# Table of Contents

Welcome from the Dean 3  
STM Faculty/Staff Directory 4  
Important BC and Local Contacts 9  
Facilities and Services of 9 Lake Street 10  
Facilities and Services of the Theology and Ministry Library 11  
Communicating with STM Students 11  
STM Community Life 13  
  
  Student Forum 13  
  Student Organizations 14  
Spiritual and Liturgical Formation 15  
  
  Spiritual Direction 15  
  Retreats 16  
  Funding 16  
  Workshops 16  
  Lay Gatherings 17  
  Liturgy 17  
  Career Assistance 18  
Rights and Responsibilities of Students 19  
Disciplinary Process 19  
Appendices  
  
  Student Forum Constitution 21  
  Registered Student Organization Application Process 24  
  Registered Student Organization Application 25  
  Registered Student Organization Roster 26  
  Event Planning Checklists 27  
  Campus Maps 29  
  Local Stores and Services 31  
  BC Shuttle Service 32  
  Parking Maps 37
WELCOME FROM THE DEAN

Welcome!

You will shortly discover that we are a lively community of scholars and learners who have easy access to the incredibly rich resources of one of America's most respected research universities. We are also members of one of the world's best research and teaching consortia -- the Boston Theological Institute, a network of 10 divinity schools, seminaries, and theological centers which shares courses, faculties, and library holdings. I encourage you to explore both the rich resources here at BC and within the BTI.

Our STM community of 400 students and 57 full-time and adjunct faculty members is deeply imbued with the Jesuit tradition of rigorous academic study and the formation of the whole person.

As you begin your time here with us, I hope this handbook will help to familiarize you with the resources to which you have access. We hope that you will find it to be a valuable reference guide during your time at the STM. Please be sure to refer to the STM Graduate Catalogue http://www.bc.edu/publications/gcatalog/schools/stm/grad.shtml for information on STM degree programs, courses, and academic policies and procedures.

We are delighted you are with us.

Mark Massa, S.J.
Dean
BC School of Theology and Ministry
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STM Administration and Staff

Dean’s Office
Mark Massa, S.J., is the Boston College School of Theology and Ministry’s Dean. He oversees all academic, administrative, and formation aspects of the STM as well as teaching.

Terry Lima serves as the Administrative Assistant to the Dean of STM and oversees academic year functions as well as the Dean’s schedule.

Academic Affairs
Jennifer Bader, Associate Dean, Academic Affairs, assists faculty advisors by offering academic advisement for all STM students, handles questions regarding the STM’s overall academic program and works with students and faculty around academic issues, difficulties, incompletes, extensions, directed readings, three-credit summer course options, and other academic processes.

Thomas Groome, Chair, Department of Religious Education Pastoral Ministry (DREPM), and Professor, oversees the academic and administrative affairs of the DREPM. In addition to teaching, Tom also serves as an advisor for degrees and synthesis projects and can answer questions regarding STM programs offered through the DREPM: M.A.T.M., M.A.P.M., C.A.E.S., Ph.D., Pastoral Ministry and Hispanic Ministry Certificates.

Thomas Stegman, S.J., Chair, Ecclesiastical Faculty, and Associate Professor, oversees the academic and administrative affairs of the Ecclesiastical Faculty. In addition to teaching, Tom also serves as an academic advisor for degrees and thesis projects and can answer questions regarding STM programs offered through the Ecclesiastical Faculty: M.Div., M.T.S., Th.M., S.T.L., S.T.D. Tom is on leave for 2014-15 and Andrea Vicini, S.J. will serve as Interim Chair of the Ecclesiastical Faculty and fulfill these responsibilities.

Theresa O’Keefe, Assistant Professor of the Practice of Youth and Young Adult Faith and Faculty Co-Director of Contextual Education, both runs and teaches in the Contextual Education program for those in the M.A.T.M. and M.A.P.M. degree programs. Theresa also teaches classes in youth and young adult faith.

Melissa Kelley, Associate Professor and Co-Director of Contextual Education, both runs and teaches in the Contextual Education program for those in the M.Div., Th.M., and M.T.S. programs. Melissa also teaches courses in pastoral counseling.

Diana Prudent serves as the Administrative Assistant to the Chairs and can be contacted to schedule appointments with either Tom Groome or Andrea Vicini, S.J.

Admissions and Financial Aid
Adam Poluzzi, Associate Dean and Director of Enrollment Management, oversees recruitment, admissions, financial aid, and marketing for the STM. Adam is responsible for developing and ensuring the proper implementation of strategies that support the enrollment goals of the School. Adam also chairs the admissions committees for STM, represents the STM at conferences and professional workshops, and works with prospective students throughout their educational and vocational discernment process.

Donna DeRosa, Assistant Director for Financial Aid and Academic Services, coordinates financial aid for the STM, manages the operations of the admissions office, and works with newly admitted students to ensure their smooth transition into the STM. Donna is also responsible for managing course scheduling and information and oversees the registration process for STM students.
Brian Niemiec, Assistant Director of Admissions, is responsible for recruitment and marketing. Brian also works in collaboration with the Assistant Director of Financial Aid and Academic Services to coordinate the admissions process. His responsibilities include meeting with prospective students, managing the recruitment travel for the STM, recruiting prospective students at schools throughout the nation, working with applicants throughout their application process, as well as coordinating the marketing and advertising efforts for the office.

Ellen Romer, Admissions Assistant, works with the Associate Dean / Director of Enrollment Management, as well as the Assistant Directors, in the recruitment and application processing for applicants. Ellen is responsible for responding to applicant inquiries, processing and mailing admissions information requests, maintaining the travel calendars for office staff, managing the admission decision notification process, validating and processing international student paperwork, and managing the Admissions graduate assistants.

**Administrative Services**
The members of the STM Administrative Services Team oversee all of the Administrative functions of the school, including budget, human resources, space planning and IT.

Adam Krueckeberg, Associate Dean, Administration and Finance, oversees the Administrative Services Team. Adam is responsible for human resources policies, directs and coordinates budget preparation and administration, and is responsible for IT and space management for STM.

Maura Colleary, Director, Service Center and Operations, directs the STM Service Center, supervises the STM Graduate and Program Assistants, and oversees the administration of the Summer Institute.

Maureen Lamb serves as the STM Fiscal and Administrative Specialist and oversees budget transactions, database management, and statistical reports for the school.

The STM Service Center is designed to respond to the needs of STM students, faculty, staff, and administration in the areas of office support, academic services, interface with University departments, publications support, summer school coordination, and special projects. Sharon Bryant, Diane Dube, R.J.M., and Mary Magennis are the STM Service Center Representatives who process all course registrations for STM, STM Continuing Education, C21 Online, and cross-registration for BTI students, submit work orders and special audio-visual requests, reserve rooms for events, process payments and reimbursements, and maintain updated forms for STM.

**Student Affairs**
Jacqueline Regan serves as Associate Dean, Student Affairs, for STM. Jackie co-chairs the Spiritual Formation Committee, moderates the Faith and Justice Committee, Student Life Committee, International Student Committee; coordinates placement services and alumni relations. She serves as the liaison with the Graduate Student Association and University Counseling and Health Services.

Barbara Quinn, R.S.C.J. is Associate Director, Spiritual Formation, for STM. She coordinates all aspects of spiritual formation at the STM, administering the Spiritual Formation for Ministry Program and the Spiritual Formation Program for lay M.Div. students.

**Continuing Education**
STM offers a variety of Continuing Education opportunities through on-campus events and online programming.

Jane E. Regan, Director, Continuing Education, oversees all of the Continuing Education offerings for STM, including the C21 Online Program, and is an associate professor.
Melinda Brown Donovan, Associate Director, Continuing Education, coordinates the STM Continuing Education program including workshops, lectures, and CEUs.

Stephen Dejute, Program/Communications Specialist, C21 Online, coordinates the marketing and communications efforts for C21 Online.

Barbara Anne Radtke, Continuing Education, works with C21 Online programs and teaches online and hybrid graduate and continuing education courses.

Boston College Theology and Ministry Library
Esther Griswold: Theology and Ministry Librarian
Steve Dalton: Collection Development/Reference Librarian
Virginia (Ginny) Greeley: Circulation Services Supervisor
Sarah Faith Spencer: Collection Development Assistant
Michael McGrath: Evening Circulation Assistant
BOSTON COLLEGE MAIN CAMPUS RESOURCES

Boston College Operator 617-552-8000

Hospitals:
- Newton-Wellesley 617-243-6000
- St. Elizabeth’s, Brighton 617-789-3000
- Mt. Auburn Hospital 617-492-3500
- Ambulance (Fallon Ambulance Service) 617-298-3828

Campus Police
- Emergency 617-552-4444
- Escort Service 617-552-8888
- Non-Emergency 617-552-4440
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- Law School 617-552-4342
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- Connell School of Nursing 617-552-4250
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Office of Residential Life 617-552-3075
  http://www.bc.edu/offices/reslife/

Office of Student Services 800-294-0294 617-552-3300
  (Academic, Auxiliary, Financial Services)
  www.bc.edu/studentservices/

Agora Services
  http://portal.bc.edu

Housing (BC Office of Residential Life) 617-552-3060
  www.bc.edu/housing

Dining Services 617-552-2263
  www.bc.edu/dining

Disabilities Services Offices 617-552-3470
  www.bc.edu/bc_org/svp/ucoun/dss.html

Health Services 617-552-3225
  www.bc.edu/healthservices

Medical Insurance 800-457-5599
  http://www.bc.edu/offices/uhs/services/insurance/

Athletics Information & Tickets 617-552-GoBC
  www.bceagles.com

Bookstore 800-978-0978 617-552-0900
  www.bc.edu/bookstore

Flynn Recreation Complex 617-552-3035
  http://www.bc.edu/bc_org/ath/plex
ABOUT 9 LAKE STREET

STM- 9 Lake Street, Brighton, MA, 02135
The STM is housed at 9 Lake Street (formerly St. William’s Hall) on the Brighton Campus of Boston College. Business hours are 8:00 a.m.- 5:00 p.m. Monday-Friday. The building is open 7:00 a.m. - 11:00 p.m. Monday-Friday.

STM Service Center
The STM Service Center is located on the first floor of 9 Lake Street. It is designed to respond to the needs of STM students, faculty, staff, and administrators in the areas of office support, academic services, interface with University departments, publications support, summer school coordination, and special projects. Sharon Bryant, Diane Dube, R.J.M., and Mary Magennis are the STM Service Center Representatives who process all course and event registrations for STM, STM Continuing Education, C21 Online, and cross-registration for BTI students, assist with financial aid form completions, reserve rooms for events, process payments and reimbursements, and maintain updated forms for STM. Six graduate assistants work alongside the Service Center Representatives to support a wide range of STM projects. The Service Center is open from 8:00 a.m. – 5:00 p.m. Monday-Friday.

Student Space
Several spaces have been set aside for STM student use, specifically for conversation and relaxation between classes. The STM Student Lounge, located on the second floor of the Theology and Ministry Library (TML), consists of an eat-in kitchen, and a lounge with comfortable furniture and ample meeting space. The kitchen is equipped with a refrigerator, microwave and coffee/tea pot, coffee cups, paper plates, and disposable utensils. Students are welcome to store food in the refrigerator and bring their own containers and utensils, however, these must be removed at the end of the day. Please notify the front desk of the STM Service Center when kitchen supplies are low. This TML Lounge is available to STM students during regular library hours. Additional student space is located on the second floor of 9 Lake St. where student mailboxes and lockers are located. This space is equipped with a microwave and coffee/tea pot and coffee cups.

In addition to the student lounge in the Theology and Ministry Library and the second-floor mailroom of 9 Lake St., students are welcome to use the classrooms and meeting areas of the STM for reading or study groups when these rooms have not been reserved for use.

Reserving Space at the STM
STM student organizations may reserve meeting space for school sponsored events, and STM students may reserve meeting space for non-STM events with the approval of the Associate Dean for Student Affairs. The procedure for reserving space at the STM can be found in Appendix 2 of this handbook.

STM students may reserve either one of the two spiritual direction rooms on the third floor (rooms 317 & 319 ) of 9 Lake St. for spiritual direction sessions or other private meetings. Students must reserve the rooms in advance at the front desk of the Service Center. Other BC students and STM alums are also permitted to reserve rooms for spiritual direction appointments with STM directors. A representative at the Service Center should take the name of the student or alum when reserving the room. This policy will be communicated to students and alums by the spiritual directors. Students or alums are not required to disclose the name of their spiritual directors when reserving the room.

Lockers
Lockers are available to STM students for daily and extended use during the academic year. The lockers in the student lounge of 9 Lake St. are available on a first-come, first-served basis. Students may reserve a locker at the front desk of the Service Center. You will need to provide your name, email address, phone number, and locker combination. Once a locker is assigned, a student may keep it for the entire academic year. Locks should be removed at the close of the spring semester before the lockers are cleaned and emptied of all contents on June 1.

Lost and Found
Items left behind in the classrooms, meeting rooms, and chapel of 9 Lake St. are brought to the Service Center on the first floor. In some instances, for example, when the building is used by outside groups, items might be turned in to the Boston College Police Department. Unclaimed items are donated at the end of the semester.

Vending Area
Snacks and beverages can be purchased from vending machines located on the ground level of 9 Lake St.

Parking and Transportation
Please refer to the BC website for the most up-to-date information: http://www.bc.edu/offices/transportation/
THE THEOLOGY AND MINISTRY LIBRARY The Theology and Ministry Library (TML) supports research, teaching, and learning at the School of Theology and Ministry and Saint John's Seminary. The library's 250,000 volume collection is especially strong in biblical studies, Catholic theology and history, canon law, religious education, and Jesuitica. As part of the larger Boston College University Libraries system, the TML offers STM students full access to the Libraries' 2.75 million print volumes, 400,000 e-books, 41,000 print and electronic journals, 650 databases of full text articles and citations, and over 4.3 million units of microform. The TML is also a member library of the Boston Theological Institute Libraries and Resources Network whose libraries' combined collections—to which STM students have full borrowing access—number nearly 1.5 million volumes in theology and related discipline.

In addition, because of its close relationship to the highly respected New Testament Abstracts which are edited and published at Boston College, the TML is a depository of virtually all significant international publications in New Testament and related fields.

Facilities and Services
Equipped with several public computers and a computer lab, the library offers wireless internet access, printing, scanning, and photocopying.

TML librarians provide a full range of services and assistance in the use and understanding of library resources. Watch for announcements each semester about theological research workshops taught by the TML Reference Librarian.

Study Carrel Reservations
School of Theology and Ministry students who are writing a thesis or dissertation may reserve a closed study carrel. Carrels are assigned on a first-come, first-served basis. Carrel reservations and policies may be obtained at the TML Circulation Desk.

Group Study Space
The TML has a limited amount of group study space available which groups of two or more may reserve by signing up at the Circulation Desk. Space not reserved in advance is available on a first-come first-served basis.

STM Student Lounge
The STM Student Lounge is located on the second floor of the Theology and Ministry Library. This space is set aside for STM students and is supervised by the STM associate dean for student affairs. Please notify the front desk of the STM Service Center, not the library staff, when kitchen supplies need replenishment. This room may be reserved for student events and meetings through the associate dean.

Student Employment
Each year, the TML employs a number of students as library assistants. Please contact the Circulation Services supervisor for more information and to request an application.

COMMUNICATING WITH STM STUDENTS
The STM is committed to providing timely and accurate information to students, faculty, and staff concerning important school-related news and events. Because the School’s listservs, mail folders, and bulletin boards are tools provided to ensure efficient, effective, and appropriate communication within the school community, the STM reserves the right to the review all printed and electronic messages before distribution.

BC Email
The Boston College Office of Student Services and the School of Theology and Ministry rely upon the use of BC email accounts for all official school communications. To view your email address, log on to the Agora Portal. 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. Students are expected to access their email accounts regularly, to check for official communications, and to respond as necessary using their BC email address. It is your responsibility to ensure that your email address is not suppressed in the Information Privacy preferences section of your Agora account. If you have any questions, contact the Boston College Office of Student Services at 800-294-0294 or 617-552-3300.

Internal Mail
All students enrolled in a course at the STM are assigned a mail folder for the academic year. The folders are located in a four-drawer lateral file cabinet in the student lounge of 9 Lake Street. These mail folders are to be used for the circulation of academic papers and printed materials within the STM community among students, faculty, and administration. The distribution of promotional materials, mass mailings, and bulk invitations require the approval of the associate dean for student affairs. Students who wish to disseminate information to the student body and faculty through student mail folders must first submit a copy of his/her document to the Service Center for approval by the associate dean. The contents of the folders are removed on June 1, and all unclaimed academic papers will be held at the Student Service Center.
Listservs
The School of Theology and Ministry uses several listservs to facilitate communication within the school community. All students enrolled in a course at the STM are placed on a general student listserv: stm-students@listserv.bc.edu. The list is updated in September and January. The STM also has listservs for individual degree programs and student organizations. All STM listservs are moderated by administration and faculty program directors and use BC e-mail addresses.

STM Directory
Each year the STM publishes a photo and email directory consisting of STM faculty, staff, and students. This directory is available in October. A link to the directory is sent to the STM community through the STM newsletter, and copies are available in the student lounge areas.

Bulletin Boards
The STM uses several bulletin boards for posting school related announcements and information on events of interest to the STM community. The boards are located on the first floor, outside of room 130; on the second floor, in the student mail area; and in the STM Student Lounge, located in the Theology and Ministry Library. Flyers, posters, and other messages are approved and stamped by the associate dean for student affairs. Postings should be submitted to the front desk of the Service Center for approval. All postings on the Boston College Campus must be approved and stamped. Postings must contain all information that is relevant to the event. The purpose of this policy is to manage the physical posting of material on campus in a way that ensures the appropriate use of available space and prevents the defacing of University property. Postings must be consistent with the principles and values espoused by the STM and Boston College. In addition, the content of the postings must avoid demeaning or discriminatory portrayals of individuals or groups, cannot be libelous, violate copyright law, or contain any material that is inconsistent with the community standards of BC, including any references to alcohol, drugs, or sexual innuendos. We reserve the right to make decisions regarding the approval of what is to be posted.

STM Weekly Newsletter
The School of Theology and Ministry publishes a weekly electronic newsletter, which is sent to all students and employees of the STM. “News from the STM” is distributed from the dean’s office to stm-students@listserv.bc.edu and stm-all@listserv.bc.edu on Wednesday afternoons during the academic year. The newsletter is reserved for announcements related to the STM and BC. Faculty, students, and administrators are welcome to submit notices pertaining to community events, academics, student services, spiritual formation opportunities, internships and other short-term employment opportunities. Submissions should be sent to stmnews@bc.edu by Monday, 4:00 p.m.

STM Facebook Group
An open group for all STM students:
https://www.facebook.com/groups/118120788206416/members/

Personal and Family Emergencies
The STM seeks to be responsive to students when faced with personal and family needs that interrupt the ability to attend class. In the case of a death in the family, a crisis, or serious illness a student is encouraged to contact faculty of the classes being taken and the associate dean for academic affairs. Requests for prayers are made through the associate dean of student affairs, and sent only upon request by the student him/herself.

Weather Cancellations
Cancellations and early closings will be announced through WBZ-TV (Channel 4), WCVB-TV (Channel 5), WBZ News Radio 1030 AM 1-888 BOS-COLL (267-2655), 617-552-INFO (4636), www.bc.edu/bcinfo, www.bc.edu/emergency, text messages to all cell phones registered with BC's RAVE Emergency Notification System, and email to all members of the University Community.

Please note that weather conditions (downed lines, power outages, etc.) may impede communication. Faculty, students, and staff are strongly encouraged not to rely on email or voicemail exclusively. Also, BC does not announce cancellations or early closings through Channel 7 or Fox TV. If you have any question about whether or not the school is open due to inclement weather, please call the STM Service Center at 617-552-6501. If school is open but a class is cancelled, students will be notified by the professor(s).
Campus Preparedness and Emergencies
Boston College uses several different methods of notification to alert students, faculty, staff and others of an emergency. It is important that you become familiar with these notification tools and ensure your contact information is kept current and up to date. The University will test these systems once per semester to ensure they are working properly and community members are familiar with them.

In the event of severe weather or other emergency situation, the University, in addition to its Emergency Preparedness website http://www.bc.edu/content/bc/emergency.html will communicate with the community through as many of the following channels as the situation warrants:

- Emails to bc.edu accounts
- Text alerts to cell-phones. Be sure to logon to (https://portal.bc.edu) to update contact info.
- Phone calls to select campus phones
- Posting information to the (www.bc.edu/emergency), (www.bce.edu/bcinfo) and main (www.bc.edu)
- Information on the 888-BOS-COLL (888-267-2655) emergency information line.

STM Community Life
As an international theological center, the STM attracts a richly diverse group of students from the many regions of the United States and from approximately thirty countries throughout the world. The STM considers this diversity one of its major resources. It believes that the best setting for the study of theology and preparation for ministry is one in which student body is varied and challenging, yet unified by a common purpose and goals. While respecting and aiming to enhance the integrity of each person, the STM strives to be a community of faith, worship and collaborative learning.

STM community events are offered in the hope that the relationships formed at the STM will deepen and broaden the academic and spiritual formation of its students. An STM Events Calendar is available at: www.google.com/calendar/embed?src=bc.stm.sf%40gmail.com&ctz=America/NewYork

The Thursday Liturgy and Repast has become a hallmark of STM community life, bringing faculty, students, and administrators together for worship at 12:15 p.m. in St. Ignatius Church followed by a shared meal served in the STM lobby. Indeed, throughout the academic year, no classes are held at the STM from 12 – 3 p.m. on Thursdays so that faculty, students and staff may attend the weekly liturgy and lunch, and also schedule school-related meetings as needed. In addition to the Thursday Liturgy and Repast, a Tuesday morning coffee break is offered from 9:45 -10:30 a.m. in the STM Lobby as another opportunity for informal conversation.

The STM encourages the formation of student organizations that reflect the wide range of student interests and needs. Involvement in STM student groups provides myriad opportunities to engage academic, pastoral, and cultural interests beyond the classroom, and to make significant contributions to the community life of the STM, the university, and the local Boston area.

Student Forum
The Student Forum is a federation of STM student groups comprised of elected officers, representatives from each of the registered student organizations, and members of the STM administration. It seeks to enrich student life, foster a spirit of community, and serves as the primary liaison between the student body, administration, and faculty. The monthly meetings provide an opportunity for students to discuss issues relevant to academics affairs, community life, worship, and formation. The Student Forum coordinates and funds events hosted by STM student organizations.

Student Forum Officers
Moderator- Megan Loumagne megan.loumagne@bc.edu
Treasurer- Kevin DeCusatis kevin.decusatis@bc.edu
Advisors-Jacqueline Regan, Associate Dean, Student Affairs: jacqueline.regan.2@bc.edu
Barbara Quinn, RSCJ, Associate Director, Spiritual Formation: barbara.quinn.3@bc.edu

Student Forum Funds
Registered student organizations (RSOs) of the STM receive financial support from the Student Forum by submitting an annual budget for approval at the beginning of each semester. Unused funds allocated to a student organization do not carry over into the next academic year. RSOs are eligible to use STM and university facilities for events in accordance with STM and BC policies and procedures. Please refer to appendices 1 B & 1 C for the STM group registration process and event planning checklist.
Conference Funding
The STM Student Forum, in conjunction with the Office of the STM Dean, provides grant funding for STM students who wish to attend academic and/or professional conferences. This program is intended to supplement the Boston College GSA’s Individual Conference Grant program.

http://www.bc.edu/content/bc/offices/gsc/gradorgs/gsa/gsa_funding/gsa_ircg11.html

The purpose of the STM grants is to support and facilitate professional theological and spiritual formation through attendance at academic and professional conferences, and is designed to help offset the costs associated with conference attendance that are not directly funded by other agencies, schools and departments within the university. Examples of such expenses include, but are not limited to, payment for: travel to and from conferences, admittance or registration fees, and research-related expenses incurred while preparing conference presentations. For additional information on student conference funding offered through the STM visit:

http://www.bc.edu/content/bc/schools/stm/community/current/conferencefunding.html

STM STUDENT ORGANIZATIONS

BIRDS-Boston Interreligious Dialogue Students
The Boston Interreligious Dialogue Students seek to facilitate dialogue opportunities for students and faculty on college campuses throughout the Boston area in order to raise awareness of the diversity of faiths traditions. Building on educational programs about the similarities and differences among the traditions, they seek to foster unity as they work toward common goals.

Rachel Alba: rachel.alba@bc.edu

Community Life Committee (CLC)
The Community Life Committee plans and provides social events for the entire STM community. These events offer students, faculty and staff the opportunity to come together, outside the classroom, for evenings of entertainment and community building. The committee is open to all STM students, faculty and staff who are interested in providing engaging and exciting events for the STM community.

Mary Kate Curry: mary.curry@bc.edu, Timothy Dulle: timothy.dulle@bc.edu

El Salvador Immersion Experience
Each year the STM sends a delegation of students to El Salvador over spring break (Feb. 28-Mar.7). Hosted by Christians United for Peace (CRISPAZ), the delegation visits several faith-based organizations that are directly involved in the work of post-war reconstruction, education and social justice outreach. The trip is one of “Reverse Mission” where participants learn about the history and present reality of El Salvador from the Salvadoran people themselves. Issues such as the impact of war, neo-liberal economics, U.S. foreign policy, and a tradition of liberating faith are explored during the seven-day experience. Students’ visits include the National Cathedral, Divine Providence and the University of Central America (UCA). An information session will be held in mid-September.

Rose Miola – rose.miola@bc.edu

Kevin Decusatis – kevin.decusatis@bc.edu

Barbara Quinn, RSCJ - barbara.quinn.3@bc.edu

Student Liaison to the Faber Jesuit Community
Chris Ryan, SJ: christopher.ryan.6@bc.edu

Student Liaison to the Capuchin Franciscan Community
William Tarraza, OFM Cap: william.tarraza@bc.edu

Faith and Justice Committee
This student group focuses on education and advocacy around various social justice issues such as care of the environment, the death penalty, and immigration. Students who participate in the group take the lead in selecting the issues to be addressed and invite the participation of the whole STM community when possible. The committee meets monthly and seeks to raise pertinent issues of social justice and encourage methods for practical implementation in STM courses and programs.

Rachelle Simon – rachelle.simon@bc.edu

Gaudete
Gaudete is a welcoming and affirming community of STM students which recognizes the dignity of each person and seeks to enrich the STM with openness and acceptance. We provide a space for hope, witness, and dialogue for all students. We celebrate inclusivity through creative liturgies, fellowship, discussion, and scholarship.

Alfred Pang – alfred.pang@bc.edu

Tim Xiao – han.xiao@bc.edu

International Students Association
The International Student Association hosts two international evenings each year, which feature the distinctive aspects of church, society, art and culture from a particular region of the world. These are occasions for faculty and students to gather and discover the richness of...
culture and tradition through liturgy, a shared meal, and creative presentations.

**Corazon Latin@**
The committee Corazon Latin@ fosters a sense of *comunidad* among students who are preparing for, or are interested in working with Latina/o communities. In carrying out this goal, the committee works to promote awareness and celebration of the Latina/o religious culture in three distinct areas: building community, liturgy, and spirituality. The committee collaborates with the Hispanic Ministry program.

Michelle Lopez – lopezhi@bc.edu  
Paulina Canales - paulina.canales@bc.edu  
Neiby Nova - neiby.nova@bc.edu

**Liturgy Committee**
The STM Liturgy Committee assists in the planning and coordination of the STM liturgical program, which includes daily Eucharist, the all-School Thursday liturgy, and prayer services that enhance the spiritual life and learning environment of the school. Serving on the Committee is an opportunity for students to expand their knowledge of liturgy, learn liturgy preparation skills, and participate in planning prayerful and vibrant liturgical celebrations for the STM community. Serving on the Committee is also among the options for fulfilling the STM spiritual formation requirements.

JoAnn Lopez joann.lopez@bc.edu

**Lumen et Vita**
*Lumen et Vita*, meaning “Light and Life,” is the graduate journal of Boston College’s School of Theology and Ministry. The editorial committee attempts to present the best research and reviews of a diverse student body, while using an online, open access format that will encourage ongoing dialogue both in the School and in the wider academic community. For more information, please see:

escholarship.bc.edu/ojs/index.php/lumenetvita  
Chelsea King chelsea.king@bc.edu

**Prison Ministry Initiative**
Women and men who are incarcerated face a multitude of challenges. This student organization coordinates weekly visits to several correctional facilities in the Boston vicinity where they address some of the many needs: leading prayer services, presiding at the Eucharist and/or the sacrament of reconciliation; visiting; leading discussion groups; addressing some of their challenges through improvisation. Faculty, students, and staff offer their services as they are able.

Ian Roeber – ian.roeber@bc.edu

**Women’s Group**
All women are welcome to join this group to talk about women’s issues in the Church and world and to share prayer and social time. Watch for more information.

Elyse Raby – elyse.raby@bc.edu  
Catherine Mooney – catherine.mooney@bc.edu  
Barbara Quinn, RSCJ - Barbara.quinn.3@bc.edu

**Spiritual and Liturgical Formation**
The STM takes great pride in offering an excellent academic program of theology and ministry facilitated by the finest scholars and teachers. Of equal importance is the commitment to a well-rounded program that embraces and fosters spiritual, liturgical, and community formation. Grounded in the Ignatian tradition, we strive to support and foster “women and men for others” who incarnate “the faith that does justice” in a world so in need of meaning, hope and new life.

This following an overview of resources and formation opportunities available to all students as well as several opportunities specifically designed for our lay students. We hope you find great support in these offerings as you continue to deepen in your spiritual life and your life of service in the Church. The STM community will be the stronger for the on-going growth and development of its students.

For more information on the following offerings, please contact Sr. Barbara Quinn, RSCJ, associate director of spiritual formation, or Jacqueline Regan, associate dean for student affairs.

**Spiritual Direction**
At the heart of Ignatian spirituality is the practice of spiritual direction. A school of discernment, it is the ancient practice of attending to the movements of God’s Spirit in one’s life so as to find God in all things and to grow in the freedom and desire to follow the Spirit’s lead. A trained spiritual companion accompanies a person on this journey by listening deeply to the presence of the Spirit in all of life, helping the person to pay attention to where God’s Spirit is leading, and discerning the response to God’s invitations to life and growth. Six or more months of individual spiritual direction are encouraged for all M.Div. and MA students since this practice plays a central role in grounding the individual’s life and ministry in God.

On September 22, an evening will be offered to explain spiritual direction in greater depth and to introduce students to trained directors who are available to meet with them in direction. (See information below under...
“Gatherings for Lay Students.”) Space for spiritual direction is made available for spiritual direction sessions.

Retreats

Retreat for New Students
On Friday, September 5, 4:30 – 7:30, Room 135, all first year students are invited to a simple retreat. This will be an important way to launch the year and to begin to build communities of prayer, support, and mutuality. A social will follow from 8 – 10 p.m. at the Saint Peter Faber Jesuit community so that all can relax and continue the conversation.

Retreat for Student Leaders
Student leaders of STM student organizations will gather for prayer, reflection in preparation for the year, and discussion of practical leadership skills. Dinner and social will follow. Monday, September 29, 4:30-8:00 p.m.

All Student Retreat
On Saturday, September 27, 8:30 a.m.–5:30 p.m. (includes travel time), all students are invited to enjoy a day at Edwards' House in Framingham. The day will include prayer, reflections by faculty, silence, sharing, barbeque and Eucharist.
Megan Loumagne – megan.loumagne@bc.edu
Barbara Quinn, RSCJ – barbara.quinn.3@bc.edu

Life Directions Retreat
On Saturday, January 26, 9:30 – 3:45, students are invited to reflect on the core components of discernment and then practice discernment by looking at a decision each person is considering, whether about ministry or relationships or further education.

Other Retreat Opportunities
A variety of retreat experiences, both directed and guided, are offered at other centers in the area. Several of the local centers are:

- Campion Renewal Center – Weston, MA
  www.campioncenter.org; 781-788-6800

- Eastern Point Retreat Center – Gloucester, MA
  www.easternpoint.org; 978-283-0013

- La Salette Retreat Center – Attleboro, MA
  www.lasaletteretreatcenter.com;
  508-236-9020

- Miramar Retreat Center – Duxbury, MA
  www.miramarretreat.org; 781-585-2460

- St. Joseph Retreat Center – Cohasset, MA
  www.csjretreatcenter.org; 781-383-6024
  St. Joseph Retreat house-Milton, MA
  Stjoseph.milton@gmail.com; 617-698-6785

Faith Sharing Groups
Many students seek a time and place to reflect on how their academic, ministerial, and personal lives are growing in integration. Consider joining a faith sharing group with other students who share this desire. Watch for more details. Interested students are invited to initiate groups.

Funding for Spiritual Direction and Retreats
Some degree programs require students to engage in at least 6 months of spiritual direction (Please refer to www.bc.edu/content/bc/schools/stm/community/spirituality/formationrq.html for formation requirements for the MA, M.Ed, and MDiv degrees). Furthermore, participation in some form of retreat is also encouraged. In order to support this value, STM offers a subsidy to defray the cost of retreats and spiritual direction when this is required of degree students (tuition and fees need to be up to date). $100 is offered for spiritual direction and as much as $200 for retreats on a one time basis during the student's academic program. Although all degree students may avail themselves of this subsidy, priority will be given to those who are required to participate in these programs.

Workshops
Conversations That Matter: “Theological Education and Spiritual Formation – Partners for Life?”
Join with others on October 14, 6:30-8:30, Room 100, for a conversation about how intellectual rigor and spiritual and human formation might forge partnerships in the education of ministers.
Barbara Quinn, RSCJ – barbara.quinn.3@bc.edu

Called to Serve Series
There are many needs and many gifts among God’s people. Each of the Called to Serve conversation will highlight various fields of ministry, often featuring graduates from STM who will share their experiences of ministry, reflect on how their STM education prepared them for ministry, and address questions pertinent to each area of service. Two events are scheduled for the fall during the Thursday repast: October 16- hospital chaplaincy, November 6-high school teaching

Gatherings for Lay Students
Many lay students who attend STM seek community gatherings for support, reflection, and fun. Throughout the academic year, occasional gatherings are held for lay
students to address a variety of needs. These evenings include such themes as:

**Meet Your Spiritual Directors**

On September 22, 5:30-7:30 p.m., Room 135, an evening will be offered to explain spiritual direction in greater depth and to introduce students to trained directors who are available to meet with them in direction. A resource list of trained spiritual directors will be provided.

**Résumé/Career Resources Workshop**

November 3, 4:30-6:00 p.m., Room 110. A workshop will present the skills of writing a résumé for ministry and teaching positions. Career services available to STM students will also be covered.

**Programs: Liturgical Formation**

Liturgy is at the heart of the STM’s community life, nourishing the spiritual life of the community by word, sacrament, and shared faith. Students of all religious denominations are encouraged to join faculty and administrative staff in preparing prayerful, vibrant, and creative rites either through involvement in the school’s liturgical program, or by integrating liturgy with academic coursework and involvement in student organizations. A variety of programs are offered to involve students in STM’s liturgical life.

**Thursday All-School Liturgy**

Thursday is the day designated for gathering the entire school community for weekly worship. Liturgies are celebrated at 12:15 at St. Ignatius Church. A light repast (lunch) is served after Mass at the STM. All members of the school community are invited to these celebrations.

**Weekday Liturgy**

Mass is celebrated at 12:15 on Tuesday, Wednesday, and Friday and ecumenical worship is offered on Monday at 12:15 p.m. in the STM chapel.

**Prayer Services**

Occasional liturgical celebrations are planned during the academic year around special themes, for example, the feast of Our Lady of Guadalupe, Advent Lessons and Carols, and a Lenten Reconciliation Service. Twice each semester, the school Thursday liturgy offers a prayer service led by a lay presider.

**Orientation for Liturgical Ministers**

Training is offered to those who wish to contribute to the schools’ worship as lectors, acolytes, Eucharistic ministers, and music ministers. The liturgy program is overseen by Jacqueline Regan who works with liturgy faculty, the student liturgy committee, a student liturgy assistant, JoAnn Lopez, M.Div 3, and the directors of music, Lynn Burns in the academic year and Anne Marie David in the Summer Institute. Orientation sessions will be announced for the STM newsletter.

**Liturgical Resources**

The STM chapel and its resources, including prayer books, hymnals, vessels, and other chapel items are available to STM students for planning a variety of seasonal and special liturgical rites. Students should contact JoAnn Lopez joann.lopez@bc.edu for more information.

**Liturgy and Sacraments at BC**

For a complete listing of Mass and other sacramental services offered at various locations on the BC campus visit: http://www.bc.edu/content/bc/offices/ministry/liturgy/schedule.html

**Local Parish and Faith Communities**: STM students are actively involved in the life of several parishes and faith communities in the local area. Please contact Student Affairs assistant, Michelle Maddex, for more information: michelle.maddex@bc.edu

**Chestnut Hill**

St. Ignatius Loyola  
28 Commonwealth Ave.  
Chestnut Hill, MA 02467  
617-552-6100  
www.bc.edu/st-ignatius

**Brighton**

St. Columbkille Parish  
321 Market St.  
Brighton, MA 02135  
617-782-5774  
www.brightoncatholic.org

Community of Sant’Egidio

http://www.santegidiousa.org/boston/index.html  
Prayer on Sunday Evenings, 7 p.m. at the STM
From the start of their academic programs, academic advisors assist the students with the selection of courses and the discernment of academic and professional goals and interests. Faculty mentors begin working with students who plan to continue for doctoral studies as early as the student’s first semester.

**Individual Counseling**
The associate dean for student affairs and the associate director of spiritual formation also offer personalized career assistance to students. Students are invited to meet with them to discuss vocational discernment, ministerial interests, and employment opportunities.

**STM Resume Book**
The resumes of graduating students are collected at the beginning of the spring semester and compiled in a resume packet, which is sent to hundreds of employers nationwide. The STM maintains contact with human resource personnel from parishes, college campus ministry offices, schools, and diocesan offices. Employment notices are posted regularly on the STM Web site so that prospective graduates and alumni have access to the most up-to-date job opportunities from employers seeking STM graduates.

**STM Job Board**
The STM maintains a job opportunities page on its Website

http://www.bc.edu/content/bc/schools/stm/community/current/career-dev/job-opp.html

Hundreds of employers contact the STM each year, eager to recruit recent graduates or seasoned alums for positions in campus ministry, parish ministry teaching, hospital chaplaincy, prison chaplaincy, and administrative positions in education and mission and ministry.

**Boston College Career Center**
The services of this Center are available to all graduate students and alums of Boston College. Students are encouraged to contact the Center for assistance with various aspects of career placement including interview skills and résumé writing.

http://www.bc.edu/content/bc/offices/careers/gradschool.html

**Résumé / Career Resources Workshop**
November 3, 4:30 -6:00 p.m., Room 110. A workshop presenting the basic skills of writing a résumé and interview skills. Other resources available to students regarding ministry placement are outlined.
RIGHTS AND RESPONSIBILITIES OF STUDENTS

In keeping with its mission as an international theological center that serves the Church as part of a Catholic and Jesuit university, the STM promotes and maintains an environment of respect for the rights and dignity of all members of the school community. The STM includes persons from a wide variety of backgrounds and cultures, therefore, in order to cultivate an atmosphere of mutual respect and trust, the learning environment depends upon honesty and integrity, considerate behavior, respect for privacy, and personal responsibility.

Students of the School of Theology and Ministry are subject to the policies of Boston College as set forth in the University’s Student Guide: www.bc.edu/publications/studentguide, however, the following rights are responsibilities are of particular importance to students at the School of Theology and Ministry:

• The right to learn, which includes the right of access to ideas, the right of access to facts and opinions, the right to express ideas, and the right to discuss those ideas with others.
• The right of peaceful coexistence, which includes the right to be free from violence, force, threats, and abuse, and the right to move about freely.
• The right to be free of any action that unduly interferes with a student's rights and/or learning environment.
• The right to express opinion, which includes the right to state agreement or disagreement with the opinions of others and the right to an appropriate forum for the expression of opinion.
• The right of privacy, which includes the right to be free of unauthorized search of personal spaces.
• The right to have access to a process through which to resolve deprivations of rights.
• In the case of disciplinary procedures:
  o the right to be informed of any charges of misconduct,
  o the right to adequate time to prepare a response to the charges,
  o the right to hear evidence in support of the charges,
  o the right to present evidence against the charges,
  o the right to an advisor,
  o the right to a fair procedure which is appropriate to the circumstances,
  o the right to be informed of the outcome of any proceeding.

For more information please refer to the Boston College Notice of Non-Discrimination policy found at http://www.bc.edu/offices/diversity/compliance/nondiscrim.html

Responsibilities include:
• Respect for the rights of others, which includes the obligation to refrain from conduct that violates or adversely affects the rights of other members of the STM and Boston College community.
• The obligation to refrain from conduct in the general community which adversely affects STM and Boston College.
• The obligation to refrain from interfering with the freedom of expression of others. This includes such activities as newspaper thefts, attempting to shout down speakers, and intentional jamming of computer networks.
• The responsibility for the avoidance of force, violence, threat, or harassment.
• The responsibility for the avoidance of disruption. Certain kinds of conduct can convert the expression of opinion into disruption. The Student Demonstrations policy describes the procedures and limitations appropriate to the public expression of opinion.
• The responsibility to comply with state, federal, and municipal laws and regulations. Student members of the Boston College community must be aware that they continue to be subject to the obligations of all citizens while they attend the University. The University is committed to the observance of the laws. There is no immunity on campus from the prohibitions of state and federal law.
• The responsibility to respect the values and traditions of Boston College as a Jesuit, Catholic institution.

STUDENT CONDUCT SYSTEM

When the School determines that a student has violated the published policies of the University, has engaged in conduct that demonstrates a lack of honor, integrity, or honesty; has otherwise interfered with the educational process of the STM or any of its other students; has risked the safety of the student him/herself or of others; or has otherwise acted in a manner that would tend to bring discredit on the student or the School, the School has a right and responsibility to initiate disciplinary action, up to and including permanent dismissal. Examples of actions, non-academic in nature, which may precipitate disciplinary action include lying, theft or other act of
dishonesty, intimidation, harassment or stalking of another, physical injury to another, sexual harassment or sexual assault, possession or use of a weapon, fighting or other act of violence, vandalism, deliberate or negligent damage to property of the University, or others, gambling, abuse of technology, violation of policies on drugs or alcohol, or the act of encouraging or assisting another to engage in any of the foregoing misconduct. (Academic discipline is addressed in the University's Graduate Catalog/STM section under a separate policy.) Any violation of the University’s behavioral policies should be reported to the STM Associate Dean for Students Affairs, who, in consultation with the Office of the Dean of Students, assists in administering The Student Conduct System as it applies to STM students.

Alleged misconduct by any Boston College Student is within the jurisdiction of the University’s Student Conduct System: [http://www.bc.edu/content/bc/publications/student_guide/judicial.html](http://www.bc.edu/content/bc/publications/student_guide/judicial.html). The Student Conduct System is administered by the Vice President for Student Affairs though the Dean of Students and his/her staff. The Office of the Dean of Students (ODSD) reserves the right to review the sanctions imposed at any conduct hearing to assure their appropriateness. The system exists to protect the rights of the Boston College community and assure fundamental fairness to complainants and to students accused of any breach of the University Code of Student Conduct.

The School of Theology and Ministry publishes and distributes this handbook for informational purposes only. It is not intended to be nor should it be relied upon as a statement of the School’s or the University’s contractual undertakings. The information and policies set forth herein are subject to change.
Appendix 1-A

Boston College School of Theology and Ministry
Student Forum Constitution

The Student Forum of the Boston College School of Theology and Ministry is a council of representatives from the STM student body comprised of elected officers and appointed committee chairs. These student representatives work with the associate dean for student affairs to coordinate and fund student programming; provide a forum for discussions of school academic and student life policies, curriculum, community life and formation; and to act as a liaison between STM students, administration and faculty.

Article I. Name
The name of the student organization is the Student Forum of the Boston College School of Theology and Ministry (STM), or simply, the STM Student Forum.

Article II. Purpose
The purpose of the Student Forum:

- To actively engage students in the mission of the STM, particularly as it seeks to foster a community within a Catholic and Jesuit university that is “contemplative, critical and collaborative.”
- To provide a forum for students to meet and discuss specific issues relevant to academic and student life policies, curriculum, community life, worship, and formation.
- To promote student interests and act as the primary liaison between the student body, administration, and faculty.
- To represent the student interests of the STM within the broader Boston College community.

Article III. Membership
Membership in this organization shall be open to all students enrolled during the academic year at the Boston College School of Theology and Ministry.

Article IV. Officers
The student officers of the STM Student Forum:

a.) Moderator
b.) Treasurer

Officers’ duties:

Moderator:

- Prepares an agenda and presides at all Student Forum meetings.
- Serves as the official student representative of the Student Forum to the faculty, administration, and student body of the STM; serves on the Executive Committee of the faculty Academic Council.
• Coordinates the Student Forum Calendar of Events
• Serves as the STM liaison to the BC Graduate Student Association.
• Attends STM Orientation events.
• Manages the election process in March.

Treasurer:
• Oversees the allocation and administration of funds in the STM’s Graduate Student Association (GSA) account and coordinates the Student Forum budget.
• Attends Student Forum meetings, keeps an official record of the proceedings, and distributes the minutes to the STM student body, faculty, and administration.
• Presides at the Student Forum meetings when the Moderator is absent.
• Assists the Moderator as the STM liaison to the BC Graduate Student Association.

Article V. Advisor
The STM associate dean for student affairs is the advisor to the STM Student Forum. Advisor’s duties are as follows:

• Serves as the primary resource to the elected officers and acts as the liaison for the STM administration and faculty.
• Ensures that all decisions, activities, publications, and allocation of funds associated with the Student Forum comply with University and STM policies and are consonant with the mission of the STM and its concomitant ecclesial status.
• Attends Student Forum meetings and assists in the development of meeting agendas, events, public statements, and publications.
• Approves all votes taken by the Student Forum.
• Presides over Student forum elections
• Appoints officers to vacant positions after consultation with Student Forum members
• Has voice but no vote on Student Forum matters, except when a tie vote cannot be broken.
• Approves the creation of any recognized student groups.
• Ensures that each group adheres to its approved purpose.

Article VI. Student Organizations
• Existing STM Student Forum Organizations /groups are open to all students during the academic year
• Students who determine a common interest and purpose may apply for official committee recognition and funding through the STM Student Forum. Final approval is granted by the Associate Dean, Student Affairs.
• Organizations must be officially recognized by the Student Forum in order to host events, reserve space, and be eligible for any funding.
• A written statement of purpose shall be submitted by each committee in September, which must be consonant with the mission of the STM and its ecclesial status.
• Each committee will choose a chair to serve as a representative to the STM Student Forum.

Article VII. Voting and Decision Making
• Voting members of the Student Forum are all students enrolled at the STM during the academic year.
• Decisions concerning event planning and allocation of funds will be made by students present at the Student Forum meetings.
• In matters where consensus cannot be reached a majority vote will prevail.
• The Advisor must approve all votes.

Article VIII. Meetings
Meetings are held once a month and are open to all STM students.

Time, location, and agenda of the meeting will be posted one week prior to the meeting.

Minutes of each meeting will be recorded and distributed by e-mail to STM students, faculty, and administration.

Elected officers of the Forum must meet or communicate by email at least once a month to create an agenda before the monthly meetings.

**Article IX. Funds**

Student Forum funds come from the STM student activity fee as apportioned and distributed by the GSA.

The Graduate Student Association will remit the funds to the Forum at the beginning of each fall and spring semester.

Funds will be kept in the STM’s University account.

**Article X. Request for Forum Funds**

Groups requesting funds must present a budget proposal (specifying the amount requested and the anticipated number of participants) to the Student Forum Treasurer.

The decision to fund shall be based upon the following criteria:

- Openness to all STM students, faculty, and administration.
- Potential interest to a significant number of STM students.
- Appropriate use in promoting the mission and ecclesial status of the STM.
- Credentials and reputation of proposed speaker (if appropriate).

Funds unused by a student organization do not carry over into the next academic year.

Decisions concerning funding will be made at Student Forum meetings.

Checks or deposits to student accounts are made payable to the recipient of the funds after receipts and the appropriate paperwork have been submitted.

**Article XI. Elections**

Election of officers, Moderator and Treasurer, are held during the spring semester, approximately five weeks prior to the end of the semester as determined by the academic calendar.

An election committee, comprised of Student Forum members is responsible for facilitating the Student Forum elections.

The Elections Committee posts nomination forms for all available elected positions.

The Elections Committee determines which nominated students have accepted nominations and will submit written platform statements from the nominees to the Moderator. The Committee will make these statements available to the STM community.

In the event that more than three candidates run for office, a primary election will be held.

Nominations should be submitted in writing at least one week prior to the election.

Any non-final year student who will be enrolled full-time at the STM during the next Academic Year may run for office.

All STM students enrolled during the academic year are eligible to vote.

The time between March and May will be used to transfer knowledge and responsibilities from the outgoing officers.

All organizations are open for participation to all students during the academic year.
Appendix 1- B

Student Forum Registration Process for Recognized Student Groups

1.) Registered student groups must have a minimum of four members. All members who apply for registration and members who register thereafter must sign the committee roster verifying their participation in and commitment to group membership. Members must be enrolled academic-year STM students during their membership. Students must include their names and Eagle ID number at the time of registration.

2.) Student groups must designate a chair(s). The chair(s) will be responsible for representing the organization at all meetings of the STM Student Forum. S/he will submit budget proposals and receipts to the Student Forum Treasurer, be the point of contact for event planning at the STM, and agree in writing to abide by all Boston College Graduate Student Association (GSA) policies and the rules set forth in the STM Student Forum Constitution.

3.) Student groups must submit a written Statement of Purpose. This statement must support the interests of STM students and cohere with the Mission Statement of the School. Advocacy groups will not receive STM Student Forum recognition.

4.) Student Groups should complete the STM Committee Registration Application and submit it with the Statement of Purpose to the Student Forum Moderator.

5.) After the Moderator and voting members have reviewed the application, they will recommend the committee to the STM Associate Dean for Student Affairs, who will grant or deny committee status.

6.) Recognition of student groups must be renewed through the STM Student Forum at the beginning of each fall term. In order to renew the organization’s status, an updated committee roster must be submitted to the Student Forum and approved by the Associate Dean for Student Affairs.
Appendix 1-C

STM Student Forum

Student Group Registration – Application

Name of Organization: ___________________________________________________________

Academic Year: __________________________________________________________________

Statement of Purpose: (Please attach a separate sheet with this information.)

Examples of Possible Activities: (Please attach a separate sheet with this information.)

Funding Sources: (Please attach a separate sheet with this information.)

Group Leader(s):

Each Student Forum Organization must appoint a leader(s) to attend the monthly meetings of the Student Forum. The leader(s) submits the committee budget to the Student Forum Treasurer. Each leader must sign their name below. By signing this document, organization leader(s) agree to abide by BC and STM policies as specified by the Graduate Student Association and the Constitution of the STM Student Forum.

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Appendix 1-D

Registered Student Group Membership Roster

Name of Organization: ____________________________________________________________

Roster for Academic Year: ______________________________________________________

Please list all club members who are currently enrolled in a graduate program of study at the Boston College School of Theology and Ministry. You must have a minimum of five (5) BC graduate student members. Each of these members must sign his/her name next to his/her information. By signing your name to this document, you are verifying that you are a committed and active member of the club listed above and agree to abide by BC and STM policies as specified by the Graduate Student Association and the Constitution of the STM Student Forum.

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Event Planning at the STM

Student Forum groups and individual STM students affiliated with outside groups may, with the approval of the Associate Dean for Student Affairs, reserve space at the STM for school related events and non-STM functions. Student Forum groups may also reserve the rooms and chapels of Boston College using the online space reservation system through the Bureau of Conferences [http://www.bc.edu/content/bc/offices/boc.html](http://www.bc.edu/content/bc/offices/boc.html).

For Recognized STM Student Forum Groups:

1. The chair(s) of recognized student organizations may submit a request to host an STM event through the STM Student Forum. Events are reviewed by Student Forum officers, Hope Possiel, Moderator, and Kelly Repplier, Treasurer, and approved by Jacqueline Regan, Associate Dean for Student Affairs.

2. STM room reservations are made at the STM Service Center by group chairs or the associate dean. Reservations for function rooms or meeting space on BC’s Main Campus are made by the Associate Dean.

3. STM Chapel reservations are made with the approval of the associate dean through the Office of Campus Ministry [http://www.bc.edu/content/bc/offices/ministry/chapelreservations.html](http://www.bc.edu/content/bc/offices/ministry/chapelreservations.html).

4. Sound or additional media equipment must be reserved through BC’s Media Technology Services (MTS) 3 weeks prior to your event [http://www.bc.edu/offices/its/support/mts.html](http://www.bc.edu/offices/its/support/mts.html).

5. Requests for the public viewing of a film are made four weeks prior to the event. Contact Ruth Ann MacEachern [ruth.maceachern@bc.edu](mailto:ruth.maceachern@bc.edu) at MTS to inquire about movie rights.

6. Arrangements and contracts for outside speakers/performers are approved by the Associate Dean. Requests for payment are to be submitted at least six weeks in advance.

7. Requests for an STM Graduate Assistant are made through the Associate Dean and must be submitted in August for fall semester, and November for spring semester. If a GA is assigned to your event, you will be offered assistance in purchasing supplies, copying, set-up and clean-up of the room.

8. If student groups choose to rearrange furniture for an event, the group is responsible for returning the room to its original configuration after the event.

9. The STM building should be open for your event. If it is locked when you arrive, please call the BCPD non-emergency line 617-552-4440.

10. The consumption of alcohol is prohibited at Boston College unless coordinated through the Boston College Bureau of Conferences, which is obligated to obtain a license from the appropriate city or town where the event is to take place. Any reimbursement, payment, or recognition of consumption would be a violation and subject to fines.

11. Recognized student organizations obtain funds for STM student events through the Student Forum. Budgets are submitted and approved at the start of each semester. The Student Forum treasurer has a purchasing card (P-card), which can be used by the chair(s) for purchasing supplies and refreshments.

12. Reimbursement requests for expenses paid in cash or by personal credit card are made through the Student Forum treasurer, Kelly Repplier. Receipts are required.
13.) BC policy prohibits student events during exam periods.

For STM Students Hosting External Events

1.) Requests for the use of STM space for events hosted by an organization not affiliated with the STM or University must be submitted in writing to Jacqueline Regan, Associate Dean for Student Affairs.

2.) The request must provide information on the sponsoring organization, a description of the event, an estimated number of attendees, and a list of all persons making formal presentations.

3.) Once an event has been approved, the associate dean will reserve a classroom or conference room at the STM Service Center. Parking arrangements for the event will be made by STM Service Center staff.

4.) Chapel reservations are made by the Associate Dean through the Office of Campus Ministry.

5.) All food and beverage service must be provided by the Boston College Bureau of Conferences and paid for by the host organization http://www.bc.edu/offices/boc/.

6.) The consumption of alcohol is prohibited at Boston College unless coordinated through the Boston College Bureau of Conferences, which is obligated to obtain a license from the appropriate city or town where the event is to take place. Any reimbursement, payment, or recognition of consumption would be a violation and subject to fines.

7.) Large events may require a police detail, the cost of which will be assumed by the host organization.

8.) All STM classrooms are AV ready. Sound or additional media equipment is reserved through BC’s Media Technology Services (MTS) at least 3 weeks prior to your event. Visit http://www.bc.edu/offices/its/support/mts.html and use the reservation form for guests of BC.

9.) The rights for public viewing of a film must be authorized by BC’s Media Technology Services 4 weeks prior to the event. Please contact Ruth Ann MacEachern ruth.maceachern@bc.edu.

10.) The STM building should be open when you arrive for your event. If it is locked, please call the BCPD non-emergency line 617-552-4440

11.) If a group chooses to rearrange the furniture for an event, it is responsible for returning the room to its original configuration after the event.
Local Stores and Services

1. Campus Convenience, El Pelon Taqueria, Crazy Dough’s Pizza, White Mountain Creamery, Dunkin’ Donuts, Flatbreads

2. Whole Foods 15 Washington St.

3. & 4. Super 88 & Shaw’s (not in view)

4. Shaw’s Supermarket (3.32 mi.)
1065 Commonwealth Avenue, Allston – (617) 783-5878
A general supermarket located at the “Packards Corner” T stop

5. CVS 1927 Beacon St.

6. Reservoir Wine & Spirits 1922 Beacon St.

7. ACE Hardware 1920 Beacon St.

8. Star Market 1717 Beacon St.

9. Trader Joe’s 1317 Beacon St.

GOING TO THE GROCERY STORE?

Take a walk!

1. Campus Convenience
2195 Commonwealth Avenue, Brighton – (617) 254-6499

El Pelon Taqueria
2197 Commonwealth Avenue, Brighton – (617) 779-9090

Crazy Dough’s Pizza
2201 Commonwealth Avenue, Brighton – (617) 202-5769

Dunkin’ Donuts
15 Commonwealth Avenue, Newton – (617) 527-5848

White Mountain Creamery
19 Commonwealth Avenue, Newton – (617) 527-8790

Flatbreads
11 Commonwealth Avenue, Newton – (617) 964-8484

Ride the T!

B-Line
The B-Line begins at the entrance to campus on Commonwealth Avenue ($2.00 each way) and stops include:

2. Whole Foods (1.82 mi.)
15 Washington Street, Brighton – (617) 783-8187

Whole Foods is an organic food store, so prices may be a bit more expensive.

3. Super 88 (2.94 mi.)
1095 Commonwealth Avenue, Boston – (617) 787-2288

4. Shaw’s Supermarket (3.32 mi.)
1065 Commonwealth Avenue, Allston – (617) 783-5878

C-Line
Although the C-Line is farther away, it is quicker than the B-Line, passes through many unique shops, and is generally more “scenic” line. The C-Line begins in Cleveland Circle, a 15-20 minute walk down Commonwealth Ave. from campus (1.39 mi.).

The free IC Shuttle Bus also makes stops in Cleveland Circle (see Orientation packet or the BIC Web site for exact times). Aside from its shops, restaurants and bars, Cleveland Circle and the C-Line are also home to:

5. CVS Pharmacy (1.33 mi.)
1927 Beacon St. Cleveland Cir. – (617) 738-5955

6. Reservoir Wines & Spirits Inc. (1.32 mi.)
1922 Beacon St. Cleveland Cir. – (617) 566-5588

7. ACE Hardware (1.32 mi.)
1920 Beacon St. Cleveland Cir. – (617) 734-6448

8. Star Market (1.76 mi.)
1717 Beacon St., Brookline – (617) 566-1802

9. Trader Joe’s (2.76 mi.)
1317 Beacon St. Brookline – (617) 278-9997
Great for “cooking for one” grocery, but has limited produce.
BC Shuttle
BOSTON/COMM. AVE ROUTES
Service every 15-20 minutes

“BOSTON DIRECT”
Monday-Friday, 7:00 a.m. - 5:00 p.m.

1. Conte Forum
2. Opposite Greycliff Hall (outbound)
4. Reservoir “T” stop at Cleveland Circle
5. Bank of America – Chestnut Hill Ave
6. Chiswick Road
8. South Street
9. Greycliff Hall (inbound)
10. Robsham Theatre

“ALL STOPS”
Monday-Friday, 5:00 p.m. - 2:00 a.m.
Saturday-Sunday, 8:00 a.m. - 2:00 a.m.

1. Conte Forum
2. McElroy Commons – Beacon St.
3. Donaldson House – College Rd.
4. Chestnut Hill Campus – Main Gate
5. Opposite Greycliff Hall (outbound)
7. Reservoir “T” stop at Cleveland Circle
9. Chiswick Road
11. South Street
12. Greycliff Hall (inbound)
13. Robsham Theatre

PLEASE NOTE:
There will be no picking up or dropping off of passengers at the Robsham Theater stop between 8 a.m. - 10 a.m. weekday mornings.

WWW.BC.EDU/SHUTTLE
Please send feedback to shuttle@bc.edu
Boston/Comm. Ave Shuttle Routes and Schedules

BOSTON COLLEGE TRANSPORTATION AND PARKING SERVICES

Boston Direct
Monday – Friday, 7:00 a.m. – 5:00 p.m.

A. Conte Forum
E. Evergreen Cemetery
F. 2000 Commonwealth Ave.
G. Reservoir MBTA stop
H. Bank of America – Chestnut Hill Ave.
I. Bluestone Bistro - Chiswick Rd.
J. Corner of Commonwealth Ave. and Chestnut Hill Ave.
K. South Street
L. Greycliff Hall
M. Robsham Theater

Please Note: There is no service to the Robsham Theater Stop between 8 a.m. and 10 a.m.

All Stops
Monday – Friday, 5:00 p.m. – 2:00 a.m.
Saturday – Sunday, 8:00 a.m. – 2:00 a.m.

A. Conte Forum
B. McElroy Commons – Beacon St.
C. College Road
D. Chestnut Hill Campus – Main Gate
E. Evergreen Cemetery
F. 2000 Commonwealth Ave.
G. Reservoir MBTA stop
H. Bank of America – Chestnut Hill Ave.
I. Bluestone Bistro - Chiswick Rd.
J. Corner of Commonwealth Ave. and Chestnut Hill Ave.
K. South Street
L. Greycliff Hall
M. Robsham Theater
Newton Bus Route
BOSTON COLLEGE TRANSPORTATION AND PARKING SERVICES

Eagle Direct
Monday – Friday
7:00 a.m. – 5:00 p.m.

A. Newton Campus – Stuart Hall
B. Newton Campus – Main Gate
C. Chestnut Hill Campus – Main Gate

Limited Stops – Weekday
Monday – Friday
5:00 p.m. – 6:00 p.m.

A. Newton Campus – Stuart Hall
B. Newton Campus – Main Gate
C. Chestnut Hill Campus – Main Gate
F. McElroy – Beacon St.
G. College Road
H. Newton Campus – Duchesne Hall

All Stops – Weekday
Monday – Friday
6:00 p.m. – 2:00 a.m.

A. Newton Campus – Stuart Hall
B. Newton Campus – Main Gate
C. Chestnut Hill Campus – Main Gate
D. Robsham Theater
E. Conte Forum
F. McElroy – Beacon St.
G. College Road
H. Newton Campus – Duchesne Hall

Limited Stops – Weekend
Saturday – Sunday
8:00 a.m. – 11:00 a.m.
Departs each stop every half hour

A. Newton Campus – Stuart Hall
E. Conte Forum

All Stops – Weekend
Saturday – Sunday
11:00 a.m. – 2:00 a.m.

A. Newton Campus – Stuart Hall
B. Newton Campus – Main Gate
C. Chestnut Hill Campus – Main Gate
D. Robsham Theater
E. Conte Forum
F. McElroy – Beacon St.
G. College Road
H. Newton Campus – Duchesne Hall