BEING A STUDENT AT ASSUMPTION COLLEGE

IMPORTANT INFORMATION YOU NEED TO KNOW ABOUT BEING A STUDENT AT ASSUMPTION COLLEGE

Congratulations on joining the Assumption College community. We look forward to welcoming you not only through June Orientation, or our communication over the summer, but officially on campus Saturday, August 30, 2014, 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 – 2018” or “Student – 2018” in the subject line with any questions you may have. Your email will be forwarded to the appropriate department and someone will get back to you.

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 25 through July 2, 2014. 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 is sent to students notifying them of changes to their individual schedules. Students can make adjustments to their schedule from July 11 to August 1, 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

Office of Residential Life

Students should have received a link to and completed the First-Year Student Housing, Academic and Theme Linked Preference Survey. Once all students have had a chance to make requests, or change them during Orientation, we will make the assignments. In mid-July we will notify all residential students by their Assignment College email account of their assignments.

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 and ask to be placed on a wait list. We will utilize that list should openings occur. If we are not able to make a change in the summer, a student can again request to move after the first week of the fall semester.

Please take a moment to visit our web page for more information and to find a list of what to bring at www.assumption.edu/campus-life/residential-life.

If you have questions or concerns, please call our office at (508) 767-7505.

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.
Meal Plan
All first- and second-year students whose residence does not have a kitchen are required to carry the “Ultimate Plus” plan at a cost of $2,024 per semester. This plan allows for unlimited and unrestricted access to Taylor Dining Hall from 7:30 a.m. – 10 p.m. and includes eight guest meals for use at the dining hall and $100 of non-refundable meal points for Taylor Dining Hall or Charlie’s snack bar per semester.

Bookstore
The Bookstore is THE place to purchase Assumption school supplies, clothing, gifts, snacks, drinks, textbooks/e-texts and gift cards for all items. Students can purchase and/or rent used, new or e-texts in the store or from our web site once they have their schedules. Books can be picked up when the student arrives on campus or sent out for a fee. For more information, please visit: bookstore.assumption.edu

Alcohol and Drug Education
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) 767-7409

AlcoholEdU®
Assumption College requires that each member of the first-year class completes AlcoholEdU 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, AlcoholEdU 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 30. AlcoholEdU can be accessed from a link on the My Assumption student 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
• Transferring 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

Depression and/or anxiety
Alcohol and drug concerns
Food, weight, and body image issues
Grief issues

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-time undergraduate students and are included in tuition and the Student Health Services fee.

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

Move-In Day and August Orientation
All first-year students will check in on August 30, 2014, between the hours of 9 a.m. – 3 p.m. in the Plourde Recreation Center. Resident students will move in during this time. After a family Mass celebrated on campus, all friends and family must leave so the students can start their August Orientation program. Orientation activities are very important to the students’ transition to college and they begin Saturday evening through Monday evening and include an introduction to campus services, Academic Success workshops, model classroom discussions and a presentation on academic honesty. More information will be sent home in a mailing to students at the beginning of August.

First-Year Common Book
The First-Year Common Book for the Class of 2018 is Jeannette Walls’s The Glass Castle (Scribner, 2005). All students will receive a copy of the book at orientation but prior to that, the college will send each student a PDF file via email containing an excerpt of the book. All students should read the PDF excerpt prior to orientation. This will prepare students to participate in their first experience of a college class, a discussion of the excerpt with a faculty member during the June orientation. Students will then finish reading the book on their own over the summer in preparation for a follow-up discussion at the orientation in August. The book will also be used in some classes and in various events next year.

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 available until a student has enrolled for at least one credit hour (full-time enrollment is currently defined as 12 credits or more). Grades and FERPA information will be 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: http://www.assumption.edu/academic-advising

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. 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 Emmanuel d’Alzon Library is a center of academic life at Assumption. A popular place for group or individual study, resources include thousands of books and journals in print and online, computers, study rooms, and tech-savvy librarians to guide you through the research process.

Health Entrance Requirements

Assumption College requires that all new, full-time undergraduate students return completed Health Forms to either Student Health Services or Sports Medicine (if playing a D-II sport) no later than July 15th for fall semester enrollment and January 15th for spring semester enrollment. Within these forms, 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, living on campus, and/or practicing/play ing a D-II sport.

Any student who is NOT planning on playing a sport should complete the Health Entrance Form. It can be downloaded on the Student Health Services web site: www.assumption.edu/healthservices. Questions? Please call Student Health Services at (508) 767-7239 or email houndhealthy@assumption.edu.

Any student who intends to play a D-II sport 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. Questions? Please call Sports Medicine at (508) 767-7238.

Billing/Student Accounts

The following information is provided in order for you to understand the student 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 July 28, 2014.

• Spring 2015 semester payment will be due January 2, 2015.

• 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 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 offers a monthly payment plan through Tuition Management Systems. The monthly payment plan allows you to spread your education expenses over smaller monthly installments, which are paid over the course of the semester. Your only cost is a $35 enrollment fee. Life Insurance covering your monthly payment plan is included at no additional cost.

• The fall semester plan starts June 1st. For quickest plan activation and for additional payment options visit www.assumption.afford.com. To enroll by phone call 1-800-722-4267.

• 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 2014/2015 rate is $1,750.

• Some courses do carry additional fees for example: graphic design $115, digital photography $175. Please note science majors: natural science 4 credit course fee $400 per lab.

CLASS OF 2018

<table>
<thead>
<tr>
<th></th>
<th>Freshman Year Cost</th>
<th>Semester Billing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>$ 35,510</td>
<td>$ 17,755</td>
</tr>
<tr>
<td>Health Services Fee</td>
<td>150</td>
<td>75</td>
</tr>
<tr>
<td>Student Activities Fee</td>
<td>250</td>
<td>125</td>
</tr>
<tr>
<td>Technology Fee</td>
<td>250</td>
<td>125</td>
</tr>
<tr>
<td>Standard Room (Alumni, Desautels, Salisbury, Worcester)</td>
<td>6,914</td>
<td>3,457</td>
</tr>
<tr>
<td>Meal Plan (Mandatory for freshman residents)</td>
<td>4,048</td>
<td>2,024</td>
</tr>
<tr>
<td>Room Damage Deposit (Fall semester only)</td>
<td>350</td>
<td>350 (Fall)</td>
</tr>
<tr>
<td>Orientation Fee (Fall semester only)</td>
<td>400</td>
<td>400 (Fall)</td>
</tr>
<tr>
<td>(Required all freshman)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>$ 47,872</td>
<td>$ 24,311</td>
</tr>
</tbody>
</table>

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 30th. 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.

Recreation

The Plourde Recreation Center offers many dynamic opportunities for the campus community. During the first few weeks, we encourage all students to stop by and check out our exciting programs:

• Intramurals (Basketball, Battleship, etc.)
• Club Sports (Volleyball, Equestrian, etc.)
• Aquatics
• Cardio and Strength Fitness Equipment
• Fitness Classes
• Instructor’s (Spinning, Zumba, etc.)
• Video-Based (Fitness on Demand)
• Employment Opportunities

For more information about any of these recreational programs, please visit our web site www.assumptiongreyhounds.com/recreation or call the main office at (508) 767-7072.

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 on campus. Utilizing the telephone numbers on file with the college Registrar’s Office, the college can send a text message to students and a voice message to parents/guardians during an emergency or impending emergency. More information regarding the system can be found at: www.assumption.edu/services/dps/notification.aspx.

Computers

The Assumption College Computer Store offers the opportunity to purchase Dell or Apple computers through the college. We have negotiated reduced prices for computers, 5% for Apple computers and 7% for Dell computers. We also offer software at reduced prices. You can get more information at: www.assumption.edu/store.

If you have questions about buying computers or software you can contact the Assumption College Support Hub Help Desk at (508) 767-7060.

Career Development & Internship Center (CDIC)

The Career Development & Internship Center is dedicated to helping undergraduate students map out their future from the day they arrive at Assumption through graduation. Experienced, full-time professionals provide guidance and resources as students explore academic and career options, set goals, and work toward post-graduation success.

The CDIC supports students targeting:

• Internships
• Graduate School
• Full-time Jobs
• Post-graduate Service Programs

First-year students are encouraged to use CDIC resources throughout their time at Assumption. During the first week of classes, all first-year students will receive an email from our office with log-in information for the CDIC’s job posting and resource site. For more information, email the CDIC at: careerdevelopment@assumption.edu or call (508) 767-7227.

The CDIC supports students targeting:

• Internships
• Graduate School
• Full-time Jobs
• Post-graduate Service Programs

First-year students are encouraged to use CDIC resources throughout their time at Assumption. During the first week of classes, all first-year students will receive an email from our office with log-in information for the CDIC’s job posting and resource site. For more information, email the CDIC at: careerdevelopment@assumption.edu or call (508) 767-7227.

The CDIC supports students targeting:

• Internships
• Graduate School
• Full-time Jobs
• Post-graduate Service Programs

First-year students are encouraged to use CDIC resources throughout their time at Assumption. During the first week of classes, all first-year students will receive an email from our office with log-in information for the CDIC’s job posting and resource site. For more information, email the CDIC at: careerdevelopment@assumption.edu or call (508) 767-7227.
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 how the choices they make can impact their ability to achieve their goals. Assumption College expects all members of our 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. Any questions one may have about policies can be directed to the Office of Student Conduct at conduct@assumption.edu

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. Additionally, students 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, Deasultes, 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 illegal possession, use, sale or distribution of any controlled drug or substance as defined by the statutes of the Commonwealth of Massachusetts.

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

• The college prohibits the possession, use or distribution of all types of drug paraphernalia.

• All students present at the time of the violation (including the scent of marijuana) 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 may 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 at times 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 violent or threatening behavior 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 on the web at: www.assumption.edu/studenthandbook

IMPORTANT PEOPLE AND PLACES ON CAMPUS

Campus Life

Oversees Residential Life and Housing, Student Activities, and student leadership. Works with incoming transfer students.

Conway Campbell
Dean of Campus Life
(508) 767-7505
campbell@assumption.edu

www.assumption.edu/studentlife/studentaffairs/default.aspx

Dean of Undergraduate Studies Office

Oversees academic advising, provides assistance with any concerns or issues with classes, including excluded absences for illness or death in the family.

Located in Maison 202

Elise Knowlton, Ph.D.
Dean of Studies
(508) 767-7486
eknowlton@assumption.edu

Jennifer Morrison, Ph.D.
Associate Dean for the First Year
(508) 767-7486
jmorrison@assumption.edu

Disability Services

Determines accommodation eligibility and works with students who self-identify as having a disability.

Located on the second floor of the d’Alzon Library

Sharon de Klerk
Director of Disability Services
(508) 767-7500
sdeklerk@assumption.edu

Amy Borggaard
Assistant Director of Disability Services
(508) 767-7697
aborggaard@assumption.edu

Residential Life Office

Assistance with any issues concerning campus residence.

Located on the first floor of Salisbury Hall

Ted Zito
Director of Residential Life
(508) 767-7505
jzito@assumption.edu

Ben Kadamus
Associate Director of Residential Life
(508) 767-7505
ba.kadamus @assumption.edu

Cari Renn
Assistant Director of Residential Life
(508) 767-7505
c.renn@assumption.edu

www.assumption.edu/reslife

Student Health Services

Assistance with any health-related issues or concerns.

Located in Armanet House at the back of campus

houndhealthy@assumption.edu
(508) 767-7329
www.assumption.edu/healthservices

(continued on back page)