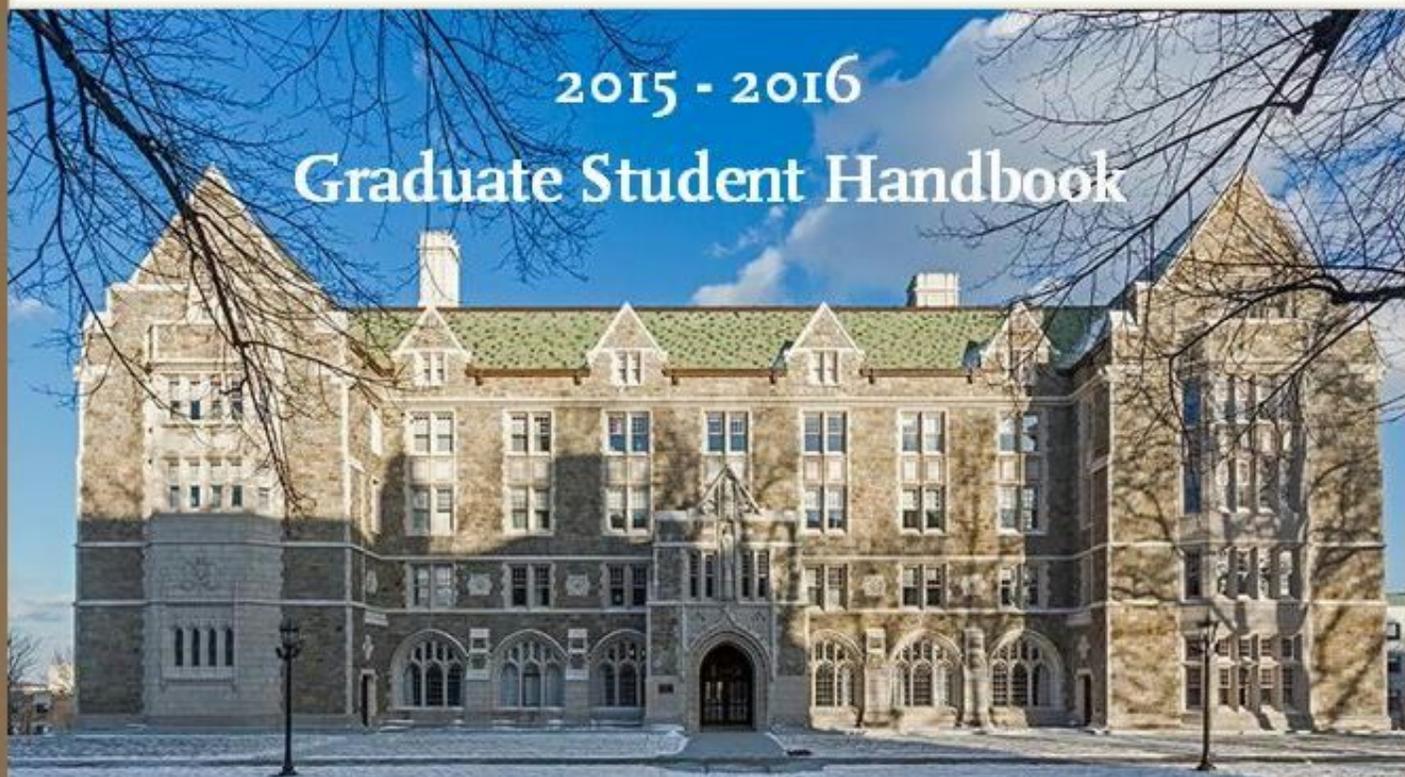




BOSTON COLLEGE

JAMES A. WOODS, S.J., COLLEGE OF ADVANCING STUDIES



2015 - 2016 Graduate Student Handbook



ST. MARY'S HALL SOUTH, GROUND FLOOR, 140 COMMONWEALTH AVENUE, CHESTNUT HILL, MA 02467

www.bc.edu/jwoodscollege

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The Woods College of Advancing Studies Graduate Student Handbook contains information current as of the date of its release; however, such information is not intended to be, and should not be regarded as contractual, and is subject to change at the discretion of Boston College.

This document contains links to many resources for additional information and support. It is best viewed online.

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A Welcome Message to Students

The motto of Boston College, “Ever to Excel,” is as much a commitment to our students as it is a tribute to our history. We all profit when learning allows new perceptions to widen our horizons, make our lives more enjoyable, and allows us to excel in our personal and professional lives. How much we profit from the learning process depends largely on the quality of our educational experience.

Strengthened by a century and a half of dedication to academic excellence, Boston College commits itself to the highest standards of teaching and scholarship while seeking to promote a just society. It seeks both to advance its place among the nation’s finest universities and to bring the Catholic intellectual tradition to the educational enterprise. The Boston College experience offers to contemporary society the richness of dialogue between religious faith and academic inquiry.

Boston College draws inspiration for its mission from its distinctive religious tradition. As a Catholic and Jesuit university, it is rooted in a worldview that seeks to encounter God in all creation and through all human activity, especially in the search for truth in every discipline, in the desire to learn, and in the call to live justly together. In this spirit, Boston College fosters in its students rigorous intellectual development coupled with religious, ethical, and personal formation in order to prepare them for citizenship, service, and leadership in a global society.

Within this Boston College environment, faculty and students of the Woods College of Advancing Studies expand the mission by engaging in significant scholarship that enriches the culture and addresses important societal needs. As such, the Woods College of Advancing Studies seeks to promote care and attention to the human person that is the hallmark of Jesuit education. In particular, the Woods College of Advancing Studies recognizes the important contributions a diverse student body, faculty, and staff can offer, and is firmly committed to academic freedom. Father James A. Woods, S.J., for whom the college is named, brought this vision together in a unique and successful way during the past 42 years. We continue to build upon the firm foundation he laid, so that every student who comes to Boston College through the Woods College of Advancing Studies can become a proud graduate. This is one of the reasons the College has such loyal supporters, among them Kate and Bob Devlin who provided the naming gift for the college in April 2002.

So whether you plan to take register in a certificate program, or enroll in an graduate degree program, the Woods College of Advancing Studies at Boston College welcomes you.

Fr. James P. Burns, I.V.D.

Dean

About Woods College

Boston College offers its students rigorous intellectual development coupled with religious, ethical, and personal growth in order to prepare them for citizenship, service and leadership in a global environment.

In service of this mission, the James A. Woods, S.J., College of Advancing Studies offers full-time and part-time undergraduate and graduate programs for students from a wide variety of backgrounds and educational experiences who seek to master the skills needed to advance their futures. The professional staff at Woods College will help you create a realistic program of study that balances work and life responsibilities with your educational goals.

History

Boston College was founded by the Society of Jesus in 1863 and, with three teachers and 22 students, opened its doors on September 5, 1864. Through its first seven decades, it remained a small undergraduate institution, offering the sons of the Irish working class a rigorous education in theology and philosophy, classical languages, rhetoric, math and science. In 1929, Woods College (then called the Evening College) opened as the fourth constituent school at BC, providing opportunities for working students to attend classes part-time in the evening. Woods College proudly continues this tradition today as the home of continuing and professional education at BC.

Mission

Woods College is committed to providing non-traditional learners with high quality education that is also accessible and affordable. Woods demands of its students the same high standards in academics, moral character and commitment to the betterment of society required of all of Boston College's traditional graduate students. We recognize the importance of helping students to develop a deep sense of respect for others and a commitment to being "men and women for others."

Woods College Staff

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Dean, Woods College of Advancing Studies and Summer Session

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Getting Started

Your Eagle Number and BC ID

Every Boston College student is assigned an Eagle ID number, which is used for all university transactions, including registration, add/drop/withdraw, course approval, etc. It's important that you know this number.

The Eagle-One Card, or BC ID, is the official Boston College ID. It allows you access to facilities and services all over campus including computer labs, libraries and the recreational complex. Once admitted, you can obtain your BC ID card from the Office of Student Services on campus.

Your Boston College Email

Boston College provides a BC Gmail address for all students, faculty and staff. Using this email requires a BC [username](#) and [password](#), which you receive from us when you are accepted to a degree program at Woods College. If you need assistance with these credentials, visit the [Walk-In Help Desk](#) in O'Neill 316 or contact the Help Center at help.center@bc.edu or 617-552-HELP (4357).

It is important that you check your BC email regularly. All official communication from Woods College will be sent to you at this address. If you prefer, you can forward your BC email to another email account. Find instructions for Gmail forwarding [here](#).

The Agora Portal

The [Agora Portal](#) is the central location at Boston College for a wide variety of information and services. The information that is viewable to you in the Agora Portal is based on your role at BC (e.g. student, faculty, staff) and the portal can be customized to allow you to select and organize content you use frequently.

[Course Information & Schedule](#) is accessed through the "My Services" tab in the Agora Portal, and provides course descriptions and meeting times, faculty information and room assignments.

Orientation

Woods College holds an orientation event each semester to welcome new students. Newly accepted students receive invitations to these events by program after being admitted. Information about orientation events is also available on our [website](#).

Registering for Courses

There are three steps to the registration process at Woods College:

- View course offerings on [Course Information & Schedule](#) through the “My Services” tab in the Agora Portal. Course Information & Schedule provides course descriptions and meeting times, faculty information and room assignments.
- Make an appointment to meet with your academic advisor. Woods College degree students are required to meet with an academic advisor prior to registering for courses each semester. Schedule your in-person or phone appointment by calling 617-552-3900.
- If you are a new Woods College student, please register in person at the Woods College office in St. Mary’s Hall South. Continuing Woods College students register online using the [University Information System \(UIS\)](#). Students can access UIS from any BC computer or download the program to a personal computer. For assistance downloading or using UIS, contact [Information Technology Services](#) at 617-552-HELP.

Students of other schools at Boston College can register for Woods College courses starting the first day of each semester, at the Office of Student Services. Seek your department’s approval before registering if you hope to take Woods College courses for credit toward your degree program in another school at BC.

Parking & Transportation

Visit the [Department of Transportation and Parking](#) website for directions to campus, [parking maps](#) and [permit rates](#), as well as shuttle bus schedules. Paid visitor parking is available in several of our garages, and some on-street parking is available on Beacon Street and Commonwealth Avenue.

Health Insurance

All Boston College students enrolled in a degree program - and all non-degree students registered for 9 or more credits - are automatically enrolled in and billed for the Student Health Insurance Plan. Students who are enrolled in a health plan that is comparable to the Student Health Insurance Plan may waive BC coverage via the [Agora Portal](#) or by filling out an [Insurance Waiver Form](#). Waivers must be completed every year. All waivers must be submitted by September 25, 2015, for the entire 2015-2016 academic year or by January 29, 2016, for the spring semester only. Contact the [Office of Student Services](#) for assistance with the waiver process.

Immunization

Massachusetts State Law requires full-time students - including Woods College students registered for three or more courses - to show proof of required immunizations. Contact [University Health Services](#) for more information on this requirement.

Student Conduct System

The Boston College [Student Conduct System](#) exists to support an environment that fosters the intellectual, personal, ethical, psychological, social, and spiritual potential of all BC students. The Office of the Dean of Students coordinates the Student Conduct System and all matters relative to the conduct and behavior of Boston College students in order to maintain a community conducive to the overall mission of Boston College.

Finances

Tuition

Tuition for Woods College graduate programs is assessed on a per-course basis. Find [current tuition rates](#) at the [Office of Student Services](#). Tuition charges are usually assessed to a student's account within 48 hours of registration. Students should plan to pay tuition before classes start each semester.

Paying Your Tuition

Student billing takes place online through the [Agora Portal](#). Generally, the first bill is posted within 48 hours of registration. Make your payment by clicking the "My Bill" link in Agora and using a debit or credit card to complete the transaction through BC's secure payment site. For additional information about billing and payment options, contact the [Office of Student Services](#).

Tuition Refunds

Tuition for Woods College courses may be refunded when a student withdraws from a course according to the refund schedule outlined in the [Woods College Academic Calendar](#). A completed withdrawal form must be submitted to Woods College by the deadline to trigger a refund to the student's account. Students who do not wish to leave the resulting credit in their accounts for later use should request a refund from the [Office of Student Services](#).

Fees are not refunded, and tuition paid to audit a course is non-refundable.

Tuition Remission

Full-time, benefits-eligible employees, as well as their spouses and dependent children, are eligible for the Boston College tuition remission benefit. This benefit applies to tuition charges only, and all fees must be paid by the student. Find more information about the tuition remission benefit in the [Boston College Employee Handbook](#).

Financial Aid

Eligible Woods College students can apply for Federal Student Aid by completing the [Free Application for Federal Student Aid \(FAFSA\)](#). To be eligible, students must be enrolled in a degree program and register for two or more courses each semester during the academic year. Federal aid is awarded on the basis of financial need. The federal government works directly with students to make awards to eligible applicants after performing a needs analysis based on financial information submitted. Find out more about federal student aid eligibility and options at the [Office of Student Services](#).

Scholarships

Several scholarships are available to eligible Woods College students who demonstrate either a high level of academic performance or financial need. Eligible students must be enrolled in an undergraduate or graduate degree program in the Woods College, either full time or part time and have a GPA of 2.66 or above. Find more information about scholarships and apply by visiting the [Woods College website](#).

Academic Policies and Procedures

Academic Advising

Woods College provides academic advising for all students, to enhance the educational experience. Advisors assist students in registering for courses each semester, keeping students informed about university policies, and guiding them toward graduation. Advisors are also able to answer unique, individual questions and provide encouragement and direction should students experience difficulty with coursework. To make an appointment with your advisor, call the Woods College office at 617-552-3900.

Registration

Registration for Fall 2015 Woods College courses remains open until Monday, August 31st. The add/drop period for fall courses runs from Monday, August 31st to Wednesday, September 14th at 5pm. Registration for Spring 2016 courses opens on Thursday, November 12th and remains open through Tuesday, January 19th. The add/drop period for spring courses runs from Tuesday, January 19 to Friday, January 29th. Registration is closed after January 29. Students who have not registered for a course by the end of the add/drop period are not allowed to attend class.

Course Load

Woods College graduate students enrolled in three courses are considered full-time for the purposes of financial aid, and students enrolled in two or fewer course per semester are considered part-time. The maximum allowed course load is three courses per semester for students in the Woods College Masters program.

Course overloads (one additional course per semester) will be considered on a case by case basis, pending an evaluation of academic performance. To request a course overload, make an appointment with your academic advisor. Advisor approval is required to process a registration for a course overload.

Adding or Dropping a Course

Students can add or drop courses until the add/drop deadline each semester, outlined in the [Woods College Academic Calendar](#). 100% of tuition will be refunded for all courses dropped before the add/drop deadline.

Withdrawing From a Course

After the add/drop deadline passes, students can withdraw from a course by submitting a withdrawal form to the college. When a student withdraws from a course, a grade of "W" is assigned and no academic credit is granted for the course. Tuition may be partially refunded

when a student withdraws (see refund schedule in the [academic calendar](#)), but the student is responsible for paying all tuition due until the withdrawal is submitted. The following do not constitute a withdrawal from a Woods College course:

- Not attending classes
- Informing a professor of intent to withdraw without submitting a withdrawal to the college
- Failing to pay tuition due

Find the withdrawal form [here](#), or visit the Woods College offices at St. Mary's Hall South. Students may not withdraw from courses after the withdrawal deadline and will receive a final grade for all registered courses. □ Find withdrawal deadlines on the [academic calendar](#).

Withdrawing from a Woods College Graduate Program

Students can voluntarily withdraw from a graduate degree program by withdrawing from all courses (see above, "**Withdrawing From a Course**"). We strongly recommend that you consult with your academic advisor before withdrawing from your program, as this may affect your academic standing (see below, "**Academic Standing**"). A student who withdraws from all courses will be considered withdrawn from the university unless an academic advisor indicates otherwise.

A student who is not actively enrolled in a degree program for a period of five years will be considered inactive and may need to reapply to continue in the program. Students who reapply after being inactive will be responsible for completing any new program requirements and will follow all policies and procedures in effect at the time of readmission.

Transfer Credits

A minimum of 24 credits must be completed at Boston College, and a maximum of six credits from accredited institutions may be transferred into a student's program. Courses with a grade of B or better may be considered for acceptance for transfer credits. Only courses with a minimum of three credits will be considered for transfer to satisfy a Woods College program requirement.

Transferring Within the University

The schools within Boston College operate under the jurisdiction of their respective deans. Approval for transfer within Boston College from one school to another is governed by the admission and degree requirements of the college to which the student seeks to transfer. Students interested in transferring within BC should speak with an academic advisor.

Taking Courses at other Institutions

Students enrolled in the Woods College as degree students must follow the curriculum prescribed by the college. Once a student matriculates, courses may not be taken at other institutions for credit in a Boston College degree program without prior approval from the Dean.

Class Attendance and Participation

Attending class is an important component of learning, and Woods College students are expected to attend the entirety of all classes. If circumstances prevent a student from attending class, the student is still responsible for completing all assignments and meeting all deadlines associated with the course. Many instructors grade for participation in class; if you miss class, you cannot make up participation points associated with that class meeting. Types of absences that are not typically excused include weddings, showers, vacations, birthday parties, graduations, etc.

Consistent with BC's commitment to creating an academic community that is respectful of and welcoming to persons of differing backgrounds, we believe that every reasonable effort should be made to allow members of the university community to observe their religious holidays without jeopardizing the fulfillment of their academic obligations. Students are responsible for reviewing course syllabi as soon as possible and consulting the instructor promptly regarding any possible conflicts between class meetings and observed religious holidays. Students are responsible for completing course requirements for classes missed due to religious holidays.

Accommodation

Students seeking accommodation for learning or other disabilities should contact the [Connors Family Learning Center](#) or [Disability Services Office](#) prior to the start of class so that an appropriate plan for accommodation can be created. Students with documented disabilities or functional limitations are held to the same academic standards as other students. With the support of the Connors Family Learning Center or Disability Services Office and appropriate accommodation, these students should be able to maintain satisfactory academic progress for financial aid eligibility purposes.

Grades

The graduate grading system for Woods College is as follows:

A (4.00), A- (3.67)

B+ (3.33), B (3.00)

B- (2.67), passing but does not count toward degree

C (2.00), passing but not for degree credit

F (.00)

Students who withdraw from a course after the add/drop period will receive a grade of W. The grade of W is not included in the calculation of the grade point average (GPA). Grades are available through the [Agora Portal](#) at the end of each semester.

Grade Point Average (GPA)

Your GPA is calculated for each semester and cumulatively, at the end of each semester after grades are posted. Your GPA will always appear on your transcript.

Incompletes

All required work in a course must be completed by the date set for the final exam. A student who has not completed the work for a course by this time, or who is absent from the final exam may, at the discretion of the instructor, receive a temporary grade of Incomplete (I). Unresolved Incompletes will be changed to F automatically ten weeks after the conclusion of the term in question.

Appealing a Grade

All students have the right to be graded fairly and equitably in a course, to understand how a course grade is calculated, and to understand why an instructor has evaluated course work as she or he has. It is, however, the instructor's right and responsibility to set the grading standards for a course and to use his or her own best judgment in evaluating and grading individual students' work.

Grading by its nature involves judgment. The grade received may not always be directly related to the amount of effort a student has expended. An instructor and a student may legitimately disagree on the quality of a piece of work, in which case the instructor's judgment prevails. Thus, such disagreements may not be the sole basis of an appeal.

A student may appeal a grade to the College if she/he can provide documented evidence supporting an appeal. A student who wishes to appeal must provide a written statement to the Woods College office in person or via email (to woodscollege@bc.edu) within 20 working days (four calendar weeks) of the day after the grade in question is posted to the student's record.

Academic Standing

Woods College policies concerning academic standing are intended to ensure that students are making reasonable progress toward the completion of their degree programs.

Satisfactory Academic Progress (SAP)

Federal regulations (Sections 668.16(e), 668.32(f) and 668.34) require that schools monitor the academic progress of each applicant for federal financial assistance and that the school certify that the applicant is making satisfactory academic progress toward earning his/her degree. This

determination of progress must be made at least once a year and before the financial aid office disburses any federal aid funds for the subsequent semester. At Boston College, students are reviewed annually, at the end of each spring semester, for compliance with the Satisfactory Academic Progress requirements.

Failure to make adequate progress or to maintain good academic standing may adversely affect a student's eligibility to receive financial aid and may render the student ineligible to graduate.

Good Standing

To remain in good academic standing, a Woods College graduate student must maintain a minimum cumulative GPA of 3.0.

Academic Warning, Probation and Dismissal

A graduate student is placed on academic warning for low academic performance if her/his cumulative GPA falls below 3.0 after attempting 6 credits. At this point, the student is strongly encouraged to consult with her/his assigned academic advisor to develop an action plan toward improving her/his academic standing.

A graduate student is placed on academic probation under the following circumstances:

- Cumulative GPA is below 3.0 after attempting 12 credits
- Earning a GPA of 0.00 in any single semester
- Receiving an I or W for 2 consecutive terms

The term of probation lasts for two semesters. The student's academic advisor will monitor the student's performance during the period of probation and recommend an appropriate plan for degree progress. During the academic probation period, a hold is placed on the student's account which prevents him/her from registering for courses without advisor assistance. A student on academic probation should work with his/her advisor to select courses and register.

Probation ends once the student completes two semesters following the beginning of the academic probation period and achieves a semester GPA of at least 3.0. Students who are unable to achieve a 3.0 semester GPA at the end of the second semester of academic probation will be considered for dismissal from the college.

Dean's List

The Woods College Dean's List honors graduate students for superior academic performance. The Dean's List is published at the end of each semester. To be eligible for the Dean's List, graduate students must maintain a minimum cumulative GPA of 3.8.

Transcripts

Woods College students and alumni can request an academic transcript through the [Agora Portal](#). For the most part, transcripts are provided free of charge. For more information on transcript requests, please visit the [Office of Student Services](#).

Transcript requests will not be honored for any student with an outstanding financial obligation to the university.

Confidentiality of Student Records

Boston College is committed to protecting the confidential interests of its students and to maintaining the privacy of student records in accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA). Find out more about your rights under FERPA by visiting the [Office of Student Services](#).

Graduation and Commencement

Boston College awards degrees in May, August, and December of each year and holds commencement exercises each year in May. Students who have completed all degree requirements are eligible to receive a diploma at the next university graduation. Students who graduate in December or August may elect to participate in commencement exercises the following May.

Intent To Graduate Form

After registering for their final courses, students who believe they have satisfied their degree program requirements should complete the [Intent to Graduate form](#) and return that form via email to woodsgraduation@bc.edu. The intent form states that the student intends to graduate and/or walk in the next commencement.

If a student's course schedule changes in any way after he/she has submitted the intent form, he/she **must submit the form again** with those changes reflected. **Students must submit an Intent to Graduate form by the deadline to be considered for graduation.**

The deadlines for students to submit the [Intent to Graduate form](#) are below:

Graduation	Deadline to submit Intent to Graduate form
December 2015	October 15, 2015
May 2016	February 1, 2016
August 2016	July 1, 2016

Once the intent is submitted, the student will receive confirmation that Woods College has received the form and that the review process has begun. The academic team will audit the student's academic record to determine if the student meets the requirements to graduate. The student will be contacted by email with a determination.

Students may elect to "walk" in upcoming commencement exercises, without receiving a diploma, when they have no more than two courses remaining to take in their program of study (once they successfully complete the courses for which they are currently registered). Students who walk in commencement under these conditions are expected to complete their final courses during the semester immediately following commencement. Degrees are awarded officially upon completion of a student's final courses. These students should fill out the Intent to Graduate form. The same procedure and deadlines (above) apply for these students.

Graduation Awards

Woods College recognizes several graduates each year for distinguished achievement, special accomplishments in certain academic fields, and qualities of outstanding character and leadership.

The Woods College Leadership and Administration Graduate Award is given to a graduating student that brings together a spirit of service and leadership. Through initiative, academic excellence, strength of character, and a generous spirit, this individual dedicates his or her life to humble leadership and caring service to others.

The Woods College Awards are presented to two bachelor's degree students and two master's degree students who represent the Woods College ideals of leadership and service. These honorees lead their classmates into the future by carrying the Woods College banner in the commencement ceremony procession.

Honorees to Receive Degrees in Alumni Stadium - One individual from the Woods College of Advancing Studies Graduate Program and one individual from the Woods College of Advancing Studies Bachelor of Arts Program are selected to receive their degrees from Boston College President William P. Leahy, S.J., during the University commencement ceremony. The honors are given to students who embody scholarly excellence, inspire others through active leadership, and have a clear vision for how they can be more in the world.

Academic Integrity

Woods College students are expected to produce original work and cite sources appropriately. Violations of academic integrity include, but are not limited to: plagiarism, fabrication, facilitating academic dishonesty, cheating on examinations or assignments and submitting the same paper

or substantially similar papers to meet the requirements of more than one course without seeking permission of all instructors concerned. Academic misconduct may also involve acts that violate the rights of other students, such as depriving another student of course materials or interfering with another student's work.

Consequences for students found responsible for violations depend on the seriousness and circumstances of the violation, the degree of premeditation involved, and the student's previous record of violations.

Resources, Services and Facilities

[Boston College Bookstore](#)

The Boston College Bookstore is a one stop shop for course materials, supplies and Boston College gear. The bookstore is located on the first floor of McElroy Commons and at Hillside Shop, offering a smaller selection, on the first floor of Maloney Hall . For current hours and directions, or to search for textbooks you need for class, visit the [Boston College Bookstore website](#).

[Boston College Campus Recreation \(BC Rec\)](#)

The Flynn Recreation Complex (the Plex) is the focal point for BC Rec on campus. The plex offers state of the art facilities for aerobic and resistance equipment, a 1/8 mile track, tennis, basketball and volleyball courts, as well as a wide variety of athletic programs and training. Woods College degree students currently enrolled in courses can purchase a membership to the Plex using their Eagle ID.

Find more information about membership rates, hours and directions [here](#).

[Campus Ministry Office](#)

The BC Campus Ministry Office attends to the sacramental and pastoral needs of the Boston College community, offering campus-wide masses, retreats, faith communities, spiritual direction, and service programs. Find a full liturgy schedule [here](#).

As a Jesuit parish community, [St. Ignatius Parish](#) welcomes all to share in the joy of the Gospel and to come to "know, love and serve" God and one another.

[Career Center](#)

The Boston College Career Center assists BC students in discovering their unique gifts and talents, offering a range of services to help students identify their interests and integrate them into meaningful careers and lives. The BCCC offers one on one sessions with a career advisor, as well as workshops and other events.

[Connors Family Learning Center](#)

The mission of the Connors Family Learning Center (CFLC) is to enhance the quality of learning at Boston College. The CFLC offers instructional support to faculty and graduate students, special services to students with learning disabilities, and tutoring and skills workshops to all Boston College students.

[Dining Services](#)

Boston College has a variety of dining options available on campus for your convenience, including:

McElroy Commons:

[Carney's](#) - Hot and cold food stations with a large variety

[Eagles Nest](#) - Deli sandwiches, salads, soups

Stokes Hall:

[The Chocolate Bar](#) - Coffee and tea drinks, pastries, gelato

Lyons Hall:

[Welch Dining Room](#) - Fresh made and name brand grab-and-go items

Fulton Hall:

[The Bean Counter](#) - Hot and cold beverages, pre-made sandwiches

Maloney Hall:

[Hillside Cafe](#) - Specialty sandwiches and paninis, full service coffee bar

Corcoran Commons:

[Lower Live](#) - Hot and cold food stations with a large variety

[The Loft](#) - Organic, local, and artisan products and foods

[Corcoran Plaza](#) - Outdoor dining, seasonal

Dining services at BC is proud to offer [vegetarian & vegan](#) and [allergy-friendly](#) options at every location on campus. Please visit [Dining Services](#) for current hours and menus.

[Disability Services Office](#)

The mission of the Disability Services Office is to assist students with disabilities at Boston College in achieving their educational, career, and personal goals through a full range of institutional and community resources. The office ensures that students with disabilities receive support services and accommodations that permit equal access to all Boston College programs and the opportunity to realize their potential and develop effective self-advocacy skills.

[Information Technology Services](#)

Information Technology Services (ITS) provides a wide variety of resources and support for using technology on campus.

Call: 617-552-HELP (4357)

Email: help.center@bc.edu

Walk in: O'Neill 316

[Libraries](#)

Boston College is home to several world-class libraries, including:

The [Thomas P. O'Neill Library](#) is the primary library resource center at BC. O'Neill offers study space, special programs and enormous academic and popular collections, accessible to BC students using an Eagle ID.

The [Bapst Art Library](#), named for the first president of Boston College, served as the original Library from 1925 until the opening of the Thomas P. O'Neill Library in 1984. In 1993, Bapst was designated as the Art Library and continues to support the increasingly interdisciplinary teaching and research needs in the areas of Art, Architecture, Museum Studies and Photography throughout the University.

The University's special collections, including the [University's Archives](#), are housed in the Honorable [John J. Burns Library](#).

[Lost and Found](#)

A Lost and Found is maintained at the Boston College Police Station, located on the ground floor of Maloney Hall. Articles such as clothing, books, notebooks, keys, wallets, jewelry, etc., are turned in and 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 more information call BCPD at (617) 552-4440.

[Office of Graduate Student Life](#)

The Office of Graduate Student Life (OGSL) understands that being a graduate student can be an equally rewarding and challenging experience. The competing demands of your program, job or internship, family or friends may be difficult to balance. OSGL helps students find out how to make the most of their time here at Boston College.

Office of Institutional Diversity

The mission of the Office for Institutional Diversity (OID) is to facilitate efforts to advance and sustain an organizational culture and climate that fully welcomes diversity and inclusiveness for all members of the Boston College community. OID offers programs, workshops and other events during the academic year that are open to all in the BC community. See the full university policy of nondiscrimination [here](#).

Office of Residential Life

The Office of Residential Life manages the University's off-campus housing program, serving the needs of students, faculty/staff, and alumni. Through programming and outreach initiatives we educate and assist students on issues related to rental policies, roommate and landlord concerns, rights and responsibilities, as well as how to be good community members. We work closely with neighbors, landlords, city officials, and various University offices to best serve the needs of our students and community.

University Health Services

University Health Services (UHS) aims to enhance the physical and psychological well being of Boston College students by providing multifaceted health care services in the Jesuit tradition of cura personalis (care for the entire person). The UHS in-patient unit in Cushing Hall is open 24 hours during the academic year for urgent evaluations. In case of a medical emergency on campus, please contact the Boston College Police Department (BCPD) immediately at 617-552-4444.

Veteran Services

Woods College extends a warm welcome and immense thanks to veterans who have joined the Boston College family as students. We provide several resources to enhance the student veteran experience:

Student Veteran Advisor

[Cacky Mellor](#) serves as the Student Veteran Advisor for Woods College. In addition to academic advising services, Cacky provides assistance to student veterans with:

- Career resources
- Connors Family Learning Center
- Home Base program
- ACE credits
- Woods College veterans focused events

Veteran Certifying Official

[Linda Malenfant](#) serves as the Veteran Certifying Official for Boston College and handles GI Bill issues and student veteran billing.

The [U.S. Veterans Education Benefits](#) page provides answers to common questions surrounding student enrollment and student financial aid.

Safety

[BC Campus Safety](#) has established programs, policies and procedures to ensure the safety and security of our community and guests. All Woods College students are expected to familiarize themselves with the Boston College [Emergency Reference Guide](#) and to adhere to these policies.

Instructions provided by university and emergency personnel at the time of an incident may conflict with those listed here and in the Emergency Reference Guide. Always follow the instructions of university and emergency personnel.

Boston College Police Department (BCPD)

For all on-campus emergencies requiring emergency services (police, fire, ambulance), contact the BCPD by dialing 2-4444 from any campus phone. To report a fire, call 911. When reporting an emergency, please note:

- You may hear multiple rings - stay on the line until your call is answered
- Stay calm and carefully describe the problem and location in as much detail as possible
- **Do not** hang up until told to do so
- Follow any instructions you are given
- Send someone to direct responders to your location, if possible.

Emergency Notifications

In the event of severe weather or other emergency situations, the university will communicate with the community through the Boston College website, emails to bc.edu accounts, text alerts and other channels warranted by the situation. It is important that you become familiar with these notification tools and ensure your contact information is kept up to date.

Please do not call BCPD for information on an emergency unless you are reporting an incident or requesting assistance. Requests for information in an emergency can overwhelm dispatchers and hinder emergency response.