Congratulations on joining the Assumption College community. We look forward to welcoming you on campus on Saturday, August 31, 2013, to begin your college career.

We know you will have plenty of questions about what needs to be done, what will happen in the fall and who to contact. The following pages contain much of the information you will need, along with contact information for questions that aren’t answered. At any time you can send an email to studentaffairs@assumption.edu and indicate “Parent/Guardian – 2017” or “Student – 2017” in the subject line. We know you will have plenty of questions about what needs to be done, what will happen in the fall and who to contact. The following pages contain much of the information you will need, along with contact information for questions that aren’t answered. At any time you can send an email to studentaffairs@assumption.edu and indicate “Parent/Guardian – 2017” or “Student – 2017” in the subject line. We will use that list to sign up for events or to receive information about student affairs. Please note that while we strive to accommodate students’ preferences, space is limited in each residence hall, so students may not be placed in their first choice. If a student would like to request a room change during the summer, s/he can do so by contacting our office at (508) 767-7505.

Office of the Registrar Students will leave Orientation with a list of classes that their Orientation advisor has approved for them to take and directions on how to register online using WebAdvisor. Registration opens on June 19 through June 26, 2013. Students should continue to check their schedules throughout the summer. Sometimes changes can occur in course enrollments and availability or in a student's schedule. An email will be sent to students notifying them of changes to their individual schedules. Students can make adjustments to their schedule from July 8 to August 2, and the first week of school is add/drop week. At this point, students can make further adjustments in their course selection and schedule. More information can be found at: www.assumption.edu/registrar

Financial Aid Students who have been awarded financial aid should have already received an award letter. Those who have been awarded and wish to accept the Federal Direct Stafford Loan are required to complete Entrance Counseling and a Master Promissory Note. These two requirements can be completed online at StudentLoans.gov.

Other financing information for students and parents can be found on the college web site under “Financing Options”. If you have any questions regarding your award, please contact the Financial Aid Office at (508) 767-7158 or via email at fa@assumption.edu.
**Assumption College Requirements**

Assumption College requires that all full-time undergraduate students return the completed Health Entrance Form to Student Health Services no later than July 15th for fall semester enrollment and January 15th for spring semester enrollment. Incoming students are required to submit documentation of required immunizations and proof of health insurance. Students who fail to submit required documentation will be prohibited from attending classes and/or living on campus. The Health Entrance Form can be downloaded on our web site: www.assumption.edu/healthservices. If you have any questions please do not hesitate to visit our web site, contact us at (508) 767-7239, or email houndhealthy@assumption.edu.

**All students recruited to play D-II athletics should complete the First Year Student Athletic Health Form instead of the Health Entrance Form. The form can be found at: assumptiongreyhounds.com/sports_medicine/index.**

**Billing/Student Accounts**

The following information is provided in order to help the student understand the account billing process and due dates. We hope this will help make the transition to college a little less confusing.

- Fall semester payment will be due on August 1, 2013
- Spring 2014 semester payment will be due December 13, 2013

### Student Health Services Requirements

- If you have applied for financial aid and received a financial aid award letter, the amount of financial aid will be in a pending status on the bill.
- If you are planning to pay your bill by MEFA, Plus or other loans, you will need to be approved, complete necessary promissory note, and if needed be certified by financial aid in order for Assumption College to know that the funds are secure as payment. Plus loans and some other loans have an origination fee withheld by the lender. If you have questions concerning this process please contact the Financial Aid office at (508) 767-7158.
- Assumption College has a 10 month payment plan offered through TuitionPay. The student/parent would determine the amount to be covered by the payment plan for all or a portion of the student’s 2013/2014 charges. The plan starts June 1st with the first payment due and the last payment due March 1st. You can enroll and make payments online 24 hours a day. Enrollment is easy online at http://tuitionpay.assumption.edu.
- Massachusetts State Law requires that all full time students have minimal medical coverage and has placed an obligation on colleges, to enforce this regulation. All students are billed for this coverage but may be able to waive the charge if they can prove comparable medical coverage at www.assumption.edu/finance/health_insurance.aspx. The rate for 2013-2014 is $1,898.
- Some courses do carry additional fees for example: graphic design $140, digital photography $175. Please note science majors: natural science 4 credit course fee $400 per lab.

### Class of 2017

<table>
<thead>
<tr>
<th>Class of 2017</th>
<th>First-Year Student Cost for 2013/2014</th>
<th>Semester Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$34,475</td>
<td>$17,237</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>250</td>
<td>125.50</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>250</td>
<td>125</td>
</tr>
<tr>
<td>Standard Room (Alumni, Desautels, Salisbury, Worcester)</td>
<td>6,777</td>
<td>3,388.50</td>
</tr>
<tr>
<td>Meal Plan (Mandatory for all first-year resident students)</td>
<td>3,969</td>
<td>1,984.50</td>
</tr>
<tr>
<td>Room Damage Deposit (Fall semester only) (Refunded charges after graduation)</td>
<td>350</td>
<td>350 (Fall)</td>
</tr>
<tr>
<td>Orientation Fee (Fall semester only) (Required of all first-year students)</td>
<td>400</td>
<td>400 (Fall)</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$46,471</td>
<td>$23,610.50</td>
</tr>
</tbody>
</table>

**Meals Plan**

- First- and second-year students whose residence does not have a kitchen are required to carry the “Ultimate Plus” plan at a cost of $1,984.50 per semester. This plan allows for unlimited and unrestricted access to Taylor Dining Hall and includes eight guest meals for use at the dining hall and $100 of non-refundable meal points per semester.

### Bookstore

The campus Bookstore is the place to purchase Assumption, merchandise, school supplies, college wear and textbooks, including the new e-text options. Students can purchase or rent their textbooks online before arriving on campus in August and have the books waiting for them when they move in. For more information, please visit: bookstore.assumption.edu

### Alcohol and Drug Education Program

The Alcohol and Drug Education Program works collaboratively with students, staff, administrators and faculty to foster an atmosphere that supports the college’s spiritual and educational mission. This goal is accomplished through the implementation of a variety of health promotion strategies such as:

- Developing campus-wide prevention efforts
- Offering information to reduce the risks associated with alcohol and drug use choices
- Implementing an online alcohol education program for incoming first-year students
- Supporting those who choose not to use alcohol and other drugs
- Providing assessment, support and referral for those experiencing difficulties as a result of their alcohol/drug use choices

Any student with concerns about personal or someone else’s alcohol or drug use is encouraged to make an appointment with Kevin Murphy at the Student Development and Counseling Center: (508) 767-7499.

**AlcoholEd®** Assumption College requires that each member of the first-year class completes AlcoholEd® for College – an online, non-opinionated alcohol prevention program, prior to beginning school in August. Used on more than 500 campuses nationwide, the course uses science-based research to educate students about alcohol and its effects. Whether one drinks or not, AlcoholEd for College will empower students to make well-informed decisions about alcohol and help them better cope with the drinking behavior of peers. The course has two parts, and both must be completed prior to arrival in August. Failure to complete the program may result in a delay in the student moving into residence or commencing classes. Additional information will be given at Orientation. Students can take the course beginning July 27. AlcoholEd® can be accessed from a link on the My Assumption College portal. Questions can be directed to studentaffairs@assumption.edu.

### Personal Counseling

The Student Development and Counseling Center (SDCC) is located across from the Chapel of the Holy Spirit, up the stairs on the hill. The building is handicapped accessible from 26 Old English Road. The Center is open Monday, Tuesday, Wednesday 8:30 a.m. – 9 p.m. and Thursday, Friday 8:30 a.m. – 4:30 p.m. The Center is closed 12 p.m. – 1 p.m. for lunch. Summer and vacation hours are Monday – Friday 8:30 a.m. – 4:30 p.m.

**Personal counseling** provides an opportunity to talk through individual concerns with a professional counselor. A concern may be a specific problem or simply a general feeling of dissatisfaction or unhappiness. Examples of areas discussed include:

- Relationship difficulties
- Lack of confidence
- Transitioning to college
- Effective conflict management
- Sexual concerns
- Feeling of low self worth

Many students find sharing in a group setting particularly helpful. When students indicate an interest, SDCC staff are available to facilitate groups. Examples of groups are:

- Loss and grief
- Women’s group
- Eating disorders group
- Men’s issues
- Anger and aggression management
- Relaxation and meditation

The personal counseling staff can also refer students for medication evaluation and community mental health services. All counseling services at the SDCC are confidential. Services are available to all full-time undergraduate students and are included in tuition.

For questions about personal counseling services, call (508) 767-4709 or send an email to personalcounseling@assumption.edu.
Post Office

All residential and commuter students are assigned a mailbox their first year that they will use throughout their undergraduate years. Mail from off campus can be sent to the student by using the student's name, PO box number, Assumption College, 500 Salisbury Street, Worcester, MA 01609. Students will receive their PO box assignment upon check-in on August 31. The Post Office is located in the Hagan Campus Center, first floor.

Athletics

Recruited student-athletes will receive electronic correspondence with mandatory forms to complete prior to participation. Other students interested in participation should be in communication with the coaching staff to determine if they can participate in a try-out. ALL students who plan to participate in intercollegiate athletics at Assumption College must be certified by the NCAA Eligibility Center. Students must qualify academically and be cleared as an amateur student-athlete. Students are responsible for achieving and protecting their eligibility status. For information and to register, go to www.eligibilitycenter.org.

First-Year Student Parking Policy

First-year students are not allowed to have a vehicle on campus with the following exceptions:

- Students who do not live in a campus residence and require transportation from home to campus.
- Students able to demonstrate physical disabilities requiring the use of an automobile as a "reasonable accommodation" under the Americans with Disabilities Act.

No exceptions will be made for off-campus employment, personal travel, or any other reason not directly related to the student's course of study.

The college does provide the opportunity for students to rent cars through the UCarShare program. Students can sign up for the program at UCarShare.com.

Emergency Warning

The college uses Rave to quickly communicate with students and their parents/guardians in the event of an emergency or impending emergency. More information regarding the system can be found at: www.assumption.edu/services/dps/notification.aspx

Grades and FERPA

All first-year students receive mid-semester progress-to-date grades from their academic advisors in the fall (last week in October) and spring (mid-March). Final grades are posted online for students to view through WebAdvisor. No grades are sent home. Once a student enrolls full time (regardless of age), his/her academic record is protected by the Family Educational Right to Privacy Act (FERPA). Students must sign the FERPA form granting Assumption permission to share information about grades and academic progress with parents/guardians. Students can access the FERPA form at: www1.assumption.edu/2017/forms.html

A signed FERPA form permits the college to speak to the designated person if called. The college does not initiate communication with parents regarding grades. If the student has signed the FERPA waiver, parents/guardians may call the Office of Undergraduate Studies to inquire about their student's academic progress at (508) 767-7486. No information can be shared if the student has not signed the waiver. Since faculty do not have access to FERPA clearance, parents/guardians should contact the Office of Undergraduate Studies with any questions about grades.

Advisors

All students meet with an advisor at Orientation for 40 minutes to discuss fall course selection and to develop a more general plan for their academic career at Assumption. Students are then assigned to a permanent advisor in the fall. Every effort is made to "match" a student with a faculty advisor in their intended major or a closely related discipline. A student may, however, change his or her advisor at any time. Any questions about advisors or classes should be referred to the Office of Undergraduate Studies at (508) 767-7486.

Academic Support Center (ASC)

Tutoring at the Academic Support Center (ASC) is open to all students at the college as part of tuition. Directed by Allen Bruhl, the ASC is staffed by trained peer tutors in various academic disciplines, including writing, math, foreign languages, economics, finance, history, accounting, biology, chemistry, physics, statistics, psychology, sociology, anthropology, philosophy, theology, and politics. All students are encouraged to use the ASC for assistance. One hour, individual tutorials may be set up by calling the center for an appointment. Course-specific group tutorials are conducted each semester. Study-skills workshops are organized by the Director and are open to all students. Online tutoring is also available through etutoring.org. The ASC can be reached at (508) 767-7071.

Emmanuel d’Alzon Library

The Library offers a variety of services to students. Reference librarians assist students with their research. They can be contacted in person at the Reference Desk, by phone, IM, and email. Research Guides provide information about the best resources to use for specific topics. Computer stations and laptops are available, along with free printing. We have access to thousands of journal articles through our databases and in print. The Library is home to a collection of more than 200,000 books, DVDs, and other materials. Students also have access to additional books and articles from around the world through our interlibrary loan system. Visit www1.assumption.edu/dept/library for access to these services and more.
Office of Student Conduct

The Office of Student Conduct enforces the College Conduct Code and strives to establish a safe educational environment that promotes individual responsibility, integrity, and respect. We hold students accountable for their actions and work toward helping students recognize that the choices they make can impact their ability to achieve their goals. Assumption College expects the members of this community to conduct themselves in a manner that reflects the values that are the foundation of our Catholic institution.

Role of parents/guardians in the conduct process

When students are documented for a possible violation of college policy, the Office of Student Conduct schedules hearings with the students involved. Students are central to the conduct process and while parents/guardians are not involved, they are encouraged to support their student. The college asks that parents/guardians and students understand the policies outlined in the Student Handbook and Undergraduate Course Catalog.

Policies and procedures that students and parents/guardians should know

POINTS SYSTEM

When students are found responsible for violating College policy, they are assigned points depending on the nature and severity of the violation. Additional points may be given educational sanctions or be required to attend educational programs intended to help them become more informed, reflect upon their actions and promote responsible decision making. Points are cumulative over a student’s tenure at the College. Upon reaching a total of 10 points or more, sanctions including Weekend Suspension, Suspension or Expulsion from Residence, or Suspension or Expulsion from the College will be considered. Factors that will be taken into consideration when determining sanctions include, but are not limited to: total accumulated points, the student’s conduct record, the time frame during which the violations occurred, and the nature and severity of the violations. A student who is suspended or expelled from on-campus residence and/or the college is not eligible for a refund of her/his tuition, room, or board.

ALCOHOL POLICY

• Alumni, Desautels, Hannah, Nault, Salisbury, and Worcester Halls are “DRY” residences. Alcohol is NEVER permitted in these buildings, regardless of a person’s age. This includes empty alcohol containers as well as decorative alcohol containers.

• Students under 21 are not allowed to be in the presence of alcohol at unauthorized events.

• Drinking games, drinking paraphernalia and common sources of alcohol (kegs, spiked punch, etc.) are not allowed.

• Underage students found responsible for possession or consumption of alcohol typically receive 2-4 points for these violations depending on the quantity and type of alcohol (hard alcohol receives more points than beer and wine). Additionally, students may be given educational sanctions intended to help them learn about the risks of alcohol abuse and promote responsible decision-making.

• The college prohibits the possession, use, sale or distribution of any controlled drug or substance as defined by the statutes of the Commonwealth of Massachusetts.

• While the Commonwealth of Massachusetts has legalized the use of medical marijuana, Federal law still prohibits the use, possession or sale of marijuana, therefore, Assumption College also continues to prohibit the use, possession or sale of marijuana.

• The college possesses the prohibition, use, distribution or sale of any type of marijuana.

• All students present at the time of the violation may be held responsible for the infraction.

• A student found responsible for possession or use of marijuana and/or drug paraphernalia may receive 6-10 points depending on the quantity of marijuana, location of documentation, and specifics of the incident. For example, a student found smoking within a residence hall typically would be suspended from residence for a minimum of one semester.

What communication parents/guardians can expect from the Office of Student Conduct

Written notification if:

• Your student is found responsible for a violation of the alcohol and/or drug policy for which they receive 2 or more points.

• Your student reaches a total of 6 points.

• Your student is assessed or transported to the hospital for an alcohol or drug incident.

• Your student poses a threat to self or others, is substantially unable to carry out their responsibilities as a student; interferes with the rights of others in the college community; or behaves in a way that substantially interferes with the primary educational mission of the College.

The parental/guardian notification does not include the details of the incident, but does indicate the date of the incident, the violation and sanctions given. We encourage parents/guardians to discuss the incident with their student.

Parents/guardians should contact the Office of Student Conduct if they have any questions or concerns after discussing the issue with their student.

VIOLENCE

• The college pursues disciplinary action against students who engage in any form of violence including verbal or physical abuse, harassment, sexual misconduct, physically abusive relationships, damage to property and fighting, even in mutually instigated cases.

HEALTH AND FIRE SAFETY

• Candles and incense are prohibited from all residences, whether lit or unlit. A burning candle or incense may result in suspension from residence.

• A student found smoking in residence may be suspended from residence.

CIVILITY

• It is expected that students will conduct themselves with the utmost civility toward other students, College employees, and members of the extended Assumption College community. Any student who treats another unfairly, unkindly, disrespectfully or abusively will be subject to adjudication.

HONOR CODE

• It is incumbent upon all students to conduct themselves honorably in all situations. Any form of dishonesty, including but not limited to theft, falsification of information, willful deception, falsification of identification, improper use or disclosure of information will not be tolerated.

• In disciplinary matters, students are expected to be honest and fully disclose the whole truth.

ASSIGNING RESPONSIBILITY

The college reserves the right to assign responsibility for violations on one or more individuals or groups (room, pod, floor, townhouse, residence hall, or residential area) in situations where:

• It is difficult to determine degrees of responsibility.

• Responsible parties cannot be identified.

• A student, while not actively involved in the incident, possesses knowledge of violation(s).

The complete College Code of Conduct can be found in the 2013-2014 Student Handbook or on the web at: www.assumption.edu/studenthandbook.