

BOSTON COLLEGE

GETTING STARTED
BROCHURE

*INCOMING
GRADUATE
STUDENTS*

Fall 2009



Welcome to Boston College. As you begin your academic career here at BC, you should become familiar with some of the student services the University offers.

AGORA PORTAL

Student Services on the Web

Listed below are the student services currently available through your Agora Portal located at portal.bc.edu.

Informational:

- Check the status of Stafford Loans
- Receive an online bill
- View/change directory information
- View classmate rosters
- View course history, current schedule, and grades
- View employment information including deductions and paycheck information
- View Financial Aid applications and awards
- View meal plan balances
- View student account

Online Transactions:

- Authorize Third-Party Payers (*MyBill*)
- Confirm your diploma name
- Complete medical insurance waiver
- Complete Stafford Entrance Counseling requirement
- Optional Dining/Eagle Bucks account
- Pay Tuition and Fees (online billing)
- Request enrollment certifications
- Request an official academic transcript
- Request a refund
- Request replacement IDs and deactivate lost IDs
- Set privacy preferences
- Sign up for graduation

The staff of Service Associates in Lyons Hall can also assist you with questions concerning enrollment, financial aid, loans, payment plans, student accounts, and tuition and fees.

For office, walk-in service, and telephone service hours, visit the Office of Student Services website at <http://www.bc.edu/studentsservices>.

MAILING ADDRESS UPDATE

Graduate students can change their local, home, or parents' addresses and telephone numbers through their Agora Portal at portal.bc.edu by selecting the "Addresses/Phone Numbers" link under the "Account and Personal Info" list in "MyServices." Keeping your addresses up-to-date will ensure that you receive important mailings from the University such as graduation clearance requirements and campus parking permits. Keeping your addresses up-to-date will ensure that you receive important mailings from campus and that the University will be able to contact you in case of emergencies.

EAGLE-ONE (ID) CARDS

The Eagle-One Card is the official Boston College ID. It allows you access to facilities and services all over campus, including computer labs, libraries, and the Recreation Complex. It also serves as student identification at athletic facilities and events.

Students must keep their Eagle-One Cards available at all times. Boston College identification cards are the property of the University and must be presented to authorized University officials upon request. Failure to comply can result in judicial action. Falsifying, altering, or misusing your own or anyone else's Eagle-One Card in any way is strictly prohibited by the University.

Eagle-One Cards are issued to all University students, staff, and faculty (and their spouses, if desired) through the Office of Student Services.

To obtain an Eagle-One Card, complete the application found at the end of this brochure and return it to the Office of Student Services, Lyons Hall, Chestnut Hill, MA 02467. The \$30 fee will be applied to your student account. Your Eagle-One Card will be available in the Office of Student Services after August 3, 2009.

EAGLE BUCKS

Eagle Bucks can be used for purchases everywhere the Eagle-One Card is accepted, including on-campus restaurants, many vending and snack machines, contracted food delivery services, Boston College bookstores, residence hall laundry facilities, and off-campus vendors like *Campus Convenience* and *Take-Out Taxi*. To add money to Eagle Bucks, log on to your Agora Portal at portal.bc.edu. Your credit card (Visa or MasterCard only) will be charged for the amount you wish to add. For more information visit the Eagle-One Card website at <http://www.bc.edu/eagleonecard>.

EMAIL

The Office of Student Services sends all notifications to your BC email account, which is created automatically for all graduate students. To view your email address, log on to your Agora Portal at portal.bc.edu. You will need your username and password to access your account. Your email address will be displayed. From this screen you may also forward your BC account to another email account. Usernames and passwords are usually provided by your graduate school. If you have any questions, contact the Office of Student Services at 800-294-0294 or 627-552-3300.

HEALTH/INFIRMARY FEES

All students who pay the Campus Health Fee are eligible for health services through the campus infirmary located on the first floor of Cushing Hall on the main campus. The fee is \$410 for coverage from September to June, or you may pay a per-visit fee of \$75-\$80. Contact Health Services at 617-552-3225 for further information.

LOAN DEFERMENT

The National Student Clearinghouse will process deferment forms after September 16, 2009, for fall 2009 in accordance with Federal regulations. If you need an enrollment certification for deferment of a student loan, mail the forms to the Office of Student Services, Lyons Hall, Chestnut Hill, MA 02467, or stop by Lyons Hall. Your deferment form will be forwarded to the National Student Clearinghouse. If the enrollment certification does not require an official school seal or signature, you may process the certification online through your Agora Portal at portal.bc.edu.

Students must continue to repay their loans until they have confirmed their deferment status with their lenders.

All enrolled doctoral students in the Graduate School of Arts and Sciences and in the Carroll Graduate School of Management are considered full-time. Graduate students, excluding Graduate School of Social Work students, registered for less than a full-time course load may be considered full-time if they are Graduate Assistants for academic departments, Teaching Fellows, or Research Assistants. Graduate students are considered full-time if they are

enrolled in a full-time Nursing Clinical Practica, Student Teaching Practica, or Internship. Graduate students registered for Interim Study, Thesis Direction, Doctoral Comprehensives, Publishable Paper Project (Graduate School of Social Work), or Doctoral Continuation are considered full-time.

Courses also flagged as full-time are BI 801, EC 900, EC 901, ED 950, ED 951, ED 988, HS 997, LL 856, NU 901, NU 902, PY 941, SW 929, SW 939, SW 949, SW 959, SW 995, SW 996, and SW 997.

LOAN DEFERMENT AND ENROLLMENT STATUS REQUIREMENTS

Full-Time Enrollment Status

Carroll Graduate School of Management—9 or more credits

Connell Graduate School of Nursing—9 or more credits

Graduate School of Arts and Sciences—9 or more credits

Graduate School of Social Work—9 or more credits

Lynch School of Education—9 or more credits

School of Theology and Ministry—9 or more credits

Woods College of Advancing Studies—9 or more credits

Half-Time Enrollment Status

All graduate schools—6 or more credits

MASSACHUSETTS MEDICAL INSURANCE

Students enrolled in a health plan that is comparable to the Boston College-sponsored plan may waive the BC coverage as follows:

- Access your Agora Portal at portal.bc.edu. Select the “My-Services” option from the main menu and then “Medical Insurance” from the list under “Account and Personal Info.” To provide proof of comparable coverage, you will need to have information about your current health insurance plan readily available.
- Incomplete waivers will not be processed.

Waivers submitted between September 19, 2009, and January 29, 2010, will be valid for spring only.

The Massachusetts Health Waivers must be completed every year. Providing insurance information to other offices on campus (e.g., Athletics, Health Services) does not fulfill the waiver requirement.

If you do not complete a waiver (electronic or paper) prior to the deadline, you will automatically be enrolled in and charged for BC's insurance plan. The cost is \$766 for coverage from August 7, 2009, to January 14, 2010, and \$975 for coverage from January 15, 2010, to August 6, 2010.

International Students: You are not eligible to waive the student insurance plan unless you are enrolled in a plan underwritten by a U.S.-based insurance carrier. You are not eligible to waive your insurance online. You will need to submit a written waiver form and documentation of proof of coverage. The waiver form can be downloaded from the Office of Student Services website at <http://www.bc.edu/ssforms>.

Dependent Enrollment

Insured students have the option of enrolling their eligible dependents (a spouse or a child under the age of 19). Contact Koster Insurance Agency for the Dependent Enrollment Form or download the form from <http://www.bc.edu/ssforms>. You may also enroll dependents online at <http://www.kosterweb.com>.

The Dependent Enrollment filing deadline is September 18, 2009, for fall semester and January 29, 2010, for spring semester. Enrollment forms received after these deadlines will not be accepted.

OFFICE OF RESIDENTIAL LIFE

Off-Campus Housing assists members of BC's community who are looking for local housing. Call 617-552-3075, stop by the Office of Residential Life, located in 21 Campanella Way, Suite 220, or visit their website at <http://www.bc.edu/reslife>. Office hours are Monday through Friday, from 9:00 a.m. to 5:00 p.m. During the summer, the office closes at 3:00 p.m. on Fridays. To use this service, you must present an Eagle-One Card or a letter of acceptance.

The Office acts only in an advisory capacity and does not make reservations, appointments, rental commitments, or participate in any negotiations with landlords.

The Office of Residential Life offers residency to full-time graduate and Law students in apartments located on or near the Boston College bus line with rents that include the following utilities: electricity, cable and broadband internet, gas, heat, and hot water.

PARKING PERMITS

All members of the Boston College community who park vehicles on BC campuses are required to have parking permits at all hours.

- Graduate students may purchase a one-year permit which allows parking throughout the day until 2:00 a.m.
- Graduate students also have the option of purchasing a one-year permit which allows parking from 3:00 p.m. until 2:00 a.m.

Both permits allow parking in non-restricted areas on the Lower and Newton campuses and in the Beacon Street and Commonwealth Avenue garages. Overnight parking at Boston College is prohibited. **Please note:** Parking, even with a permit, is prohibited on both the Chestnut Hill and Newton campuses on all football game days.

For parking applications, instructions, and distribution dates, refer to the Office of Student Services website at <http://www.bc.edu/studentsservices>. For the complete listing of parking policies, visit the Transportation Services website at <http://www.bc.edu/transportation>.

REGISTRATION

Fall registration continues through September 16, 2009, and the registration systems are available seven days a week, with exceptions, until 11:00 p.m. Graduate students can register and drop/add using any one of the following options:

- “Register for Courses” link under “My Services” on your Agora Portal at portal.bc.edu.
- Open a TN3270 session from your program menu or desktop.
- *U-Dial* at 617-552-8800

Course descriptions and online syllabi are often available on the “Course Offering Schedule” located on the “Academics and Courses” list under “My Services” through your Agora Portal at [portal bc.edu](http://portal.bc.edu).

TUITION AND FEES

All graduate students are billed per credit hour. Students in the Graduate Schools of Arts and Sciences, Education, Management, Nursing, Social Work, and Theology and Ministry will be billed on August 15, 2009. Payment is due by September 15, 2009. All students should be registered by August 15, 2009.

Students may drop/add any time after they have registered. Drop/adds after September 16, 2009 must be approved by the appropriate department/dean's office.

ONLINE BILLING AND PAYMENT

The Office of Student Services sends all bills electronically to your BC email address. No paper bills are mailed to your home address. You will be notified at your BC email address whenever an online bill is generated. If you prefer to use another email account, you will need to forward your BC email account through your Agora Portal at portal.bc.edu.

When you receive your billing email, you should log on to your Agora Portal and select *MyBill*. This link will take you to BC's online billing website where you will be able to view and pay your bill online. You may also print a copy of the bill and view previous invoices. BC students and authorized third parties, such as a parent, guardian, or sponsor, will be able to view your bills and make payments electronically through the online billing system. To authorize third-party payers, select the *MyBill* link through your Agora Portal at portal.bc.edu, and then select *Authorize Payers* from the menu bar.

You may also access the web payment option at <http://agora.bc.edu/web.payment>.

For more information concerning billing and payment, visit <http://www.bc.edu/mybill>.

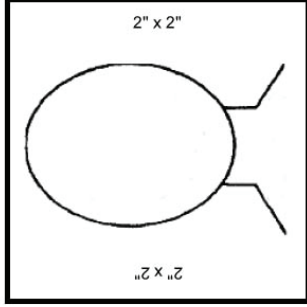
Please Note: The University does not accept credit card payments for tuition and fees, except for students in the Woods Graduate College of Advancing Studies (WGCAS). This policy is necessary due to the extraordinary costs associated with accepting credit cards.

IMPORTANT TELEPHONE NUMBERS/WEBSITES

- **Office of Student Services** 1-800-294-0294
<http://www.bc.edu/studentsservices> or (617) 552-3300
Academic, Eagle-One Cards, Financial Services, and Parking
- **Agora Portal**
portal.bc.edu
- **Athletics Information and Tickets** (617) 552-3000
<http://www.bceagles.com>
- **Bookstore, Chestnut Hill Campus** 1-800-978-0978
<http://www.bc.edu/bookstore>
- **Campus Police**
Emergency (617) 552-4444
Eagle Transport (617) 552-8888
Non-Emergency (617) 552-4440
- **Dining Services** (617) 552-2263
<http://www.bc.edu/dining>
- **Disabilities Services Office** (617) 552-3470
<http://www.bc.edu/disability>
- **Graduate Deans**
Woods College of Advancing Studies (617) 552-3900
Arts and Sciences (617) 552-3268
Lynch School of Education (masters) (617) 552-4204
Lynch School of Education (doctoral) (617) 552-4202
Carroll School of Management (617) 552-3773
Connell School of Nursing (617) 552-4250
School of Social Work (617) 552-4020
School of Theology and Ministry (617) 552-6501
Student Development (617) 552-3470
- **Graduate Student Association** (617) 552-1854
<http://www.bc.edu/gsa>
- **Health Services** (617) 552-3225
<http://www.bc.edu/healthservices>
- **Office of Residential Life** (617) 552-3075
<http://www.bc.edu/reslife>
- **Medical Insurance** 1-800-457-5599
<http://www.bc.edu/medinsurance>

Completed Eagle-One Card Applications
can be mailed to:

Boston College
Office of Student Services
Lyons Hall
Chestnut Hill, MA 02467



To obtain a BC Eagle I.D. Card, complete the information below:

Student's Name _____

Eagle I.D. Number _____

School in which you are enrolled: GA&S CGSOM LSOE Graduate Programs
 CGSON WGCAS GSSW Law STM

Day Time Phone Number _____

Email Address _____

INCLUDE a color photograph of you alone, taken within the past six months. Group photos are not acceptable. The photograph should show you from the shoulders up and should be 2x2 inches in size, clear, with a full front view of your face (see illustration on the left).

Please wear normal street attire. Do not wear sunglasses, a hat, or any headgear that will obscure your face or hair unless you send verification indicating that the item is worn daily for religious purposes or a signed doctor's statement verifying that the item is used daily for medical purposes. Retouched photographs that change your appearance are not acceptable.

SUBMIT this form and your picture to the Office of Student Services, Attn: Student ID Processing, Lyons Hall, Chestnut Hill, MA 02467.



BOSTON COLLEGE

Office of Student Services
140 Commonwealth Avenue
Lyons Hall
Chestnut Hill, MA 02467

phone: 617-552-3300
800-294-0294
www.bc.edu/studentsservices