiene

For more information and tips on diabetes and oral health management, please visit: [UnitedConcordia.com/Diabetes](https://www.unitedconcordia.com/diabetes)

\*Sources: Article courtesy of United Concordia Dental

1. Oral Health and Hygiene; American Diabetes Association, September 2012
2. Diabetes, Gum Disease, and Other Dental Problems; National Institute of Diabetes and Digestive and Kidney Diseases, September 2014
3. Diabetes and dental care: Guide to a healthy mouth; Mayo Clinic; September 2015
4. Impact of Periodontal Therapy on General Health; American Journal of Preventive Medicine; 2014

## Community Events & Announcements

### American Cancer Society's Relay for Life

Friday, April 6 | Kline Center Concourse  
6 p.m. through Saturday, April 7 at 6 a.m.

Join Team Dickinson at the Relay for Life in the fight against cancer while we celebrate the participants and survivors, remembering those we have lost to the disease and honoring those who are still fighting. All members of the campus community are invited to register and participate in any part of the event, that begins with an opening ceremony at 7 p.m., a survivors' lap (7:30 p.m.) and luminaria ceremony (9 p.m.), ending at 6 a.m. on Saturday morning, with plenty of family-friendly food, games, contests and entertainment in between.

Join Team Dickinson, or [register yourself or your team](#) by clicking these embedded links to help support the American Cancer Society and Relay for Life at Dickinson College!

# Community Events & Announcements



**Saturday, April 14 | Hope Station**  
**BIKE REPAIRS: noon**  
**REGISTRATION: 12:30 p.m.**  
**RIDE: 1:30-3:45 p.m.**

Dickinsonians are invited to join a community ride around Carlisle's Northside neighborhood. The Northside Ride will take place on Saturday, April 14, with bike repairs starting at noon, registration opening at 12:30 p.m. and a bike ride departing promptly at 1:30 p.m. We anticipate the event ending

around 3:45 pm. Participants will meet at Hope Station, 149 W. Penn St., Carlisle. The ride and its associated events are free and open to the public. Dickinsonians are encouraged to participate as riders or as volunteers. Volunteer positions are needed for *route assistants* (stand along route and direct bikes as they pass), *ride leaders* (lead a small group on the ride), or *station assistants* (helping with bike education stations/or giveaways). Let Lindsey Lyons know how and what time you can help! **ALL DICKINSONIANS ARE WELCOME AND ENCOURAGED TO RIDE, BRING YOUR FRIENDS AND FAMILIES TOO.**

The Northside Ride seeks to connect residents to each other and community organizations while encouraging bicycle safety and bicycle use as an effective form of transportation within and beyond Carlisle. The event will provide FREE helmets, bike lights and bike locks to neighborhood riders who participate. All participants will be required to sign a waiver, and participants under age 14 must be accompanied and supervised by an adult on the ride.

## LET US KNOW IF YOU ARE GOING HERE!

Participants are encouraged to gather at Hope Station for free bike tune-ups and safety checks courtesy of The Handlebar, LifeCycle, Recycle Bicycle Harrisburg and Cole's Bicycles. The ride will depart from Hope Station at 1:30 p.m. and travel 3.3 miles to waypoints including the YWCA and Project SHARE, ending at New Life Community Church, 64 E. North St., Carlisle. Each of these partners will also offer a bike-related activity or demonstration.

The ride and its associated events are the result of the efforts of the North Carlisle College-Community Learning and Action Network's Cycling Initiative Working Group. Representatives of Hope Station, YWCA Carlisle, Project SHARE, Dickinson, New Life Community Church and Westside Neighbors Association have come together to launch this initiative, which aims to make bicycling more available as an affordable and safe form of transportation.

The event is sponsored by Dickinson's Center for Sustainability Education. It is co-sponsored by Cole's Bicycles; Crabtree, Rohrbaugh & Associates Architects; Hope Station; New Life Community Church (LifeCycle); Partnership for Better Health; Project SHARE; Raven's Claw Honor Society; Recycle Bicycle Harrisburg; and YWCA Carlisle. For more information, contact Lindsey Lyons at [sustainability@dickinson.edu](mailto:sustainability@dickinson.edu) or 717-245-1117.

## Campus Supported Agriculture (CSA) Reminder:

Dickinsonians are invited to join the CSA each spring, and this is a great way to access local organic foods. CSA members are invited to participate in the many social and educational events that take place year round or to wander the fields at the College Farm with family and friends. There is a lot to explore out at the farm—from pick-your-own fruits and veggies to cut flowers, picnics and more. We hope that you will consider joining us this year!

For more information on the Dickinson College Farm CSA, please go to: <https://www.youtube.com/watch?v=6SVP1VFzbZE>.

To learn more about signing up for a CSA share, please go to: <http://blogs.dickinson.edu/farm/csa/how-it-works/>.





**COURTNEY HAGER,  
REGISTERED DIETITIAN  
WELLNESS CENTER**

For nutrition professionals, March was a celebration of nutrition. Annually we celebrate National Nutrition Month and 2018's theme was "**Go Further With Food**". As I thought about what that could

mean for me, I got creative. Could we go further with food by going closer?

**What might that mean?**

Going further with food could mean "eating in" more often than eating out. By choosing to plan well-balanced meals at home, we forgo some of the very high calorie and very high salt foods that we get at restaurants. Don't be fooled into thinking that only fast food places are nutritional splurges. Even some of those health halo advertising chain restaurants and fancy chef made meals are high in salt and calories. This may not be a big deal if we keep these occasions in perspective—they should happen rarely while most of our diet is whole foods cooked at home. If you fear the kitchen, don't worry about it looking like an Instagram-ready dish at first. Keep it simple with 3-5 food groups and various colors. Plan leftovers for later in the week to limit the amount of times you have to actually cook or make extra of

one element of your meal to repurpose later in the week. (One of my favorite things to do is make extra whole grains and add them to soups, salads, and use them as side dishes another day.)

Could it mean using up ingredients you already have before buying new ones? This is what I call "improv cooking". Turn up your creativity by choosing at least one grain, one vegetable or fruit, and at least one bean, meat or soy protein to either stir fry, salad, soup or grain bowl. Add a few herbs or spices that you have previously enjoyed and your meal is your own personal masterpiece. If it's too much pressure to totally "improv", look up a few recipes and use them as a rough guide rather than a strict formula.

My personal step towards going further with food by staying close is to make a point of buying local foods. Right now, for me, that means buying produce at a local farmers market at least once a week. Buying food from local growers not only supports the environment but also provides you with better tasting foods. By the food not traveling many miles to get to you, it is less likely to lose its micronutrient compounds and you, in turn, get to enjoy the health benefits! As an added bonus, eating locally grown or raised foods and knowing the source may give you a greater respect for your food and that connection may help you in making positive, wholesome choices with your nutrition.

What ways are you "**Going Further With Food**"?

## Professional Development & Wellness Events

### College Prep for Parents

**PART I: APRIL 11 – High School Counseling and Admissio**  
**PART II: APRIL 18 – Financial Aid and Tuition Benefits**  
Old West, room 1 | noon–1:15 p.m.

Human Resource Services, Admissions and Financial Aid, in conjunction with local area high schools offer workshops for employees and their families to learn more about the college selection and financial aid process. The program will provide guidelines for starting the college search while attending high school, when to apply for college admission and early tuition grants, what is available through Financial Aid, and a summary of Dickinson's three tuition programs. We encourage all parents to attend if your child is a junior or senior in high school and planning to attend college.

Register for this session in [Totara](#) via the Gateway by enrolling in the **College Prep for Parents** course, and signing-up for this session.

### Back Pain & Sciatica—Oh...my aching back!

Presented by Hersh Shukla, PT, Orthopedic and Spine Physical Therapy

Thursday, April 12 | Stern Center, room 102 | noon–1 p.m.

Back pain and Sciatica are very uncomfortable issues that many deal with on a day-to-day basis. Attend this workshop to learn more from Hersh Shukla, a physical therapist from the Carlisle area about these very common painful conditions.

Register now in [Totara](#) by searching and enrolling in the course name **Wellness Info Sessions**, and sign-up for the **Back Pain & Sciatica** session.

# Professional Development & Wellness Events

## Wellness Fun Run Walk

Friday, April 13\*

Begins at Britton Plaza

11:30 a.m.–1:30 p.m.

*Please mark your calendars for the annual Wellness Fun Run Walk!* Join us for this mid-day walk to refresh and rejuvenate your mind and body. The Walk/Run event begins at Britton Plaza. Brian Atkins, Director of International Admissions, will lead this walking event from Britton Plaza to Dickinson Park and back. The event route can be completed as a 1.5 mile walk or a longer route if desired by completing the track route that runs throughout Dickinson Park. Complete the course at your own pace—and plan for 30-minutes to one hour depending on your desired pace.

*\*Rain Date: Friday, April 27*

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## Pollinator Gardening

Presented by Ann Dailey, Master Gardner, Facilities Management

Monday, April 16

Stern Center, room 102 | noon–1 p.m.

One out of every three bites of food we eat, and approximately 80% of all flowering plants are pollinated by insects and animals we call pollinators: butterflies and moths, bees, birds, beetles and more. Many of them, especially bees and butterflies, are declining rapidly due to habitat loss, disease, and pesticide use. You can help these beneficial insects and animals by filling your yard with pollinator-friendly plants, shrubs, and trees that provide the food and shelter needed for survival. Learn about what makes a plant pollinator-friendly, and how to grow it in your garden. A special emphasis on our own Kaufman pollinator garden, planted last spring, will tempt you with new ideas for your own gardening designs.

Register now in [Totara](#) by searching and enrolling in the course name **Nutrition Info Sessions**, and sign-up for **Pollinator Gardening**.

## Medicare 101

Presented by Aetna

Tuesday, April 17

**TWO SESSIONS OPTIONS:**

- **HUB Social Hall West**  
noon–1 p.m.
- **Allison Hall Community Room**  
6–8 p.m.

Retirement and healthcare are two topics that we all face as we grow older. Many of us find healthcare coverage and decisions as one of our biggest challenges, and are confused or concerned about making the right decisions. So many choices to make—and not necessarily having the tools or answers needed to make the right decision—cause this process to be quite stressful. If you are approaching retirement or if you need to help a friend, family member or loved one navigate these challenging decisions, please sign-up to attend one of these informative sessions on Medicare presented by TIAA. This program is open to the entire Dickinson community.

Register now in [Totara](#) by searching and enrolling in the course name **Medical Consumerism**, and sign-up for **Medicare 101**.

## Understanding Substance Use and Addiction

Presented by Dana Berg-Grala LPC, NCC, CADAC; Franco Psychological Associates

Friday, April 20

HUB side rooms 204-205

noon–1 p.m.

With all of the recent media attention surrounding addiction many individuals find themselves asking questions and trying to make sense of substance use in our current society. Often times these questions are focused on trying to gain a better understanding of a loved one's habits and behaviors or perhaps of how to better support the students that you work with on campus. This workshop will offer information regarding substances of use and abuse, signs and symptoms of problematic use, and suggestions of how to support someone struggling with a potential substance use disorder.

*Franco Psychological Associates is Dickinson College's Employee Assistance Program provider.*

Register now in [Totara](#) by searching and enrolling in the course name **When is it Addiction**, and sign-up for the **Understanding Substance Use and Addiction** session.

## Lung Health: The Importance of Every Breath

Presented by Shannon Mason, BSN, RN, CTTS, HWC of UPMC

Pinnacle Carlisle

Thursday, April 26 | HUB Social Hall East | noon–1 p.m.

Our body requires oxygen to function and thrive. When we breathe, the air content includes oxygen and other atmospheric gases. Once we inhale, oxygen moves throughout our body and lungs via the bloodstream. Without a healthy set of lungs, quite obviously our very existence is compromised. How does our body handle oxygenation and process this very important part of living? What happens when things go awry with breathing due to multiple causes? Attend this presentation to learn more.

Register now in [Totara](#) by searching and enrolling in the course name **Wellness Info Sessions**, and sign-up for your appointment under the **Lung Health: The Importance of Every Breath** link.

## Budgeting for Your Home Life

Presented by Members 1st

Monday, April 23 | noon-1 p.m.

This is not your normal budgeting presentation! Financial stresses and decisions we make as individuals impact our budgeting and daily financial situations. Attend this presentation to learn tips on how to make a change or reach that goal you've established by putting yourself in control of your finances.

Register now in [Totara](#) by searching and enrolling in the course name **Budgeting for Your Home Life**, and sign-up for the **Budgeting** session.

## Free Biometric Screenings— LAST CHANCE FOR SPRING 2018

Administered by UPMC  
Pinnacle Carlisle

Thursday, April 26

(Re-scheduled from March 22)

Mary Dickinson Room, HUB  
7:30–9 a.m.

### APPOINTMENTS REQUIRED

The Biometric Screening provides a snapshot of your health looking at your total cholesterol, glucose, blood pressure, height, weight, waist circumference and body mass index (BMI). It is a collective review of your risk factors for developing heart disease, stroke and diabetes known as Metabolic Syndrome. Complete this screening as the first step to earn your Wellness@Dickinson incentive! Register now in [Totara](#) by enrolling in the **Biometric Screening** course, then **sign-up for your appointment**.

## Massage Therapy

Provided by Camille Baughman & Associates

Thursday, May 10 | 9 a.m.–5 p.m.

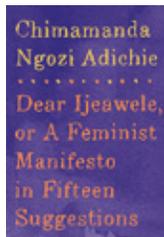
**CHECK-IN:** Mary Dickinson Room, HUB

**APPOINTMENTS:** HUB side rooms 201-204

### APPOINTMENTS REQUIRED

As the end of the semester draws near, reward yourself by taking a few moments out of your day to participate in a relaxing table massage. Besides the obvious benefits of relieving stress, massages also help to relax muscles, improve circulation, and offer better flexibility. Sessions are 25 minutes in length with a **\$10 co-pay due at your appointment**. *Participation is limited to one session and is for employees only.*

Register now in [Totara](#) by searching and enrolling in the course name **Massage Therapy**, and sign-up for your appointment under the **Massage Therapy May Appointments** link.



## Dear Ijeawele, or A Feminist Manifesto in Fifteen Suggestions by Chimamanda Ngozi Adichie

Presented by the President's Commission on Women, Gender  
& Sexuality and Professional Development

Thursday, April 27 | HUB side rooms 204-205 | noon–1:15 p.m.

A few years ago, Chimamanda Ngozi Adichie received a letter from a dear friend from childhood, asking her how to raise her baby girl as a feminist. *Dear Ijeawele* is Adichie's letter of response. Here are fifteen invaluable suggestions—compelling, direct, wryly funny, and perceptive—for how to empower a daughter to become a strong, independent woman. *Dear Ijeawele* goes right to the heart of sexual politics in the twenty-first century. It will start a new and urgently needed conversation about what it really means to be a woman today.

Register for this book discussion in [Totara](#) via the Gateway by enrolling in the **Book Discussion** course, and signing-up for this session. *Limited spots are still available.*

## Protecting Our Community

Presented by Dennette Moul, Human Resource Services

Thursday, May 17 | Althouse 106

**NONEXEMPT STAFF:** 9:30–10:30 a.m.

**EXEMPT STAFF:** 2–4 p.m.

Dickinson College is committed to providing a supportive working environment for all employees. As part of this effort, we offer educational programs to assist all employees with recognizing and addressing potential harassing and discriminating behavior. New employees are required to complete two web-based modules and attend *Protecting Our Community* within the first year of employment. Employees are also required to attend *Protecting Our Community* once every six years.

Register for this session in [Totara](#) via the Gateway by enrolling in the **Protecting Our Community** course, and signing-up for the **May 17 session**.

# Communication Links, Announcements & Reminders

## PHYSICAL WELLNESS PROGRAM INCENTIVE PRIZE WINNER FOR THE MONTH OF MARCH

Congratulations to Rick Armolt, *Enterprise Systems*, for being the Physical Wellness incentive prize winners for the month of March 2018 for participation in exercise/fitness programs in February! Eligibility for the monthly incentive drawings includes all active/registered employee participants in all physical exercise programs offered through the Wellness program, in addition to the Marathon-in-a-Month. The random drawings are held after the close of business on the fifteenth of each month for the previous month. All physical exercise programs that have registration via Gateway will automatically be included in the monthly drawings. For more details or to request a form to record your marathon-in-a-month miles, please send an e-mail to [devwell@dickinson.edu](mailto:devwell@dickinson.edu) or call ext. 8084.

## WELLNESS INCENTIVE TAXABILITY NOTIFICATION

We thank you for being an active participant in the wellness programs at Dickinson College. We value all employees and offer a variety of programs throughout the year to encourage wellbeing while offering educational, fun opportunities to engage the mind and body while creating a positive inclusive social environment for the campus community. We hope you enjoy participating in these programs and events throughout the academic/fiscal year.

In recognition and appreciation of your participation in the wellness programs, we offer healthy reward incentives. As a reminder, in accordance with IRS regulations, awards and gifts to employees from the college are considered taxable income and the college is required to withhold taxes.

The value of your incentive(s) will be added to your income through payroll, which could result in a decrease in your net pay because of additional tax withholdings on the value or dollar amount. The tax withholding will coincide with the payroll period closest to the date that you receive your annual incentive reward. Please contact payroll with any questions related to this additional withholding.

## Professional Development & Wellness Program Registrations and Attendance

The college offers many opportunities for professional development and wellness programs throughout the year, providing enrichment of staff and, when appropriate, their families as well. Registration for the majority of the programs offered is available through Totara in the Gateway or by contacting Human Resource Services. To offer an equal opportunity for all employees to participate in these programs, we request staff members to register after confirming availability with supervisory staff to ensure that scheduling permits attendance.

In the event that you register and find that you are unable to attend, our policy requests cancellations 48 hours prior to the start time of the program or event so that we can offer the spot to another. This will also allow us to adjust registration counts with CASE and the catering department. Giving advance notice of cancellation allows for the college's resources to be allocated in the best possible way and is a sustainable practice for us all.

## CAMPUS RESOURCE QUICK LINKS!

[How To Guide](#)

[Dickinson/College Farm](#)

[Theatre & Dance](#)

[Dickinson Download](#)

[Dickinson/Sustainability](#)

[Campus Announcements](#)

[Dickinson/Biking](#)

[Trout Gallery](#)

[Campus Events Calendar](#)

# Dickinson

HUMAN RESOURCE SERVICES

PO BOX 1773 | CARLISLE, PA 17013-2896  
717-254-8084 | [devwell@dickinson.edu](mailto:devwell@dickinson.edu)

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