Greetings from Boston College Libraries!
It is an honor and a privilege for me to serve as the Woods College of Advancing Studies librarian. Boston College Libraries are committed to being part of the total academic, intellectual, and social transformation of you, our students, during and beyond your time here at Boston College. My role means that I will be sending you regular updates about Boston College libraries – new resources, new databases, and significant library acquisitions in all the eight libraries at BC, including those of the Burns Library, one of BC’s magnificent treasures. The libraries regularly offer workshops to assist you make better use of the abundant resources available to you. Past workshops have included how to use RefWorks to manage citations for all your research projects. I will be sure to send you the schedules of future RefWorks programs the libraries will be offering.

Librarians are available to come to your classes and show you the best approaches to tackling all your research projects. I will work with your professors to identify subject librarians who can direct you in the right direction as you work on your brief or semester long assigned class tasks.

Here are some useful links to familiarize yourself with your Boston College Libraries:

Homepage of BC Libraries
BC Libraries Mission Statement
Employment at BC Libraries
How to Book a Group Study Room in O’Neill
Contact Librarians by Chat, Text, Phone or in Person

Dr. Kwasi Sarkodie-Mensah
312 O’Neill Library
sarkodik@bc.edu
(617) 552-4465

O’Neill Library Finals Week Extended Hours

During finals week, the O’Neill Library and Gargan Hall in the Bapst Library will be open 24 hours a day. 24/7 hours end midnight until Friday 12/20 at Bapst and 5pm, Saturday 12/21 at O’Neill.

Additional study space during the 24/7 hours will be available in O’Neill. Each day from 6pm to 7am, the following rooms will be available for quiet study.

- Conference rooms 413 and 406 (both have flat screens)
- Classrooms 211 (tablet arm chairs, subdued lighting)
- Connors Family Learning Center (seating at round tables)
- Classroom 307 (pc’s at each workstation, printing to Pharos) will be available unless booked.
Are you registered for the spring yet? If not, please do so immediately! Please know that spring registration is ongoing! Before leaving for Christmas Break, please make sure you are registered for the spring to ensure you get the best pick of all the courses we are offering. Before registering, please make sure you meet with one of our academic advisors to approve your plan of study. Once you have your plan of study, we encourage you to register for courses immediately through BC UIS to confirm your spot in the classes.

**Advising**

Academic advising is an important component of a successful degree program. WCAS academic advisors are here to help you determine what classes you need to complete your degree and which ones best suit your interests and future goals. Before registering for classes, you must meet with an academic advisor by telephoning 617-552-3900. Advising appointments range from the morning, generally around 10:00 a.m. until the evening.

If you have a quick question during the registration process, an academic advisor is on call throughout the day to help you.

**Online Registration**

Woods College is moving towards an online registration process. By downloading the BC UIS software ([http://www.bc.edu/software/applications/telnet.html](http://www.bc.edu/software/applications/telnet.html)), you can now register yourself at home with your own computer! Additionally in case you need extra support, two computer terminals are available in the Woods College office that have BC UIS already downloaded onto them. Simply log onto BC UIS with your Agora username and password to register online. Navigate to U-View—Your BC Records > ‘2’ Student Information > ‘R’ Register for Courses to begin! Then type in your 7 character course code (for example MT35301) and press enter. Once you are done, make sure you type ‘DONE’ and press the enter key. Failure to do so will not register you for your classes and you may potentially lose your seat in them.

**Billing**

Spring tuition bills are due on January 15th 2014. You can pay online with either an e-check or credit card number through your Agora Portal. On the My Services tab, under Account & Personal Info, click on My Bill > Make a Payment to pay online.

Woods College is accepting scholarship applications for the spring semester. The scholarship application is found [here](http://www.bc.edu/software/applications/telnet.html). To apply, simply complete the scholarship application and send a copy of either your FASFA or a recent tax return. You must be either a part time or full time degree seeking student in either the Master’s program or undergraduate program. Due to funding guidelines and limitations, we are not able to provide scholarships to International students. Scholarship applications should be mailed to the assistant dean, Father Joseph Jiang, S.J.