

Graduate Management

STUDENT HANDBOOK



2019
2020

PhD *MBA* *MSA* *MSF*



BOSTON COLLEGE

CARROLL SCHOOL *of* MANAGEMENT

Graduate Management STUDENT HANDBOOK

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ACADEMIC POLICIES AND PROCEDURES |

CORE VALUES

A graduate program is as strong as the values that drive it. At the Carroll School of Management, our core values are an integral part of who we are. The following guiding principles are a way of life for every member of the community and serve as the foundation for building strong, trust-based relationships among and between the members of the community which includes: students, faculty, administration, alumni and employers.

Honesty and Integrity, We are committed to promoting the highest standards of honesty and integrity to ensure that all members of the community recognize the inherent benefits of living these ideals and to guarantee that academic performance is evaluated reliably and rewarded fairly.

Mutual Respect, We are committed to fostering an environment in which every member of the community nurtures the spirit of trust, teamwork, openness and respect that is necessary to embrace and fully capitalize on our professional community.

Pursuit of Excellence, We are committed to creating an environment where all members of the community pursue the highest possible level of academic performance and personal development for themselves and other members of the community.

Personal Accountability, We are committed to fostering an environment where every member of the community understands and accepts responsibility for upholding and reinforcing our values.

ENACTING THE CORE VALUES

The statements listed below which describe how the core values will be enacted are intended to be illustrative and not exhaustive, and to also include examples of varying severity.

Honesty and Integrity, We are committed to promoting the highest standards of honesty and integrity to ensure that all members of the community recognize the inherent benefits of living these ideals and to guarantee that academic performance is evaluated reliably and rewarded fairly.

Enacting Academic Honesty and Integrity

- Written work is original
- Citations are used appropriately in all written work
- Oral statements are presented candidly
- Resume is presented truthfully
- Assignments and examinations are completed honestly
- Credit for group work represents the personal contribution of the individual

Mutual Respect, We are committed to fostering an environment in which every member of the community nurtures the spirit of trust, teamwork, openness and respect that is necessary to embrace and fully capitalize on our professional community.

Enacting Mutual Respect

- Abstaining from harassing behavior
- Listening to and respecting the opinions of all members of the community
- Active participation in team and group settings
- Focusing attention on what is happening in class, events and meetings
- Avoiding the creation of distractions
- Use of computers or cell phones during class, events or meetings only when authorized
- Appropriate attire for special events and/or guest appearances

Pursuit of Excellence, We are committed to creating an environment where all members of the community pursue the highest possible

level of academic performance and personal development for themselves and other members of the community.

Enacting Pursuit of Excellence

- Personal commitment to academic excellence in course work and assignments
- Personal commitment to developing technical and non-technical skills, including dealing with ambiguity and operating outside of one's comfort zone
- Personal commitment to performing at a high level
- Personal commitment to developing as a management professional

Personal Accountability. We are committed to fostering an environment where every member of the community understands and accepts responsibility for upholding and reinforcing our values.

Enacting Personal Accountability

- Maintaining confidentiality when appropriate
- Attending classes and events, and providing notification in advance when not attending
- Being proactive in acquiring material that was missed due to an absence
- Arriving at class, events and appointments on time
- Active participation in class discussions and other meetings
- Active participation in group activities
- Being fully prepared for classes, events and appointments

THE DISCIPLINARY PROCESS

Students in the Boston College graduate programs are expected to adhere to the highest standards of professional conduct as outlined in the Core Values. Any student who violates these Core Values is subject

to consequences ranging from a reprimand to dismissal from the University. Faculty members, staff members or students who detect any form of violation have the responsibility to take appropriate action. Individuals detecting violations of the Core Values should bring the violation to a faculty member's attention, to the attention of the appropriate director or to the attention of the Associate Dean for Graduate Programs.

Faculty members and directors have the responsibility to report the incident to the Associate Dean for Graduate Programs in writing. If in consultation with the Associate Dean the incident is deemed to be of a minor nature, the faculty member or director may handle the matter themselves and communicate the repercussions appropriate to the violation. If the incident is deemed to be serious or if there have been any prior violations, the Committee on Professional Standards will be convened. The Committee on Professional Standards will conduct a hearing on the matter and if the student is found responsible, shall recommend a sanction to the Associate Dean for Graduate Programs, who may accept or reduce the recommended sanction, but not increase it. The report of the Committee on Professional Standards shall remain in the offending student's file for up to five years beyond the date of his/her graduation.

Professional conduct is a very important issue in the graduate programs. Any questions with respect to these standards should be discussed with a professor or appropriate administrator.

Procedures of the Committee on Professional Standards

The Committee on Professional Standards will be responsible for hearing all complaints. The Committee will be appointed and meet upon the filing of a formal complaint with the Associate Dean for Graduate Programs. Any hearing will begin with the presentation

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of the complainant's case, to be followed by the student's response. The student may collect any documents and other supporting material, enlist the help of an advisor to be present at the hearing, and to ask other members of the community with direct knowledge pertaining to the matter to serve as witnesses. To find against a student, a majority of the Committee members must conclude that the evidence presented constitutes a clear violation of the Core Values. If the Committee determines that a violation has occurred, it shall then recommend an appropriate sanction. The Committee will submit a written recommendation to the Associate Dean for Graduate Programs who will then make a final determination as to the sanction and convey the decision directly to the student. Any student sanctioned following a hearing before the Committee may appeal to the Dean of the Carroll School of Management.

Standing in the Community

A student who accepts and adheres to the Core Values of the Carroll School of Management Graduate Programs will remain in good standing. If a student fails to adhere to these Core Values, she/he may be sanctioned by the Committee on Professional Standards. Any sanction must bear a reasonable relationship to the severity of the breach involved. Possible sanctions include: reduction in grade for an assignment or course, letter of reprimand, probation, suspension, or expulsion; in addition, the Committee on Professional Standards may recommend exclusion from specified extracurricular activities and services.

Composition of the Committee on Professional Standards

The Committee on Professional Standards will be comprised of, the Assistant Dean for Graduate Programs, who will serve as the Committee's Chair, two faculty members and two graduate students chosen jointly by the Associate Dean for Graduate Programs and

the President of the Graduate Management Association. The Committee Chair, prior to any hearing, shall notify the student respondent of the members of the Committee, and provide the student with an opportunity to challenge any Committee member as biased. If a challenge is made, the Chair shall determine its sufficiency and, if warranted, select a substitute. If the Chair is challenged, the Associate Dean for Graduate Programs shall consider the basis for the challenge and appoint an alternate Chair, as warranted.

CONFIDENTIALITY OF STUDENT RECORDS

The Family Educational Rights and Privacy Act of 1974 (FERPA) gives students the right to have access to their educational records, to consent to release a record to a third party, to challenge information in those records and to be notified of their privacy rights. Under this Act, students must be given access to their educational records within forty-five days of their requests. Additionally, requests by a student to release their educational records to a third party must also be accommodated within forty-five days of the student's request. Any student who wishes to inspect and review information contained in an educational record maintained by any office of the University may, with proper identification, request access to the record from the office responsible for maintaining that record. FERPA also ensures that students have the right to challenge any information that they believe to be inaccurate, misleading or in violation of students' privacy or other rights. Any student who believes that information contained in his or her educational record is inaccurate, misleading or in violation of his or her rights of privacy is to write to the University official responsible for the record, clearly identifying the part of the record he or she wants changed, and specifying why it is inaccurate, misleading, or in violation of his or her rights of privacy. The Act also strictly limits the individuals and organizations that

may have access to a student's record. A University official has a legitimate educational interest if the official requires access to an educational record in order to fulfill his or her professional responsibility. Upon request, the University may disclose educational records without consent to officials of another educational institution in which a student seeks or intends to enroll.

Certain personally identifiable information from a student's education record, designated by Boston College as directory information, may be released without the student's prior consent. This information includes name; term, home, local, and electronic mail addresses; telephone listing; date and place of birth; photograph; major field of study; enrollment status; grade level; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; school/college of enrollment; anticipated date of graduation; degrees and awards received; the most recent previous educational agency or institution attended; and other similar information.

Electronic access to selected directory information is available to both the Boston College community and the general public. A student who so wishes has the right to prevent the release of all directory information including verification of enrollment, or to suppress selected directory information. In order to do so, students must enter "privacy preferences" in the Agora Portal, Boston College's secured intranet environment (<https://portal.bc.edu>). This must be done by the end of the first week of enrollment. Suppression is available by selecting U-View and Privacy Preferences.

All non-directory information is considered confidential and will not be released to outside inquiries without the express written consent of the student.

Students have the right to file a complaint with the U.S. Department of Education

concerning alleged failures by the University to comply with the requirements of FERPA. Written complaints should be directed to the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, SW, Washington, D.C., 20202-4605.

A detailed explanation of student rights under FERPA can be found at <http://www.bc.edu/offices/stserv/ferpa.html>.

NOTICE OF NON-DISCRIMINATION

Founded by the Society of Jesus in 1863, Boston College is dedicated to intellectual excellence and to its Jesuit, Catholic heritage. Boston College recognizes the essential contribution a diverse community of students, faculty and staff makes to the advancement of its goals and ideals in an atmosphere of respect for one another and for the University's mission and heritage. Accordingly, Boston College commits itself to maintaining a welcoming environment for all people and extends its welcome in particular to those who may be vulnerable to discrimination, on the basis of their race, ethnic or national origin, religion, color, age, gender, marital or parental status, veteran status, disabilities or sexual orientation.

Boston College rejects and condemns all forms of harassment, wrongful discrimination and disrespect. It has developed procedures to respond to incidents of harassment whatever the basis or circumstance. Moreover it is the policy of Boston College, while reserving its lawful rights where appropriate to take actions designed to promote the Jesuit, Catholic principles that sustain its mission and heritage, to comply with all state and federal laws prohibiting discrimination in employment and in its educational programs on the basis of a person's race, religion, color, national origin, age, sex, marital or parental status, veteran status, or disability, and to comply with state law prohibiting

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discrimination on the basis of a person's sexual orientation.

To this end, Boston College has designated its Executive Director for Institutional Diversity to coordinate its efforts to comply with and carry out its responsibilities to prevent discrimination in accordance with state and federal laws. Any applicant for admission or employment, and all students, faculty members and employees, are welcome to raise any questions regarding this policy with the Office for Institutional Diversity. In addition, any person who believes that an act of unlawful discrimination has occurred at Boston College may raise this issue with the Assistant Secretary for Civil Rights of the United States Department of Education.

ACADEMIC GRIEVANCES

Students have the right to know the components of a course on which a final grade will be based, to be graded fairly in relation to the other students in the course, and to understand why a particular grade was given. The instructor has the right to determine which course components will be graded and the weight that will be given to each, the right to determine the grading scale to be employed, and the responsibility to grade students consistently on that scale. The professor is also expected to provide a syllabus for each course, specifying dates for assignments and examinations, and the weight given to each course component determining the final grade.

A student should resolve problems in the manner in which grades have been awarded or on the academic practices of an instructor by direct and immediate contact with the instructor. In the rare case of an unresolved question, the student should first refer the matter in an informal manner to the chairperson or director of the appropriate department or program. A formal appeal of a course grade, which ought not be undertaken lightly by a student nor lightly dismissed by

an instructor, should be made no later than the sixth week of the following semester. In making a formal appeal, a student files a written statement with the department chairperson or program director and thereafter the appeal is handled by the Academic Review Board.

DEGREE REQUIREMENTS

MBA PROGRAM

Full-Time MBA Program
Full-time students must complete 56 credits of course work. Students first take a series of foundational courses, followed by the functional and knowledge area courses. Please see first semester guide for additional graduation requirements.

The Carroll School is committed to instilling a strong sense of community service in its MBA students. In an effort to align this commitment with the program, all MBA students must fulfill a requirement of 20 hours of service to others through meaningful work as volunteers.

For details on course requirements, visit <https://www.bc.edu/bc-web/schools/carroll-school/graduate/mba/full-time-mba.html>

Evening MBA Program
Evening students must complete 56 credits of course work. Most classes meet from 7:00 to 9:30 p.m. during the academic year, with a limited number meeting from 4:30 to 6:50 p.m., and a few on Saturdays. Summer courses meet twice a week from 6:30 p.m. to 9:30 p.m. Evening students typically complete their degrees in four years.

For details on course requirements, visit <https://www.bc.edu/bc-web/schools/carroll-school/graduate/mba/part-time-mba.html>

The Carroll School is committed to instilling a strong sense of community service in its MBA students. In an effort to align this commitment with the program, all MBA students must fulfill a requirement of 20 hours of service to others through meaningful work as volunteers.

For details on service requirements, visit <https://www.bc.edu/bc-web/schools/carroll-school/audience-pages/current-students.html#graduate>

MSF PROGRAM

Full-Time and Part-Time MSF Program

MSF students must complete ten courses (30 credit hours) for the MSF degree. The program consists of seven core and three elective courses. Full-time students can complete the program in nine months. The Part-time program option is flexible; however, Self-Paced students typically take two courses in the fall, spring and summer semesters and thereby complete the program in 20 months.

For details on course requirements, visit <https://www.bc.edu/bc-web/schools/carroll-school/graduate/ms-programs/ms-in-finance.html>

The Carroll School is committed to instilling a strong sense of community service in its MSF students. In an effort to align this commitment with the program, all MSF students must fulfill a requirement of 10 hours of service to others through meaningful work as volunteers.

MSA PROGRAM

All students must complete a minimum of ten courses (30 credit hours) for the MSA degree. Students must take a total of at least six accounting classes, which include the four core MSA classes. The four required core courses use richly detailed business contexts.

For details on course requirements, visit <https://www.bc.edu/bc-web/schools/carroll-school/graduate/ms-programs/ms-in-accounting.html>
The Carroll School is committed to instilling a strong sense of community service in its MSA students. In an effort to align this commitment with the program, all MSA students must fulfill a requirement of 10 hours of service to others through meaningful work as volunteers.

DUAL-DEGREE PROGRAMS

Candidates can complete the requirements of the dual-degree in significantly less time than it would take to pursue each program separately; typically in two to two and one-half years of full-time study or three and one-half to four years of part-time study. Candidates must be admitted separately to each program.

PHD PROGRAMS

PhD Finance

The PhD Finance Program contains five components :

- Course Requirements
- Research Paper
- Comprehensive Examination
- Dissertation
- Research / Teaching Requirements

Each of these requirements is described at <https://www.bc.edu/bc-web/schools/carroll-school/graduate/phd-programs.html>

PhD Organization Studies

The PhD Organization Studies Program contains five components:

- Course Requirements
- Research Paper
- Comprehensive Examination
- Dissertation
- Research / Teaching Requirements

Each of these requirements is described at <https://www.bc.edu/bc-web/schools/carroll-school/graduate/phd-programs/phd-organizational-studies.html>

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ACADEMIC STANDING

In the Carroll School of Management, an MBA, MSF or MSA student must maintain a cumulative average of 2.67 or higher in their course work to be eligible to graduate. MBA students who receive grades of C or less in five courses are subject to review by the Academic Review Board and may be required to withdraw from the program. MBA students who receive three or more Fs are automatically dropped from degree candidacy. MSF and MSA students who receive grades of C or less in three courses are subject to review by the Academic Review Board and may be required to withdraw from the program. MSF and MSA students who receive two or more Fs are automatically dropped from degree candidacy.

FINANCES

TUITION AND FEES

Tuition and fees for the Carroll Graduate School of Management are billed by July 15 for the fall and December 15 for the spring.

Payment is due on September 6 and January 11 respectively. All students should be registered by July 15 for the fall and December 15 for the spring.

There is a \$150 late payment fee for payments received after the due dates listed above. In severe cases, students whose accounts are not resolved by the due dates may be withdrawn from the University.

For full-time MBA students, the tuition rate for the 2019 - 2020 academic year is \$53, 250. For all other CGSOM students, the tuition for the 2019-2020 academic year is \$1,814 per credit hour.

Graduate Tuition Refund Schedule

Graduate students (except Law students) withdrawing by the following dates will receive the corresponding tuition refund:

First Semester

- by Sept. 4, 2019: 100% of tuition charged is cancelled
- by Sept. 6, 2019: 80% of tuition charged is cancelled
- by Sept. 13, 2019: 60% of tuition charged is cancelled
- by Sept. 20, 2019: 40% of tuition charged is cancelled
- by Sept. 27, 2019: 20% of tuition charged is cancelled

Second Semester

- by Jan. 22, 2020: 100% of tuition charged is cancelled
- by Jan. 24, 2020: 80% of tuition charged is cancelled
- by Jan. 31, 2020: 60% of tuition charged is cancelled
- by Feb. 7, 2020: 40% of tuition charged is cancelled
- by Feb. 14, 2020: 20% of tuition charged is cancelled

No cancellations are made after the fifth week of classes.

Financial Aid

The Boston College Student Services office is responsible for managing students' financial aid applications and packages for need-based aid such as federal loans or work-study. Graduate students wishing to apply for aid must submit the Boston College Graduate Financial Aid Application, Free Application for Federal Student Aid (FAFSA) and a signed copy of the student's (and spouse's

if married and filed separately) most recent Federal Income Tax return (if selected for the federal verification process). Financial Aid applications for continuing graduate students are available in the Office of Student Services, in Lyons Hall. Completion of this form and a FAFSA on the web are required to determine your eligibility for federal financial aid awards. For detailed information on the Boston College financial aid process, please refer to <http://www.bc.edu/offices/stserv/financial/>

ACADEMICS AND REGISTRATION

REGISTRATION

Graduate students register and drop/add using either one of the following options:

- “Register for Courses” link under “My Services” through your Agora Portal account (portal.bc.edu)
- U-View using the University Information System (UIS)
<http://www.bc.edu/offices/stserv/academic/students/uviewplus.html>

The registration systems are available seven days a week, with exceptions, until 11:00 p.m. on September 6, 2019, for the Fall semester, and until 11:00 p.m. on January 22, 2020 for the Spring semester.

For those courses marked as Department Permission, please contact the Graduate Programs Office at 617-552-3773 to register. Students may drop or add a course through the registration systems through September 6, 2019, for the Fall semester, and through January 22, 2020 for the Spring semester. To make changes after those dates, students

must contact The Graduate Programs Office at 617-552-3773.

CROSS REGISTRATION

After consulting with the Graduate Programs Office, students may take elective courses at the Boston College Law School, the Graduate School of Social Work, the Graduate School of Nursing, the Graduate School of Education or the Graduate School of Arts and Sciences. With the exception of dual-degree candidates, students are limited to two cross-registration courses.

Students may cross register for one course each semester (not including Summer) at Boston University and Tufts, through the consortium. Students interested in cross-registering for courses through the Consortium must first seek approval from the Graduate Programs Office and complete the necessary cross-registration forms, available through University Student Services (Lyons Hall). Per the consortium agreement, tuition will be billed through the student's Boston College account, at the Carroll School of Management's Tuition Rate.

COURSE WAIVER POLICY

MBA PROGRAM - FULL TIME

Undergraduate Course Work

FT MBA students who have demonstrated mastery in a core subject may be eligible for equivalency. Mastery typically entails either an undergraduate major in a core course area or at least 2 intermediate to advanced undergraduate courses with grades of B or higher. Students may only receive Equivalency for core courses, based upon undergraduate coursework.

Graduate Course Work

Students who have completed graduate management courses at other AACSB accredited institutions may receive equivalency. Students who have recognized professional

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certification (e.g. CPA, CFA) may also receive equivalency. Students must have a minimum grade of B in all completed course work.

All students interested in equivalency must email gsmstsv@bc.edu to request a course waiver form. If you have any questions, please contact the office for Graduate Programs at (617)552-3773. The course waiver policy can be found here: <https://www.bc.edu/bc-web/schools/carroll-school/graduate/mba/course-waivers.html>

MBA PROGRAM – PART-TIME

Undergraduate Course Work

Evening MBA students who have no prior graduate management education, but have demonstrated mastery in a core subject area can receive advanced standing credit for up to five courses (15 credits), thus reducing the total number of courses the student is required to complete for the MBA degree by giving students credits toward their degree requirements

Typically, if a student has an undergraduate major in a core course area or has taken at least two intermediate or advanced undergraduate courses in that area with grades of B or better, the student is eligible to receive advanced standing credit.

Graduate and Professional Course Work

Part-Time MBA students who have a prior graduate degree in a relevant field or have completed graduate management courses at other AACSB accredited institutions may receive advanced standing for a maximum of five courses (15 credits). Students who have recognized professional certification (e.g. CPA, CFA) may also receive advanced standing.

Students must have a minimum grade of B in all completed course work.

All students accepted into the part-time MBA program will be evaluated to determine their eligibility for Advanced Standing Credit. If not included in their application materials, students may be required to provide official transcripts and other relevant course information necessary to facilitate the review of their academic record. Shortly after receipt of their acceptance letter, students will receive notification of their eligibility to waive courses.

MSF PROGRAM

Incoming students who took an MSF core course as an undergraduate may be eligible to waive the course, and to replace it with an elective, by passing a waiver exam. Waiver exams must be completed no later than the deadline of August 1. Incoming students requesting a course waiver must submit requests to Professor Michael Barry. Students will be notified of the results of their waiver exam prior to the start of the Fall semester. MSF students who received an undergraduate degree from Boston College and who achieved a minimum grade of B+ in an MSF core course taken at Boston College will be allowed to replace that course with an elective, provided they have taken the course within the past five years. Students who received a grade of B or lower or who took the course more than five years prior to starting the MSF program may take a waiver exam or they may re-take the course with a professor other than the one who taught their undergraduate courses.

MSA PROGRAM

Undergraduate Course Work

MSA students who have completed coursework in a pre-requisite subject area will receive credit for having completed such. Most students who have an undergraduate degree in accounting meet all of the pre-requisite requirements. Students with degrees in other areas of study are generally required to complete additional courses in accounting and/or business. For these students, the additional courses are often taken as part of the degree requirement.

Graduate Course Work

Students who have completed Graduate Management courses at AACSB accredited institutions may receive advanced standing credit for a maximum of six semester credit hours. Students must have a minimum grade of B in all completed course work.

All MSA students interested in course waivers should contact The Graduate Programs Office at 617-552-3773.

CARROLL GRADUATE SCHOOL OF MANAGEMENT RESOURCES |

INFORMATION TECHNOLOGY SERVICES

To assure that all students graduating from the Carroll Graduate School of Management have a working knowledge of computers and their application in business environments, computing technology is integrated throughout the curriculum. All students are expected to own or have access to a personal computer with Internet and communications capabilities. IBM-compatible computers are encouraged as the Carroll School of Management is standardized on Windows/Intel-compatible computing platforms.

CAMPUS COMPUTING RESOURCES

Graduate students in the Carroll School of Management have access to a variety of computer resources. The Graduate Computer Lab, located in Fulton 260, is dedicated solely to Graduate Management Programs students. The lab is accessible 24 hours a day and is equipped with personal computers and two laser printers. Workstations are equipped with Microsoft Office software and provide access to the Internet and BC email accounts. Computers in this lab are available on a first-come, first-served basis. A pass code is required for entrance. The code is 5-1-3-4.

The Campus Technology Resource Center (CTRC), located in O'Neill Library, is a full service technology center that provides computing support to the Boston College community. The CTRC computer lab provides public computers, both Windows and Macintosh, with a wide range of software applications. The CTRC also provides technical support through the Walk-In

Help Desk, located in O'Neill 248, as well as through the Help Center, which provides technical support to the BC user community via phone (617-552-HELP (4357)) and via email (help.center@bc.edu). Students may also avail themselves of the CTRC's computer training classes. A valid BC ID is required to access the CTRC resources.

For further details about CTRC, including hours of operation, can be found at <http://www.bc.edu/m/sites/its/hours.html>.

Computers are also available at the Murray Graduate Center and Bapst Library.

LISTSERVS

The Graduate Programs Office has set up program listservs to keep students apprised of key information pertinent to their individual programs. All students will be subscribed, using their BC email address, to the appropriate listserv at the start of their first semester. Listservs are used to communicate academic announcements, career resource information, speakers and events, as well as GSOM student social activities. To ensure your subscription to the listserv, it is your responsibility to verify that your email address is not suppressed in the Information Privacy Preferences section of your Agora account. Our ability to communicate quickly and accurately with students is greatly enhanced with the listservs. Please ensure that you release your email address in your privacy preferences as soon as possible. If you find that you are not receiving emails, please contact The Graduate Programs Office to ensure your information is accurate.

Detailed information on changing your Information Privacy Preferences can be found <https://www.bc.edu/offices/help/getstarted/portal/faq.html>

GRADUATE STUDENT LOUNGES

For times when you need a place to relax or socialize with fellow students, there are several facilities on campus that are available to you. The Graduate Management Student Lounge, in Fulton 124, is accessible 24 hours a day, seven days a week (except during periods when the building is closed). The lounge offers a comfortable place to relax, catch up on reading or have a bite to eat. There is a kitchenette area, that includes a refrigerator and microwave, as well as a flat screen TV. An access code is need to enter the lounge (13-2-4). The Murray Graduate Center also provides a mix of casual lounging areas and meeting/study space.

MEETING/STUDY ROOMS

Graduate Management students may reserve a number of rooms in Fulton Hall for group meetings. These rooms are available on a first come, first served basis and can be reserved using our on-line scheduler, which can be found in your Agora portal under "Other Services" as "CSOM Room Scheduler"

TELEPHONES/FAXES/COPIERS

Telephones

Phones are available for Graduate Management students in each of the breakout rooms located on the first floor of Fulton Hall. Please note that in order to make calls outside of the 617 and 781 area codes on any university phone, students will need to use a calling card. Prepaid calling cards can be purchased at the BC Bookstore, on-line at <http://www.callingcards.com> and at many retail stores.

Conference Calling Options

Boston College has several conference calling options, available through the Voice Services Department. These options are outlined at <http://www.bc.edu/offices/help/comm-collab/phones/conferencecalling.html>. Please note that the Graduate Dean's

Office also has six conference phones available for sign out through the CGSOM on-line scheduler.

Fax Services

A fax machine is available for student use in the Technology Support Center on the third level of O'Neill Library.

Copiers

Self-service photocopiers are located in the O'Neill Library, Bapst Library, the Educational Resources Center, the Law Library, the Newton Resource Center, the Social Work Library, and the Kennedy Resource Center (Carney Hall). In order to utilize these copiers, students must purchase a copy card at the circulation desk in O'Neill Library or at card vending machines located in O'Neill Library, Bapst Library, the Law Library and the Social Work Library.

STUDENT LOCKERS

A limited number of lockers are available to Graduate Management Students. These lockers are located in Fulton Hall. Lockers are assigned on a first-come, first-served basis. Students interested in a locker, must fill out a **Locker Request Form**, which can be found online at

<https://www.bc.edu/content/dam/files/schools/csom/graduate/PDF%20Documents/Locker%20Request%20Form.pdf> Once assigned a locker, students may keep it until they are finished with their coursework.

MURRAY GRADUATE CENTER

The Murray Graduate Center, which is just a short walk across Beacon Street, is a facility that has been set aside exclusively for use by BC's graduate student population. The Center offers a number of services and amenities intended to enhance the quality of graduate student life and to build a sense of community. In addition to producing ongoing social, service, spiritual and academic events, the Center provides such resources as a television and VCR/DVD, game area,

kitchenette and computers as well as meeting and study space. Additionally, the Murray Graduate Center is a wonderful source of information about concerns of interest to graduate students. Specific details about the Murray Graduate Center can be found at <http://www.bc.edu/offices/gsc/mgc>

STUDENT ORGANIZATIONS

Graduate Student Association

The Graduate Student Association (GSA) is comprised of an elected membership that represents the overall graduate student population at Boston College. This group's primary mission is advocacy for the needs of the graduate students at Boston College as well as facilitating opportunities for community building among graduate students across all concentrations.

Graduate Management Association

The Graduate Management Association (GMA) is the elected student government for the Graduate Programs at the Carroll School of Management at Boston College. The GMA is responsible for issues relevant to academic affairs, social events, appropriation of student funds, and both internal and external communications. Its mission is to enrich student life, support programming and promote the overall interests of the Graduate School of Management (GSOM). In pursuit of this mission, the GMA promotes and funds many student clubs and organizations. The GMA maintains a very good web site that includes a calendar of events, on-campus and global business news updates and details on all GSOM student clubs. The web site can be found at <http://www.bcgsma.com>

GRADUATE MANAGEMENT CAREER DEVELOPMENT—MBA

The Graduate Management Career Strategies office is located in Carney Hall, Suite 175. MBA students should email or contact their advisor directly to schedule an advisor appointment. Visit our website at <https://www.bc.edu/bc-web/schools/carroll-school/graduate/career-development.html> for contact information.

We strongly suggest that graduate students visit our Graduate Management Career Strategies' website at www.bc.edu/gmcs for the latest information on career resources, events, important deadlines and schedules. We make available career resources on a separate site that is restricted to members of the BC community. Current students, faculty and staff can sign into this site with their normal BC username and password.

CAREER DEVELOPMENT—MSA and MSF

Students in the MSA and MSF programs can take advantage of a wide range of career and placement services offered by Graduate Management Career Strategies. The services include counseling, career workshops and seminars, mock interview sessions and assistance with writing letters and resumes. Please refer to the website for online resources at <https://www.bc.edu/bc-web/schools/carroll-school/graduate/career-development.html>. Contact your advisor directly to schedule an advisor appointment.

GRADUATE MANAGEMENT CAREER DEVELOPMENT—EVENING MBA, PART-TIME GRADUATE STUDENTS AND ALUMNI

Visit our website at <https://www.bc.edu/bc-web/schools/carroll-school/graduate/career-development.html> for career related and online resources available to graduate students and Alumni, on our secured website. Evening MBA, part-time graduate students and Alumni, may schedule an advising appointment by emailing cgsom.career@bc.edu. Please include your availability of an office or phone appoint

ment, a brief agenda, and an updated resume. Early morning or evening appointments are available throughout the academic year, as well as during the summer months.

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AGORA

The Agora Portal is a central place where a wide variety of information or services from multiple sources are accessible. The information available in the Agora Portal is based on your role(s) (e.g., faculty, staff, or student) at Boston College. Your role(s) determines your access for reading, searching, updating, and personalizing the information and services in your portal. You must be a member of the Boston College community to access the Agora Portal.

Some examples of resources available to you through the Agora Portal include:

- View/change your address information
- Register for/Drop/Add courses
- Access to your BC email account and ability to update email preferences
- Purchase parking pass
- Add funds to your Eagle ID
- Access Library Services

You can access the Agora Portal at <http://portal.bc.edu>. To login, enter your username and your PIN.

For assistance with using the Agora Portal, please contact the Help Center at 617-552-4357 or help.center@bc.edu.

USER NAME AND PERSONAL IDENTIFICATION NUMBER

As a student at Boston College, you will be issued a set of security credentials, including a User Name and a Personal Identification Number (PIN). Both of these should have been e-mailed to you shortly after you made your initial deposit. These are critical pieces of information that you will need to access many electronic systems on campus. If you have not received your user name and PIN by the time you arrive on campus, you should contact the Graduate Programs office in Carney Hall, Room 175 immediately.

EAGLE-ONE CARD

All Boston College students are issued an Eagle-One Card through the Office of Student Services, located in Lyons Hall 103. In order to be issued an Eagle-One Card, you must present proof of identification, such as a driver's license or a passport. This ID card can be used to obtain access to on-campus computer labs, libraries and other venues, such as the Flynn Recreation Complex.

In addition to enabling you access to on-campus venues and events, your Eagle-One Card can be used to open a pre-paid declining balance account that allows you to make purchases at all BC dining facilities, bookstores and on-campus vending machines as well as with many other local vendors. You can open up an Eagle-One Account at any time through Agora and can add money to your account by credit card, electronic funds transfer from your bank account, or through your Student Account (up to \$100). There is a minimum initial deposit of \$20.

PARKING

All students who will be parking a vehicle on campus, at any time, must register their vehicles and must obtain a parking permit from the Office of Student Services. Graduate students have the option of purchasing two types of permits depending upon their class schedule and anticipated time on campus.

- A \$334 one-year permit that allows parking 6:00 a.m. until 2:00 a.m.
- A \$156 one-year permit that 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. Please note that the rates are subject to change. Also, due to the limited parking space available on campus, there are occasional temporary restrictions placed on

parking. It is recommended that you familiarize yourself with Boston College's parking regulations, which can be found at <http://www.bc.edu/offices/transportation/parking/student>

POLICE AND CAMPUS SECURITY

The Boston College Police Department consists of a staff of sworn officers who are granted police authority by the Commonwealth of Massachusetts. The BCPD provides security for students, staff, faculty and guests 24 hours a day, 365 days a year and are prepared to respond to emergencies related to safety and law enforcement on campus and in the immediate surrounding areas. To contact the BCPD during an emergency, you should utilize one of the over 100 emergency call boxes located on Boston College campuses. These boxes are identified by a blue light on top and are activated by pushing the emergency button on the front. In addition, the BCPD provides escort service to members of the BC community traveling around the campus.

HEALTH SERVICES

Boston College's University Health Services provides confidential medical/nursing care and educational programs to safeguard the physical well-being and mental health of the student body. Membership in University Health Services is optional for graduate students and is available through two payment options: payment of the Health/Infirmary Fee or Fee for Service.

University Health Services is located at 2150 Commonwealth Avenue and can be contacted by calling 617-552-3225. The Outpatient Center, which includes a staff of full-time primary care physicians, nurse practitioners and on-site specialty consultants is open Monday through Friday, 8:00 a.m. to 5:00 p.m., during the academic year. The Inpatient Unit, which provides care for students requiring observation and frequent

physician/nurse assessments, is open 24 hours a day during the academic year. The staff also provides urgent outpatient nursing assessments when the Outpatient Center is closed and can be reached at 617-552-3227. Please refer to the University Health Services web site for detailed information: <http://www.bc.edu/offices/uhs/>.

IMMUNIZATIONS

Full-time students registering in the Carroll Graduate School of Management for 9 credit hours or more are required to comply with Massachusetts General Laws (the College Immunization Law). Requirements can be found online at: <http://bc.edu/offices/uhs/forms/immunization.html>.

If proof of immunization for measles, mumps and rubella is not available, a blood Titer showing immunity will be accepted.

Students registered for 8 credit hours or less should review the document titled Meningococcal Disease and College Students. http://www.bc.edu/content/dam/files/offices/uhs/pdf/meningococcal_diseas.pdf

All immunization forms must be received within 30 days from the start of classes. Failure to do so will result in a \$75 administrative fee and you will not be able to register for next semester classes until proof of documentation has been submitted. The only exceptions permitted are conflicts with personal religious beliefs or documentation by a physician that immunizations should not be given due to pre-existing medical problems.

Your immunization information is a critical component of your medical record. Massachusetts State Laws require college students to obtain immunizations based on whether you are considered a full- or part-time student. Once you have determined your credit status please download the appropriate forms, complete and submit to Health Services.

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HEALTH INSURANCE

Massachusetts Law requires all students enrolled in a degree program, regardless of credit hours, to be covered by Health Insurance. Students will be automatically enrolled in the Boston College Student Injury and Sickness Insurance Plan and charged by BC.

Students who do not want to be enrolled in the Student Injury and Sickness Insurance Plan can waive it by providing proof of comparable coverage. In order to show proof of comparable coverage, students need to log on to <http://agora.bc.edu> and complete the online Waiver Form, found under the U-View Option. All Waiver Forms must be submitted by September 21, 2018 for the Fall semester and by January 25, 2019 for the Spring semester. Students who do not complete a Waiver Form by the deadline will be billed the "Student Only" premium and enrolled in the Plan. If you waive the insurance at the beginning of the first semester it will be waived for the entire year. If you wish to obtain the Boston College Student Injury and Sickness Insurance Plan for the second semester, you must go to Student Services prior to the second semester waiver deadline and request to have the waiver removed by completing a Petition to Add form.

COUNSELING SERVICES

University Counseling Services (UCS) provide counseling and psychological services to all full-time graduate students. Part-time or non-matriculating students (including those on dissertation status, on leave of absence or in special programs) are eligible only for consultation, evaluation and referral if appropriate. Services offered by the department include individual psychological counseling, group counseling, crisis intervention, referral and consultation concerning others. The UCS office is in Gasson Hall 001.

There is a psychologist on call 24 hours a day. For psychological emergencies during

regular hours (8:45 a.m. to 4:45 p.m., Monday through Friday), call the Gasson Hall Unit at 617-552-3310. For emergencies after hours or on weekends, call the Primary Care Center in Cushing Hall at 617-552-3227 and ask for the psychologist on call. If there is no answer at the Primary Care Center, call the BC Police Department at 617-552-4444 and ask for the psychologist on call.

SERVICES FOR STUDENTS WITH DISABILITIES

The Disability Services Office is available to assist students with disabilities at Boston College. The office ensures that students with disabilities receive support services and accommodations that allow them equal access to all Boston College programs and the opportunity to realize potential and develop effective self-advocacy skills. The Disability Services Office at Boston College, as required by the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, ensures that students with disabilities receive appropriate accommodations and assistance in order to participate fully in University programs. Please refer to the Disability Services Office web site for details on their services http://www.bc.edu/offices/dos/subsidiary_offices/disabilityservices.html

INTERNATIONAL STUDENTS

The Office of International Students and Scholars (OISS) at Boston College is available to answer any questions regarding visas, employment and other issues unique to international students. OISS is located at Thea Bowman House on College Road. Staff Members can be reached at 617-552-8005. Additional details on the services of the Office of International Students and Scholars can be found at <http://www.bc.edu/oiss>.

CANCELLATION OF CLASSES

If a heavy snowstorm or other emergency necessitates cancellation of classes, students should tune in to WBZ Radio (1030AM), WBZ-TV (Channel 4) or WCVB (Channel 5) between 6:30 a.m. and 8:30 a.m. Students may also call 617-552-INFO for information on an emergency closing or early release. Announcements will also be posted on the BC web site (www.bc.edu) as well as www.bc.edu/emergency. An announcement will inform students if there is cancellation of classes.

LIBRARY SERVICES

The Boston College libraries offer a wealth of resources and services to support research, teaching and learning. Library users have direct access to materials ranging from priceless original manuscripts and rare books to the latest financial and trade data in electronic form. Services provided include circulation services, document services, tutoring, reference and library instruction, and interlibrary loan. In addition to access to our on-campus libraries, as a Boston College student, you will have access to other libraries through BC's membership in several library consortia, including the Boston Library Consortium, the Boston Theological Institute and the New England Library Information Network. Finally, Boston College libraries provide access to more than 500 databases. Among these are the Dow Jones News Retrieval Service, Bloomberg Financial Services, Lexis/Nexis, ABI/Inform, Compustat, CRSP, DRI/Basic Economics and International Financial Statistics.

A list of Boston College libraries, along with descriptions and hours, of operation can be found at <http://www.bc.edu/libraries/>.

BOOKSTORE

The Boston College Bookstore is the campus source for textbooks as well as a large

selection of general books, including best sellers, study aids, reference books and a broad assortment of standard titles in every academic subject. It also offers a wide selection of BC paraphernalia, stationery and office supplies, toiletries, greeting cards and gifts. The main Bookstore is located in McElroy Commons, on the Chestnut Hill Campus. Additionally, the Bookstore maintains an on-line store that allows you to order from the Bookstore's inventory right from your computer. You can access the Bookstore's web site at www.bc.edu/bookstore.

DINING FACILITIES

BC Dining Services offers a wide array of foods, from your favorite comfort foods to gourmet entrees to hamburgers, pizza, and ethnic cuisine. The University operates seven dining facilities, open as early as 7:15 a.m. and as late as 2 a.m. Take-out meals are also available. Details on each of our dining facilities, as well as their hours of operation, can be found at <http://www.bc.edu/offices/dining/>.

Of particular interest to CGSOM students is the Bean Counter, which is located on the first floor of Fulton Hall. The Bean Counter, which offers sandwiches, salads, snacks and beverages, is open September through May, 4:00 p.m. - 8:00 p.m. The Bean Counter accepts cash as well as payments made with Eagle One cards.

ATM/BANKING SERVICES

There are Bank of America machines located in McElroy Commons, Walsh Hall, and Corcoran Commons on the Chestnut Hill Campus.

Personal checks may be cashed Monday through Friday, 9:00 a.m. to 4:00 p.m., at the cashier's window on the first floor of More Hall. A valid BC ID must be presented, and a \$0.50 service fee is charged. Returned checks will be fined.

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MAILING SERVICES

Boston College has a full-service U.S. Post Office located on campus. The Post Office, which is located on the second floor of McElroy Commons, handles first-, second- and third-class mail, as well as packages, express, certified and registered mail. The Post Office is open:

Monday - Friday 10:00 a.m. to 6:00 p.m.
Saturday 10:00 a.m. to 3:00 p.m.

In addition to the Post Office, mail boxes are located at a number of locations around campus.

LOST AND FOUND

The Boston College Police Department maintains a Lost and Found section at its headquarters in the Lower Campus Administration Building. Lost items that are turned in will be held until the end of each semester. Every effort is made to restore lost items to their rightful owners; however, it is the owner's responsibility to report and/or claim lost articles. For further information call 617-552-4440.

HOUSING

While Boston College does not currently offer on-campus graduate housing, the Off-Campus Housing Office is available to assist members of the Boston College community searching for local housing. The Office maintains extensive listings of housing opportunities in the surrounding area. This list is updated on a regular basis and includes a wide range of housing options, including house and apartment rentals, room-mate wanted and prospective roommate notices and free room and board in exchange for service arrangements. The Off-Campus Housing Office can be reached at 617-552-3075 or at <http://www.bc.edu/offices/reslife/offcampus.html>. Please note that

this office acts only in an advisory capacity. Individual students are responsible for making contact with landlords and prospective roommates and for negotiating the terms of all housing-related agreements.

ATHLETICS AND RECREATION

Season Tickets

It is no secret that athletics is an integral part of the Boston College community and many graduate students enjoy cheering on our home teams. Full-time students can purchase season tickets at student rates to all home games. Season tickets are available to evening/part time students a normal cost. Season Tickets can be purchased in the Athletic Office, in Conte Forum, by phone at 617-552-GoBC, or by completing the season ticket application on the athletics web site www.bceagles.com.

William J. Flynn Recreation Complex

Graduate students may purchase a membership to the William J. Flynn Recreation Complex (the Plex) by presenting a valid Eagle-One Card. Facilities at the Plex include racquetball, squash and tennis courts; areas for volleyball, basketball and aerobics; 1/8 mile track; fitness equipment; and an Olympic-size, eight-lane pool. Information about membership and the Plex's facilities can be found at http://www.bc.edu/bc_org/ath/plex/index.html.

TRANSPORTATION

Shuttle Services

Boston College provides regular shuttle bus services between the Chestnut Hill and Newton campuses and to the Reservoir (Green Line) T stop. The buses operate on a daily basis according to a schedule issued by the Housing Office. During the academic year, the shuttle is in operation between 7:00am and 2:00am. For schedule information, please visit: <http://www.bc.edu/offices/transportation/bus>. Disabled students should contact the Office of the Dean for Student

Development for information and assistance regarding bus services (617-552-3075).

Public Transportation

The Massachusetts Bay Transportation Authority (MBTA or the T), the nation's oldest and fourth largest transportation system, provides access to all areas of the city of Boston as well as to the immediately surrounding cities and towns. Boston College is accessible by the T's Green Line using three routes (B,C and D). The B Line reaches its final destination on Commonwealth Avenue, across from the St. Ignatius Church entrance. By taking the C or D lines to the Reservoir stop, in Cleveland Circle, you can connect with the BC Shuttle Bus. The Longwood stop on the D Line is about a 10 minute walk to campus. You can find more details about T schedules and fares at <http://www.mbta.com/>.

BOSTON COLLEGE

CARROLL SCHOOL *of* MANAGEMENT

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