



EMMANUEL COLLEGE

2007-2008

Student Handbook and Planner



Important Numbers

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ACADEMIC ADVISING	5-9872
ATHLETICS	5-9985
BON APPETIT	5-9952
BOOKSTORE	4-7697
CAMPUS MINISTRY	5-9703
CAMPUS SAFETY	5-9710
COUNSELING SERVICES	5-9920
DEAN OF STUDENTS	5-9917
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YAWKEY CENTER	5-9994

FENWAY CARD PROGRAM

1-877-263-8340



EMMANUEL COLLEGE

2007/2008

Property of: _____

Address: _____

Phone #: _____

In case of emergency, please notify:

Name: _____ Phone: _____

Dear Emmanuel Students,

As we begin the 2007-2008 academic year, I wish to extend a warm welcome to each one of you. Emmanuel is your place...it is a place where the city is part of your everyday experience...it is a place where we work together in classrooms, in residence halls, in clubs and athletic teams, in service to others...it is a place that is about community. At Emmanuel, we embrace a vibrant living and learning community that opens doors and transforms lives.



Our talented undergraduate student body is the largest in our history and with this growth we continue to foster the mission that has informed us since our founding in 1919. You are part of this historic mission and your educational experience will continue to form you and prepare you for the world that awaits you.

I encourage you to actively participate in the life of the College. Take advantage of the expertise and guidance of your faculty. They will challenge and inspire you inside and outside the classroom. With more than 100 areas of student involvement, including more than 50 student clubs and organizations, there are countless opportunities to make your mark on this dynamic community.

I welcome your energy, your curiosity and your talents and I look forward to celebrating your contributions to Emmanuel!

Sincerely yours,

A handwritten signature in black ink. The signature is written in a cursive style and reads "Janet Eisner SND". The letters are fluid and connected, with a large initial "J" and "E".

Sister Janet Eisner, SND
President

Dear Emmanuel Students,

It is my great pleasure to join Sister Janet in welcoming you to the 2007-2008 academic year. I hope that it will be a successful year for you as you build on your previous accomplishments and make progress toward achieving your professional and personal goals.



I anticipate that this year will be an exciting one as we welcome the largest entering class in the College's history, expand the hours in the Jean Yawkey Center, the Academic Resource Center and the Cardinal Cushing Library, offer the Plaza Café as an additional food venue and house students in St. Joseph Hall, St. Ann Hall, Julie Hall, Loretto Hall, the Inn at Longwood, the Howard Johnson Hotel on Boylston and Rogers Hall on Huntington. Emmanuel has been referred to as the fastest growing College in the Northeast and certainly there is evidence to support that characterization.

As we grow larger in population, I hope that we will remain true to our commitment to a sense of community. Some of our customs – making eye contact, smiling, greeting each other, opening doors - distinguish us from other campuses. These gestures, combined with the deeper sense of civility involving an openness to and a respect for every individual despite differences, are what make Emmanuel special. I ask that each of you foster a welcoming community spirit and allow the rich diversity of the student body to influence your life.

Finally, I encourage you to get involved in campus life. Research on college students indicates that involved students earn higher grade point averages and achieve greater levels of student satisfaction. Your involvement can make a difference both in your life and the life of the College.

I wish you much success during the upcoming year. I look forward to working with you!

Sincerely,

A handwritten signature in black ink, which reads "Patricia A. Rissmeyer". The signature is fluid and cursive, with a long horizontal flourish extending to the right.

Patricia A. Rissmeyer, Ph.D.

Vice President for Student Affairs

EMMANUEL COLLEGE

A Catholic, liberal arts and sciences college in Boston, Emmanuel College prepares men and women with the skills to succeed in tomorrow's world and the social conscience to make a difference in that world. Founded in 1919 by the Sisters of Notre Dame de Namur, Emmanuel has a vibrant campus in the heart of the city. In its seventh year as a coeducational institution, Emmanuel welcomed the largest incoming class in its history this fall.

The College's 17-acre campus is located at the crossroads of the city's medical, academic, scientific and cultural communities. Within walking distance from landmarks such as the Museum of Fine Arts, Fenway Park, Symphony Hall and renowned medical institutions, Emmanuel College's location gives students access to the ultimate extended classroom, including many opportunities to become active members of the community and to participate in internships with the city's most prestigious, leading-edge employers. A unique partnership with Merck & Co. Inc., which recently built Merck Research Laboratories-Boston on the Emmanuel campus, provides unprecedented opportunities for students and faculty including lecture series and summer internships for Emmanuel College students.

Emmanuel offers an undergraduate liberal arts and sciences program as well as graduate and professional undergraduate programs. Students receive a supportive yet challenging educational experience with a wide-range of major and minor programs taught by an accomplished faculty. At Emmanuel, students become engaged learners in small interactive classes and develop leadership skills through participation in campus life. The Honors Program enables highly motivated students to participate with members of the faculty in explorations of issues of current concern and interest. A strong internship and career development program also defines the Emmanuel College experience.

The College is a founding member of the Colleges of the Fenway consortium, comprised of six neighboring colleges in Boston — Emmanuel, Massachusetts College of Art, Massachusetts College of Pharmacy and Health Sciences, Simmons College, Wentworth Institute of Technology and Wheelock College — that together offer students more than 3,000 courses and jointly sponsors a number of events throughout the year.

Student Life is a vibrant part of the Emmanuel experience. Most students live on campus in the residence halls and participate in student organizations and/or on athletic teams. Nearly all are involved in volunteer service including the City Year Serve-a-thon, Alternative Spring Break, after-school tutoring programs at area schools and countless service opportunities in Boston.

The Jean Yawkey Center opened in the fall of 2004, providing new athletic, recreational and dining facilities, and housing *The Jean R. Yawkey Center for Community Leadership*. This center focuses on developing service and leadership skills for Emmanuel students and building connections with the young people of the city of Boston through after-school and summer programs. *The Carolyn A. Lynch Institute* at Emmanuel College strengthens this connection by enabling the development and retention of teachers in urban school systems, focusing on training in math, science and technology.

Policies Divider (Front)

Policies Divider (Back)

ACADEMIC POLICIES

CLASS CANCELLATION

In the event that a class meeting must be canceled, staff in the Registrar's Office will post an official class cancellation notice bearing the College seal on the classroom door.

EXAMINATION POLICY AND ACADEMIC INTEGRITY POLICY

- A. Final examinations shall be held in all courses with the exception of those designated as research, seminar, internships, or studio courses. If a faculty member determines not to give an examination in a course other than these, he/she must give written notice as well as the reason for the projected omission to and receive permission from the Department Chair prior to October 1 during the first semester and March 1 during the second semester. The Department Chair will inform the Dean of any permissions granted. **All classes are required to meet on the day and time scheduled for the final exam whether or not a final examination is being given.**

- B. No faculty member may permit a student to write an examination at any other time or place than that specified on the examination schedule unless for good cause and the student registers a petition signed by the instructor and the Dean. Under these conditions the examination must be taken within the examination period.

- C. It is the professor's responsibility to distribute, proctor and collect the examinations. In exceptional circumstances in which a faculty member is unable to administer the examination, the faculty member must arrange for another member of the faculty to fulfill this responsibility. Both professors and students will be notified by the Registrar of the time and place for all regular examinations. A faculty member may change the time or place of a final exam only through the Registrar's Office.

- D. If a student, by reason of illness and/or extenuating circumstances, does not take the semester examination, the qualification "INC" instead of a grade is assigned for the course. The instructor must file an "INC" form with the Registrar's Office.

- E. There are no retake examinations

- F. Students are not obligated to take more than two final examinations in one day. If a student has three or more examinations scheduled in one day, the faculty member whose examination (s) falls in the middle will reschedule the exam at the student's request. The student must make the request no later than the last day to withdraw from classes for the semester, and must present evidence in the form of her/his class schedule and the final exam schedule to document the need for the accommodation. The new exam must be scheduled during the final exam period at a time agreed upon by the student and the faculty member.

ACADEMIC INTEGRITY POLICY

Students and faculty of Emmanuel College wish to be dedicated to the development of an academic community in which each strives to accomplish her/his work with integrity and respect for one another. The following procedures are designed to facilitate and safeguard that goal.

I. DEFINITIONS

A. Plagiarism on Papers and Other Course Assignments

Meaning - Essentially, plagiarism is theft, the theft of the work of another person. In an academic context, it is the unattributed presentation of another person's work under one's own name. Plagiarism occurs whenever a student uses the work of another person without change or with merely minor changes and does not acknowledge the fact. Acknowledgement must be made of material obtained through oral communication, written texts, audiovisual and other technological resources (e.g. CD-ROM, Internet). In written work, for example, the absence of quotation marks or indentation (to indicate quotation) suffices to establish the objective fact of plagiarism. Plagiarism can also occur in other circumstances (e.g. an art student presenting another's drawing as his/her own) and can be verified objectively.

A finding of plagiarism merely establishes the fact and does not consider the student's intention.

B. Cheating

Cheating takes place on an examination or assignment when assistance is obtained from a disallowed source. Under no circumstances may a student submit as her/his own, work or ideas of another person (except for texts and notes associated with the course), whether exactly copied or paraphrased, unless explicit permission to the contrary has been given by the instructor. In addition, using notes or other outside sources of information during in-class examinations and assignments prohibited, unless permission has been given by the instructor.

Cheating also includes voluntary assistance in another student's cheating.

Cheating may also include submitting the student's own paper or project for credit in more than one course, unless the course instructors have been informed and have consented to such multiple submissions.

II. POLICY

A. Teacher

1. Students and faculty of Emmanuel College are dedicated to the development of an academic community in which each strives to accomplish her/his work with integrity and respect for one another.
2. The College regards cheating and plagiarism as serious violations of academic Integrity. The College therefore recommends and fully supports faculty members in their decision to impose strong sanctions for cheating and plagiarism, including giving a failing grade for the course. Students should be aware that they place themselves in jeopardy when they violate academic integrity.
3. Every teacher should stress in a clear and unambiguous manner what constitutes cheating and plagiarism and what penalties are likely to be imposed. This should be done early in the semester and before the first written assignment. It is recommended that teachers raise the matter again during the

semester to underline its significance. However, a teacher's failure to do this can, under no circumstances, be used as a student's defense against a charge of plagiarism or cheating.

4. If a faculty member finds that plagiarism or cheating has occurred, she/he has the right to fail a student on the assignment or, at her/his discretion, to fail the student for the entire course.
5. When plagiarism or cheating is found and a penalty imposed, the faculty member should notify the student, the student's academic advisor, and the Vice President for Academic Affairs or designee of this in writing. A copy of the memo will be kept in the student's file in the Registrar's Office until graduation.

B. Students

1. Plagiarism and cheating constitute serious violations of academic integrity.
2. By affixing his/her name to a work the student is saying that the work is her/his own.
3. A student found to have plagiarized or cheated in all or part of an assignment may receive a failing grade for that assignment or for the entire course, at the discretion of the instructor.
4. A student may appeal an accusation of plagiarism to the Committee on Academic Integrity, but lack of intention will not be recognized as legitimate grounds for appeal. The Committee on Academic Integrity is comprised of 2 students, 2 faculty members, 1 academic administrator, and the Vice President for Academic Affairs or designee.
5. The Dean of Arts and Sciences, when informed that a student has violated the college's academic integrity policy on more than one occasion, may notify the Committee on Academic Integrity of the matter through the Vice President for Academic Affairs.
6. Repeated violations of academic integrity may lead to further penalties which can be imposed by the Committee on Academic Integrity. Those penalties can include suspension or expulsion from the College.

GRADING SYSTEM

A, A-

4.0, 3.67

Indicates achievement of distinction: scholarship shows initiative, independence, and originality; excellence in presentation.

B+, B, B-

3.33, 3.0, 2.67

Indicates general achievement of a high order: knowledge is complete and accurate, effectively and independently analyzed and/or synthesized; logical and organized presentation.

C+, C

2.33, 2.0

Indicates acceptable standard for graduation from Emmanuel College: grasp of the subject's fundamental facts and principles with the ability to apply them adequately; participation in the work of the class and ability to communicate effectively.

C-, D+, D

1.67, 1.33, 1.0

Indicates a marginally acceptable standard that is nonetheless deserving credit (except in the case of a major course).

F

No credit: unsatisfactory work that falls below the minimal standard for graduation.

The quality point value for graduation is 2.0.

Other designations include INC=Incomplete, P=Pass, W=Withdrawn, UW=Unofficial Withdrawal, AU=Audit, IP=In Progress, NG=No Grade submitted by faculty and X=non-credit item completed.

- A student's grade point average or credit ratio is the ratio of the earned quality points to the semester credit hours carried. The quality point is not affected by P, W, UW or IP; a student's academic record is adversely affected by F and INC, as the number of credit hours for the course is included in the calculation of the quality point score unless the student repeats or substitutes a course with permission.
- Grades submitted at the end of a course shall be considered final. Changes in any assigned grade will not be made beyond one semester from the initial awarding of the grade.
- Students who are in danger of failing at mid-semester will be notified by the instructor. Mid-semester grades are available to all new students during their first year, as well as all athletes and all students on academic probation.
- A student must receive a semester grade of C (2.0) in major courses and a semester grade of D (1.0) in any other course for which academic credit is received.
- Course deficiencies caused by a failure may be made up by repeating the course in which the deficiency has been incurred or by substituting an equivalent course with the approval of the chairperson of the department and the Academic Dean. The original grade achieved remains on the student's transcript, but the grade does not count in the grade point average. It is the student's responsibility to submit a completed grade deficiency form to the Registrar's Office to complete the process.
- In exceptional cases, students who have been unable to complete the work of a course may petition to receive a grade of INC. Such requests will be granted only for extraordinary reasons, e.g., serious prolonged illness. A form for each INC must be signed by the faculty member and the student. The form is submitted to the Registrar's Office by the faculty member with the final grade roster. Fall incomplete grades are due by February 1. Spring and summer incomplete grades are due by October 1. Incomplete grades not received by the deadline automatically become an F (0). In extraordinary circumstances, the Academic Dean, in consultation with the student and faculty member, may extend the INC but not beyond the final day of that semester. Normally, all incomplete work must be completed by the end of the second week of the following semester. A contractual agreement must be made before the end of the semester between the faculty member and the student. If this requirement is not met, the grade automatically becomes an "F".

- The pass/fail option is possible for two elective courses that are neither in the field of the student's major concentration nor among the general requirements. This option is open to second, third and fourth year students. The pass/fail option must be finalized in the Registrar's Office on or before October 1 or February 1 in the semester in which the course is taken. Forms are available in the Registrar's Office and must be signed by the student's academic advisor. The professor is notified when the grading sheet is distributed by the Registrar.

ABSENCE

In case of emergency or prolonged absence (five or more consecutive days) students should notify the senior Associate Dean of Academic Advising (617-264-7733). The senior Associate Dean will notify appropriate faculty. In all other instances, students should contact their professors directly. Residential students should contact the Office of Residence Life and Housing.

ACADEMIC REVIEW BOARD

The Academic Review Board reviews petitions for exceptions to academic policies and monitors satisfactory academic progress of students towards degree completion. Petitions are available in the Office of the Dean of Arts and Sciences.

GRADUATION REQUIREMENTS

A minimum of 128 credits are required for the undergraduate Bachelor of Arts and Bachelor of Science degrees. A cumulative grade point average of 2.0 (C) is required for graduation. Only courses with a semester grade of 2.0 (C) or above are accepted for major courses and minor courses; grades of 1.0 (D) or above are accepted for other courses.

INTERNATIONAL CERTIFICATE OF ELIGIBILITY

International students must carry a minimum of 12 credits per semester to maintain their Certificate of Eligibility.

LEAVE OF ABSENCE

A student may take a voluntary leave of absence for one semester after consultation with a member of the Academic Advising Office. During this time, a student ordinarily does not study at another college; such permission is granted only by the Senior Associate Dean of Academic Advising. Students should consult with the Office of Student Financial Services before taking a leave of absence. International students should consult with a member of the Office for International Programs.

Students may extend a voluntary leave of absence after consultation with representatives from the Academic Advising Office and the Office of Student Financial Services, if applicable.

SATISFACTORY ACADEMIC PROGRESS

In order to achieve satisfactory academic progress, a student must maintain a 2.0 (C) semester grade point average and must complete two-thirds of attempted credits during each academic year. For details, please refer to the College Academic Catalog.

Academic Probation

If a student receives below a 2.0 in any semester, he or she will be placed on probation for the following semester. During this first probationary semester, the student must not receive any grades of INC. In addition, the student may not participate in an intercollegiate sports program or be involved in a leadership position in student activities.

Academic Leave/Dismissal

If the student fails to achieve satisfactory academic progress at the end of the first probationary semester, the student will be dismissed from the College.

STUDY ABROAD

Students may spend a summer, semester or academic year studying in another country. Normally, a student enrolls as a member of a regularly organized study group under the auspices of an American institution acceptable to Emmanuel College. Students who wish to follow such a program must give evidence of serious interest, ability, and general maturity. Interested students should visit the Office for International Programs, where the Study Abroad Coordinator will help the student identify and apply for the most appropriate program for their goals. All program applications must be signed by the Study Abroad Coordinator, who will guide the student in obtaining proper internal course approvals from faculty. Students who do not obtain program and course approvals prior to applying may not receive credit. Applications for the first semester or for an entire year should be completed by March 15, those for second semester by October 15, and April 15 for summer study (regardless of program deadlines). Credit will not be given for any grade below a "C", and will be accepted as transfer credit only. Grades earned abroad will thus not be included in the Emmanuel GPA. Federal and state financial aid can often be used for study abroad expenses provided all consortium paperwork is completed. Students with institutional aid, which cannot be used abroad, should work with their financial counselor to seek additional federal, state, or private aid. The Study Abroad Coordinator also has information on external study abroad scholarships.

WITHDRAWAL

Students may withdraw officially from the College at any time upon completing the withdrawal form. Failure to register for courses for two consecutive semesters constitutes an automatic administrative withdrawal. Mere absence from classes and examinations is not a withdrawal, nor does it reduce financial obligations. A student holding Federal Perkins Loans, Federal Stafford Loans or Massachusetts No Interest Loan, must have an exit interview with a representative from the Office of Student Financial Services.

FINANCIAL POLICIES AND PROCEDURES

BILLING DATES AND PROCEDURES

For the 2007-2008 academic year students enrolled in 12-20 credits are charged a flat rate of \$13,050.00 per semester. This amount is pro-rated for enrollment in less than 12 or more than 20 credits per semester. A complete listing of College charges may be found in the College Catalog. You will receive a Statement of Account in early July for the fall semester and in late November for the spring semester. The fall semester balance is due on August 1, 2007; the spring semester balance is due on December 14, 2007. Residential students must settle their account with Student Financial Services prior to moving on to campus each semester. The Statement of Account is mailed in your name to your permanent home address. If your address changes, please notify the Registrar's Office to ensure that you receive the Statement of Account and other College mailings.

PAYMENT

Checks may be mailed to Emmanuel College, Office of Student Financial Services, Boston, MA 02115. A fee of \$25.00, in addition to any late payment fees, will be charged for any dishonored check. MasterCard, Visa, and Discover payments may be made on-line. Through our payment plan provider, Tuition Management Systems, Emmanuel College offers students the option of spreading payments for each semester over a five-month period. To enroll in the payment plan, please contact TMS at 1-800-722-4867 or at www.afford.com. If you have been awarded financial aid, a merit scholarship, or have an approved private loan, this funding will automatically appear on your Statement of Account.

Financial aid is disbursed to your account after the add/drop period of the semester when enrollment and housing are confirmed. Financial aid may be revised if your enrollment and/or housing status are different from what was reported on your financial aid applications. Students in need of additional assistance are welcome to contact the Office of Student Financial Services. In addition to the payment plan, there are several private loan options available to students. Please refer to the College Academic Catalog or the Student Administrative Services FirstClass Conference for more information.

DELINQUENT ACCOUNTS

Tuition, fees and all other College charges are payable in advance of the opening day of each semester. Students who have an outstanding balance are ineligible to attend classes or register for future semesters, move into housing, participate in the housing lottery or receive a diploma or academic transcript. If the College refers a delinquent account to a collection agency or an attorney, these costs, plus administrative expenses associated with the collection effort, will be due and payable by the student. In this instance, the account will not be held by the College and the student will direct all inquiries and payments to the collection agency.

WITHDRAWAL POLICY

Students who take a leave of absence or who withdraw from the College are subject to the following refund policy. Prior to the start of classes, 100% of tuition, fees, room and board, excluding non-refundable deposits, is refunded. After the start of classes, fees are not refundable and tuition, room and board is refunded based on the following policy:

Withdrawal Date During Semester	% of Refundable Tuition, Room & Board Charges
Prior to start of classes	100%
Week 1	75%
Week 2	50%
Week 3	25%
After third week	No refund

Requesting a Refund

To obtain a refund upon withdrawal from the College, please complete a Refund Request Form with the Office of Student Financial Services.

Financial Aid

When withdrawing from the College prior to the tenth week of the semester, federal and state financial aid eligibility is determined using the Return of Title IV funds calculation.

Using this regulation, eligibility is calculated on a daily basis. For example, if a student is receiving \$2000 in federal financial aid for the fall semester and withdraws on the 15th day of a semester that is 100 days in length, the student is eligible to retain \$300 of their federal financial aid ($15/200 = .15 \times \$2000 = \300). There is no correlation between the Tuition Refund Policy and the Return of Title IV regulation. Please Note: To officially withdraw from the College, you must contact your Academic Advisor.

Withdrawal from a Course

Course/schedule changes must be made during the add/drop period of the semester to receive a refund. You are liable for the cost of courses from which you withdraw after the add/drop period. After the add/drop period, enrollment and housing status of all students is confirmed prior to the disbursement of financial assistance. Financial aid may be reduced if the student is enrolled in fewer courses than originally reported or has changed their residency status without notifying the Office of Student Financial Services.

CHECK CASHING

Check cashing is available at the Office of Student Financial Services during regular business hours. The following types of checks will be accepted for cashing: student personal checks, Travelers Checks, and money orders made payable to Emmanuel College. Students must present proper identification. Personal checks are limited to \$25 per student per day. Students will be assessed a \$25 fee for checks returned from the bank for insufficient funds or other reasons. Paychecks and third-party checks are not cashed in the Office of Student Financial Services.

RESIDENCE HALL GENERAL POLICIES

INTRODUCTION

By choosing to live in the residence halls, Emmanuel College students accept the responsibilities that accompany this decision. While students self-determine many aspects of their living environment, they recognize that common rules establish a foundation for a positive community. This atmosphere affords students the opportunity for individual growth and maturity. Students are responsible for knowing, understanding, and abiding by the following guidelines. Any violations will result in disciplinary action determined by the Director of Residence Life and Housing, an Assistant Director of Residence Life, the Dean of Students, the Judicial Board, or other College official. The College reserves the right to relocate a student to another room and/or building. The College reserves the right to decide who may or may not stay in the residence halls.

GUEST POLICIES

The Guest Policy promotes safety, comfort, education, responsibility, and privacy for all Emmanuel College resident students. Hosting guests is a privilege residents may exercise unless it infringes on the rights of other residents, particularly the right to study and sleep. The Residence Hall Guest Policy is based on the principle that as students become more familiar with college and more mature, more privileges and responsibilities are granted to them. To qualify for guest privileges, first year students must complete an orientation program that deals with personal health and safety issues as well as College policies and procedures. This orientation provides a transition between students' home environment and the residence hall, and educates resident students about their responsibilities in the community. As privileges increase in the sophomore, junior and senior years, students will find increased flexibility and added personal responsibility in the guest policy.

All students must enter and exit the residence hall through the main entrance. Side doors are alarmed 24 hours a day and may be used only as emergency exits. The front doors of the residence hall are locked at all times except when the College deems it appropriate for doors to remain open. Residents of the building must use their Emmanuel College ID to gain access to the residence hall. Guests of the building must follow appropriate sign-in procedures and will than be buzzed in by the front desk staff. A student who does not live in a particular residence hall is considered a visitor and must follow the Visitation Policy as outlined below. Emmanuel students who wish to visit the public space in St. Joseph, St. Ann, Julie or Loretto Halls (the Foyer Lounge, the Recreation Room, the Kitchen and the Fitness Center) may be asked to show or surrender their identification card and to follow the procedures established for monitoring the particular facility they are interested in using.

Visitation Hours

Visitation Hours are 8:00 a.m. to Midnight during the week when there are classes scheduled for the following day and 8:00 a.m. to 2:00 a.m. on Friday and Saturday and nights when there are no classes scheduled for the following day.

- During visitation hours as stated above, Emmanuel College students visiting other residence halls must show ID and sign in at the desk but do not need to be escorted. They are required to leave by the end of the above listed Visitation Hours.
- Commuter students are allowed to visit any residence hall by leaving an Emmanuel College ID at the front desk of that building. They are required to leave by the end of the above-listed Visitation Hours.
- Emmanuel College students who are unable to present an Emmanuel ID must be signed in by a host as a non-Emmanuel visitor as described below.
- Non-Emmanuel visitors (including family and alumni) who wish to visit a resident student during visitation hours as stated above, are required to sign in, leave an identification card, and be escorted, at all times. They are required to leave by the end of the above listed Visitation Hours. Non-Emmanuel guests MUST wait in the lobby for their hosts and are not allowed into the foyer lounge unless they are accompanied by a resident.
- After Visitation Hours, the after-hours/overnight visitation policy goes into effect. This requires that hosts and guests (anyone who does not live in that building) get signed in at the front desk; the guest must leave an identification card and be escorted at all times by the host. See the policy below for details.

General Guidelines for Hosting Guests

- Any resident who has been granted guest privileges is allowed to sign in guests as long as they follow the proper procedures. The resident signing in the guest is responsible to escort the guest and is responsible for the guest's actions while in the residence hall.
- Residents may not sign in a guest for anyone who does not have guest privileges.
- The College reserves the right to determine the length of any visit and to remove guests.
- Emmanuel College faculty and staff must show an Emmanuel ID at the front desk. College vendors must obtain a pass from the Facilities Office. They then must show this at the front desk.
- A current resident must sign commuter students and alumni into the building during visitation hours. Commuters may visit the public space in St. Joseph, St. Ann, Julie and Loretto Halls (the Foyer Lounge, the Recreation Room, the Kitchen, and the Fitness Center) without being escorted by a resident as long as they follow the procedures established for monitoring the particular facility they are interested in using.
- Parents must be signed in, escorted by a resident but need not leave an identification card.
- Siblings without photo IDs must be signed in using a sibling form. The form can be picked up in the Office of Residence Life Monday through Friday between 8:30 a.m. and 4:30 p.m.
- Guests under the age of 17 may not stay overnight. In unusual circumstances, the Dean of Students may grant special permission (three day notice required).
- Residents and/or guests are not permitted to sleep in any public lounges, including the floor lounges and the Foyer Lounge.

Host responsibilities

- All guests (non-residents) should have the Front Desk Attendant call to notify hosts of their arrival.
- Before signing in a guest(s), the host must:
 1. Present a valid Emmanuel ID card with the Front Desk Staff;
 2. Have the guest present and leave a valid picture ID;
 3. Ensure that the guest is not intoxicated, incapacitated by drugs, possessing a weapon, or violating any state or federal law, or College Policy.
- After signing in a guest(s), the host is responsible for:
 1. Signing in and signing out guest(s) from the building every time they enter and exit;
 2. Escorting guest(s) at all times within the residence hall;
 3. Providing other escorts should they need to separate for a brief period of time, as guests may not be left alone in any room without a resident escort;
 4. Ensuring that guest(s) abide by all regulations of the College; and
 5. Assuming all sanctions due to infractions committed by their guest, including restitution for damages.

After Hours/Overnight Visitation Policy

The Emmanuel College administration believes regular visitation hours and 24-hour residence hall lounges provide students with ample opportunity to visit with friends and family. However, the administration recognizes that there are special circumstances in which visitation beyond these parameters is reasonable. For example, when a friend or family member lives a distance from campus and cannot easily travel home and back during a weekend visit, or when a class project requires a group of students access to a personal computer in a student room after visitation hours. The After Hours/Overnight Policy is designed to reasonably accommodate these situations.

In outlining this policy, it is important to emphasize that as a Catholic College, Emmanuel does not condone sexual activity in the residence halls and calls students to behave in a moral, ethical and respectful manner at all times. Further, Emmanuel College is committed to supporting resident student rights to privacy. When roommates cannot agree, a resident's right to occupy her/his room has priority over the right of his/her roommate to have an after hours/overnight guest. Students are expected to bring any problems or concerns to their roommate and then, if necessary, the Residence Life Staff. Students who are uncooperative with their roommate, or who violate the guest policy can expect to have their guest privileges and residency reviewed.

General Guidelines for After Hours/Overnight Guests

- Anyone expecting a guest to arrive and stay over after midnight is required to sign the After Hours/Overnight List before the end of visitation for that day. Guests not signed in on this list will not be allowed to enter the building.
- Any Emmanuel College residential student **MUST** be signed in on the After Hours/Overnight List if she/he plans on staying in another resident's room after visitation.
- Guests are allowed to stay after visitation in a student's room **WITH THE CONSENT OF ALL ROOM RESIDENTS**. Any guest signed in after the end of visitation is considered an overnight guest.
- A guest may stay in the residence hall for up to three consecutive nights a week.

- No guest may stay in the residence hall more than three nights in any given week. The week begins on Monday.

Guest Regulations First Year Students

- First Year students may have up to two guests signed in at a time during visitation.
- In addition to Orientation workshops, first year students MUST attend additional Guest Privilege Workshops sponsored by the Office of Residence Life and Housing before they are permitted overnight guests. The Guest Privilege Workshops will be offered at the beginning of fall and spring semesters and will cover such topics as: alcohol and other drug education, personal safety on campus and in Boston, making choices and values clarification.
- Only after completion of all Guest Privilege Workshops are first year students given the opportunity to host after hours/overnight guests.
 1. Each student will be eligible for 3 overnight guest passes for the first semester;
 2. Each pass can be used for one or two persons;
 3. Each pass can be used for a maximum of two nights, on Friday and Saturday nights only;
 4. On nights when classes are scheduled for the following day, first year students are not allowed to have guests stay in their room after visitation ends.
 5. If a first year student would like a residential student to stay overnight, this will count as one of the three passes;
 6. Passes can be filled out in the Office of Residence Life and Housing with an Assistant Director. The overnight request must be made in writing no later than noon on Friday of that weekend; and,
 7. All roommates must consent to the guest visit in writing and must be given the opportunity to veto the proposed guest visit.

Guest Regulations for Sophomore Residents

- Sophomores may have up to three guests at any time.
- No guest may stay overnight for more than three consecutive nights or three nights in a week. The week begins on Monday.
- All after hours/overnight guests must be on the After Hours/Overnight List.
- Guests not on the After Hours/Overnight list must be out of the building by the end of Visitation Hours.

Guest Regulations for Junior and Senior Residents

- Juniors and Seniors may have up to four guests at any time.
- No guest may stay overnight for more than three consecutive nights or three nights in a week. The week begins Monday.
- All after hours/overnight guests must be on the After Hours/Overnight List.
- Guests not on the After Hours/Overnight list must be out of the building by the end of Visitation Hours.
-

Social Gatherings in the Residence Hall

- Gatherings on a floor in the residence halls are restricted to individual student rooms and must conclude by the start of Quiet Hours as described in the Quiet Hours Policy.

- Maximum room capacity will be double the room's designed occupancy plus 2 (i.e. a double room can have 6 people in it at a time). Any gathering greater than maximum capacity will be dispersed immediately by members of the residence hall staff.
- Music must be kept at a reasonable level at all times and turned down if complaints are made.
- Residents wishing to entertain more than the maximum capacity allowed for their room should get approval from a professional staff member and then reserve a lounge or other common area room through the Office of Residence Life and Housing. Pre-registration of all guests is required.
- In accordance with the College alcohol policy, no alcoholic beverages may be served.
- Violations of social gatherings regulations will result in disciplinary action.

PETS

Students are not allowed to have pets in the residence hall. Small fish are permitted.

QUIET HOURS

Quiet Hours begin at 11:00 p.m. on every floor on nights when there are classes the following day and are in effect until 8:00 a.m. the following morning. Quiet hours begin at 1:00 a.m. on every floor on nights when there are no classes scheduled the following day and are in effect until 9:00 a.m. the next morning. Quiet hours are strictly enforced. Courtesy Hours are in effect throughout the building 24 hours a day. Courtesy Hours entail the expectation that residents will lower their volume or that of their music or television at the request of another resident.

During final examinations, 24-Hour Quiet Hours are in effect and remain so until the close of the residence halls. Specifics for the start of 24-Hour Quiet Hours will be publicized by the Office of Residence Life and Housing prior to the end of classes.

SALES/SOLICITATION

Businesses of any kind are not allowed to be operated out of the residence halls including such ventures as babysitting services/child care, sales, haircutting, etc. Residence hall room numbers and/or telephone numbers should not be included in any advertisement for sales/solicitation. Bulletin boards should not be used. Advertisement and related materials of any kind should not be slipped under resident doors or left in common areas. Outside businesses are not allowed to hold promotional events or hand out samples and/or advertisements on campus without the permission of the Dean of Students.

RESIDENCE HALL ADMINISTRATIVE POLICIES

HALL VACATIONS

Emmanuel College residence halls are closed during Christmas and Spring breaks. Summer housing is available at additional cost. When leaving the residence hall for a break, all residents must follow the Hall Closing Procedures as instructed by staff.

RESIDENCE HALL MAINTENANCE

Damage or defects in resident rooms should be reported to the Resident Assistant and/or an Assistant Director of Residence Life and Housing. Reports should also be made when equipment or College property is damaged. Furniture must be kept clear of the technology outlets.

RESIDENCE HALL DAMAGE RESPONSIBILITIES

- Each student is responsible for the care and appearance of his/her room. Students are not allowed to paint their rooms. Borders are allowed but must be taken down at the end of the year. If they are not removed, a fine will be assessed. No items may be affixed to student room doors as adhesive damages the surface.
- Students must sign a Physical Inventory Form that indicates the amount and condition of furniture in the room as well as the room's general condition. A Resident Assistant indicates (RA) the condition of the room and the room's general condition. An RA must inspect each student's room before check-out. The RA indicates the condition of the room on the Physical Inventory Form. After review of the forms and the physical space, the Residence Director will determine appropriate damage billing. These forms are the basis for damage assessments with final assessment occurring after students leave. Students are held accountable for the cost of replacement, repair or damage. Residents are not permitted to use nails, glue, thumbtacks, etc. If any damage occurs (holes, paint chips, etc.), residents will be responsible for the repair of the damage.
- Residents will be held liable for the cost of any damage to their assigned rooms and to common areas. If staff cannot determine clear responsibility for damage to common areas, the College will divide the cost of damages among all residents in the area.
- Whenever a student moves out of a room, that student must officially check out of that space. This can be done by:
 1. Traditional Check Out: The student is escorted by an RA as the room is inspected. The student must know that this may not be the final damage assessment.
 2. Express Check Out: The student waives the right to escort the RA during the inspection and to appeal any damages to the room by completing and Express Check Out Form. The room condition is then inspected after the student leaves.
 3. Students who are checking out within 30 minutes of closing must complete and Express Check out Form.
 4. Students who do not check out by Express or Traditional methods will be considered an Improper Check Out and subject to an Improper Check-Out Fine. Students who move out after 30 minutes past closing will automatically be considered an Improper Check Out. All Improper Check Outs automatically waive their right to appeal damage costs.

ROOM REGULATIONS

- The College assumes no responsibility for losses suffered on campus due to fire, theft, water damage or other causes. Students are encouraged to make certain their belongings are insured, either under their parents' homeowners policy or by purchasing renter's insurance.
- Boston Police Department regulations indicate that window shades in rooms, corridors, lavatories, and study rooms must be drawn when lights are on.
- Windows must be closed when residents leave the building during vacations. Residents are not permitted to lean out and call out of windows.
- No resident may use an unoccupied room nor may s/he use the room of another resident without requesting permission from the Dean of Students. No furniture may be removed from any room, lounge or storage room. Students who are in possession of lounge furniture will be fined \$50 and subjected to disciplinary

- action. Students who move furniture will also be assessed a \$50 fine per piece of furniture.
- Students who possess College property (such as furniture, keys, books, signs, cafeteria dishes, exams, files, papers, etc.) or property belonging to another student without permission from the owner will face disciplinary action.
 - Storage during the academic year and summer is not available.
 - No student is permitted on the roof of the residence hall. Any student found on the roof will be subject to disciplinary action.
 - Residents are responsible for all aspects of phone service.
 - Use of internet service from residence hall rooms is restricted to campus service provider only. No use of modems is permitted.

RIGHT OF ROOM ENTRY

College staff members may enter student rooms for reasons of health and safety inspections, emergencies, suspicion of illegal activities/policy infractions, or maintenance concerns. By submitting a work order, you are giving permission for your room to be entered for repairs, etc. Notice of coming health and safety inspections will be posted throughout the entire residence hall prior to the actual inspection. College personnel will not intrude into your personal effects or otherwise search your room except with your permission or by appropriate legal authority with a search warrant. Prohibited items such as pets, firearms, incense, candles, etc. and unauthorized appliances will be removed and you will be notified of such removals.

ROOM CHANGES

Residents must discuss possible changes with their roommates. The residence hall staff is available to assist roommates resolve issues should they arrive. If you do need to change roommates, you may request assistance from any member of the professional Residence Life and Housing staff.

WITHDRAWAL FROM RESIDENCE

Students not returning to the residence hall must fill out a withdrawal form at the Office of Residence Life and Housing. The Housing Withdrawal Form must be completed before the appropriate deadline as indicated in the Emmanuel College Catalog. Withdrawal Forms not received by the deadline result in the student's loss of his or her housing deposit. Housing deposits will be refunded to students who complete the appropriate forms by the designated date. Students who withdraw from residence are required to check out of their rooms properly as stated above.

LOCKOUTS

Between the hours of 8:30 a.m. and 4:30 p.m. Monday through Friday, residents who lock themselves out of their rooms must go to the Office of Residence Life for assistance. When the Office of Residence Life is closed, the Resident Assistant on duty will be available to assist locked out residents. Students who are negligently locked out of their room will be written down on a list. If a student is negligently locked out of a room three times in an academic year, then the student will be charged \$20.00 for that lockout and each subsequent lockout for the remainder of the academic year. Lockouts due to mechanical error (i. e. lock not functioning, ID card in tact but not functioning) will be listed, but will not count towards the three lockouts resulting in a charge.

LOFTING

Most beds in residence halls are designed to be lofted with no additional material. Additional material is defined as cinder blocks, other building materials, or other pieces of furniture to raise your bed off the floor. For reasons of safety, no furniture, other than bunked beds, are allowed to be stacked on top of each other. You will be fined \$50 for lofting or stacking furniture and be asked to disassemble the loft or stack immediately.

GENERAL COLLEGE POLICIES

BULLETIN BOARDS

Signs, notices, and announcements may be posted by members of the College community. These notices must be posted on designated bulletin boards located on the Plaza Level of the Administration Building. Student organizations are assigned bulletin board space on the Plaza Level. Students must follow the guidelines for creating bulletin board art. No outside organizations may post notices without permission from the Office of Student Activities. All posted information must be stamped by the Office of Student Activities. No signs may be hung in elevators, on walls or on windows. All posted information for the residence halls will be posted by the staff. All copies should be left with the administrative assistant for Residence Life and Housing.

DEATH IN THE FAMILY

In the event of a death in the family of a student the Office of Campus Ministry should be notified immediately and notice will be given to the Vice President for Student Affairs and the Senior Associate Dean of Academic Advising. Students are encouraged to contact the Office of Campus Ministry with the names of family members and friends who have died for inclusion in the general intercessions at Mass.

DINING SERVICE POLICY

Cooperation on the following items helps provide better service for all students:

1. Meal cards and College ID cards must be presented at each meal and are not transferable.
2. Trays and dishes must be returned to the dish room window.
3. Silverware and dishes are the property of the College and may not be taken from the Dining Hall.
4. Students may not remove food from the Dining Hall unless they have made arrangements with the food service staff.
5. Students are required to dress appropriately in the Dining Hall in order to meet the health code requirements that state that patrons must wear shoes and shirts on the premises.
6. All food items are unlimited (except at special events).
7. Box lunches are available if Board Plan members are unable to be present for a meal. A 24-hour notice to the Dining Service is required.
8. Disorderly conduct in the Dining Hall will be subject to disciplinary action.
9. Students with concerns about the College dining service should direct their questions to the Director of Food Service.

FACILITY RESERVATION FOR STUDENT GROUPS

The Registrar's Office is responsible for the reservation of all classrooms, AMR and the Auditorium. The Office of Residence Life and The Yawkey Center reserve their space respectively. Arrangements for special set-up requirements are made at the time of the facility reservation. Most facilities are scheduled on a first-come, first-serve basis. Any approved College student organization or group may use a College facility, provided that the facility is deemed appropriate for the use designated. Any approved College student organization or group must go through the Office of Student Activities and Multicultural Programs to reserve any space on campus.

Expenses

There is no rental fee for the reservation of College facilities by Emmanuel College student organizations. The sponsoring party is responsible for all expenses incurred by the event. This would include rental of special equipment, security detail, etc.

Security

The sponsoring party of any event requiring Campus Safety must notify Campus Safety at least ten days before the date of the event. Arrangements and payment for hiring security are coordinated by the organizing group through the Office of Student Activities.

Food Service

Arrangements for food service must be made through the College dining service. This includes any catered functions.

Equipment

Media equipment can be arranged by contacting the Library Media Coordinator. Available equipment includes overhead projectors, movie or slide projectors, tape recorders, and record players. Video camera equipment can also be borrowed by inquiring at the Library.

FIRE SAFETY REGULATIONS

1. If a student discovers a fire, the student should ring the alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617-735-9888 or 617-735-9710).
2. Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate! Failure to do so will result in disciplinary action and a fine.
3. Each student is responsible for knowing the fire exits throughout the building.
4. Elevators should never be used when the fire alarm rings.
5. Emergency exits may be used in case of emergency only.
6. It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.
7. Candles, incense, live Christmas trees, ceiling decorations, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots and coffeemakers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor.
8. Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.

HAZING LAW

The Commonwealth of Massachusetts, in response to incidents involving personal injury and death, has prohibited the act of hazing. The term “hazing” shall mean any conduct or method of initiation into any student organization, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person; such conduct shall include (but is not limited to) whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such students or other persons to extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions, consent shall not be available as a defense to any prosecution under this action.

HEALTH INSURANCE POLICY

According to state law, students attending college in Massachusetts must participate in a qualifying student health insurance program. The College has arranged for student accident and sickness coverage. Every student will be automatically billed for this insurance unless participation is waived due to other adequate coverage. A waiver certifying that the student is covered by a qualifying plan must be filed annually with the Student Financial Services and must include a letter of coverage by the insurance providers. All international students must be covered by the College insurance provider. Questions regarding health insurance should be directed to the Dean of Students.

IMMUNIZATION POLICY

Massachusetts state law requires that all full-time undergraduate or graduate students must show proof of at least one dose of mumps and rubella vaccine given at or after 12 months of age, two doses of live measles vaccine given at least one month apart beginning at or after 12 months of age, a booster dose of tetanus/diphtheria within the last ten years, and a tuberculosis test (PPD) within the last six months. Emmanuel College requires all new students to receive a meningitis inoculation.

PARKING REGULATIONS

Emmanuel College’s parking regulations have been designed to ensure optimum parking conditions and the security and safety of student and College property. There are a limited number of parking spaces available for commuter students and resident students with extenuating circumstances. As such, we strongly encourage the use of public transportation. The MBTA Green Line Fenway station is less than a five-minute walk from the Emmanuel campus. Please contact the Office of Student Financial Services for the purchase of a monthly MBTA pass.

Student Parking

Students who wish to park on campus must submit an application to the Office of the Vice President for Student Affairs. Generally, only students commuting to campus from a distance and residents with academic internships are granted parking. The Parking Committee will review student parking applications and applicants will be notified by mail prior to the start of class as to whether the request for parking has been accepted or declined. Fees for parking permits are set at the beginning of each academic year. For the 2007-2008 Academic Year, the cost is \$350.00 for a full-time student and \$200.00 for a part-time student.

Day Passes

Resident students with temporary extenuating circumstances may request a one-day parking permit in advance of bringing a car to campus. These permits are for a single day and cost \$10.00. At no time should a student show up to campus with a car and expect to receive a permit. In the event that a student brings a car to campus without prior notice and is permitted to park, the charge for a one-day parking permit will be \$20.00.

Handicapped Parking

Handicapped parking spaces are located at the south entrance to the Administration Building, on the south side of St. Ann Residence Hall, and in front of the Cardinal Cushing Library. Handicapped parking is provided for officially marked vehicles with an Emmanuel parking permit. Motor vehicles that are not properly marked and are parked in handicapped or reserved spaces will be towed.

Safe Driving

Campus Safety will not condone the operation of motor vehicles in an unsafe or threatening manner. The following conditions will not be allowed on campus:

- Driving an unregistered vehicle
- Driving without a proper license or with a revoked license
- Speeding
- Driving under the influence of alcohol or drugs
- Driving on walkways or unpaved areas

Snow Removal

During the winter months, a snow emergency may be declared. Failure to move cars to facilitate snow removal will result in immediate towing. Declaration of snow emergency will be posted on First Class, Emmanuel's e-mail and conferencing system. During inclement weather, parking is allowed only in the Yawkey Center.

Towing

Vehicles may not park on the Emmanuel College campus without a properly displayed permit or pass. Unauthorized vehicles parked on campus will be towed at the owner's expense. Tow payments are made directly to the tow company for release of the motor vehicle. All towed vehicles are the responsibility of the owner. Please note that these enforcement procedures are designed to ensure that parking is available for eligible faculty, staff and students.

Visitor Parking

Permission for visitor parking may be obtained through the Office of the Vice President for Student Affairs. Fees are set at the beginning of each academic year. Any visitor's car that remains on campus and does not have a parking permit for that day will be towed at the owner's expense.

POLICY ON ALCOHOL AND DRUG USE

Emmanuel College strives to provide a safe and healthy environment for study and recreation. The College policy on alcohol and drug use is designed to promote health, safety and academic success. No student, regardless of age, may possess, consume, or transport alcohol on the Emmanuel College campus. Students are prohibited from use, sale, or possession of all drugs such as stimulants, intoxicants, or drugs other than over-the-counter drugs or drugs prescribed for the student by a physician. Drug paraphernalia of any kind is also prohibited.

The following are all considered to be evidence of drug policy violations and sufficient grounds for full disciplinary action: the actual presence of a controlled substance; the presence of smoke or odors, as in the case of marijuana, and the presence of drug paraphernalia. In addition, all students present at the time of the violation will be held fully responsible for the infraction. For the complete policy on alcohol, please see the Drug-Free Schools and Communities Act of 1989 in General College Policies.

POLICY ON CONSENSUAL RELATIONSHIPS

Because of the unique environment of a college campus and the special relationships between students and faculty members, in particular, with the faculty member serving as educator, counselor, and evaluator, and the possibility of abuse of this relationship or the appearance of abuse, the College views it as unacceptable for faculty members to engage in amorous relations with students enrolled in their classes or subject to their supervision, even when both parties appear to have consented to the relationship. In keeping with this philosophy of the college, if charges of sexual harassment are made against a faculty member, it shall not be a defense to allege that the relationship was consensual. Such relations may result in disciplinary action up to and including dismissal of the faculty member. This policy applies also to amorous relationships between students and members of the administration and staff where those administrators and staff have supervisory responsibility for the student.

POLICY ON BOMB THREATS

1. An individual who receives a phone call announcing a bomb threat in a building should call Campus Safety at 617-735-9888 or 617-735-9710, and give the name and number of the person to whom the call was made, and also any particular details.
2. Campus Safety in conjunction with other campus personnel will determine the procedure. Students should follow the direction of the staff. College personnel have the right to require evacuation of any building.
3. Campus Safety may search the public/common areas of the building. After the search, students will be notified to reenter the building.

POLICY ON FIRE ARMS/WEAPONS

Weapons of any kind are not allowed on campus. Any item of a questionable nature should be checked with the Dean of Students. The Dean of Students Office is located in the lower level of St. Ann's Hall.

POLICY ON SECTS AND CULTS

The Vatican Report on Sects, Cults and New Religion Movements defines a cult or sect as “any religious group with a distinctive world view of its own derived from but not identical with the teachings of a major world religion.” Emmanuel College is concerned with those sects or cults that pose a threat to students’ personal freedom and their objectives as college students to concentrate on their academics. As part of its religious identity, Emmanuel College encourages students of all religious backgrounds to learn in an environment that encourages reflection and action on intellectual and moral issues. The College reflects the religious and ethical principles of Catholicism, and as a result students often reflect on their personal religious experience. At times students explore alternative religions. The College affirms the right of an individual to take the initial step to seek information or dialogue with various religious groups. Therefore:

- Any student who feels s/he is being induced or pressured in any way to participate in religious activities is encouraged to report this to the Residence Life and Housing staff, Campus Ministry Office, the Vice President for Student Affairs or the Dean of Students.
- Any student who continues to extend invitations to events after a student has specifically said “no” will be subject to disciplinary actions.
- People who are not members of the College community may not proselytize, lead Bible Studies, Bible Talks, or in any way attempt to do religious or spiritual education without an invitation from a recognized student/college organization or a college department.

The College encourages students of all faiths to develop and participate in programs through the Campus Ministry Office that affirm religious diversity and a spirit of Ecumenism. Any student who identifies him/herself as a member of a Campus Ministry team, or who distributes material labeled “Campus Ministry” or “Campus Ministries” but is not affiliated with the Emmanuel Campus Ministry Office, will be subject to disciplinary action.

POLICY ON SEXUAL HARASSMENT

Emmanuel College seeks to create and maintain an academic environment in which all members of the community are free of harassment based on sex. The institution espouses Catholic values, which infuse the academic and residential life on campus. Underriding the community life must be the awareness on the part of every member of the rights and human dignity of every member. Attitudes of condescension, hostility, role stereotyping, and sexual innuendo weaken the health of the community. Furthermore, harassment based on sex compromises the integrity of a liberal arts education, because it makes the learning and working environment hostile, intimidating, and offensive. It destroys opportunities for students to develop strong, positive self-concepts and a sense of self-confidence, which is essential to living out the ideals of a liberal education. Persons who harass others compromise their own integrity and credibility. Consequently, no form of sexual harassment can be tolerated on campus.

Definition

Sexual harassment is defined as unwelcome sexual advances which interfere with an individual’s work, academic, residential, or co-curricular environment, or coercive behavior which threatens employment or academic reprisal or promises reward contingent upon obtainment of sexual favors.

Investigation and Appeals Procedure

Anyone who is aware of an instance of sexual harassment should so advise the Vice President for Student Affairs, the Dean of Students, the Dean of Arts and Sciences, any College Vice President, or the Director of Human Resources. Investigation of a complaint will be conducted by any or all of the above-named individuals and will be undertaken immediately and conducted in an expeditious manner, assuring maximum confidentiality consistent with principles of due process and fundamental fairness according to the following guidelines:

- The complaint should be in writing with sufficient specificity. A person bringing a complaint founded in good faith will suffer no retaliation.
- The person charged will be promptly notified and given an opportunity to respond.
- If a complaint is found to be valid, disciplinary action up to and including dismissal, consistent with the degree of seriousness of the sexual harassment, may be instituted.

RAPE AND SEXUAL ASSAULT

Rape and sexual assault are violent crimes and serious problems for college students across the country. In fact, it is estimated that one in every four college women nationwide has been or will be the victim of a rape or attempted rape. This section outlines the steps to take if you or someone you know is a victim of sexual assault or rape.

IF YOU ARE RAPED OR SEXUALLY ASSAULTED:

1. Remember that it's not your fault.
2. Get to a safe place as soon as you can.
3. Try to preserve all physical evidence

TO PRESERVE ALL THE PHYSICAL EVIDENCE

- After the first 24 hours the quality of the evidence usually decreases, but evidence can be collected up to 72 hours after the assault.
 - Do not wash or douche.
 - Try not to urinate.
 - If oral contact took place, do not eat, drink liquids, smoke, or brush teeth.
 - Do not comb or brush hair.
 - If changing clothes is necessary, clothing worn during the assault should be placed in a paper bag.
 - This evidence is retained for at least one year by the local police after the assault takes place, so even if you do not want to prosecute at the time of the assault, you have the option of changing your mind. The length of time of retention varies from one locale to another, so check with the local police.
4. Receive immediate medical attention.
 5. Report the assault to an on campus or local support services.
 6. Contact a close friend who can be with you until you feel safe again.

Support Services

If you have been the victim of rape or sexual assault, you may want to contact the Office of Counseling for confidential support, counseling, and referral services. Victims of rape and sexual assault often feel confused and alone, and they often question how to tell family and friends about the incident, or whether they should at all. They also experience a variety of strong emotions and/or experience physical problems, such as stomach problems or sleep disturbances. Sometimes, these symptoms don't happen until a long time after the event. Regardless of when the incident occurred, the Office of Counseling can help.

Prevention

The most common type of rape is "acquaintance rape," which is committed by someone the victim knows. To minimize the chance of acquaintance rape, keep the following points in mind:

1. Alcohol and drug consumption may increase aggressiveness, suppress normal inhibitions, impair judgment and increase your susceptibility to peer pressure.
2. Drink only beverages you can identify and never leave a drink unsupervised.
3. Avoid being alone in a secluded place with someone you do not know well.
4. Before going to parties, always make sure you have a safe way of getting home.
5. Be clear about your sexual intentions and communicate your limits clearly. Do not give mixed messages. Say yes when you mean yes and no when you mean no.
6. Always trust your instincts. If you feel uneasy or sense something is wrong about a situation, leave immediately.

SMOKING POLICY

In an effort to be sensitive to the needs and concerns of non-smokers and smokers alike and to create a safe, healthful and comfortable environment for all the members of the Emmanuel community, the following policy governing smoking has been implemented. This policy results from the College's compliance with the Massachusetts Clean Air Act (Mass. Gen Laws, Ch. 270 Section 22). Emmanuel College prohibits smoking in all areas of its buildings. Smoking is not permitted within 50 feet of any campus building. Designated smoking areas can be found at four different locations on campus. These restrictions are applicable to members of the Emmanuel community as well as guests.

SPORTSMANSHIP POLICY

NCAA "Be Loud But Be Proud" Spectator Code of Conduct

The NCAA and the Great Northeast Athletic Conference promote good sportsmanship by student-athletes, coaches, and spectators. We request your cooperation by supporting the participants and officials in a positive manner. Profanity, racial, or sexist comments, or other intimidating actions directed at officials, student-athletes, coaches, or team representatives will not be tolerated and are grounds for removal from the site of competition. Also, consumption of alcoholic beverages or tobacco products is prohibited. Failure to comply with any of these regulations will be grounds for immediate removal from the venue. Emmanuel College spectators are encouraged to promote an environment where everyone (participants, spectators and officials) has a positive experience. Be loud, but be proud in your effort to support your Saints athletic program!

STUDENT CONFIDENTIALITY

Emmanuel College regulates access to and release of student records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act). The purpose of this act is to protect the privacy of students regarding:

- The release of records; and
- Access to records maintained by the institution.

In compliance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment), Emmanuel College has committed itself to protecting the privacy rights of its students and to maintaining the confidentiality of its records. A copy of this law is available in the Registrar's Office. Certain personally identifiable information from a student's education record, designated by Emmanuel College as directory information, may be released without the student's prior consent. A student who so wishes has the absolute right to prevent release of this information. In order to do so, the student must complete a form requesting nondisclosure of directory information by the end of add/drop period. This form is available in the Registrar's Office. Directory information includes name, term, home and electronic address, campus address and mailbox number, telephone and voice mailbox number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, program of enrollment, anticipated date of graduation, degrees and awards received, the last previous educational agency or institution attended, and other similar information. Some or all of this information may be published in directories such as a student directory; an electronic student directory; a sports program; or other campus publication. With regard to external inquiries, the Registrar's Office will verify directory information, unless advised to the contrary by the student as indicated above. "Verify" means to affirm or deny the correctness of the information. The College will not provide corrections for inaccurate information. All non-directory information, which is considered confidential, will only be released to outside inquiries with the express consent of the student. However, the College will verify financial awards and release data for government agencies. Students have the right to review their educational records. A student may waive this right in special cases of confidential letters of recommendation relative to admission to any educational agency or institution, application for employment, receipt of financial aid form, or receipt of any services or benefits from such an agency or institution. A copy of the Reports and Records: Release of Student Information Policy is available in the Registrar's Office.

STUDENT RECORDS

Emmanuel College, in accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, also known as the Buckley Amendment, permits its students to inspect their records whenever appropriate and to challenge specific parts of them. For further information, refer to the College Academic Catalog or contact the Registrar.

USE OF THE COLLEGE NAME

The College name is not to be used for any event or by any organization without the permission of the Vice President for Student Affairs or the Dean of Students. Anyone using the name of the College without approval, for any commercial or College endeavor is subject to disciplinary action. All officially sanctioned student events held off campus must be approved by the Vice President for Student Affairs or the Dean of Students.

YAWKEY CENTER POLICY

ID: Emmanuel College students, faculty and staff must check in at the front desk and leave their Emmanuel ID to use the gymnasium or fitness center. **Guests:** Emmanuel students may have one guest in the fitness center or gymnasium and must provide valid photo ID for the guest when checking in at the front desk. The Emmanuel student host is responsible for his/her guest and must accompany the guest for the duration of time spent in the gym or fitness center.

THE DRUG-FREE SCHOOLS AND COMMUNITIES ACT OF 1989

The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by the College in compliance with the requirements of that Act.

PROHIBITIONS

Emmanuel College prohibits the unlawful possession, use, or distribution of illicit drugs and alcohol by any student or employee of the College while on College premises, while performing any work for the College, on or off its premises, or while otherwise participating in any College activity, on or off College premises.

In addition, employees are prohibited from reporting to work or performing job-related activities, on or off College premises, while under the influence of alcohol or illicit drugs. Students are prohibited from participating in any College activity, on or off College premises, while under the influence of alcohol or illicit drugs.

DEFINITIONS

For purposes of this policy, the term “illicit drugs” is defined as controlled substances which cannot be obtained legally or which, although available legally, have been obtained illegally. “Illicit drugs” include not only “street” drugs, but also prescription drugs that have not been lawfully prescribed for the individual. “Controlled substances” are those substances listed on Schedules I through V of the Federal Controlled Substance Act. Controlled substances include, for example, narcotics, such as cocaine and heroin, depressants such as barbiturates, stimulants such as cocaine and amphetamines, hallucinogens such as LSD and phencyclidine or “PCP”, and cannabis (marijuana).

This policy does not prohibit use by an employee or student of a prescription drug prescribed for the employee or student by a licensed physician, provided that the drug is used in accordance with the physician’s instructions and in a therapeutic dosage.

SANCTIONS FOR NON-COMPLIANCE

Employees and students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued employment or enrollment at the College.

Any employee who violates any provision of this policy is subject to disciplinary action, up to and including immediate dismissal. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College.

Also, in appropriate circumstances, as determined by the College, law enforcement officials may be notified. Unlawful possession, use, or distribution of drugs or alcohol may subject an employee or student to criminal penalties.

REHABILITATION

An employee or student who has been determined by the College to have used or to have been under the influence of alcohol or an illicit drug in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally only an employee or student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of discharge. Such an employee or student will successfully complete an approved rehabilitation program as a condition of continued employment or enrollment. (The cost of the program is the responsibility of the employee or student, but may be covered, in whole or in part, by the individual's health insurance, depending on the terms of the policy.)

The College strongly encourages employees and students to seek assistance for problems or drug and alcohol abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Office of Counseling.

EMMANUEL COLLEGE COMMUNITY STANDARDS AND STUDENT CODE OF CONDUCT

Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, for values-based education and for a caring, friendly environment. Members of the Emmanuel College community are expected to demonstrate respect and show sensitivity to differences in others. All members of the community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind.

With this in mind, the Student Government Association approved the following set of guidelines, which a representative group of students developed on behalf of the student body. These guidelines delineate the expectations that they and their peers have of themselves and one another.

COMMUNITY STANDARDS FOR EMMANUEL COLLEGE STUDENTS

- We expect each member of the community to take responsibility for building and improving the quality of our community life and when necessary will communicate with those in a position to make changes.

- We expect that members of the Emmanuel Community will take pride in their environment and take personal responsibility for keeping it clean.
- We expect that as an educated community we will have a tolerance for others' opinions and openness to their perspectives.
- We expect that every member of the Emmanuel Community will respect personal and public property.
- We will not tolerate the destruction or theft of personal or public property.
- We will not tolerate graffiti.
- We expect that every member of the Emmanuel Community will accept diversity and be civil in dealings with each other.
- We will not tolerate racism, sexism, classism, or heterosexism.
- We hope that all students will model and teach respect.
- We hope that every member will reach out to one another with care and concern in a friendly manner, strengthening the sense of a campus community.

STUDENT CODE OF CONDUCT

Emmanuel College students are expected to abide by all policies of the College including but not limited to those in the student handbook, in the academic catalog, on the website. The following actions are considered violations of the Emmanuel College Student Code of Conduct and are punishable by sanctions imposed in accordance with the judicial procedures of Emmanuel College.

Conduct Code Violations:

1. Injury or threat of injury to self or others.
2. Physical or verbal altercations or abuse.
3. Intimidation, threats, or harassment of any kind of another person or group of persons, or action which threatens or endangers the health, well being or safety of self or another person.
4. Use, sale, distribution, possession or being in the presence of paraphernalia or stimulants, intoxicants, or drugs other than drugs prescribed by a physician for the student's own use, or over-the-counter drugs.
5. Intoxication, use, sale, distribution, possession or being in the presence of alcoholic beverages or related paraphernalia on campus, regardless of age.
6. Deliberate or careless endangerment of self or others including but not limited to: creating a fire risk; tampering with and/or falsely activating fire or other safety alarms or equipment; climbing on building roofs, hanging out windows; throwing items out windows; not evacuating building when alarm sounds or when asked to leave.
7. Gaining or assisting in unauthorized entrance into college facilities.
8. Initiation or circulation of a report or warning of an impending crime, emergency or catastrophe, knowing that the report is false.
9. Possession or use of firearms, guns, knives, other weapons, mace, explosives, dangerous chemicals, fireworks or other items with potential to cause harm.
10. All forms of sexual misconduct, including any form of unwanted sexual advances or contact. "Unwanted" means against a person's wishes or without consent and includes those instances in which the individual is unable to give consent because of sleep, unconsciousness, impairment or intoxication due to

alcohol, other substances or drugs.

11. Behavior or conduct that is disorderly, lewd, or indecent. Disregarding the privacy of self or others, including indecent or inconsiderate behavior and exposure of others to highly offensive conditions. Such inappropriate behavior or conduct may include but is not limited to touching or patting, written or verbal comments or suggestions, obscene or offensive pictures or “jokes,” hostile or threatening gestures.
12. Behavior or conduct that serves to degrade the status of self or others.
13. Damage to, vandalism of, or alteration of the property of the College, the property of a member of the College community or other personal or public property.
14. Attempted or actual theft of, or unauthorized possession or use of College property, the property of a member of the College community or other personal or public property.
15. Smoking in a campus building or outside designated campus smoking areas.
16. Behavior or conduct, including but not limited to hazing for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team or organization. Consent of the student or participant is not a defense against the inappropriate behavior or conduct.
17. Acts of dishonesty, including those applicable to the classroom. Furnishing false information.
18. Violation of guest or visitation policies.
19. Violation of the Computing and Communication Acceptable Use Policy including but not limited to illegal downloading of music or video and unauthorized access to College information systems.
20. Gambling.
21. Obstruction or disruption of College activities, including but not limited to teaching, research, administration, campus services, discipline, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.
22. Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in the performance of their duties or who has responsibility in the absence of a particular official. Failure to render reasonable cooperation when requested by others.
23. Use of the College name, seal, or other forms of College identity without written permission from the Vice President for Student Affairs or designee.
24. Solicitation, without the written permission of the Dean of Students, Assistant Dean/Director of Student Activities, Director of Residence Life or designee.
25. Noise disturbances, violation of residence hall quiet hours, disruptive activities and/or activities which can cause damage or risk.
26. Refusal to identify oneself and show identification card and/or to provide an accurate local address when requested by a College Official.
27. Playing sports in academic or residential buildings or in restricted areas, including but not limited to the Merck lawn.
28. Violation of rules and regulations published by College offices and departments, including but not limited to parking and traffic rules, residence hall regulations, food service rules, fitness center rules, and health regulations.

29. Conduct that is a crime of the Commonwealth of Massachusetts or the U.S.
30. Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; failure to take responsibility for one's guest(s); assisting or encouraging others to engage in violations; staying with violator when there is enough time and opportunity to leave.

Other actions committed on or off College property may also be subject to penalties, provided that the actions of the student are related to the security of the College community, the integrity of the educational process or the reputation of the College.

Judicial System

The College expects all students to take responsibility for their actions and be willing to accept the consequences of their behavior. College regulations have been designed to protect the rights of all members of the community and to insure the integrity of the institution. The Emmanuel College Judicial System is intended to aid the individual student in developing self-discipline and a sense of responsibility and community membership. Collective work and responsibility are possible only as long as students, faculty and administrators feel confident that rules will be enforced for the benefit of the entire Emmanuel community.

When infractions of specific academic or social regulations occur, the cases will be heard at the appropriate level, either by College officials, the Student Judicial Board, an Ad Hoc Hearing Board, the Academic Review Board or the Academic Integrity Committee.

Disciplinary Procedures

The Vice President for Student Affairs is responsible for enforcing College regulations and maintaining good order on campus. Commensurate with this responsibility, the Vice President and the Vice President's designees have the authority to investigate and to take action on all student misconduct cases in accordance with the procedures described in this section. When a student is alleged to have violated the Student Code of Conduct, typically the following procedures are followed:

- An incident report is written which documents the alleged violation and the student alleged to be in violation.
- The incident report is submitted to a College office, typically, the Office of the Dean of Students.
- The Dean of Students or the Dean's designee assigns the case to either a staff member or to a board for a conference or a hearing.
- The student alleged to be in violation of the student code receives communication informing him/her of the date and time of the conference or hearing. The student is expected to attend this meeting.
- The student meets with the staff member holding the conference or the board hearing the case. The student is given the opportunity to respond to the charges against him/her. If the student neglects to attend the conference or hearing, the case is heard in the student's absence without the benefit of the student's input.
- A decision is made by the staff member or the board as to whether or not the student is responsible for the alleged violations, and the outcome is communicated to the student. If the student is found responsible, sanctions are rendered and communicated.
- The student may appeal the decision according to appeal procedures.

Incident reports

In cases of alleged violations of the Student Code of Conduct, an incident report is typically filed by a Security Officer, a Resident Assistant or another member of the College community. Community members who wish to file anonymous complaints and do not want their names released need to know that their complaint may be used for information purposes only, and the alleged violator may not be referred for judicial action.

Administrative Conference/Student Judicial Board Hearing/Ad Hoc Hearing Board

After reviewing the incident report, the Dean of Students or the Dean's designee contacts the student in writing typically to schedule an Administrative Conference, or a Student Judicial Board Hearing. An Administrative Conference involves review of the case by an administrator, typically an Assistant Director of Residence Life and Housing/Resident Director, an Associate Dean, or the Dean of Students. A Student Judicial Board Hearing involves review of the case by a group of peers. The Student Judicial Board is advised by an administrator appointed by the Dean of Students. The Vice President for Student Affairs or the Dean of Students reserves the right to convene an Ad Hoc Hearing Board to hear cases that are sensitive or complex.

Student Rights

At the Administrative Conference, Student Judicial Board Hearing, or Ad Hoc Hearing Board, the student has the following rights:

- To respond to the charge or accusation and to offer any additional information which might be helpful in resolving the case
- To refrain from answering any question which may be asked
- To present witnesses on his/her behalf
- To be accompanied by an Emmanuel student advisor of his/her choice, who is not a party to the case
- To be informed of the appeal procedures

Sanctions

The scope of disciplinary sanctions that may be imposed on students includes but is not limited to: warning; educational project; community service; loss of privileges; fines; parental notification; restitution; residence hall re-assignment; residence hall probation; residence hall suspension; residence hall dismissal; counseling or health assessment; no trespass order; stay away order; interim suspension; suspension; dismissal.

Emmanuel College reserves the right to suspend or dismiss a student from the College for violation of College policy. In cases where the presence of the student at the College would constitute a danger to themselves or other persons, to property, or to the normal conduct of College activities, a student may be suspended immediately and restricted from all or part of the campus until a full disciplinary hearing is held. The student is entitled to discuss the basis for the decision with the College official rendering the suspension decision. Final authority over suspension or expulsion rests with the Vice President for Student Affairs.

Judicial Sanctions

Any one or more of the sanctions listed below may be imposed upon any student or student organization responsible for violating the Student Code of Conduct. Additionally the administrator or board may render a sanction not listed but one which would be consistent with the violation.

Warning: A written notification that the conduct engaged in is inconsistent with College policy and that a future violation may result in a more severe sanction being imposed.

Educational Project: The development of an activity or event designed to help the student become more aware of College policies, to educate the community about a critical issue and/or to assist the student to understand the inappropriateness of the behavior.

Community Service: Participation in a specified service activity at the College or in the community for a designated number of hours.

Loss of privileges: Denial of specific privileges for a period of time including but not limited to: residence hall visitation, guest privileges, overnight visitation, housing lottery, participation on an athletic team and/or in a student club or organization, at programs, activities, and ceremonies, etc.

Probation: A written notification that the behavior or action violated the student code of conduct and that any further action is likely to result in suspension from the residence halls or the College. A specific time period is required when probation is sanctioned.

Fines: Monetary payment for policy violation.

Parental Notification: Written communication with the parent/guardian that the student was found responsible for a violation of the drug or alcohol policy.

Restitution: The student or student organization is required to replace or restore damaged, stolen or misappropriated property or otherwise make amends for the behavior that led to the sanction.

Residence Hall Re-assignment: Re-assignment to another area and/or residence hall for a specific time period or for the remainder of enrollment.

Residence Hall Suspension: Separation of the student from the residence halls for a defined period of time, after which the student is eligible to apply for residency. During the time of suspension, it may be specified that the student may not enter the campus residence halls.

Residence Hall Dismissal: The student is permanently separated from the residence halls and it may be specified that the student may not enter any residence hall during the remainder of the student's tenure at Emmanuel.

Counseling or Health Assessment: There are times when the behavior a student has exhibited may be a response to some deeper issues or when there may be indications of emotional distress, an eating disorder, substance abuse or other problem that could affect his/her functioning as a member of the Emmanuel College community. The student may be referred to a professional for a series of meetings and/or a general psychological, health and/or substance abuse evaluation. If indicated, the student may be required to follow a treatment plan recommended and/or adhere to a set of behavioral expectations, outlined in a Behavioral Contract, in order to remain a member of the Emmanuel community. Ongoing information may be shared with the Vice President for Student Affairs or Dean of Students or other professionals as needed within the bounds of confidentiality.

No Trespass: A person may be prohibited from entering a building, residence hall or the campus. Failure to comply with this sanction may result in arrest for trespassing.

Stay away order: The student is prohibited from having any contact - direct, indirect, or third party on his/her behalf—with a particular person(s). This includes, but is not limited to mail, e-mail, telephone, etc.

Suspension Held in Abeyance: Separation of the student from the residence halls or from the College that is delayed at the time of the sanctioning and invoked with any subsequent violation of the Student Code of Conduct.

Interim Suspension: When an individual is considered an imminent threat to either persons and/or property, the Dean of Students or the Vice President for Student Affairs may invoke an immediate interim suspension from housing and/or the College. A student may be temporarily suspended from the residence halls but may be permitted to attend class. In the case of an interim suspension imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved both off and on campus.

Suspension: Separation of the student from the College for a defined period of time after which the student is eligible to apply for readmission.

Dismissal: Permanent separation of the student from the College, noted on the student's academic transcript.

Decision Review

By follow-up written notification, the student is informed of the decision. The student, by such notice, shall be offered the choice either of consenting to the determination and proposed penalty, or by directing a written request for review of the decision. Letters requesting review must be directed to the appeal officer named in the decision letter within five working days. Substantial reasons for requesting review usually demonstrate one of the following conditions:

- The student was denied rights, or an improper Administrative Conference, Ad Hoc Hearing Board or Student Judicial Board Hearing was conducted.
- Relevant evidence was not reviewed at the conference.
- Relevant evidence became available after the conference.
- The sanction is believed to be inconsistent with the circumstances of the charge.

Upon review of the request for decision review, the appeal officer will either deny or consider the appeal. The appeal officer may schedule a conference with the student to review the incident and incident reports and the reasons for the appeal. Following the conference, the appeal officer will either uphold the decision and the sanctions, uphold the decision but change the sanctions or overturn the decisions and the sanctions.

Resources Divider (Front)

Resources Divider (Back)

ACADEMIC RESOURCES

VICE PRESIDENT FOR ACADEMIC AFFAIRS

218 Administration (617) 735-9958

The Vice President for Academic Affairs as the chief academic officer of the College provides leadership, vision and strategic planning for undergraduate liberal arts and science programs as well as graduate programs; oversees all academic policies and programs at the College; and works closely with the senior management team to carry out the mission and goals of the College.

DEAN OF ARTS AND SCIENCES

209 Administration (617) 735-9945

The Dean of Arts & Sciences works closely with the faculty and provides oversight of all matters related to the effectiveness and development of the faculty and student related academic activities.

ACADEMIC ADVISING PROGRAM

234 ADMINISTRATION (617) 735-9872

The Academic Advising Program provides a comprehensive framework within which students explore the liberal arts curriculum and focus on a particular area of study. This program has been thoughtfully crafted, based on developmental research and theory, with an appreciation of students' individuality and the challenges they experience as students. Students meet regularly with their general academic advisor during the first two years. These meetings provide opportunities to become knowledgeable about academic policies and procedures, to develop short and long-term academic plans, to discuss academic programs, to select and schedule courses and to identify additional campus resources. Generally, students declare their majors by March 1 of their sophomore year and continue their academic advising with a departmental academic advisor. The ultimate responsibility for fulfilling graduation requirements rests with the student.

ACADEMIC COMPUTER LAB

010 Cushing Library (617) 264-7661

The Academic Computer Lab is located in Room 010 in the Cardinal Cushing Library. The Lab is available during posted hours to all registered Emmanuel students, faculty members and staff. The Lab is equipped with Dell, IBM, and Macintosh computers, a scanner, color printer, and three laser printers. Students may access the Internet and their e-mail accounts as well as avail themselves of a growing software library with programs such as SPSS, Scientific Notebook, Spartan '03, Chem Office MatLab, SAS. A staff of computer laboratory monitors is available to assist students, faculty and staff. A specialized Computer Lab for Art students is located in the Art Department. This lab is equipped with 10 Mac G4s running Mac OS X, several color printers, scanners and digital cameras. Specialized software includes Adobe Creative Suite, QuarkXPress, Macromedia Director, Flash and Adobe software for OS X such as Photoshop, Illustrator, GoLive/Live Motion and Premiere.

ACADEMIC RESOURCE CENTER

Cushing Library Lower Level (617) 735-9755

The Academic Resource Center (ARC) offers resources and support to all students in their search for academic excellence. Through a variety of programs and interaction with professional specialists and peer tutors, students develop their academic potential, thus enhancing academic success. The ARC facilitates individual peer tutoring and small group study sessions. The Strategies for Academic Success course (ARC 0101) provides a structure for students to refine learning strategies and adapt them to course requirements. In the Writing Center, students can make individual appointments with a writing specialist; individual appointments are also available with specialists who provide academic skill support. The ARC also provides small group workshops in preparation for the application process for graduate school.

INTERNSHIP AND CAREER DEVELOPMENT OFFICE

039 Administration (617) 735-9930

The Internship and Career Development Office provides individual and group career planning and preparation to assist students in defining their interests and skills related to internship opportunities and career objectives. Services include assistance in internship preparation through individual consultation and a required pre-internship career class which covers resume and cover letter writing, search strategies, networking, interviewing skills and professionalism in the workplace. This office works closely with each academic department to encourage and support part-time and full-time internships in the area of a student's career interest. Hundreds of internship listings and alumni contacts are available to Emmanuel College students. The listings are filed in the Office of Internships and Career Development, Room 039, as well as posted on the Emmanuel e-mail system. We also offer a multitude of career events through our partnerships with other COF and Boston area career centers.

LIBRARY SERVICES

Cardinal Cushing Library (617) 735-9927

The Cardinal Cushing Library, open to all members of the Emmanuel College community, houses reference and circulating collections, interdisciplinary online databases, and journals. All disciplines in the College curriculum are supported by the library's approximately 96,000 volumes, 395 journal subscriptions, and more than 45 online reference database resources, most with off-campus accessibility. The library staff offers specialized information literacy sessions, workshops, individual research assistance to students and faculty, and website tutorials in research methods.

The Janet M. Daley Library Lecture Hall provides a state-of-the-art technological center on the campus for lectures, courses, programs, and special events. The Janet M. Daley Library Lecture Hall encourages interactive learning, facilitates connections across disciplines, and provides an unparalleled educational center in the library.

The library's automated network, Fenway Libraries Online (FLO), provides online access to Emmanuel's collections as well as to the collections of other area institutions. FLO comprises: Emmanuel, Emerson College, Wheelock College, Massachusetts College of Art, Massachusetts College of Pharmacy and Health Sciences, New England Conservatory of Music, Lesley University, Wentworth Institute of Technology, and the Museum of Fine Arts. The FLO network maintains a shared online catalog of the members' respective holdings, offers walk-in circulation and reference privileges, and provides inter-library loan services for document delivery of books and journal articles.

The Cardinal Cushing Library is also a member of the 15-library Fenway Library Consortium (FLC), which grants students and faculty access to the 1.5 million volumes collectively held. FLC includes Hebrew College, Roxbury Community College, Simmons College, Suffolk University, the University of Massachusetts/Boston, the Brookline Public Library and the nine members of FLO. All 15 institutions provide open access to research collections and most offer circulation privileges.

Library Hours

Library hours are posted at the entrance to the Cardinal Cushing Library and on the library's web site. Special hours are in effect during examination periods, college vacations and summer terms.

Media Services

The Library Media Coordinator books portable media equipment for use by the Emmanuel Community. Reservation Request Forms for reserving and borrowing media items are available at the Library web site. The library also maintains Multimedia Listening and Viewing Rooms equipped with CD/audiocassette decks and DVD/VCR players for use by the College community.

OFFICE OF THE REGISTRAR

206 Administration (617) 735-9960

The Office of the Registrar publishes course offering materials, facilitates registration, coordinates the distribution of course rosters, records final grades, processes enrollment verifications, provides official transcripts, assigns classroom space and produces the academic calendar and final exam schedule. The office is located on the second floor of the Administration Building, Room 206, and operates Monday through Thursday 8:30 a.m. - 6:30 p.m. and Friday 8:30 a.m. - 4:30 p.m.

ENROLLMENT MANAGEMENT

ADMISSIONS OFFICE

110 Administration (617) 735-9715

The Emmanuel College Admissions staff identifies and recruits prospective students. Members of the Admissions Ambassadors Program are Emmanuel College students who work closely with Admissions Office staff in the recruitment effort; their activities vary from sponsoring campus events to giving campus tours.

OFFICE FOR INTERNATIONAL PROGRAMS (OIP)

120 Administration (617) 735-9884

International students: The OIP helps international students make a smooth transition to the U.S. and Emmanuel with cultural and personal adjustment, immigration advising and documentation, academic and career issues, advocacy, and more. The OIP also serves U.S. citizens who live abroad, and advises the ACCENT Club.

Study abroad: Emmanuel students may choose from over 500 programs in over 70 countries, for a semester, year, summer, or during breaks (including short COF faculty-led programs). OIP staff helps students in choosing a program and in ensuring credit approval. Students should plan a year ahead, especially in sequenced or double majors.

OFFICE OF STUDENT FINANCIAL SERVICES

205 Administration (617) 735-9938

Staff members of the Office of Student Financial Services are available to assist students with questions regarding billing, financial aid, and alternative financing options. Students can refer to the College Academic Catalog for a complete listing of charges and financial aid opportunities. (financialservices@emmanuel.edu)

ACADEMIC DEPARTMENTS

American Studies	Matthew Elliott, Ph.D., Coordinator	5-9987
Art	Kathleen Soles, M.F.A., Chair	4-7611
Biology	Bette Weiss, Ph.D., Chair	5-9949
Biostatistics	Matthew Tom, Ph.D., Coordinator	5-9977
Chemistry and Physics	Bette Weiss, Ph.D., Chair	5-9949
Education	Sally Dias, Ed.D., Chair	5-9798
	Annette Stavros, Ed. D., Coordinator	5-9298
English	Lisa Stepanski, Ph.D., Chair	5-9774
Environmental Science	G. Douglas Crandall, Ph.D., Coordinator	5-9995
	Christine Jaworek-Lopes, Ph.D., Coord.	4-7614
Foreign Languages	Arlyn Sanchez Silva, Ph.D., Chair	5-9974
Global Studies	Melanie Murphy, Ph.D., Coordinator	5-9785
History	William Leonard, Ph.D., Chair	5-9885
Information Technology	Jeanne Trubek, Ph.D., Chair	5-9799
Management	Diana Stork, Chair	5-9770
Mathematics	Jeanne Trubek, Ph.D., Chair	5-9799
Performance Arts	Scott Gagnon, Chair	4-7611
	Thomas Schnauber, Chair	
Philosophy	Thomas Wall, Ph.D., Chair	4-7754
Political Science	William Leonard, Ph.D., Chair	5-9785
Psychology	Kimberly Smirles, Ph.D., Chair	5-9964
Religious Studies	Ann Wetherilt, Ph.D., Chair	5-9882
Sociology	Sr. Mary Johnson, SND, Ph.D., Chair	4-7617
Women's Studies	Kimberly Smirles, Coordinator	5-9733

STUDENT AFFAIRS RESOURCES

VICE PRESIDENT FOR STUDENT AFFAIRS

208 Administration (617) 735-9722

The mission of the Office of the Vice President for Student Affairs is to determine and meet the needs and interests of the traditional undergraduate student body consistent with the mission and vision of Emmanuel College and professional standards. This mission is realized through direct support to individual students and student groups; collaboration with student leaders, staff, faculty and administration and the development and implementation of services, programs, activities and facilities. The Vice President for Student Affairs is responsible for the offices of Athletics and Recreation, Campus Ministry, Counseling, Health Services, Dean of Students, Residence Life and Housing, Student Activities, Multicultural Programs and the Jean Yawkey Center. The Assistant to the Vice President is responsible for student parking.

ATHLETICS & RECREATION

YAWKEY CENTER - 3RD FLOOR (617) 735-9985 / (617) 735-9986

It is the mission of the Emmanuel College Athletic Department to recruit, enroll and foster the development of collegiate student-athletes both on and off the playing fields. We promote individual growth by emphasizing fair play and amateur competition, fair and equitable treatment of men and women, and sportsmanship and ethical conduct at all times. Student-athletes are challenged to set goals, compete to the best of their ability, adhere to the highest of academic standards, and to always represent Emmanuel College with the highest respect both on and off the field.

Emmanuel College fields 14 varsity athletic teams, including men's and women's basketball, men's and women's cross country, men's and women's soccer, men's and women's volleyball, women's tennis, men's and women's indoor and outdoor track & field and softball. All teams compete at the NCAA Division III level. Game results, highlights and updates are available on our website (www.emmanuel.edu/athletics).

Athletic Affiliations

Emmanuel College is a member of the Eastern Collegiate Athletic Association (ECAC), Great Northeast Athletic Conference (GNAC), National Collegiate Athletic Conference (NCAA), New England Women's Basketball Association (NEWBA) and the Northeast Collegiate Volleyball Association (NECVA).

Athletic Facilities

Emmanuel College opened the Jean Yawkey Center in the fall of 2004. The Yawkey Center includes a new state of the art athletic complex, featuring a gymnasium with 2.5 basketball/volleyball courts, over 17,000 square feet of space, a seating capacity of 1,430, a fitness center, training room, locker room facilities, conference rooms and offices for the athletic staff and 14 varsity coaches. The Yawkey Center is home to the men's and women's basketball teams and men's and women's volleyball teams for practice and competition, and to all of the additional varsity teams for traditional or non-traditional seasonal practices.

For competitions, Emmanuel teams enjoy the use of neighboring off-campus facilities. The tennis team practices and plays their matches nearby on six beautiful lighted, hard-surface courts. The women's soccer team and field hockey club practice and play their games at the neighboring Winsor School. The men's soccer team uses the turf field at Boston English High School. The softball team competes on the Roberto Clemente Diamond on Park Drive. The indoor and outdoor track & field teams practice at the nationally renowned Reggie Lewis Track & Field Center, less than one mile from campus.

INTERCOLLEGIATE VARSITY SPORT OPPORTUNITIES

Yawkey Center – 3rd Floor (617) 735-9985 / (617) 735-9986

Men's and Women's Cross Country

Last year, the team competed in seven meets. The Saints compete in the northeast part of the nation in the highly competitive Great Northeast Athletic Conference Championship. The women's team placed 1st at three different meets during the season, while the men's team placed 7th. Both teams vie for a chance to make the ECAC or NCAA Championships. Open tryouts are held in early September. Participants may also take part in indoor and outdoor track & field.

Women's Soccer

Last season, the Women's Soccer Team earned the 2nd seed in the Great Northeast Athletic Conference Tournament, the highest seed in program history. The team closed out the season with an on-the-field record of 6-2-1 in the GNAC. The Saints won their 1st GNAC Championship and advanced to the NCAA Tournament in 2003. The soccer team begins the season with try-outs in early September. All practices and home games are played under the lights at Winsor School. The season ends in early November.

Men's Soccer

This is the sixth season for the men's soccer program at Emmanuel which immediately began competition at the NCAA level in the Great Northeast Athletic Conference. The team fielded a roster of 22 members last season and finished the year with an on-the-field record of 8-7-1. The men will vie for an ECAC or an NCAA tournament berth. Try-outs for men's soccer team are held in early September.

Women's Tennis

The tennis team competes in the Great Northeast Athletic Conference. Last season, the team posted a 7-2 overall record and a 5-2 conference mark and advanced to the GNAC Tournament Championship match. All practices and home matches are played on the lighted courts of nearby Winsor school. Try-outs for the women's tennis team are in early September.

Women's Volleyball

The women's volleyball team won its 3rd straight Greater Northeast Athletic Conference Championship and advanced to the NCAA Tournament in 2006-07. This was Emmanuel's 5th 20+ win season in the past six years. Try-outs for the women's volleyball team are held in early September.

Men's Volleyball

This is sixth season for the Men's Volleyball program which entered competition at the NCAA level in 2002-2003 and played a 20-game schedule. The team competes in the Northeast Collegiate Volleyball Association (NECVA) and finished the 2007 season with a 14-11 record. Try-outs for the Men's Volleyball Team will be held in early November.

Women's Basketball

Last year, the Emmanuel Women's Basketball Team set a program record for wins in a season with 29. The team won its 11th GNAC Championship and advanced to the NCAA Sweet Sixteen. Emmanuel has either participated in the NCAA Tournament or the ECAC play-offs in 22 of the last 24 seasons. Try-outs for the Women's Basketball Team are held in early October.

Men's Basketball

Last year, the men's basketball team completed its sixth season of play. The team competes in the Great Northeast Athletic Conference, with the tournament winner receiving an automatic berth to the NCAA Tournament. In 2007, The Saints advanced to the championship game of the GNAC Tournament for the first time in program history. Try-outs for the men's basketball team are held in early October.

Men's & Women's Indoor Track & Field

Beginning its seventh season, the indoor track & field team will again compete on the local and regional NCAA level with practice held at the world-renown Reggie Lewis Track & Field Center. An informational meeting takes place in September with try-outs in early November.

Softball

The Saints finished the 2007 season with a conference record of 7-15. This season, the team will be looking to continue its steady climb to be one of the top teams in the GNAC. Try-outs for the Softball Team are held in September, as the team plays a fall schedule, as well as a spring schedule.

Men's & Women's Outdoor Track & Field

This is the sixth season of intercollegiate competition for the Men's and Women's Outdoor Track & Field Team. The teams will compete in 6 regular season meets. Last season, several team members advanced to the New England Division III Championships and the ECAC Championship. Try-outs for the Track & Field Team are held in February.

CLUB SPORTS & ORGANIZATIONS

St. Ann's Lower Level (617) 735-9963

Baseball

Sponsored by the Student Government Association (SGA), the baseball club arranges practices and competitions with assistance from the Athletic Department. Try-out schedules will be announced in the fall.

Dance/Cheerleading

The Dance and Cheerleading Teams perform at all home men's and women's basketball games and compete in various competitions throughout the year. Both teams are a big part of the heart and soul of the athletic community, rousing college pride and encouraging fans. Try-outs for the Dance and Cheerleading Teams are held in September.

Field Hockey

Field Hockey is a club sport sponsored by the Student Government Association (SGA) and overseen by the Office of Student Activities and Multicultural Programs. The field hockey club arranges practices and competitions with assistance from the Athletic Department. Try-outs schedules will be announced in the early fall.

RECREATIONAL / INTRAMURAL OPPORTUNITIES

Yawkey Center (617) 735-9985

The recreational program offers all students use of the Fitness Center in the Yawkey Center, as well as additional fitness facilities on the ground level of St. Joseph Hall. The fitness centers are equipped with cardiovascular machines (including treadmills, elliptical machines and stair masters), and well as circuit weight training machines and free weights. Classes are offered to students, faculty and staff throughout the academic year.

Emmanuel also participates in the Colleges of the Fenway (COF) Intramural program. The COF Intramural and Recreational Sports program was developed to enhance student satisfaction and promote collaborative efforts by sharing COF institutional resources. The COF intramural and recreational athletics program promotes non-varsity athletic competition between and among the six COF campuses. It allows students to participate in recreational athletics in many different areas, and offers both coed and single sex options. Last year nearly 1000 COF students came out and participated in 5 on 5 basketball, indoor soccer, volleyball, flag football, singles racquetball, ping pong and billiards and dodge ball and waffle ball tournaments. If interested, more information on the 2007-2008 intramural program can be found at www.colleges-fenway.org/cofrec.htm

The Emmanuel community enjoys free access to the William J. Holmes Sports & Fitness Center at Simmons College for swimming, aerobics and other fitness activities. Bring your Emmanuel ID to the front desk of the Yawkey Center to obtain a Simmons pass.

CAMPUS MINISTRY

003 Administration (617) 735-9777

Rooted in the teachings of the Catholic Church and the mission of Emmanuel College, Campus Ministry strives to provide support for the entire Emmanuel Community, as well as neighboring campuses. Through prayer and sacraments, educational programming and community service opportunities, we help students to enhance their relationship with God and the world around them and to create a vibrant welcoming community based on Gospel values.

COUNSELING AND HEALTH

Counseling Center

005 Administration (617) 735-9920

It is the mission of the Office of Counseling to maintain a competent and professional atmosphere designed to assist the emotional, physical, psychological, and personal growth of all traditional undergraduate students by providing individual attention and counseling, specialized programs, and support services aimed at maximizing their college experience. Through understanding and sensitivity, we implement our code of conduct which is always founded by the tenants of confidentiality, acceptance, and respect.

Health Services

St. Joseph's Hall (617)264-7678

The Student Health Center is a collaborative venture between Emmanuel College and Beth Israel Deaconess Medical Center. The mission of the Student Health Center is to provide accessible and high quality health care to Emmanuel students. The Health Center strives to maintain and promote the health and well-being of the student population while treating acute illnesses and coordinating referrals for specialty care when appropriate. To make an appointment with a health care practitioner, call 617-264-7678.

Counseling Center and Health Services Policy

Temporary absence from the college for health reasons: When a student leaves for a period of time due to mental illness, he or she must present evidence of recovery to the Director of Counseling for re-admission. The Director of Counseling may establish specific conditions governing the student's re-admission to the College.

Withdrawal from the college for health reasons: A student may withdraw voluntarily because of physical or mental health problems. When a student's health problems interfere with academic performance, personal safety, or the safety of others, the student may be requested to withdraw at the discretion of the Vice President for Student Affairs or the Dean of Students.

The College reserves the right to require withdrawal when, in the judgment of the College's Office of Counseling and/or Student Health Services staff, the student's ability to function is impaired or in jeopardy. A student who has withdrawn for health reasons may apply for readmission, but must provide evidence from their physician or psychiatrist to facilitate their return to campus. After such evidence has been provided, the student will be required to be evaluated in person by the Office of Counseling and/or the Student Health Services staff as appropriate. Recommendations are made to the Vice President for Student Affairs, who makes the final decision. Students who withdraw or are withdrawn from the College may not stay in the College residence halls during their withdrawal period.

PERFORMANCE ARTS GROUPS

350 Administration (617) 735-9934

The Emmanuel College Theatre Guild (ECTG) and the Emmanuel College Singers are under the auspices of the Performance Arts Department, which oversees all productions and performances. In addition, the department offers a non-credit course, Performance Techniques for the Singing Actor, and presents one show each semester. Refer to the College Academic Catalog for more information.

Emmanuel College Theatre Guild

The Emmanuel College Theatre Guild (ECTG) is dedicated to giving students of the College the opportunity to learn about the world of theater through direct participation, both on the stage and off. ECTG is committed to performing quality theatrical productions each semester, consisting of a play in the fall semester and a musical in the spring. Additional performances result from faculty supervised student direction of one act plays, and student play writing. All students are invited to join. For information on auditioning and/or joining the technical crew, contact the Performance Arts Department.

Colleges of the Fenway Chorus

The Colleges of the Fenway Chorus is a mixed chorus that welcomes students, faculty and staff from the COF community. No audition is required - just your voice and your enthusiasm! The COF Chorus rehearses on Monday evenings from 7:00 to 9:30 pm in Watson Auditorium located in the Main Administrative Building at the Wentworth Institute of Technology. The COF Chorus will be singing a variety of music and will perform two concerts each academic year.

Colleges of the Fenway Orchestra

The Colleges of the Fenway Orchestra (COFO) is dedicated to bringing together individuals from the COF community through the performance of music. This diverse orchestra draws on musicians from the six colleges of the Colleges of the Fenway. For further information, see <http://www.colleges-fenway.org/cofo>.

RESIDENCE LIFE AND HOUSING

St. Ann's Lower Level (617) 735-9746

The Office of Residence Life and Housing provides a living/learning environment which is safe, clean, well maintained and properly staffed. The staff offers students the opportunities to explore new experiences, enhance personal growth, explore and build new relationships, and play an active role in their community. The Residence Life program recognizes the importance of building community and of helping individual students get the most out of their residential and collegiate experiences.

Residence Hall Living Goals

Residential living at Emmanuel supports the college mission by fostering the development of students and their abilities to apply their intellectual and analytical skills outside the classroom. Furthermore, living on campus provides an environment which:

- Assist students in the transition to independent living
- Holds students accountable for their actions
- Offers students the opportunity to study and sleep in the privacy of their rooms
- Supports the exchange of diverse experiences, ideas and opinions
- Encourages self-determination of personal lifestyles within the context of an educational community

In residence, students must constantly assess the moral and ethical impact of their decisions. They must develop the inner discipline necessary to live according to their decisions while remaining keenly aware of the rights of other students. This happened in an atmosphere that affords students the potential to grow and mature. Although the college encourages the development of individual discipline, certain guidelines promote and ensure cooperative residential living.

Residence Life Staff

Residence life staff members promote a safe living environment conducive to the personal, academic, and social growth of residents. The Resident Assistants (RAs) are peer advisors who live on each floor, advising and referring residents for help as needed. They address problems that occur and encourage students to abide by resident guidelines. There are four professional live-in staff members who manage the activities within the residence hall. These four Assistant Directors of Residence Life and housing live in Saint Joseph, Julie, Saint Ann, and Loretto Halls. The Director of Residence Life and Housing coordinates the entire residence life program.

STUDENT ACTIVITIES / MULTICULTURAL PROGRAMS / ORIENTATION

St. Ann's Lower Level (617) 735-9963

The Office of Student Activities and Multicultural Programs strives to provide all Emmanuel College students with a wide range of educational and social opportunities that will facilitate the development of the whole person through an integrated co-curricular program.

The Office of Student Activities and Multicultural Programs provides diverse programs that enhance our students' educational endeavors and foster critical thinking through leadership development, social and intellectual interaction and an awareness of the world beyond the classroom. The Office also provides a safe and supportive environment that promotes, encourages and celebrates cultural differences, as well as delivering services and programs that focus on issues of diversity and multiculturalism.

STUDENT CLUBS / ORGANIZATIONS / AREAS OF INVOLVEMENT

ACCENT (Multicultural Club)
Advancement of Ideas Among Conservative Women
Art Club
Asian Student Association
Bang! (Literary Magazine)
Baseball (Club Sport)
Best Buddies
Biology Club
Black Student Union
CASE (Campus-wide Programming Board)
Chemistry Club
Class Officers (part of the Student Government)
Commuter Council
Education Club
Emmanuel Business Association
Emmanuel College Democrats
Emmanuel College History Organization
Emmanuel College Karate Club
Emmanuel College Political Forum
Emmanuel College Radio
Emmanuel College Republican Club
Emmanuel College Theater Guild
Emmanuel College Swim Club
Epilogue (Yearbook)
Feminist Coalition
Field Hockey (Club Sport)
Filmmakers at Emmanuel College
HUELLAS (Hispanic/Latino Association)
Le Renard (Student Newspaper)
Model United Nations Club
Peace & Justice (Community Service Organization)
Pep Band
Ping Pong Club
Psychology Club
Rainbow Connection (LGBTQA Organization)
Residence Hall Council
Social Awareness Club
Sociology Club
Student Government Association
36 Hours—Premed Club
Untouchables (Hip Hop Dance Squad)
Uprising! Magazine (Multicultural Journal)

CAMPUS MINISTRY

Alternative Spring Break
America Reads (After School Program)
Bible Study
Chapel Choir
E.C.S.T.A.T.I.C Service Program
ESOL (English to Speakers of Other Languages)
Eucharistic Minister or Lector at Liturgies

ADDITIONAL AREAS OF INVOLVEMENT

Admission Ambassadors (Tour Guides)
Cultural Competency Initiative
EC Connections—Mentor Program
L.E.A.D.E.R.S Program
Student Judicial Board

ADMINISTRATIVE/DEPARTMENTAL CLUBS & ORGANIZATIONS

Academic Resource Center Peer Tutors
Admissions Ambassadors
Campus DJs
Campus Mascot—*HALO* the St. Bernard
Cultural Competency Initiative
Emmanuel College Connections - Mentor Program
Emmanuel College Theater Guild
L.E.A.D.E.R.S Program
Leadership Institute
Orientation Leaders
Peer Advisors
Resident Assistants
Student Athlete Advisory Committee
Student Judicial Board

HONOR SOCIETIES

Alpha Delta — First Year Student Honor Society
Beta Beta Beta — Biology Honor Society
Kappa Gamma Pi — National Honor Society for Catholic Colleges
Omicron Delta Kappa — National Leadership Honor Society
Phi Alpha Theta — (National History Honor Society)
Pi Sigma Alpha — National Political Science Honor Society
Psi Chi — National Psychology Honor Society
Sigma Xi — National Science Honor Society
Sigma Theta Tau — International Honor Society for Nursing

STUDENT GOVERNMENT ASSOCIATION

The Student Government Association (SGA) provides effective student leadership for the College community and represents the student body in an official capacity and provides a communication link among students, faculty, and administration. SGA determines distribution of the activity fee paid by traditional undergraduate students. All traditional students are represented in the SGA. The SGA has mandatory meetings and planning days. All sessions are coordinated by the SGA president and officers, including the vice-president, secretary, treasurer, and public relations executive. The Vice President for Student Affairs and the Associate Dean of Students are the advisors for the SGA. Membership in the SGA includes the SGA Executive Board, all Class Officers, and the residential and the commuter representatives.

CLASS OFFICERS

Each class elects a president, vice-president, secretary, and treasurer on a yearly basis who coordinate various class functions. The main objective of class officers is to provide leadership for the class and to bring the class together with meetings and social events that establish both class identity and class spirit. They further serve as voting members of

the Student Government Association. Elections for first-year students are held in September, and elections for upper-class officers are held in April. The Vice President for Student Affairs assigns an advisor to each class.

SGA CLUBS

A wide range of clubs and organizations exists on campus. A new club or organization may be formed by any group of Emmanuel students following the guidelines offered by the SGA. If the statement of purpose is in keeping with the mission of the College and is acceptable to SGA members, the SGA may vote to recognize the group. Once recognized, the group works with the Associate Dean of Students to find an advisor who is a full time employee of Emmanuel community. Under the guidance of the advisor, the leaders of the club may petition the SGA for funding. More information about Student Activities and the Student Government Association Constitution is available in the SGA Office and the Office of Student Activities and Multicultural Programs.

YAWKEY CENTER (617) 735-9994

Hours of Operation:

Monday – Friday: 6:00 am – 2:00 am

Saturday, Sunday and holidays: 8:00 am – 2:00 am.

Gym: Gymnasium is open for free play except when reserved for Saints basketball or volleyball games, varsity team practices, COF Intramurals or other campus events. Open gym hours are posted daily at the front desk.

Equipment: Basketballs, soccer balls, volleyballs, Wiffle bat and balls, playing cards, board games and remotes for the Atrium plasma television and the fitness center televisions are available at the front desk for students to borrow with an Emmanuel ID.

Swimming pool: Passes for the Simmons College Holmes Center swimming pool are available at the front desk. Passes may be signed out for one hour with an Emmanuel ID.

ADDITIONAL RESOURCES

BOOKSTORE

Plaza Level Administration (617)264-7697

Students may purchase books for classes at the Bookstore as well as college rings, academic attire, stationery supplies, stamps and other sundries. The Bookstore accepts Barnes & Noble Gift Cards, VISA, MasterCard, and American Express. Any concerns regarding the Bookstore should be brought to the attention of the Business Office. Bookstore hours are posted outside the store. (<http://emmanuel.bkstore.com>.)

CAMPUS SAFETY

027 Administration (617) 735-9710; EMERGENCIES: (617) 735-9888

Campus Safety serves many purposes, but its most important function is to maintain the safety and welfare of all members of the College community. Officers are equipped with two-way radios for immediate communication and are on duty 24 hours a day, seven days a week. A closed circuit television system is monitored at the Safety Office Dispatch Desk. If you notice a suspicious incident or person on campus, or if a person is the victim of a crime, notify Campus Safety immediately at 617-735-9888 or 617-735-9710. Students seeking information about services and/or crime statistics should obtain a brochure from Campus Safety.

COMMUTER SERVICES

Plaza Level Administration

Commuter students are encouraged to purchase Flex Dollars which can easily be added to their student ID. For each \$100 of Flex Dollars purchased, \$110 will be added to the student's account reflecting a 10% incentive. The Flex Dollars can be used in add dining facilities on campus. Simply bring a check made out to Bon Appetit to the Managers' office in Marian Hall and a Flex Dollars account will be added to your ID.

Commuter Lounge & Lockers

020 Administration

Located on the Plaza Level of the Administration Building, a television and refrigerator are available for commuter students. Lockers will be available for commuter students at the beginning of the school year. Commuter students will be notified via FirstClass regarding details on locker rental, fee and regulations. For further information, commuters may contact the Counseling Center, Room 005 Administration, at 5-9920.

DINING SERVICE

First Floor Administration (617) 735-9952

Emmanuel College contracts with Bon Appetit to provide food services for the College community. The Main Dining Facility and the Atrium Cafe are located in the Jean Yawkey Center; the Café is located on the lower level of the Administration Building. All facilities are available to resident and non-resident students, guests and all members of the Emmanuel College community. Customers not on the residential board plan can purchase meals using cash. Commuters and Emmanuel College staff may purchase Flex Dollars. Dining Hall hours are posted in each facility.

IDENTIFICATION CARDS (ID)

027 Administration (617) 735-9710

Each student receives an Emmanuel College Identification (ID) card from Campus Safety. The ID (also called the Fenway Card) allows students from the Colleges of the Fenway to take advantage of the expanded scope of services available on the campuses and from neighborhood retail and food establishments. This ID card must be presented at College functions, at security desks within the residence halls, at the College dining service, and at the Library when borrowing books. All residents are required to surrender their ID cards to personnel in order to sign in guests to residence halls and at College functions when requested.

To learn more about the Fenway Card program, visit www.fenwaycard.com or contact the Service Center at mycard@fenwaycard.com or (877) 263-8340 Monday through Friday from 8:00 am–6:00 pm. ID CARDS ARE NOT TRANSFERABLE.

INFORMATION TECHNOLOGY

024 Administration (617) 735-9966

Information Technology provides support for technical systems and services, including computer labs, classrooms, networking, telephones, Internet services, e-mail, voicemail, and cable TV. Staff at the Helpdesk is available to answer questions and assist with technical problems at the number listed above and at helpdesk@emmanuel.edu. The Helpdesk is located in Administration 024.

E-Mail and Conferencing System

Emmanuel College uses FirstClass as its primary mode of campus communication. FirstClass is the college's e-mail and conferencing system and is available in the Computer Lab, the computer classrooms, the multimedia classrooms, the Yawkey Center and the residence halls. Students may download FirstClass software from <http://www1.emmanuel.edu>. Full instructions on the installation and operation of the software are also available on the website. Training is provided to all new students during orientation. Students are strongly encouraged to check the All Students, Class and Student Administrative Services (SAS) conferences on a daily basis. The SAS conference contains important sub conferences: Academic Advising, Office of the Registrar, Residence Life and Student Financial Services.

On-Line Academic Resources

Online Academic Resources provides students with the ability to register for upcoming classes, search a real-time database of course offerings, verify course schedules, view and print unofficial transcripts, check both term and cumulative grade point average, and monitor progress towards degree completion.

MAILBOX ASSIGNMENTS

009 Administration - Commuters (617) 735-9933

St. Joseph Hall Lobby - Residents

Emmanuel College provides all students with a mailbox. New students will be provided with their mailbox numbers and combinations during orientation. Students also have access to faculty, staff and departmental mailboxes. The mailroom operates Monday-through Friday from 8:30 a.m. to 4:30 p.m.

Neighborhood Divider (Front)

Neighborhood Divider (Back)

Banks

Sovereign Bank
ATM in Yawkey Center
www.sovereignbank.com
6 Francis St.
Boston, MA 02115
617-277-5826

552 Commonwealth Ave.
Kenmore Square
Boston, MA 02115
617-236-0236

Bank of America
www.bankofamerica.com
800-841-4000
333 Longwood Ave.
Boston, MA 02115

410 Brookline Ave.
Boston, MA 02115

540 Commonwealth Ave.
Kenmore Square
Boston, MA 02115

(ATM located at Landmark Center)

Citizens Bank
www.citizensbank.com
435 Brookline Ave.
Boston, MA 02115
617-277-5813

1628 Tremont St.
Boston, MA 02120
617-566-8076

560 Commonwealth Ave.
Kenmore Square
Boston, MA 02115

Books

Emmanuel College Bookstore
www.emmanuel.edu/academic/bookstore
Plaza Level
Administration Building
617-264-7697

Barnes & Noble
www.barnesandnoble.com
Boston University
660 Beacon St.
Boston, MA 02115
617-267-8484

The Coop
harvardmedical.bkstore.com
333 Longwood Ave.
Boston, MA 02115

Boston Public Library
www.bpl.org
700 Boylston St.
Boston, MA 02116
617-536-5400

Communications

United States Post Office
www.usps.com
775 Commonwealth Ave
Kenmore Square
Boston, MA 02215
800-ASK-USPS (800-275-8777)

UPS Store
423 Brookline Ave.
Boston, MA 02215
617-738-4461

Western Union
www.westernunion.com
33 Kilmarnock St.(inside Shaw's)
Boston, MA 02215
617-267-4684

Cingular Wireless (Now ATT)
www.cingular.com
1329 Beacon St.
Brookline, MA 02446
617-566-6800

Sprint/Nextel
www.sprint.com
1337 Beacon St.
Brookline, MA 02446
617-734-0194

Verizon Wireless

www.verizonwireless.com

745 Boylston St.
Boston, MA 02116
617-266-9000

Dry Cleaners**Bon Cleaners**

88 Peterborough St.
Boston, MA 02215

Boston Laundry

115 Jersey St.
Boston, MA 02215
617-859-8632

Laundry Basket

860 Beacon St.
Boston, MA 02215
617-247-8805

Queensberry Laundry Services

112 Queensberry St.
Boston, MA 02215
617-424-0129

Fitness Centers**Boston Sports Club**

201 Brookline Ave.
Boston, MA 02115
617-266-7400

Yawkey Center

Emmanuel College
(617)735-9994

Hospitals**Beth Israel Deaconess Medical Center**

www.bidmc.harvard.edu
330 Brookline Ave.
Boston, MA 02215
617-667-7000

Hotels**Beacon Street Hotel**

1200 Beacon Street
Brookline, MA
(617) 277-1200

Best Western-Inn at Longwood

www.bestwestern.com
342 Longwood Ave.
Boston, MA 02115
617-731-4700

Best Western -Round House

891 Massachusetts Ave.
Boston, MA 02118
617-989-1000

Holiday Inn

1200 Beacon Street
Brookline, MA
(617) 277-1200
www.holidayinn.com

Hotel Commonwealth

www.hotelcommonwealth.com
500 Commonwealth Ave
Boston, MA 02215
617-933-5000

Hotel Buckminster

www.bostonhotelbuckminster.com
645 Beacon St.
Boston, MA 02215
617-236-7050

Howard Johnson

www.hojo.com
1271 Boylston St.
Boston, MA 02215
617-267-8300

Movies**AMC Theaters**

www.amctheaters.com

Fenway 13

www.movietickets.com
201 Brookline Ave. (Landmark Ctr)
Boston, MA 02215
617-424-6266

Loew's Boston Common 19

www.bostonmovietimes.com
175 Tremont St.
Boston, MA 02111
617-423-3499

Coolidge Corner Theater

www.coolidge.org
290 Harvard St.
Brookline, MA 02446
617-734-2501

Museums

Art Institute of Boston
www.aiboston.edu
700 Beacon Street
Boston, MA 02215
617- 585-6600

Christian Science Museum
175 Huntington Ave.
Boston, MA
617-450-3790

Children's Museum
www.bostonkids.org
300 Congress St.
Boston, MA 02210
617-426-8855

Fogg Art Museum at Harvard
www.artmuseums.harvard.edu
32 Quincy Street
Cambridge, MA 02138
617- 495-9400

Hamill Gallery of African Art
www.hamillgallery.com
2164 Washington Street (rear)
Boston, MA 02219
617- 442-8204

Institute of Contemporary Art
www.icaboston.org
955 Boylston Street
Boston, MA 02115
617- 266-5152

Isabella Stewart Gardner Museum
www.garnnERMuseum.org
280 the Fenway
Boston, MA 02115
617-566-1401

Museum of Afro-American Art
300 Walnut Avenue
Boston, MA 02119
617- 442-8014

Museum of Fine Arts
465 Huntington Avenue
Boston, M A 02115
617-267-9300

Museum of Science
Science Park
Boston, MA 02114
617- 723-2500

National Heritage Museum
33 Marrett Rd.
Lexington, MA 02421
781- 861-6559

Parks:***Riverway***

Park/walkway located at the Boston/Brookline border just down Brookline Ave. past thee medical district.

Back Bay Fens

Gardens and playing fields located across Fenway/Park Drive Rotary.

Esplanade/Charles River Walkway***Boston Common***

Take Green Line train inbound to Boylston or Park St.

Public Garden

Take Green Line inbound to Arlington Street stop.

Pharmacies:***Brooks Pharmacy***

www.brooks-rx.com
1295 Boylston St.
Boston, MA 02215
617-262-4303

CVS

www.cvs.com
300 Longwood Ave.
Boston, MA 02115
617-975-3500

Walgreen's

www.walgreens.com
841 Boylston St.
Boston, MA 02116
617-236-8130

Religious Org/Places of Worship

Baptist

Ruggles Baptist Church
875 Beacon Street
Boston, MA
617- 266-3633

Tremont Temple Baptist Church
88 Tremont Street
Boston, MA
617- 523-7320

Marsh Chapel (Boston University)
735 Commonwealth Avenue
Boston, MA
617-353-3560/353-3630

Buddhist

Worship Services
75 Sparks Street
Cambridge, MA
617- 491-8857

Episcopal

Marsh Chapel (Boston University)
735 Comm Avenue
Boston, MA
617- 353-3560

Trinity Church
206 Clarendon Street
Boston, MA
617- 536-0944

Hindu

Ramakrishna Vendanta Society Church
Bay State Rd. & Deerfield St.
Boston, MA
617- 536-3560

Interfaith

Interfaith Prayer Group
Emmanuel College
Campus Ministry Office
617 -735-9777

Upside Down Club,
Christian Bible Study
Mass. College of Pharmacy
and Health Sciences
617-732-2871

Christian Fellowship
MassArt
617- 879-7720

Multi-Faith Coalition of Simmons
Simmons College
617- 521-2167

Jewish

Hillel
Simmons College
617- 521-2137

Temple Israel
Longwood & Plymouth Streets
Boston, MA
617-566-3960

Lutheran

Marsh Chapel (Boston University)
735 Comm Avenue
Boston, MA
617-353-3560

Methodist

Columbus Ave. African Methodist
Episcopal Zion Church
600 Columbus Avenue
Boston, MA
617- 266-2758

Muslim

Muslim Student Organization
Mass. College of Pharmacy
and Allied Health Sciences
617- 732-2955

Orthodox

Greek Orthodox of New England
514 Parker Street
Boston, MA
617- 731-6633

Protestant

Real Life Bible Study
Wheelock College
617-879-1017

Roman Catholic

Emmanuel College Chapel
400 the Fenway
Boston, MA
617-735-9777

Mission Church
1545 Tremont Street
Boston, MA
617-445-2600

Saint Cecilia's
30 St. Cecilia Street
Boston, MA
617-536-4548

Restaurants / Fast Food

Bertucci's

1 Blackfan Circle – behind Merck
Boston, MA 02115
617-739-2492

Brown Sugar Café (Thai)

129 Jersey St.
Boston, MA 02215
617-266-2928

Burger King

1350 Boylston St.
Boston, MA 02215
617-266-1745

Cold Stone Creamery

201 Brookline Ave (Landmark Ctr.)
Boston, MA 02115
617-266-2653

D'Angelo

200 Brookline Ave.
Boston, MA 02215
617-247-3441

Domino's

1314 Boylston St.
Boston, MA
617-424-9000

El Pelon Taqueria (Mexican)

92 Peterborough St.
Boston, MA 02215
617-262-9090

Fenway Asian Café

96 Peterborough St.
Boston, MA 02215
617-536-8801

Game On!

Fenway Park - 82 Landsdowne St.
Boston, MA 02215
617-351-7001

Hidyan Café (Pizza, ice cream)

80 Kilmarnock St.
Boston, MA 02215
617-437-0966

Linwood Grill (BBQ)

81 Kilmarnock St.
Boston, MA 02215
617-247-8099

Longhorn Steakhouse

401 Park Dr. (Landmark Center)
Boston, MA 02215
617-247-9399

McDonald's

1282 Boylston St.
Boston, MA 02215
617-778-5227

Quiznos

401 Park Dr. (Landmark Center)
Boston, MA 02215
617-859-7828

Rod Dee Thai

94 Peterborough St.
Boston, MA 02215
617-859-0969

Sorento's Italian Gourmet

86 Peterborough St.
Boston, MA 02215
617-424-7070

Subway

1315 Boylston St.
Boston, MA 02115
617-247-9833

Thorton's

100 Peterborough St.
Boston, MA 02215
617-421-0104

Umi (Japanese)

90 Peterborough St.
Boston, MA 02215
617-536-6688

Uno Chicago Grill

645 Beacon St. -Kenmore Square
Boston, MA 02215
617-262-4911

Longwood Food Court

At Best Western Inn on Brookline Ave
in Medical District. Includes:

- Beantown Burrito
- Cajun & Grill
- Dairy Queen/Orange Julius
- Dunkin' Donuts
- Lindt Chocolatier
- McDonald's
- Mr. Chan's
- Red Barn Coffee
- Sbarro
- Subway
- Susan's Sandwich Shop

***Please check the front desk of our
residence halls for additional options
and menus.***

Shopping Areas

Landmark Center

Located at the corner of Brookline
Ave. and Park Drive (across
intersections of Brookline Ave, Park
Dr. and the Fenway), includes:

- Bed, Bath, and Beyond
- Staples
- REI
- Fresh City
- Best Buy
- Boston Sports Club
- Coldstone Creamery
- Quiznos
- Longhorn Steakhouse
- AMC Fenway 13
- The Dick Blick Art Store

Coolidge Corner

www.coolidgecornershops.com

Located around corner of Beacon and
Harvard Streets in Brookline.

Newbury Street

www.newbury-st.com

Located in Back Bay. Take Green Line
train inbound to the Hynes Convention
Center or to the Arlington stop.

Prudential Center/Copley Place

www.prudentialcenter.com

www.simon.com

Boylston St. & Huntington Ave. Take
Green Line inbound to the Copley stop.

Downtown Crossing

www.downtowncrossing.org

Downtown between Boston Common
and South Station. Take Green Line
inbound to Park Street ; change to Red
Line Braintree/Ashmont outbound train
and go to Downtown Crossing.

South Bay Shopping Center

Located in Boston's South End
between Mass Ave and Interstate 93.
Take Green Line inbound to Park St.;
change to Red Line Braintree/Ashmont
outbound. Go to Andrew station and
take shuttle or walk. By bus, take #8
bus from Ave Louis Pasteur to South
Bay Center. Shops include:

- Target
- Home Depot
- Old Navy
- Famous Footwear
- Super Stop & Shop
- Bank of America
- Super 88 Market (Asian
foods)
- Office Max
- Marshalls
- Bickford's

CambridgeSide Galleria

www.cambridgesidegalleria.com

Full shopping mall located in
Cambridge. Take Green Line inbound
to Lechmere station.

Supermarkets

Shaw's Supermarket

www.shaws.com

33 Kilmarnock St.

Boston, MA 02215

617-267-4684 (*Open 24 Hours*)

Stop & Shop

www.stopandshop.com

155 Harvard St.

Brookline, MA 02446

617-566-4559

Taxis / Cabs

Boston Cab

617-542-0440

Checker Taxi Company

617-536-7000

Independent Taxi Operators

617-427-1900

Metro Cab

617-536-0666

Other Attractions

Bank of America Pavilion

www.bankofamericapavilion.com

290 Northern Ave.

Boston, MA 02210

617-728-1600

Boston Ballet

www.bostonballet.org

19 Clarendon Street

Boston, MA

617- 695-6950

Boston Duck Tours

info@bostonducktours.com

3 Copley Place, Suite 310

Boston, Massachusetts 02116

617- 267.DUCK(3825)

Faneuil Hall Marketplace

Quincy Market

www.faneuilhallmarketplace.com

Boston, MA 02115

617- 523-1300

Fenway Park -Boston Red Sox

redsox.mlb.com

4 Yawkey Way

Boston, MA 02215

877-REDSOX9-3496

Franklin Park Zoo

www.zoonewengland.com

1 Franklin Park Road

Boston, MA

617-541-LION

Freedom Trail

www.cityofboston.gov/freedomtrail

15 State Street

Boston, MA 02115

617- 242-5642

JFK Library and Museum

www.jfklibrary.org

Columbia Point

Boston, MA 02126

877- 616-4599

New England Aquarium

www.neaq.org

Central Wharf

Boston, MA 02110

617- 973-5200

Old North Church

www.oldnorth.com

193 Salem Street

Boston, MA

617- 523-6676

Paul Revere House

www.paulreverehouse.org

19 North Square

Boston, MA

617- 523-2338

TD Banknorth Garden

www.tdbanknorthgarden.com

Formerly Fleet Center

Boston, MA

617- 624-1050

U.S.S. Constitution -“Old Ironsides”

www.usconstitution.navy.mil

Off First Avenue

Charlestown Navy Shipyard

617- 242-7511

MBTA SUBWAY MAP

www.mbtta.com

Customer Service Line: (617) 222-5215
Deaf or Hard of Hearing: TTY (617) 222-5146

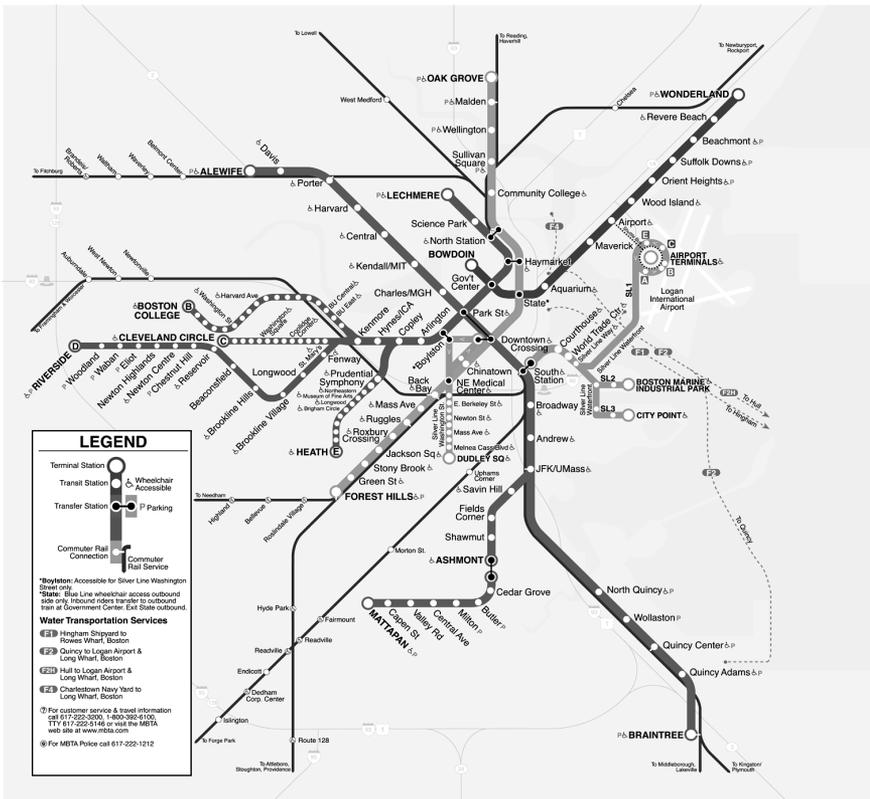
2007 Subway Fares: Travel anywhere on the Blue, Orange, Green, Red, and part of the Silver Line for the same price.

Fare Passes / Tickets

\$1.70 Charlie Card

\$2.00 Charlie Ticket / Cash-on-board

\$59 Link Pass - unlimited travel on Subway plus Local Bus (per month)



THE NEW FENWAY CARD

The Emmanuel College Student ID card is also the student's Fenway Card and serves as Emmanuel's official means of identification. The Fenway Card enables students to access essential campus facilities and services including the dining hall, campus buildings, residence halls, library and the Yawkey Center. Most services can be accessed with the card via readers placed around the college. Students should carry the card at all times while on campus.

The Fenway Card offers a convenient prepaid spending account - Fenway Cash - accepted as a form of payment at the campus bookstore, the dining hall, laundry and vending machines. Students may also use Fenway Cash to make purchases at popular local businesses in the Fenway neighborhood and accepting locations at the other five member institutions of the Colleges of the Fenway. For a complete list of accepting locations, visit www.fenwaycard.com.

Fenway Cash is a convenient way to manage spending while at college without cash, coins or other cards. There are no costs or fees to participate and students have 24/7 access to account information at the program's web site listed below. Please note that the Fenway Cash account is supplemental to meal plan participation. Students and/or parents must make a deposit to the Fenway Cash account prior to using it for purchases. To learn more about the Fenway Card program, visit www.fenwaycard.com or contact the Fenway Card Service Center at mycard@fenwaycard.com or at **1-877-COF-8340 (263-8340)** Mon.- Fri. 8 am - 6 pm. Fenway Cash may be used at the following locations:

Bob's Southern Bistro 617-536-6204	Crazy Dough's Pizza 617-266-5656	University House of Pizza 617- 442-9280
BOLOCO (Huntington Ave) 617-536-6814	Harvard Medical Coop 617-499-3300	CVS (Longwood) 617-731-5730
BOLOCO (Mass Ave) 617-369-9087	Il Mondo Pizza 617-277-7161	CVS (Mass Ave) 617-266-6775
BOLOCO (Newbury Street) 617-262-2200	Longwood Grille 617-232-9770	Daddy's Junky Music 617-247-0909
Boston Center for Oral Health 617-536-4620	McDonald's 617-236-8145	Domino's Pizza (Boylston) 617-424-9000
Boston House of Pizza 617-266-4605	Nan Ling 617-247-0393	Dunkin Donuts (Mass Ave) 617-247-3861
Cactus Club 617-236-0200	Night Owl Deliveries 617-292-7695	Economy Hardware 617-536-4280
Cappy's Corner 617-247-8814	OTHERSIDE Café 617-536-8437	Fashion Optical 617-262-6300
Cappy's Pizza & Subs 617-247-8801	Pizza Pie-er 617-450-0009	Uno's (Boylston) 617-267-8554
Cappy's 2 Pizza (Huntington) 617-236-4461	Qdoba Mexican Grille (Boylston) 617-859-9233	Uno's (Brookline Ave) 617-262-4911
Chilli Duck Thai Cuisine 617-236-5208	Subway 617- 232-3956	Urban Eye Associates 617-262-6300
City Hair 617-859-0443	Symphony Market (Boylston) 617-262-6644	Utrecht Art Supply 617- 262-4948
Cold Stone Creamery 617-266-2653	Teriyaki House (Boylston) 617-236-1008	Wendy's (Mass Ave) 617-236-1550
College Pizza 617-266-4919	Trident Booksellers & Café 617-267-8688	Zocalo Cocina Mexicana 617-277-5700

COLLEGES OF THE FENWAY

Formed in 1996, the Colleges of the Fenway consortium celebrated its **Ten Year Anniversary** in 2006. The **Colleges of the Fenway** is a collaborative effort of six neighboring Boston-based colleges in the Fenway area. This collaboration was created to add value to student academic and social life while seeking innovative methods of investing in new services and containing the costs of higher education. Collectively, the colleges represent 10,000 undergraduate students, comprising 12% of the total Boston student population. **Emmanuel College** is one of the founding colleges of the consortium. The following describes the five other Colleges of the Fenway:

Massachusetts College of Art offers broad access to a quality professional arts education, accompanied by a strong general education in the liberal arts, awarding the BFA, MFA, and MSAE degrees, as well as certificates in graphic design. MassArt offers seventeen areas of concentration, including art education, art history, graphic design and illustration, architectural, fashion and industrial design, ceramics, fibers, glass, metals, sculpture, painting, printmaking, filmmaking, photography, and interrelated media.

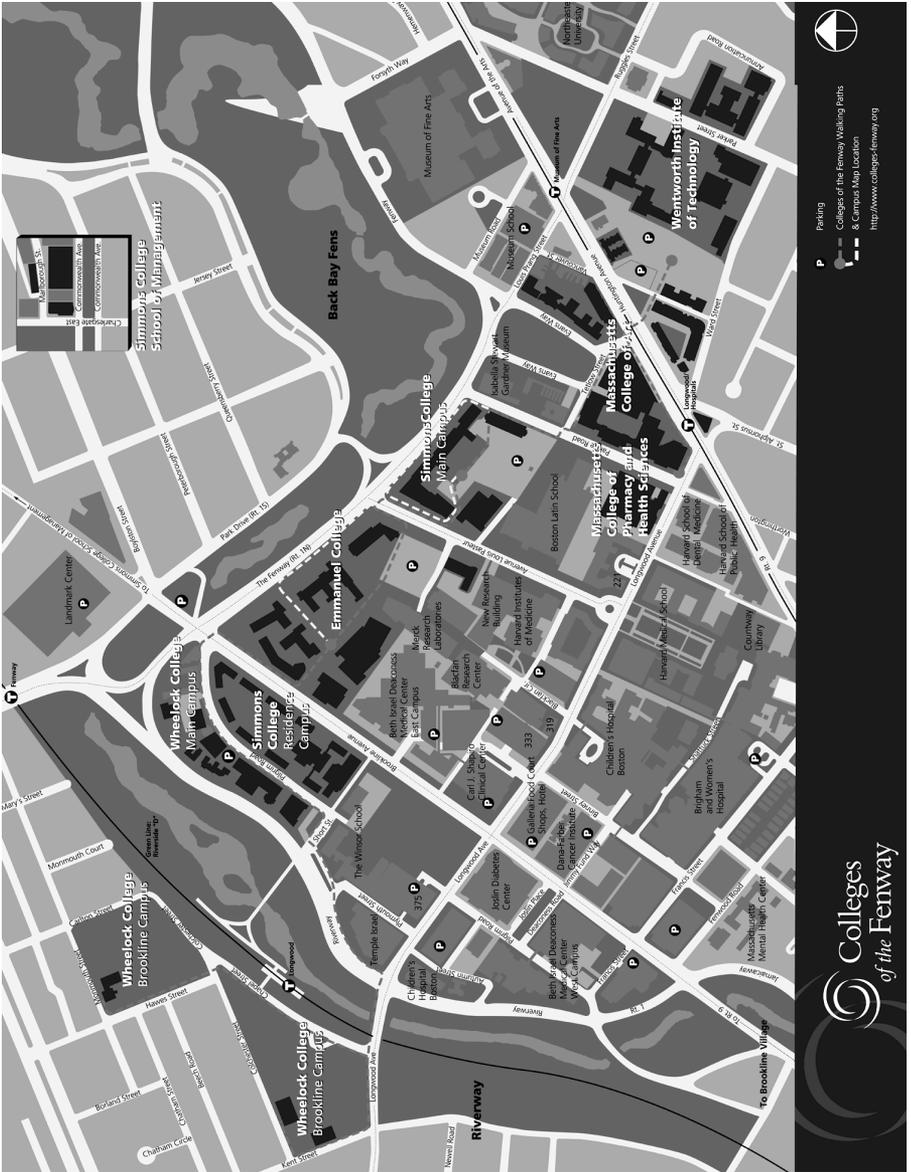
Massachusetts College of Pharmacy and Health Sciences strives to be a nationally and internationally recognized leader in the education of health professionals. Undergraduate degree programs offered include chemistry, health psychology, dental hygiene, pre-medical and health studies, and radiologic sciences. First professional degrees are offered in pharmacy and physician assistant studies. Each of these programs combines the basic sciences with the humanities and provides an education for lifelong enrichment.

Simmons is a nationally recognized, small, private, predominantly women's university, which was the first women's school in the nation to provide both a liberal arts education and career preparation. In addition to the all-female undergraduate school, Simmons is home to four exceptional coeducational graduate schools and the world's only graduate school of management designed specifically for women.

Wentworth Institute of Technology offers bachelor's degrees in architecture, design, engineering, technology, and management of technology. A hands-on approach is apparent in courses, which feature extensive lab and studio work. Wentworth provides its students unparalleled co-op career opportunities that offer both educational advantages and professional experience.

Wheelock College is a coeducational private college founded in 1888 whose mission is to improve the quality of life for children and their families. By providing both liberal arts and professional training, Wheelock educates undergraduates and graduate students for careers in such fields as elementary and early childhood education, special education, day care, counseling, social work, child life work, and related fields.

COLLEGES OF THE FENWAY - MAP



Planner Divider (Front)

Planner Divider (Back)

Traditions

SENIOR CAP AND GOWN CEREMONY

Dating back to the first graduating class, the class of 1923, the Cap and Gown Ceremony has historically marked the beginning of the senior year. The Ceremony provides an opportunity for seniors to don their caps and gowns and recognizes their status as seniors at Emmanuel.

JUNIOR RING AND TASSEL CEREMONY

The Junior Ring Ceremony is an important tradition for juniors at Emmanuel as they celebrate their status as upper-class students. Juniors participating in the ceremony select an alumnus or current senior to present them with their ring and/or tassel to support them in their continued success at Emmanuel.

SOPHOMORE PINNING CEREMONY

During April, sophomores mark their selection of a major field of study with a pinning ceremony. Faculty present students in their department with a traditional Emmanuel pin. Students must officially declare their major to participate.

FIRST YEAR STUDENT CEREMONY

During Founder's Day in February, the President of Emmanuel presents each new student with a prayer card of Saint Julie Billiart. Saint Julie founded the Sisters of Notre Dame de Namur, the founders Emmanuel College.





EMMANUEL COLLEGE

400 The Fenway
Boston, Massachusetts
02115

www.emmanuel.edu