DEADLINE FOR UPDATING COMMUNICATIONS DIRECTORY INFORMATION

The deadline to verify or change information for the 2015-2016 Communications Directory is 5:00 p.m., Monday, June 22. This includes employee contact and department organizational information, such as fax numbers or other information, listed in the “Departments” section at the back of the directory. Unit directors or chairpersons should review that information for accuracy.

We need all changes submitted by June 22 in order to print and distribute the directory at the beginning of the academic year. Changes made after June 22 will not appear in the 2015-2016 Communications Directory, but will be reflected in the electronic directory, which is updated regularly. The electronic directories can be found at the following links:

https://agora.bc.edu/bcdirectory/public.lookup, for individuals,
https://agora.bc.edu/directory/departments/directory.html, for department

All employees are urged to log onto Agora at: https://agora.bc.edu/bcdirectory/public.lookup, to verify their own contact information. Employees can view and change their personal information by logging onto Agora. Under My Services, under Account and Personal Info, click Update Your Addresses/Phone/Emergency Contact Information. Employees who have recently changed their work location should check to make sure their contact information has been updated.

Individuals who experience difficulty in making changes to their personal records should first consult their Technology Consultant, and if additional assistance is needed contact Ann Coyne in the Human Resources Department (2-8532 or coynean@bc.edu.) While in Agora please update your cell phone number for emergency contact purposes as well as any other “personal records”.

SUPPRESSING WORK-RELATED INFORMATION

Work-related information (title, e-mail address, work and/or department phone number, and work address) for all faculty and staff needs to be available to internal (authenticated) Boston College users electronically and in the Communications Directory. The Human Resources Department may waive this requirement for an individual under certain circumstances. Please contact Ann Coyne to request such a waiver.

Employees may continue to suppress work-related and all other information from view by the general public.
REPLACING A DIRECT WORK PHONE NUMBER WITH A DEPARTMENT PHONE NUMBER

If an employee has a valid department phone number listed among his/her privacy preference options, the direct work phone number may be suppressed from view by internal Boston College users. In those instances an employee’s departmental phone number will be displayed in all directory services. Employees assigned to departments that do not have a departmental phone number will not be able to use this option.

CORRECTING DEPARTMENTAL INFORMATION

Departmental information can be reviewed by visiting “Browse Directories” under the “Directories” link located on the top of the “BC Info” home page. Approved changes for department organization should be given to Ann Coyne.

FACULTY TITLE OR DEPARTMENT CHANGES

Faculty members who have questions regarding their title or department should contact Jessica Pesce in the Provost’s Office (2-6848 or jessica.pesce@bc.edu.)

FACULTY AND STAFF NOT ACTIVE ON JULY 1, 2015

Those responsible for department information should contact Ann Coyne to provide the names of any faculty or staff who will not be active on July 1, 2015, for whatever reason (e.g. faculty and staff who will be on leave of absence, who work less than 52 weeks a year, or who will be between grants), but who are expected to be active during the upcoming academic year. This will ensure that those persons will be included in the 2015-2016 Communications Directory.

INSTRUCTIONS FOR OPTING OUT OF PAPER COPY OF THE DIRECTORY

Employees who do not wish to receive a paper copy of the Boston College 2015-2016 Communications Directory are now able to opt out by using the My Services page in Agora. In My Services, under Human Resources, click on PeopleSoft Human Resource Services, then under Employee Quick Links, click on Directory Opt Out, be sure the box is checked and click Save.