

**BOSTON COLLEGE EXPERIENCE  
PROGRAM  
STUDENT HANDBOOK**



**SUMMER 2023**

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## SECTION I

### IMPORTANT NOTE TO PARTICIPANTS AND GUARDIANS

Participants and guardians are required to review this handbook and become familiar with the outlined content. This handbook provides Boston College Experience (BCE) participants and their guardians with useful information regarding program policies, campus resources, and life on campus. A signed form acknowledging the completion of reading this handbook is required in the student portal.

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

#### ABBREVIATIONS:

**BCE:** Boston College Experience Program; may also be noted as “the program”

**RD:** Resident Director

**PC:** Program Coordinator

**PA:** Program Assistant

**NC:** the two weeks non-credit program

**S1, S2, S3:** Session 1, 2, and 3 in the NC program

The words “students” and “participants” are used interchangeably throughout this handbook.

The phrases “for-credit” and “honor program” are used interchangeably throughout this handbook.

*Boston College reserves the right to make changes to its written policies, rules, and regulations at any time, with or without prior notice.*

## **SECTION II**

### **ENSURING A SUCCESSFUL SUMMER**

#### **ENCOURAGE INDEPENDENCE**

The Boston College Experience (BCE) is the perfect opportunity for young adults to begin the journey of exploring methods of communication. Parents, please allow your child to voice their issues or concerns. And participants, remember that you are always encouraged to speak with an instructor, residential staff, or faculty member.

#### **ATTENDANCE AND PARTICIPATION**

We understand that other summer plans may overlap with the program. However, please refrain from making plans that may result in the participant's absence of scheduled classes and/or planned activities. BCE is academically accelerated, requiring an intense and focused commitment, in which every participant was chosen because they show passion and talent; Attendance and participation are fundamental for success.

#### **RESPONSIBILITY AND PROFESSIONALISM**

It is every participant's responsibility to notify their instructors of a leave of absence and to make up the class materials. This is a responsibility that prepares them for the college environment.

#### **ACCEPT IMPERFECTION**

"Success is often the result of taking a misstep in the right direction." Al Bernstein  
BCE will introduce students to new and challenging methods of learning. Participating in this program is about learning from mentors, peers, and one's self. Our intention is to stimulate growth, for students to become their best selves.

"I don't believe in failure. It is not failure if you enjoyed the process." Oprah Winfrey

#### **RESPECT THE CODE OF CONDUCT, GUIDELINES, AND POLICIES**

The code of conduct, guidelines, and policies are in place to ensure the safety of our participants and provide a safe and comfortable learning environment. We will always try our best to accommodate needs and requests in the pretense of our guidelines and policies.

## SECTION III

### 2023 BCE PROGRAM DATES & DEADLINES

#### PROGRAM FEE AND FORMS DEADLINE

<b>March 7<sup>th</sup></b>	Feb 21 <sup>st</sup> Decisions Program Fee Due Date
<b>April 4<sup>th</sup></b>	March 21 <sup>st</sup> Decisions Program Fee Due Date
<b>May 2<sup>nd</sup></b>	April 18 <sup>th</sup> Decisions Program Fee Due
<b>May 31<sup>st</sup></b>	May 16 <sup>th</sup> Decisions Program Fee Due Date
<b>June 5<sup>th</sup></b>	Program Forms Due for Session 1 & BCE Honors
<b>June 12<sup>th</sup></b>	Program Forms Due for Session 2
<b>June 19<sup>th</sup></b>	Program Forms Due for Session 3

#### BCE HONORS ADD/DROP & WITHDRAWAL DEADLINE

<b>July 5<sup>th</sup></b>	Last Day to Add a Course
<b>July 5<sup>th</sup></b>	Last Day to Withdraw from Course for 100% Refund
<b>August 4<sup>th</sup></b>	Last Day to Withdraw from a Course

#### BCE REFUND DATES-NON-CREDIT SESSION 1\*

<b>Sunday, June 4<sup>th</sup></b>	Last Day for Session 1 100% refund of Program Fee
<b>June 5-23<sup>rd</sup></b>	50% Refund of Program Fee
<b>June 24<sup>th</sup></b>	No Refund

#### BCE REFUND DATES-NON-CREDIT SESSION 2

<b>June 11<sup>th</sup></b>	Last Day for Session 2 100% refund of Program Fee
<b>June 12-June 29<sup>th</sup></b>	50% Refund of Program Fee
<b>June 30<sup>th</sup></b>	No Refund

#### BCE REFUND DATES-NON-CREDIT SESSION 3

<b>June 18<sup>th</sup></b>	Last Day for Session 3 100% refund of Program Fee
<b>June 19-July 7<sup>th</sup></b>	50% Refund of Program Fee
<b>July 8<sup>th</sup></b>	No Refund

#### BCE PROGRAM DATES

<b>June 29 - August 11</b>	BCE Honors - online asynchronous
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<p><b>July 3 - 14</b> <b>Session I NC</b></p>	<p>Business &amp; Leadership Institute S1 Forensics, Profiling &amp; Crime Scene Analysis Fundamentals of Economics Government, Globalism &amp; Capitalism Intro to Concepts in Psychology-online asynchronous Introduction to TV Writing Writing for College</p>
<p><b>July 17 - 28</b> <b>Session II NC</b></p>	<p>Business &amp; Leadership Institute S2 Comedic Acting and Improv Creative Writing Workshop Data Analysis Fundamentals of Economics Introduction to Design Thinking Introduction to Screenwriting Politics and Democracy-online asynchronous Psychiatry and TikTok-online asynchronous Psychology of the Arts Sports Management Institute</p>
<p><b>July 31 - August 11</b> <b>Session III NC</b></p>	<p>Advanced Business &amp; Leadership: Management Communications Applied Neuropsychology-online asynchronous Business &amp; Leadership Institute S3 Introduction to Playwriting Sports Management Institute</p>

### IN PERSON MOVE-IN/ORIENTATION

<b>July 2<sup>nd</sup></b>	10:00 a.m.	Session I Move-In & Orientation
<b>July 16<sup>th</sup></b>	-	Session II Move-In & Orientation
<b>July 30<sup>st</sup></b>	12:00 p.m.	Session III Move-In & Orientation

### IN PERSON CERTIFICATE PRESENTATION/MOVE OUT

<b>July 14<sup>th</sup></b>	3 p.m.-5 p.m.	Session I Certificate Presentation
<b>July 15<sup>th</sup></b>	9 a.m.-12 p.m.	Session I Move-Out
<b>July 28<sup>th</sup></b>	3 p.m.-5 p.m.	Session II Certificate Presentation
<b>July 29<sup>th</sup></b>	9 a.m.-12 p.m.	Session II Move-Out
<b>August 11<sup>th</sup></b>	3 p.m.-5 p.m.	Session III Certificate Presentation
<b>August 12<sup>th</sup></b>	9 a.m.-12 p.m.	Session III Move-Out

### NON-CREDIT DAILY SCHEDULE

<b>Time</b>	<b>Activity</b>
8:00 a.m.	Wake Up, Breakfast
9:00 a.m.	Morning Class
12:00 p.m.	Lunch
1:30 p.m.	Afternoon Class
3:00 p.m.	Enrichment or Group reflection
5:30 p.m.	Dinner
7:00 p.m.	Organized dorm activity/evening event/free time

\* Refer to Section V for further information regarding Enrichment & Reflection.

\*\* The in-person NC Courses will have a Certificate Ceremony from 3 p.m. - 5 p.m. on each session's second Friday.

\*\*\* The online NC Courses' participants will receive their certificates through postal mail upon successful completion of the program. Please reach out to us through email for an electronic version of the certificate if you have not received it after substantial time from the completion of the program.





## 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 Chestnut Hill to accommodate the 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.

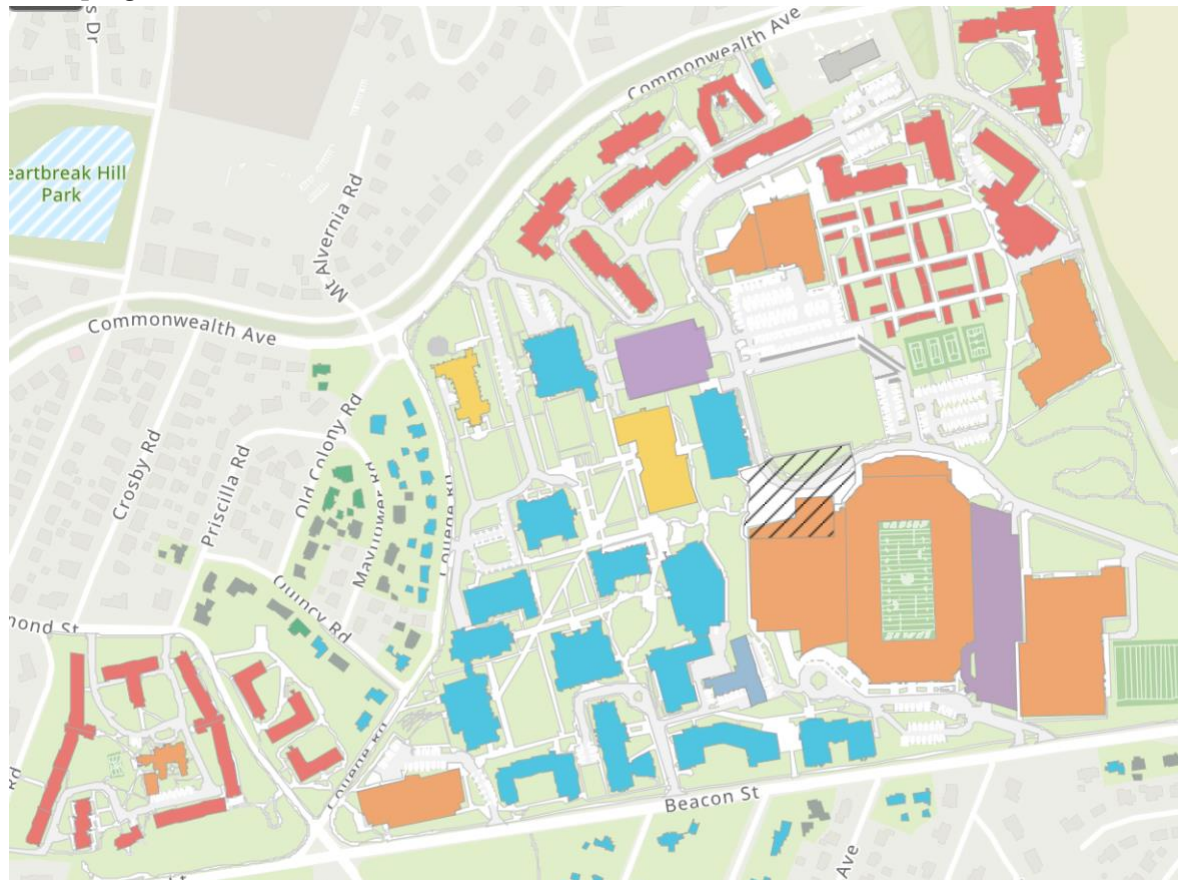
## CAMPUS LAYOUT

Boston College is made up of three campuses: the Newton Campus, Brighton Campus, and 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. Our program will take place on the Chestnut Hill Campus.

The Newton Campus is home to the Boston College Law School, athletic fields, and 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 OF CHESTNUT HILL CAMPUS

An interactive map can be found on [the BC website](#). Below is a simplified version of our newest campus layout. In general, blue represents academic buildings, yellow as libraries, red as dormitories, purple as garages, and orange as cafeteria/athletic spaces. The Thomas More Apartments are located at the top right corner.



## TRAVEL DIRECTIONS TO BOSTON COLLEGE

[A complete list of campus maps and directions are available on the BC website.](#)



## 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 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 when they are confirmed. All updates regarding COVID-19 can be found at the [BC Forward webpage](#).

#### TUITION PAYMENT, REFUND AND WITHDRAWALS

##### BCE TWO-WEEK NON-CREDIT COURSES

##### Confirming Acceptance and Paying Tuition for Non-Credit Courses

Once a student is admitted they will have two weeks to confirm their acceptance and pay the program tuition in full in the student portal. Failure to confirm acceptance within the two-week deadline will result in a student losing their spot in their chosen course(s).

#### PROGRAM FEE AND FORMS DEADLINE

<b>Tuesday, March 7<sup>th</sup></b>	Feb 21 <sup>st</sup> Decisions Program Fee Due Date
<b>Tuesday, April 4<sup>th</sup></b>	March 21 <sup>st</sup> Decisions Program Fee Due Date
<b>Tuesday, May 2<sup>nd</sup></b>	April 18 <sup>th</sup> Decisions Program Fee Due
<b>Thursday, May 31<sup>st</sup></b>	May 16 <sup>th</sup> Decisions Program Fee Due Date
<b>Monday, June 5<sup>th</sup></b>	Program Forms Due for Session 1
<b>Monday, June 12<sup>th</sup></b>	Program Forms Due for Session 2
<b>Monday, June 19<sup>th</sup></b>	Program Forms Due for Session 3

**Residential Program fee includes** tuition and fees, on-campus meal plan (breakfast, lunch, and dinner) of \$315 per week (nonrefundable if not used), suite-style accommodations in residence hall, some extracurricular activities. Transportation (i.e., bus and MBTA fare) is provided for students for mandatory academic activities planned by the program. Transportation for non-academic social activities is not included in the program fee nor are off-campus meals.

**Commuter Program fee includes** tuition and fees and mandatory academic activities (transportation and admission fees). Meal plans are **not** included however, commuter students are welcome to join

residential students in the dining facilities at their own expense. **Only residential students are allowed in the residence halls.**

**Online/Asynchronous Only fee includes** tuition, most materials, technology fees and access to any virtual BCE events. There is no in-person component of online asynchronous program offerings therefor housing and meals are not applicable.

## HOW TO PAY

### Payment by Credit Card

The registration portal accepts all major credit cards.

### Payment by Wire Transfer

International students may pay by wire transfer. Please contact the BCE office at [bce@bc.edu](mailto:bce@bc.edu) for instructions.

### Payment by Check

Payments can be made by check. once your check is received and processed, your balance will update in your student portal. Checks **MUST** be made out to Boston College. Please include your student's name in the memo section. Checks can be mailed to:

Boston College  
St. Mary's Hall South  
140 Commonwealth Avenue  
Chestnut Hill, MA 02140

### Refund Policy for BCE Non-Credit Courses

In the event that a student must withdraw from their enrolled course, our refund policy is as follows:

- **Session 1 Courses**

100% refund through June 4, 2023

50% refund June 5-June 23, 2023

No refund after June 24<sup>th</sup> 2023

- **Session 2 Courses**

100% refund through June 11, 2023

50% refund June 12-June 29, 2023

No refund after June 30, 2023

- **Session 3 Courses**

100% refund through June 18, 2023

50% refund June 19-July 7, 2023

No refund after July 8, 2023

### **Requesting a Refund**

Refund requests must be received in writing. All requests for a refund must be sent to [bce@bc.edu](mailto:bce@bc.edu) with the subject line BCE Refund Request.

### **Withdrawal Due to Illness/Medical Emergency**

In the event a student is unable to complete the program due to illness/medical emergency, refunds will be provided as follows:

- If less than half of the program has been completed, a full refund will be given.
- If half or more than half of the program has been completed a 50% refund will be given.

### **Withdrawal Due to Visa Delays or Denials**

International students assume all responsibility regarding the visa process; it is important to research the amount of time required for a tourist visa. Any delay or denial that results in the inability to participate in a program is not a recognized reason for a refund.

### **Withdrawal Due to Disciplinary Removal**

There are no refunds of tuition, program fees, or payments, in cases where students are administratively withdrawn for violations of academic or student conduct policies.

### **Withdrawal Due to Non-Participation**

There are no refunds of tuition or program fees charged or payments made in cases where a student fails to continue the registration process by not submitting materials or payments, fails to participate in pre-departure activities or fails to attend the program in part or whole.

### **Program Modification**

By registering for a BCE program at Boston College, you agree that Boston College reserves the right, in its discretion, to modify its educational extracurricular and other programs at any time, including, providing them remotely. If a program is modified from in-person to remote, the price difference will be refunded. Tuition and mandatory fees will not be refunded in that event of program modification.

### **Cancellation of Course**

If for any reason Boston College cancels a course students will receive a full refund if a) a payment was made, b) the canceled course was the only course for which the student was registered and c) the



student decides not to replace cancelled course with another course. No notification of withdrawal is required if a course is cancelled by Boston College.

## **BCE Honors**

### **Confirming Acceptance and Paying Tuition for BCE Honors**

Once a student is admitted they will have two weeks to confirm their acceptance and pay the program tuition in full in the student portal.

### **PROGRAM FEE AND FORMS DEADLINE**

<b>Tuesday, March 7<sup>th</sup></b>	Feb 21 <sup>st</sup> Decisions Program Fee Due Date
<b>Tuesday, April 4<sup>th</sup></b>	March 21 <sup>st</sup> Decisions Program Fee Due Date
<b>Tuesday, May 2<sup>nd</sup></b>	April 18 <sup>th</sup> Decisions Program Fee Due
<b>Thursday, May 31<sup>st</sup></b>	May 16 <sup>th</sup> Decisions Program Fee Due Date
<b>Monday, June 5<sup>th</sup></b>	Program Forms Due for BCE Honors

### **Registering for Courses**

Once a student has confirmed their acceptance and paid the tuition in full, they will receive a form to choose their course(s).

### **Refund Policy for BCE Honors Courses**

#### **BCE HONORS ADD/DROP & WITHDRAWAL DEADLINE**

<b>July 5<sup>th</sup></b>	Last Day to Add a Course
<b>July 5<sup>th</sup></b>	Last Day to Withdraw from Course for 100% Refund
<b>August 4<sup>th</sup></b>	Last Day to Withdraw from a Course

Once a class begins, BCE Honors students have until the add/drop deadline of July 5, 2023 to drop the course directly in EagleApps via the [Agora Portal](#) and receive a 100% refund. The deadline for withdrawing from a course is August 4, 2023. After the add/drop deadline, there is no cancellation of tuition. The date of withdrawal is determined based on the submission of the Course Withdrawal Form located on the [Student Services Academic Forms](#) page.

Students are responsible for properly dropping or withdrawing from a course by the deadline. No longer attending a course does not constitute a drop or withdrawal.

When a student drops a course before the add/drop deadline, no record is maintained. When a student withdraws from a course after the add/drop deadline, a grade of W is recorded on the student's transcript and academic credit is not granted.

### **Refund Policy for BCE Honors Courses**



July 5: Last day to add or drop a course and receive a 100% refund

August 4: Last day to withdraw from a course and receive a 0% refund

### **Requesting a Refund**

Once you have dropped or withdrawn from a course **before July 5**, request a refund in writing to the Boston College Experience office at [bce@bc.edu](mailto:bce@bc.edu) with the subject line BCE Refund Request.

### **Requesting a Refund**

Refund requests must be received in writing. All requests for a refund must be sent to [bce@bc.edu](mailto:bce@bc.edu) with the subject line BCE Refund Request.

## **ATTENDANCE & CLASSROOM CONDUCT**

The BC Experience strives to provide our students 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.

## **TARDINESS**

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

Tardiness will only be excused if you are delayed by technical issues. Please contact the Program Coordinator, who will notify your instructor.

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

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

### ***Excessive tardiness:***

Excessive tardiness would result in disciplinary action.

## **ABSENCES**

### **Absences due to Illness**

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.*

### **Excused Absences**

Please reach out to Tori Weston directly if you(a participant) believes there is sufficient ground for being excused for any course time or planned programming.

**Unexcused Absences**

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

**Absence for Family Events/Emergencies**

The Custodial Parent/Legal Guardian should notify Tori Weston at [Bce@bc.edu](mailto:Bce@bc.edu) of any family events in which a student is expected to attend that coincides with the program. Arrangements should be made in advance to make up for 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 directly at [Bce@bc.edu](mailto:Bce@bc.edu).

**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.



## 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. Participants should adhere to the followings:

- 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 proper books and materials. Please come to class on time and ready to engage.
- 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. From time to time, the Boston College Experience program will require to complete homework. Assignments are expected to be completed on time.

## ENRICHMENT ACTIVITIES

Twice a week, in the afternoon from 3 p.m. to 5 p.m., students will engage in the College Prep/Enrichment segment. Participants will meet staff from various offices in Boston College (Admissions, First-Year Experience, Campus Ministry, etc) to learn about the school as well as how to prepare for college in general. Students will also have an opportunity to hear from current BC students directly during our "Ask a BC Student" series. The BC student will discuss their journey to BC, talk about their major, give students first-hand knowledge of the campus, and answer any question that BCE students may have about BC and/or universities.

## GROUP REFLECTION

Students will meet in designated groups in the afternoon from 3 p.m. to 5 p.m. for a total of five times. Every group will be led by a PA to discuss a variety of topics for college prep and maximizing participants' gains from the program.

*Note: Commuter students are required to attend Enrichment/Group Reflections unless excused by the Program Director and are invited to participate in all non-mandatory activities.*

## WEEKEND EXCURSIONS

Over the course of the program, there will be regularly organized activities intended to expand upon participants' classroom and residential experiences to assist in creating and sustaining a cohesive community. Students are expected to take part in these activities as they are essential for students to

obtain the full value of the BCE program; planned programming will also give participants the opportunity to share unique experiences with their peers.

### **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 [Office of Student Services](#).

#### ***BCE Non-Credit Two-Week Courses:***

Students will receive a Certification of Completion at the end of their two-week courses. Students enrolled in the non-credit online asynchronous course will be mailed their certificate.

## CAMPUS RESOURCES

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

[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 and 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. All BCE Non-Credit students are provided a BC ID.

### *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 on the first floor of McElroy Commons.

### *RECREATION FACILITIES - NOT AVAILABLE TO BCE STUDENTS*

Unfortunately, the use of the Connell Recreation Center's exercise apparatus is subject to rules and regulations pertaining to use by minors. This makes it unavailable for participants of the program and is indisputable. However, the program will be renting courts for students to use on designated dates. Students can also work-out by running on natural routes in/around campus (e.g. Chestnut Hill Reservoir).

### *DINING FACILITIES*

With your ID Card and meal plan you will have access to a few 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, locations 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, including BCE, and is located on 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

#### FORMAT OVERVIEW

BCE Honors Program courses and the NC courses *Introduction to Concepts in Psychology(S1)*, *Fundamentals of Economics, Psychiatry and TikTok(S2)*, and *Applied Neuropsychology(S3)* are offered fully online in a primarily asynchronous format. NC courses will have one live session per week; for-credit courses may or may not have course wide live sessions depending on the instructor, but students can always reach out to instructors' for zoom appointments if a more direct way of communication is desired. Please refer to the specific course of interest for details on live sessions days and expectations.

#### SECURITY PRECAUTIONS

All courses are password protected and behind a firewall.

#### CAMPUS ACCESS

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

#### 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.

#### LEARNING EXPECTATIONS

**Asynchronous learning is different from remote learning.** Students will not be expected to meet in a Zoom classroom every day at a specific time for a live class. The "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. Moreover, asynchronous learning doesn't mean students are not expected to participate every single day. 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. Students may also be required to collaborate in group work; the amount of group work will be dependent upon the specific course.

Students 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. Access to the learning platform will be received before the course begins.

Please refer to the specific course for details. **Remember, you are expected to log in daily.**

### **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, communicating with your professors and fellow students directly through email, chat, and other online communication tools. The main difference between online etiquette and etiquette in a face-to-face classroom is the lack of auditory and visual cues that often provide us with additional information. Please 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
- 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, for it implies that you are yelling.
- Use proper English. 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.
- 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 leaving the room if you are using 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. 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 people 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 for 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 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 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

### COMMUTERS

#### OVERVIEW

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. While we strongly suggest that students in the program participate as residential students, we understand that not everyone's circumstances allow this.

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 commuter students are NOT allowed in the residence hall at ANY TIME.**

*Note: Commuter students are required to attend Enrichment/Group Reflections unless excused by the Program Director and are invited to participate in all non-mandatory activities.*

#### DINING SERVICES

Commuter students may join their classmates in any of the dining halls for meals, by using a debit or credit card. Apple Pay is supported in the dining halls also. Please let the dining aide assisting you know beforehand that you are a commuter student and do not have a meal plan card (they would need to alter the checking out process).

#### COMMUTER PROGRAM FEE

The commuter students fee includes:

- Academic course participation and all associated academic activities (i.e., field trips)
- Enrichment seminars and some Extracurricular Activities

#### PARKING

Unfortunately, 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 another location as appropriate.

#### STUDENT ID

Each BCE student will receive an BC ID.



## Section VIII

### RESIDENTIAL STUDENTS

#### STANDARD CHECK-IN LOCATION

Please arrive at [90 St. Thomas More Residence Hall, 90 St. Thomas More Road, Chestnut Hill, MA 02467](#) at the specified time below according to your session. ***Please note: Boston College does not provide airport pick-up and/or drop-off.***

#### EARLY/LATE CHECK-IN

If you need to check in before 10:00 a.m. or after 12:00 p.m. We do our best to accommodate reasonable check in requests. Please arrive at [Stayer Hall, 70 St Thomas More Rd, Brighton, MA, 02467.](#)



#### ARRIVAL & DEPARTURE FORM

Please fill out the two forms as provided in the student portal to ensure the participant's successful transition into the program, and for our staff to better their preparation of welcoming said participant. ***Please note: Boston College does not provide airport pick-up and/or drop-off.***

## SESSION 1

### Move-In Date: Sunday, July 2<sup>nd</sup>

For students who will participate in:

Forensics, Profiling, and Crime Scene Investigation
Government, Globalism, and Capitalism
Fundamentals of Economics
Introduction to Concepts of Psych (In-Person)
Writing for College
Introduction to TV Writing
Business Leadership Institute S1

### CHECK-IN TIME

The expected check in time for your program is Sunday, July 2, between 10:00 a.m. - 12:00 p.m.

### MOVE-OUT DATE: SATURDAY, JULY 15<sup>TH</sup>

Check out with a PA or PC in the Lobby between 8:00 a.m. and 12:00 p.m. Students **must** check-out by 12:00pm on Saturday, July 15<sup>th</sup>.

### EARLY MOVE OUT

Students can move out early. Early move out can take place Friday, July 14<sup>th</sup> after 4:00 p.m.

**There will be no late move-outs. Students must be checked out of the residence hall by 12:00 p.m. on Saturday, July 15<sup>th</sup>.**

## SESSION 2

### MOVE-IN DATE: SUNDAY, JULY 16<sup>TH</sup>

For students who will participate in:

Business Leadership Institute S2
Comedic Acting and Improv
Creative Writing Workshop
Data Analysis
Introduction to Design Skills
Introduction to Screenwriting
Politics and Democracy

Psychology of the Arts
Sports Management Institute

**CHECK-IN TIME**

The expected check in time for your program is Sunday, July 16<sup>th</sup> , between 10:00 a.m. - 12:00 p.m.

**MOVE-OUT DATE: SATURDAY, JULY 29<sup>TH</sup>**

Students must check-out by 12:00pm on Saturday, July 29<sup>th</sup> .

You need to check out with a PA or PC in the 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 28<sup>th</sup> after 4:00 p.m.

**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>.**

**SESSION 3****MOVE-IN DATE: SUNDAY, JULY 30<sup>TH</sup>**

*For students who will participate in:*

Business Leadership Institute S3

Introduction to Playwriting

Advanced Business & Leadership Institute: Management

Sports Management Institute S3

**CHECK-IN TIME**

The expected check in time for your program is Sunday, July 30<sup>st</sup>, between 10:00 a.m. - 12:00 p.m.

**MOVE-OUT DATE: SATURDAY, AUGUST 12<sup>TH</sup>**

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

You need to check out with a PA or PC in the 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 11<sup>th</sup> after 4:00 p.m.

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

## PACKING LIST

Use this checklist to make sure you have everything you need for BCE. To save luggage space, you can consider buying some of these items after you arrive. We do not recommend mailing very large packages before you arrive as the mail room is considerably far from the dormitory.

### Must Have

Twin XL size bed sheets  
Bed linens, blankets, pillows  
Towels  
Shower sandals  
Bucket/tote for toiletries  
Personal hygiene supplies  
Water Bottle  
Study supplies  
Weather Appropriate Casual Clothes  
Business Casual clothes for special occasions

### Personal Additions

Hangers  
Desk lamp  
Sportswear  
Cleaning supplies  
Planner  
Enclosed mattress pad  
Surge protector power strip  
Laundry basket and detergent  
Mini fridge

### Do Not Bring/Prohibited Items

Non-university mattresses  
Candles, hookahs, incense, and other sources of open flames  
Air conditioning units  
Extension cords  
Barbeque grills  
Lamps with more than three arms  
Hoverboards  
Electric Scooters (E-Scooters)  
High voltage microwaves (>800W)  
Full-size refrigerator  
Toaster/toaster oven  
Electric frying pan  
Sandwich grill/waffle iron  
Coffee makers  
Alcohol, drugs, and related paraphernalia  
*For a comprehensive list of policies, visit [bc.edu/reslife](http://bc.edu/reslife)*

## OUR RESIDENTIAL TEAM

Program Assistants (PAs) for BCE are typically current Boston College undergraduate students. They live in the residence halls with 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. 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 PAs, the residential staff also consists of three Program Coordinator (PCs) and a Resident Director (RD). If help is needed, there will always be at least two PAs and one PC on duty in the residence hall 24/7.

## HOUSING

A brief overview of the [90 Thomas More can be found online](#). Students will be housed in 6 or 8 people same sex apartments(suites). A typical 6-person suite at Boston College contains two, triple-occupancy bedrooms, a common living room, 1 bathroom and a kitchenette and dining area. The bedrooms have approximately 180 square feet of space and the living room and dining room areas have almost 200 combined square feet of space. These bedrooms come furnished with 1 desk, 3 beds, 3 dressers, 1 desk chair and 2 closets. The living room and dining room have 1 couch, 2 chairs, a coffee table, a dining room table and 4 chairs. Please be sure to bring your own linen, as it is not included with the room.

A typical 8-person apartment at Boston College contains four, double-occupancy bedrooms, a common living room, 2 bathrooms and a kitchenette and dining area. The bedrooms have approximately 170 square feet of space and the living room and dining room areas have almost 300 combined square feet of space. These bedrooms come furnished with 2 desks, 2 beds, 2 dressers, 2 desk chairs and 2 closets. The living room and dining room have 2 couches, 2 chairs, a coffee table, a dining room table and 4 chairs.

The suites are air conditioned with 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. Students should only prop the door to their dorm room if they are 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

## GUEST POLICY

BCE 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 BCE residential staff and residential students are allowed in the residence hall.



### **QUIET HOURS**

Quiet hours from Sunday - Thursday are 10 p.m. – 8 a.m.; Friday - Saturday are 12 a.m. – 8 a.m..

During these times, please maintain a considerate and respectable noise level for your neighbors (i.e. avoid talking in groups in the hallways).

### **CURFEW**

Curfew will be enforced by PAs. Each student must check-in with the person on duty in the lounge by 10PM Sunday-Thursday and by 11PM Friday-Saturday. Students must be physically present to check-in. Curfew will last until 8AM the next day. Once checked in for curfew, students cannot leave the building. 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.

All students must be in their assigned room by 11:30 p.m. Sunday - Thursday and 1:00 a.m. Friday and Saturday.

*Note: Only students who have been approved to be off campus with a custodial parent/guardian or an adult approved by the custodial parent/guardian, can check in with the PAs after curfew. Approval must include the time student will return.*

## **STUDENT ID**

Each BCE student will receive an ID that will allow access to one's dorm and will be used to purchase food in dining halls as part of the student's meal plan.

## **LAUNDRY**

Laundry machines are in the basement of each of the residence halls and costs \$1.75 for each wash and dry cycle. Quarters are needed.

## **MAIL**

Mail can be sent to students at the following address:

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

Participants are responsible for determining whether their mail(s) have arrived and subsequent pickup. An email reminding participant to pick up their mail may be sent to their bc.edu email address if the mail(s) has arrived for a prolonged period of time. BCE is not responsible for redirecting mails arriving after the intended participant aka receiver of the mail has left campus. Please plan accordingly.

## **HEALTH RELATED INCIDENTS**

If any participant encounters a health emergency or witnesses one, please reach out to the PA/PC on call immediately and they will follow the protocols and guide the participant to next steps. If the PA/PC on call cannot be reached in time, directly contact Boston College Police Department (BCPD) for assistance.

## **INSIDE BC CAMPUS**

As the campus layout is complicated, students are strongly encouraged to walk\* around campus with at least two other residential BCE students. The approved campus map is on page 9.

\*BC prohibits the use, storage, and charging of E-Scooters on all Boston College property.

## LEAVING 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 and must be one of the following:

1. **Submission of a google form request at least 24 hours in advance and receive written permission through email.** 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 BCE students. Each student listed / Every student who wishes to travel with the same group needs to submit a request. Students must leave together and return together. Violating this policy will result in a follow-up from a PC and disciplinary action.
2. 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 students at residence hall. PC on duty may ask for a State ID/Driver's License.

## **SECTION IX**

### **BCE 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 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 for 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**

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 will have 24-hours to pick up the student. No refund will be issued.

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