

# BOSTON COLLEGE EXPERIENCE PROGRAM STUDENT HANDBOOK



**SUMMER 2022**

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## SECTION I

### IMPORTANT NOTE TO PARENTS AND STUDENTS

We encourage students and families to review this handbook together and become familiar with the resources and policies outlined to ensure a successful summer. This handbook provides Boston College Experience (BCE) students and their families with useful information about the campus resources, campus life and program policies.

If you have any questions, please feel free to contact us at 617-552-3800 or [bce@bc.edu](mailto:bce@bc.edu)

**ABBREVIATIONS:**

**BCEP**-Boston College Experience Program; may also be noted as BC Experience Program

**RD**: Resident Director

**PC**: Program Coordinator

**PA**: Program Assistant

*Boston College reserves the right to make changes to its written policies, rules, and regulations at any time, with or without prior notice. Please visit the Boston College Experience website for the most up-to-date version of the Student Handbook.*

## **SECTION II**

### **HELPING YOUR STUDENT HAVE A SUCCESSFUL SUMMER**

#### **ENCOURAGE INDEPENDENCE**

The Boston College Experience (BCE) is the perfect opportunity for your child to begin the journey of exploring their passion for the arts and communication. Allow your child to take care of their issues or concerns. Encourage them to speak to an instructor or Professional Studies staff member.

#### **ENCOURAGE ATTENDANCE AND PARTICIPATION**

We understand that other summer plans may overlap with the BCE Program but we ask that during the program hours you refrain from making any plans that may take your child out of class.

The BCE Program are accelerated academically and require an intense and focused commitment. Your child was chosen because they showed passion and talent. Understand that attendance and participation are fundamental for success.

#### **ENCOURAGE RESPONSIBILITY AND PROFESSIONALISM**

If your child knows in advance that they will have to miss a class, it is their responsibility to notify their instructors of the intended absence and to make up the work. This is a responsibility that prepares your child for the college environment.

#### **ACCEPT IMPERFECTION**

“Success is often the result of taking a misstep in the right direction.” Al Bernstein

The BCE Program will introduce students to new and challenging methods of learning. Please remind your child that participation in this program (and in life) is about learning from instructors, their fellow students, and themselves. Please emphasize the growth they will experience and the intention is not to be the best but to be their best selves.

“I don’t believe in failure. It is not failure if you enjoyed the process.” Oprah Winfrey

**READ, ACCEPT, AND ENFORCE THE CODE OF CONDUCT, GUIDELINES, AND POLICIES OF THE PROGRAM** Please take the time to go over the Handbook with your child. Code of Conduct, Guidelines, and policies are in place to ensure the safety of your child and provide a safe and comfortable learning environment. We will always try our best to accommodate your child’s needs and requests.

## SECTION III

### 2022 BCE PROGRAM DATES & DEADLINES

#### APPLICATION DATES AND DEADLINES

Date	Time	Activity
<b>January 24, 2022</b>	n/a	BCE Application Opens
<b>February 15, 2022</b>	n/a	1 <sup>st</sup> BCE Deadline
<b>March 15, 2022</b>	n/a	2 <sup>nd</sup> BCE Deadline
<b>April 15, 2022</b>	n/a	3 <sup>rd</sup> BCE Deadline (Int'l Student & 2 2-Week Applicants)
<b>May 15, 2022</b>	n/a	Final Deadline

#### BCE PROGRAM FEE AND FORMS DEADLINE

<b>Two Weeks after Acceptance Date</b>	n/a	Program Fee Due
<b>Monday, June 6</b>		Program Forms Due

#### BCE PROGRAM DATES

<b>June 30-August 12</b>	n/a	BCE Honors-online
<b>July 5-July 15</b>	n/a	<b>Session I Two-Week NC Courses:</b> Fundamentals of Economics Government, Globalism & Capitalism Forensics, Profiling & Crime Scene Analysis Writing for College Writing for Visual Media: Stage Intro to Concepts in Psychology-online
<b>July 18-29</b>	n/a	<b>Session II Two-Week NC Courses:</b> Creative Writing Workshop Politics & Democracy Business & Leadership Institute Sections 1 & 2 Psychology of the Arts
<b>August 1-12</b>	n/a	<b>Session III Two-Week NC Courses:</b> Writing for Visual Media: Screen Business & Leadership Institute Section: 3 Sports Management Institute Applied Neuropsychology

#### BCE MOVE-IN/ORIENTATION

<b>tba</b>	n/a	BCE Honors Orientation
<b>Monday July 4<sup>th</sup></b>	n/a	Session I Move-In & Orientation
<b>Sunday, July 17<sup>th</sup></b>	n/a	Session II Move-In & Orientation

<b>Sunday, July 31<sup>st</sup></b>	n/a	Session III Move-In & Orientation
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**BCE CERTIFICATE PRESENTATION/MOVE OUT**

<b>Friday, July 15<sup>th</sup></b>	3pm-5pm	Session I Certificate Presentation
<b>Saturday, July 16<sup>th</sup></b>	9am-Noon	Session I Move-Out
<b>Friday, July 29<sup>th</sup></b>	3pm-5pm	Session II Certificate Presentation
<b>Saturday, July 30<sup>th</sup></b>	9am-Noon	Session II Move-Out
<b>Friday August 12<sup>th</sup></b>	3pm-5pm	Session III Presentation
<b>Saturday August 13<sup>th</sup></b>	9am-12pm	Session III Move-Out

**BCE TWO-WEEK NON-CREDIT COURSES DAILY SCHEDULE**

<b>Time</b>	<b>Activity</b>
8:00AM	Wake Up, Breakfast
9:00AM	Morning Class
12:00PM	Lunch
1:30PM	Afternoon Class
3:30PM	Enrichment/College Prep
5:30PM	Dinner
7:00PM	Organized dorm activity/evening event/free time

**CERTIFICATE CEREMONY**

The in-person Two-Week Non-Credit Courses will have a Certificate Ceremony from 3 p.m.-5 p.m. on the final Friday.

## SECTION IV

### OVERVIEW OF UNIVERSITY

#### HISTORY

Boston College was established in 1863 in the city for the working class as Boston's first Jesuit institution of higher learning. Later, the University shifted six miles outside urban activity to accommodate the number of its growing student population.



#### STRUCTURE OF UNIVERSITY

The University has nine schools and colleges, Morrissey College of Arts and Sciences, Carroll School of Management, Connell School of Nursing, Lynch School of Education, School of Social Work, Woods College of Advancing Studies, School of Theology and Ministry, Law School, and Graduate School of Arts and Sciences.

#### CAMPUS LAYOUT

Boston College has three campuses: the Newton Campus, the Brighton Campus, and the Chestnut Hill Campus. The Chestnut Hill Campus (Main Campus) houses the University's oldest building, most of its academic and residence halls, athletic facilities and dining locations. The Boston College Experience courses will take place here.

Other Boston College Campus include:

The Newton Campus is home to the Boston College Law School, athletic fields, and several freshman residence halls.

The Brighton Campus is home to the School of Theology and Ministry, the McMullen Museum of Art, administrative offices (Human Resources, University Advancement, Information Technology Services, and University Communication) and several new athletic fields.

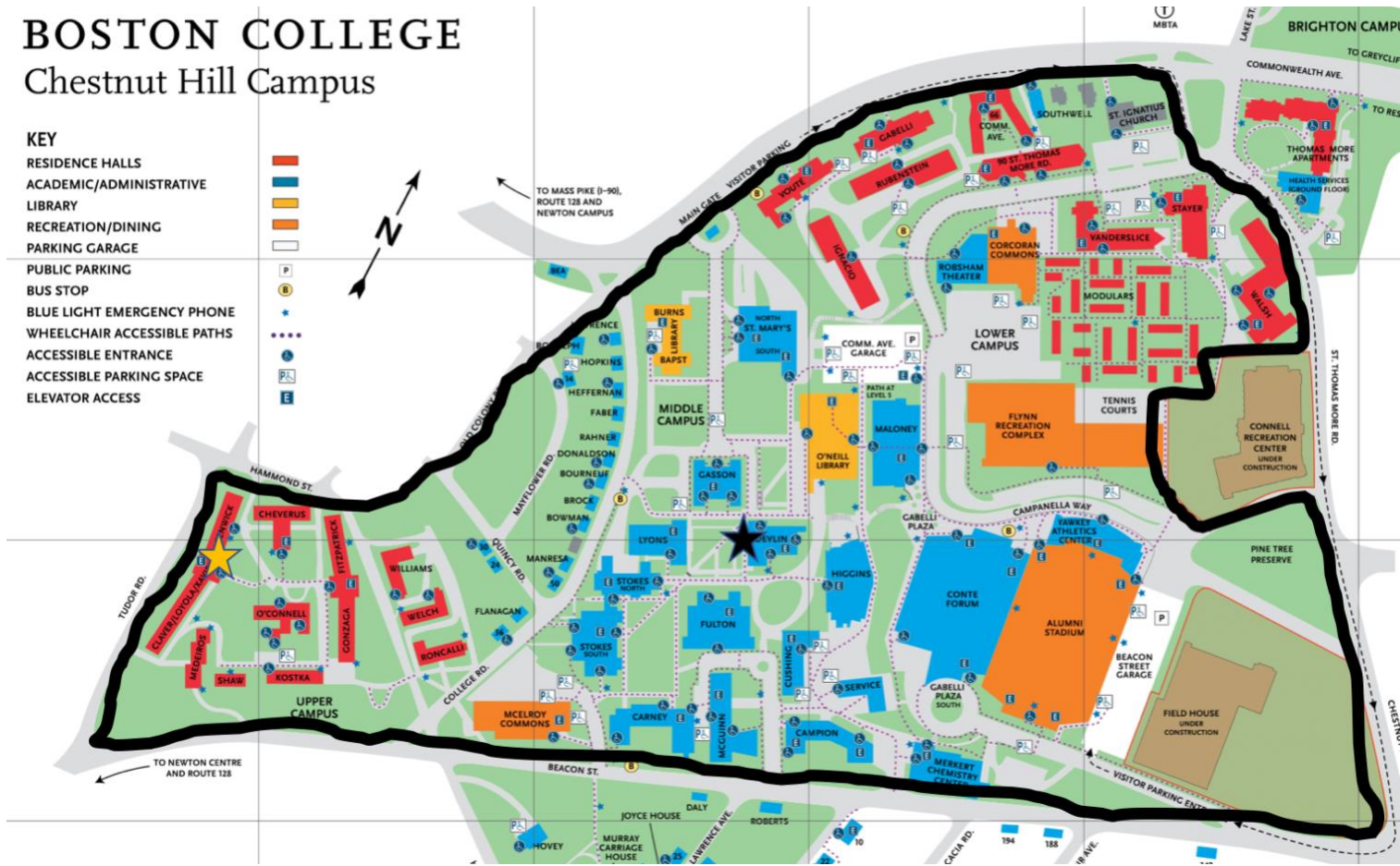
CAMPUS MAP

# BOSTON COLLEGE

## Chestnut Hill Campus

**KEY**

- RESIDENCE HALLS
- ACADEMIC/ADMINISTRATIVE
- LIBRARY
- RECREATION/DINING
- PARKING GARAGE
- PUBLIC PARKING
- BUS STOP
- BLUE LIGHT EMERGENCY PHONE
- WHEELCHAIR ACCESSIBLE PATHS
- ACCESSIBLE ENTRANCE
- ACCESSIBLE PARKING SPACE
- ELEVATOR ACCESS



**TRAVEL DIRECTORS TO BOSTON COLLEGE**

<https://www.bc.edu/bc-web/about/maps-and-directions.html>



## SECTION V

### ACADEMIC LIFE

#### COVID-19 INFORMATION

We continue to remain flexible in our response to changing developments due to COVID-19. The health and safety of our students, faculty, and staff is our first priority. If we are unable to conduct the program on campus as planned, we will shift to remote instruction. Any changes to program format will be communicated promptly if and when they are confirmed. All updates regarding COVID-19 can be found here: <https://www.bc.edu/bc-web/sites/bc-forward.html>

#### ATTENDANCE & CLASSROOM CONDUCT

The BC Experience strives to provide your student with an authentic and engaging college experience. Class attendance is taken daily and if a student is absent, the faculty member will contact the Program Director. Parents will be contacted if there is more than one, non-excused absence from class.



#### ABSENCES

##### ***Residential Students:***

If you are going to be absent from class due to illness ***students should notify the Program Coordinator on duty and the PC will email the instructor.***

##### ***Commuter Students:***

If you are going to be absent from class due to illness ***students should notify the Program Coordinator on duty and the PC will email the instructor.***

#### TARDINESS

**Residential Students:**

Tardiness will only be excused if you are delayed by technical issues, please contact Program Coordinator. The Program Coordinator will notify your instructor will be notified.

**Commuter Students:**

Tardiness will only be excused if you are delayed due to any travel delays (i.e. traffic, public transportation delays), please contact [Tori.Weston@bc.edu](mailto:Tori.Weston@bc.edu). She will notify the instructor.

Excessive tardiness could result in disciplinary action.

**UNEXCUSED ABSENCES**

With each absence the Custodial Parent/Legal Guardian will be notified. Two unexcused absences could result in disciplinary action.

**MISSED CLASSES AND ASSIGNMENTS**

Arrangements to make up missed class time and/or missed assignments should be made directly between the student and the instructor.

**ABSENCE FOR FAMILY EVENTS/EMERGENCIES**

The Custodial Parent/Legal Guardian should notify Tori Weston at [Tori.Weston@bc.edu](mailto:Tori.Weston@bc.edu) of any prior family events in which a student is expected to attend that coincides with the program. Arrangements should be made in advance to make up any work missed. Students may not miss class to attend birthday parties, weddings, and other events such as family vacations, unless these events occur during non-program hours. In the event of a family emergency, please notify Tori Weston at [Tori.Weston@bc.edu](mailto:Tori.Weston@bc.edu).

**CLASSROOM CONDUCT**

The BCE Program is about developing and building community and collaboration. A strong community depends on good judgment and considerate behavior of its members. Students should adhere to the following:

- Cell phones and other distracting, unnecessary electronic devices may not be used during class time. If you have an emergency situation and need to keep your phone on, please pre-arrange this with the instructor before the class begins.
- Be prepared for class with the proper books and materials. Please come to class on time and ready-to-work.
- Give positive constructive criticism that will benefit not only a fellow classmate's work but also your own. Your instructors will help guide you through giving and receiving constructive peer feedback.
- Be respectful to your fellow students and faculty in your words, actions, and deeds. Disrespect or harassment of any student or Boston College employee, whether on or off-campus, will not be tolerated.
- Remain open-minded and welcoming of interaction with people who may have different viewpoints or cultural backgrounds.
- Expect to work hard. The Boston College Experience Program will require students from time to time to have homework. Assignments are expected to be completed on time.

**COLLEGE PREP/ENRICHMENT**

Each afternoon from 3 p.m. to 5 p.m. students will engage in the College Prep/Enrichment segment. For College Prep students will meet staff from various offices on the Boston College campus (Admissions, First-Year Experience, Campus Ministry, etc) to learn about Boston College as well as how to prepare for college. Students will also have an opportunity to hear from students directly during our Ask a BC Student series, students will meet with a current BC student. The student will discuss their journey to BC, their major, and

give students first-hand knowledge of the campus.

### **WEEKEND EXCURSIONS**

Over the course of the program, there will be regular organized activities that are intended to expand upon the students' classroom and residential experiences to assist in creating and sustaining a cohesive community. Students are expected to take part in these programs as they are essential for students to obtain the full value of the BCE program, and will also give participants the opportunity to share in unique experiences with their peers.

**Commuter Student Participation:** Commuter students are required to attend College Prep/Enrichment courses unless excused by the Program Director, and are invited to participate in all non-mandatory programs.

### **LETTERS OF RECOMMENDATION**

Each instructor will have their own policy about letters of recommendation. Students should contact the instructor in a timely manner to discuss a request for a letter of recommendation. If the instructor agrees to supply such a letter, the student must provide the instructor with the name and address of the college or university to which the recommendation will be sent. No recommendations will be sent directly to the student.

### **TRANSCRIPTS & CERTIFICATES**

*BCE Honors students:*

**To request transcripts, please go to:**

<https://www.bc.edu/bc-web/offices/student-services/registrar/transcript-requests.html>

### ***Two-Week Non-Credit Course:***

Students will receive a Certification of Completion at the end of their two-week course.

## CAMPUS RESOURCES

### ***THOMAS P. O'NEILL, JR. LIBRARY***

The [Thomas P. O'Neill, Jr. Library](#) contains over a million volumes and nearly 17,000 serial subscriptions. BCE students are encouraged to get to know the library resources quickly.

### ***COMPUTING SERVICES***

The [Information Technology Services Help Center](#), is located in the O'Neill Library. The facility includes a technology Help Desk in Room 248. Multimedia software and hardware are located in O'Neill 205. Computers with general productivity and research software are on the third floor behind the Reference Desk, and printers are on the first and third floors. Valid BC ID is required.

### ***CAMPUS BOOKSTORE***

The [Boston College Bookstore](#) is the place for textbooks, bestsellers, study aids, stationary, college supplies, gifts, BC clothing and small items such as newspapers and snacks. The bookstore is located in the first floor of the McElroy Commons.

### ***RECREATION FACILITIES***

The [Margot Connell Recreation Center](#) is the focal point for athletic activities and recreation and includes a 10,000 square foot fitness center available to BCE participants for an additional fee. Use of the Connell Recreation Center is subject to rules and regulations, including regulation pertaining to use by minors.

### ***DINING FACILITIES***

With your ID Card and meal plan you will have access to a number of on-campus locations. BC Dining Services has at least one location open for breakfast, two for lunch, and one for dinner. Visit [BC Dining Services](#) for hours and location and other information.

### ***HEALTH SERVICES***

The [University Health Service Clinic](#) is located on the ground level of the Thomas Moore Apartments at 2150 Commonwealth Avenue. It is open Monday through Thursday from 8:30 a.m. to 4:30 p.m.; Friday 9 a.m. to 3 p.m. The clinic provides emergency treatment of minor injuries or illness and willingly acts as a liaison with community doctors for any help necessary in which the clinic cannot provide. For routine care call (617)-552-3225; in an emergency call (617) 552-4444.

### ***ACADEMIC SUPPORT***

The [Connors Family Learning Center](#) offers free tutoring to Boston College students and is located in the second floor of the O'Neill Library. Tutoring is provided by current BC students who have demonstrated excellent skills in a particular subject area. For General Inquiries call 617-552-8055. For Tutoring Inquiries call 617-552-0611

### ***DISABILITY SERVICES***

The [Disability Services Office](#) empowers students with medical, physical, psychological, or temporary disabilities to achieve their educational, career, and personal goals.

### ***RELIGIOUS SERVICES***

The [Office of Campus Ministry](#) is located in McElroy 215. A complete listing of the mass schedule and of local clergy and detailed information on religious services of many faiths.

## SECTION VI

### ONLINE/ASYNCHRONOUS LEARNING

#### SECURITY PRECAUTIONS

All courses are password protected and behind a firewall.

#### CAMPUS ACCESS

As part of the online Boston College Honors Program, students will have only virtual access to the Boston College Library; Honors Program students are not allowed on the physical campus this summer under any circumstances.

#### PARTICIPANT CREDENTIALS

Students participating in both the for-credit Boston College Honors Program AND the BC Non-Credit Programs will receive credentials (BC Eagle ID number and BC Username) from the BCE Program office shortly after confirmation of intent to enroll with instructions on how to activate their BC online presence. Please watch out for this email.

#### ASYNCHRONOUS ONLINE LEARNING: DESCRIPTION AND EXPECTATIONS

BCE Honors Program courses and the Two-Week Non-Credit courses *Introduction to Concepts of Psychology* and *Applied Neuropsychology* are offered fully online in a primarily asynchronous format.

Asynchronous learning is not the same as remote learning. Students will not be expected to meet in a Zoom classroom every day at a specific time for a live class. Your "classroom" will be the Canvas Learning Management Platform and you will engage with the faculty, other classmates and the materials primarily on your own time.

Asynchronous learning doesn't mean you are not expected to participate every single day!

Students in the Honors Program, *Introduction to Concepts of Psychology*, and *Applied Neuropsychology* will have assignments due each day (i.e., required readings, viewings, discussion board participation, etc).

Detailed instructions for completion of these assignments, including relevant resources and links, will be provided daily by faculty through the Canvas Learning Platform. You will receive access to the learning platform the day the course begins.

Students should expect to dedicate about 2–3 hours per day engaged with the course materials and completing the tasks as assigned by the faculty. Please refer to the specific course for details.

**Remember, just because you may not be expected to log in at a specific time each day you are still expected to log in daily.**

Students may also be required to collaborate in group work. The amount of group work will be dependent upon the specific course.

Please refer to the specific course of interest for details on live sessions days and expectations.

#### NETIQUETTE

[ net-i-kit, -ket ]noun. the rules of etiquette that apply when communicating over computer networks, especially the Internet.\*

Good communication is key in an online course. You will be participating in online discussion boards, as well as communicating with your professors and fellow students directly through email, chat, and other online communication tools. For the most part, online etiquette, or netiquette, is similar to etiquette in a face-to-face

classroom. The main difference is the lack of auditory and visual cues that often provide us with additional information. Read through the following netiquette tips.

### **CANVAS/DISCUSSION BOARD NETIQUETTE**

- Be respectful. Post only what you would say in a face-to-face conversation. Avoid offensive language, off-color jokes, insults, or threats. Criticism should be constructive. You can show that you are trying to understand a differing viewpoint by acknowledging and restating what the other person has said in your own words
- Be sure to cite sources in online discussions, just as you would in a paper or a face-to-face discussion.
- Avoid using all capital letters when communicating online. All caps implies that you are yelling.
- Use proper English (spelling and grammar). Abbreviations and spelling shortcuts may be appropriate when texting or emailing friends, but not in an online course. Make sure you are using complete sentences, correct spelling, and good grammar.
- Stick to the point. Avoid commentary that does not add to the discussion. Read through discussion threads before posting your comments to avoid repeating what others have already stated.
- Respect others' privacy. Don't share emails or messages that were sent directly to you without the sender's permission.
- Log out of Canvas, Google, and other password-protected systems when you are finished, especially on public computers.
- Be patient and forgiving. Try not to get offended easily. Ask for clarification if something is unclear rather than making assumptions.
- Be forgiving of other people's mistakes, and cheerfully acknowledge your own if you make them. Don't correct insignificant problems in front of the entire class.
- Keep a positive tone. Avoid posting online when you are angry or tired. If you do, avoid sending immediately. Save a draft and review it later when you are calmer.

### **ZOOM/VIDEO CONFERENCE NETIQUETTE**

- Be professional during video conferences. Present yourself during online office hours or classroom sessions as you would if you were attending in person: dress appropriately, arrive on time, etc.
- Have Materials Ready. Be ready for your live class. Gather any materials you need ahead of time.
- Stay in One Spot during the Zoom. Resist the urge to show off your pets or walk around your house. Stay in one place while your class is in progress.
- Don't Use A Fun Background. Zoom has a ton of fun backgrounds, but don't use them during class. It makes it very difficult for them to see you. If possible, find a spot in your house that has a simple background and has good lighting. But, don't sit in front of a window with the light streaming in behind you; that will also make it hard for people to see you
- Know When and How To Mute. The mute button is your friend in zoom. When your device picks up any sound, zoom grabs your screen and puts you front and center. That's great if you are answering a question or adding a comment. Turn on mute and keep it on until it is your time to speak.
- Find a Quiet Spot. To avoid distraction for you and the others in the class, find a quiet spot in your house. It will be easier for classmates to hear from you and for you to hear them.
- Be On Time. Be on time for your zoom call. Log you into the call a few minutes early to make sure your device is working properly.
- Wait Your Turn. Instructors and teaching assistants will probably give you a signal to use, like raising your hand, if you have something to say. Use good manners by using this signal before speaking.
- Be Presentable. Take a few minutes to make yourself presentable. Brush your hair and teeth. Change out of your pajamas.
- Be Respectful. During your zoom class, act like you would in your class at school.

*Resources: Dictionary.com; OrganizedMom.com; Emerson College Instructional Design Group*

## **SECTION VII**

### **COMMUTER STUDENTS**

We understand that not everyone's circumstances are the same, but we strongly suggest that students participating in the Boston College Experience do so as residential students. Living on campus provides that true college experience, and the organic friendships that develop as part of dorm life and are difficult for a commuter student to replicate.

Commuter students are welcome on campus at any time and may make use of a majority of the services available, but **due to security reasons only residential students are allowed in the residence hall at ANY TIME.**

#### **DINING SERVICES**

Commuter students may join their classmates in any of the dining halls for meals. They may pay by cash, debt, or credit card.

#### **COMMUTER PROGRAM FEE**

The commuter students fee includes:

Academic course participation and all associated academic activities (i.e., field trips)

Enrichment/College Prep seminars

Some Extracurricular Activities

#### **PARKING**

Parking is not allowed on campus by BCE students. Parents/guardians should arrange drop off and pick up times from campus with their students as their schedule permits. We suggest the main entrance at 140 Commonwealth Avenue as a safe and accessible location, but you may determine the location as appropriate.

#### **STUDENT ID**

Each BCE student will receive an BC ID.



## SECTION VIII RESIDENTIAL STUDENTS

### ARRIVAL & DEPARTURE INFORMATION

#### BCE SESSION 1

##### **SESSION 1 ARRIVAL INFORMATION MOVE-IN DATE: MONDAY, JULY 4<sup>TH</sup>**

Students who will be participating in the following courses will move in on Monday, July 4th:

- Fundamentals of Economics
- Forensics, Profiling and Crime Scene Analysis
- Government, Globalism, and Capitalism
- Writing for College
- Writing for the Visual Medium: Stage

#### **CHECK-IN TIME AND LOCATION**

The expected check in time for your program is Monday, July 4th, between 10:00 a.m. - 12:00 p.m. Students should arrive at Fenwick Hall 2 Tudor Rd, Chestnut Hill, MA 02467.

#### **EARLY OR LATE CHECK-IN**

If you need to check in before 10:00AM or after 12:00PM. We will do our best to accommodate any reasonable check in requests. Students should arrive at Stayer Hall 70 St Thomas More Rd, Brighton, MA, 02467

#### **ARRIVAL FORM**

Please fill out the Arrival Form. The form is due June 6, 2022: <https://forms.gle/rHqxFkdnR1hujnXL7>

#### **SESSION 1: DEPARTURE INFORMATION FINAL MOVE-OUT DATE: SATURDAY, JULY 16<sup>TH</sup>**

Students must check-out by 12:00pm on Saturday, July 16<sup>th</sup> .

You need to check out with a PA or PC in the Fenwick Lobby between 8:00 a.m. and 12:00 p.m.

#### **EARLY MOVE OUT:**

Students can move out early. Early move out can take place Friday, July 15<sup>th</sup> after 4:00 p.m.

#### **MOVE OUT FORM**

Please fill out the Move Out Form. The form is due June 6, 2022

<https://forms.gle/NFEhnMFzNnKoJHkMA>

**There will be no late move-outs. Students must be checked out of the residence hall by 12:00 p.m. on Saturday, July 16<sup>th</sup>.**

## **BCE SESSION 2**

### **SESSION 2 ARRIVAL INFORMATION MOVE-IN DATE: SUNDAY, JULY 17<sup>TH</sup>**

Students who will be participating in the following courses will move in on Sunday, July 17<sup>th</sup>

- Business and Leadership Institute-Session 2 Participants
- Creative Writing Workshop
- Psychology of the Arts
- Politics and Democracy
- Writing for the Visual Medium: TV

### **CHECK-IN TIME AND LOCATION**

The expected check in time for your program is Sunday, July 17<sup>th</sup> , between 10:00 a.m. - 12:00 p.m. Students should arrive at Fenwick Hall 2 Tudor Rd, Chestnut Hill, MA 02467.

### **EARLY OR LATE CHECK-IN**

If you need to check in before 10:00AM or after 12:00PM. We will do our best to accommodate any reasonable check in requests. Students should arrive at Stayer Hall 70 St Thomas More Rd, Brighton, MA, 02467

### **ARRIVAL FORM**

Please fill out the Arrival Form. The form is due June 6, 2022:

<https://forms.gle/jywERHKFqtRV21q68>

### **SESSION 2: DEPARTURE INFORMATION FINAL MOVE-OUT DATE: SATURDAY, JULY 30<sup>TH</sup>**

Students must check-out by 12:00pm on Saturday, July 30<sup>th</sup> .

You need to check out with a PA or PC in the Fenwick Lobby between 8:00 a.m. and 12:00 p.m.

### **EARLY MOVE OUT:**

Students can move out early. Early move out can take place Friday, July 29<sup>th</sup> after 4:00 p.m.

### **MOVE OUT FORM**

Please fill out the Move Out Form. The form is due June 6, 2022

<https://forms.gle/w4SXwpagaL77t61m6>

**There will be no late move-outs. Students must be checked out of the residence hall by 12:00 p.m. on Saturday, July 29<sup>th</sup>.**

## BCE SESSION 3

### SESSION 3 ARRIVAL INFORMATION MOVE-IN DATE: SUNDAY, JULY 31<sup>ST</sup>

Students who will be participating in the following courses will move in on Sunday, July 31<sup>st</sup> :

- Business and Leadership Session 3 Participants
- Sports Management Institute
- Writing for the Visual Medium: Screen

### CHECK-IN TIME AND LOCATION

The expected check in time for your program is Sunday, July 31<sup>st</sup> , between 10:00 a.m. - 12:00 p.m. Students should arrive at Fenwick Hall 2 Tudor Rd, Chestnut Hill, MA 02467.

### EARLY OR LATE CHECK-IN

If you need to check in before 10:00AM or after 12:00PM. We will do our best to accommodate any reasonable check in requests. Students should arrive at Stayer Hall 70 St Thomas More Rd, Brighton, MA, 02467

### ARRIVAL FORM

Please fill out the Arrival Form. The form is due June 6, 2022:

<https://forms.gle/arEpj97bP7jydvMj8>

### SESSION 1: DEPARTURE INFORMATION FINAL MOVE-OUT DATE: SATURDAY, AUGUST 13<sup>TH</sup>

Students must check-out by 12:00pm on Saturday, July 16<sup>th</sup> .

You need to check out with a PA or PC in the Fenwick Lobby between 8:00 a.m. and 12:00 p.m.

### EARLY MOVE OUT:

Students can move out early. Early move out can take place Friday, August 12<sup>th</sup> after 4:00 p.m.

### MOVE OUT FORM

Please fill out the Move Out Form. The form is due June 6, 2022

<https://forms.gle/VmjWQ61koT3J3yQH8>

**There will be no late move-outs. Students must be checked out of the residence hall by 12:00 p.m. on Saturday, August 13<sup>th</sup>.**

### PACKING LIST

Use this checklist to make sure you have everything you need for time at Boston College Experience Program. These are just suggestions; you should adapt this list to suit your own situation. To save packing or shipping, it might make sense to buy some of these items after you arrive.

#### TAKE IT

#### (POPULAR ITEMS TO PACK)

Extra-long twin sheets  
 Bed linens, blankets, pillows  
 Enclosed mattress pad  
*(Egg crates/plain foam are prohibited)*  
 Towels

Shower sandals  
 Bucket/tote for toiletries  
 Laundry basket and detergent  
 Cleaning supplies  
 Small vacuum  
 Calendar /planner  
 Small fan  
 Desk lamp

Television  
 Surge protector power strip  
 Hangers  
 Blue painters' tape  
 Underbed storage  
 Holiday lights  
*Two strands and LED/UL only*

**LEAVE IT  
 (PROHIBITED ITEMS)**

Non-university mattresses  
 Candles, hookahs, incense, and other sources of  
 open flames  
 Space heaters  
 Heating blankets  
 Air conditioning units  
 Extension cords  
 Barbeque grills  
 Lamps with more than three arms  
 Hover boards  
 High voltage microwaves  
*May bring one if 800 W or less*  
 Full-size refrigerator  
 Hot plate  
 Toaster/toaster oven  
 Electric frying pan  
 Sandwich grill/waffle iron  
 Coffee makers  
*Including single-cup brewers*  
 Real or toy weapons  
 Alcohol, drugs, and related paraphernalia  
*For a comprehensive list of policies, visit  
 bc.edu/reslife*

**HOUSING**

Students will be housed in traditional doubles-style housing on same sex floors with a community bathroom as well as lounges on each floor.

**ROOMMATES**

Residential students will be housed according to how they fill out the Roommate Questionnaire. Any roommate requests should be indicated on the form.

**DORM SAFETY GUIDELINES**

Only BCE students and staff are allowed into residence halls. Please do not prop exterior doors to the buildings and only prop the door to the dorm room if the resident is inside. In addition, students may not be on a floor not of their designated gender.

BCE reserves the right to enter residence hall rooms at any time for purposes related to repair, maintenance, health and safety and/or inspections to ensure compliance with BCE and Residential Life rules and requirements

**BC CAMPUS**

Students are strongly encouraged to walk around campus with at least two other residential BCE students. The approved campus map is on page 7.

### **APPROVAL TO LEAVE CAMPUS**

Students must remain with the BC campus unless given prior approval to be off-campus. Request to Leave Campus must be approved by the BCE Program Coordinator. Request must be one of the following:

Students must submit this request at least 24 hours in advance and receive written permission. Permission must include intended destination, time leaving and time returning (must be before in-building curfew). It should also include the names of two other residential BCEP students. PC must receive request from each student listed. Students must leave together and return together. Violating this policy in a follow-up from a PC and disciplinary action.

A written request from a custodial parent/guardian for the student to leave campus with an approved family member and/or adult (must be over the age of 18) for an extended period of time/overnight. The request must be made 48 hours in advance and approved by the PC. Custodial Parent/Guardian or approved adult must meet student at residence hall. PC on duty may ask for a State ID/Drivers License.

### **GUEST POLICY**

BCEP students are not allowed any guests in the residence hall. There are NO exceptions to this rule. Family and friends ARE NOT allowed in the residence hall, this includes friends or siblings who are current BC students, staff and/or faculty. Only BCEP residential staff and residential students are allowed in the residence hall.

### **QUIET HOURS**

Quiet Hours from Sunday -Thursday are 10PM-8AM; Friday-Saturday are 12AM-8AM. During these times, please maintain a considerate and respectable noise level for your neighbors.

### **CURFEW**

Curfew will be enforced by Program Assistants. Each student must check-in with the person on duty in the lounge by 10PM Sunday-Thursday and by 11PM Friday-Saturday. Student must be physically present to check-in. Curfew will last until 8AM the next day. Once checked in for curfew, student cannot leave the building. Only students who have been approved to be off-campus with a custodial parent/guardian or an adult approved by the custodial parent/guardian. All students must be in their assigned room by 11:30 p.m. Sunday-Thursday and 1:00 a.m. Friday and Saturday.

Missing curfew will result in notification of the student's custodial parent/guardian, disciplinary action and, if repeated, may result in removal from the program.

### **PROGRAM ASSISTANTS**

Program Assistants (PAs) for BCE are typically current Boston College undergraduate students. They live in in the residence halls with the BCE students to provide support and guidance throughout the program. Each PA is assigned a small group of BCE students to serve as their mentor, sounding board, and conversation partner.

BCE PAs also plan and implement programs that will engage the students and help them to think about what they want out of the program and out of their future college experience.

In addition to Program Assistants, the residential staff also consists of three Program Coordinator and a Resident Director. If help is needed, there will always be one Program Assistant in the lounge 8AM-8PM, one Program Coordinator in the office 9AM-5PM, 3-4 Program Assistants on duty 8PM-8AM, and one Program Coordinator on call 24/7.



### **STUDENT ID**

Each BCE student will receive an ID that will allow them access his or her dorm and will be used to purchase food from any of the open dining halls as part of the student's food package.

### **LAUNDRY**

Laundry machines should be located in the basement of each of the halls and costs \$1.75 for each wash and dry cycle.

### **MAIL**

Mail can be sent to students at the address

First Name Last Name  
Boston College  
St. Mary's Hall South  
140 Commonwealth Ave  
Chestnut Hill, MA 02467

## **SECTION IX**

### **BC CODE OF CONDUCT\***

#### **OVERVIEW OF BEHAVIORAL EXPECTATIONS**

BCE Students are expected to adhere to standards of honesty and integrity in their academic work and in their personal conduct, including, but not limited to the, the standards set forth below and elsewhere in this Handbook. BCE Students shall:

- Show courtesy and respect for their fellow students, for Boston College personnel, and for Boston College visitors.
- Abide by COVID-19 protocols implemented by the BCE Program.
- Not engage in or facilitate discriminatory harassment of any kind, including, but not limited to conduct that, by reference to the race, color, national origin, sex, religion, disability, age, sexual orientation, or any other legally protected status of a member or members of the Boston College community, abuses, mocks, or disparages a person or persons so as to unreasonably interfere with the person's education or work performance or create an intimidating, hostile, or offensive educational, work, or living environment.
- Demonstrate respect for and take reasonable care with Boston College property and computer networks, including residence halls, dining halls, classrooms, and other Boston College facilities, equipment, computer and technological resources and furnishings (for instance, course materials, computers, street signs, and other structures in outdoor areas).
- Demonstrate respect the belongings of their fellow students. They shall not borrow, use, or disturb items belonging to other students or BCE staff without prior permission.
- Not use, possess, or distribute alcohol, tobacco, electronic cigarettes, or drugs (including marijuana, THC and related products such as edibles), with the exception of prescription and over-the-counter medications approved for use by the student's parent or guardian and BCE Program staff.
- Engage in respectful behavior with, and follow the instructions of, all BCE staff, including residential staff instructional staff, and other Boston College personnel.
- Not commit acts of violence on persons or property, nor shall students threaten to commit any act of violence.
- Not engage in sexual activity, and nor shall students engage in or facilitate any form of sexual assault, sexual harassment or any other form of sexual misconduct.
- Abide by all federal, state, and local laws.



## **SECTION X SANCTIONS**

### **DISCIPLINE SANCTIONS**

Failure to abide by any behavioral standards may result in disciplinary actions, including up to immediate dismissal from the BCE Program and removal from the Boston College campus, even if it is the student's first offense. In addition, criminal violations may be reported to law enforcement. Parents or guardians will immediately be notified of any violations. Please know that these indicate the minimum actions that will be taken should a policy be broken. All disciplinary measures are at the discretion of the BCE Program staff. The disciplinary determinations and sanctions made by BCE Program staff are not subject to appeal.

**Disciplinary Probation** could be loss of sign out privileges or earlier building curfew.

**Removal from BCE Program:** If a student is removed from the BCE Program, the custodial Parent/Guardian shall have 24 hours to pick up student. No refund will be given.

*Boston College reserves the right to amend and supplement the rules and regulations governing participation in the College Experience.*