



2022-2023

STUDENT HANDBOOK



EMMANUEL
COLLEGE



Dear Emmanuel Students,

It is an honor, as Emmanuel College's new president, to welcome you to the 2022-2023 academic year. I look forward to meeting you in the Muddy River Café, on the Quad, at Clemente Field, and at guest lectures and other featured events – as well as on social media. There are so many vibrant aspects of life at the College, and I am eager to experience them with you.

I came to Emmanuel for a host of reasons. Above all, I hold the belief – and I hope you do too – that being in this place at this time is pure possibility.

Here you will engage with organizations, just steps away, that are leading the way in business, biotechnology, culture, finance, media and many other fields. Here you will learn from faculty who are committed to helping you thrive in classrooms, labs and art studios. And here you will form connections that will serve as a source of support and friendship long after graduation. Possibilities abound; seize them!

In a special way, I invite you to contribute your unique gifts to the College community and to cultivate a climate of authentic welcome, inclusion and belonging for all. Remember that Emmanuel is the heart of Boston, *and you are the heart of Emmanuel.*

Sincerely,

A handwritten signature in black ink, reading "Mary K. Boyd". The signature is fluid and cursive, with the first name "Mary" being the most prominent part.

Mary K. Boyd, Ph.D.
President



Dear Emmanuel Students,

It is our pleasure to welcome you to the 2022-2023 academic year! And a special welcome to the Class of 2026 and our transfer students. We are living in a world that is very different than even a year ago. While we have worked hard to help make the campus safe, we are counting on the entire community to continue to assist in making this a great year!

We hope that you will approach this year with excitement, commitment, and an open mind, taking advantage of all that Emmanuel has to offer. You will be able to attend programs offered by our many clubs and organizations and participate in these organizations as an active member. Your engagement can make a difference in your life and in the lives of others. Research on college students indicates that involved students are more likely to develop meaningful connections, earn better grades and are more satisfied with their college experience.

Good relationships are the source of health and well-being. As we welcome our newest students, we invite each of you to connect with other members of the Emmanuel community. Many students who move outside their comfort zone to meet students from different social, racial and ethnic groups enrich their perspective and enhance their intellectual and social experience. Further, students comfortable in diverse social circles are better prepared for leadership not only at Emmanuel but also in their profession after graduation. Not only will you make new friends, but you will also strengthen the Emmanuel community as you grow in understanding and appreciation of each other.

In this year's Student Guide, Emmanuel's student handbook, you will find the Statement on Community Standards and the Student Code of Conduct, as well as department policies which articulate student expectations. We draw your attention to the Title IX requirements related to sex discrimination, sexual harassment, sexual violence and the sexual misconduct policy, which federal law requires colleges and universities to promulgate. Central to the Title IX requirements and other policies contained within the guide is the theme of respect for the individual person—the foundation of student life at Emmanuel. Please take the time to familiarize yourself with the policies on our website. It is your responsibility. We hope that this will be a successful year, building on your previous accomplishments as you strive to achieve your professional and personal goals. Please feel free to contact any member of the Student Affairs staff for support and assistance.



With best wishes,

*Dr. Jennifer Forry
Dean of Students/
Chief Student Affairs
Officer*

*Susan Benzie
Dean of Campus Life*

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Chapter 1: Mission

Mission Statement

To educate students in a dynamic learning community rooted in the liberal arts and sciences and shaped by strong ethical values, a commitment to social justice and service, the Catholic Intellectual Tradition and the global mission of the Sisters of Notre Dame de Namur.

Vision Statement

Emmanuel will be widely esteemed as the college in the heart of Boston that leads the nation in combining an extraordinary liberal arts and sciences education in the Catholic Intellectual Tradition with a commitment to strong relationships, ethical values and service to others. Students will choose Emmanuel as the place to develop in every respect while preparing for lives of leadership, professional achievement, global engagement and profound purpose.

Emmanuel College Learning Objectives

The Arts and Sciences undergraduate program requires a minimum of 128 credit hours of study and at least one internship or practicum experience. These credits are earned through a combination of degree requirements, electives and career development opportunities in the city of Boston and beyond. The degree requirements are comprised of four components which each contribute to students' achieving the goals of the undergraduate program. Remaining credits are earned with elective courses. Often, students use electives to complete a minor program or benefit from the special academic opportunities offered.

Emmanuel College prepares students to:

Engage complex ideas by broadening and deepening their knowledge and by sharpening their intellectual skills.

Emmanuel students address complex realities across diverse areas of inquiry, drawing on deep connections formed through the study of the liberal arts and sciences and a chosen discipline. Through critical analysis, balanced reflection and active discourse, they confront vital issues equipped with the intellectual tools to imagine solutions. Students emerge with a deeper appreciation for the pursuit of knowledge as a pathway to a more meaningful, creative and enriching life.

Excel in their future careers—and make valuable contributions to their organizations and professions.

Students at Emmanuel College are able to apply knowledge to real-world challenges by engaging in creative and ethical problem solving. As people who value and promote diversity, graduates work on multiple levels to advance their organizations and all whom they serve and employ. Students see themselves as part of a larger whole and add value through teamwork and leadership, recognizing the need to be agile and forward-leaning in their chosen professions.

Deepen and clarify their sense of personal, social, ethical and civic responsibility.

Inspired by Catholic social teaching and by the values of the Sisters of Notre Dame de Namur, students honor the dignity, worth and gifts of every human person. Through vibrant discussions, they reflect on

their own moral reasoning and on diverse perspectives, including voices that have been historically silenced. As active participants in campus life, they develop the necessary interpersonal and leadership skills to practice courageous advocacy. And throughout Boston and beyond, they experience the joy of serving others while finding purpose by addressing inequality. These transformative experiences empower students to discover their strengths and a deeper sense of personal identity; grow emotionally, morally and spiritually; and gain the confidence to embrace their convictions through social action.

Student Affairs Mission

The Division of Student Affairs serves students through development of the whole person guided by the charism of the Sisters of Notre Dame de Namur. Providing transformative opportunities within an inclusive community of diverse perspectives, Student Affairs empowers students through learning, growth, leadership and action, to pursue lives of purpose as global citizens.

Student Affairs Learning Pillars

Pillar 1: Connected Learning

A SAINT grounded in a liberal arts education applies critical thinking to scholarly and co-curricular pursuits.

Pillar 2: Transformative Growth

A SAINT seeks opportunities for intellectual, social and spiritual growth with emphasis on self-awareness and effective relationship development.

Pillar 3: Servant Leadership

A SAINT serves and influences others while understanding the social, cultural, and environmental context necessary for ethical and responsible decision-making.

Pillar 4: Social Action

A SAINT engages in their community by demonstrating compassion, civic responsibility, social awareness and action that promotes inclusivity.

Chapter 2: College Overview

College Overview

Emmanuel College—a Catholic, coeducational, residential, liberal arts and sciences college in Boston—has been educating critical thinkers, ethical decision makers and community leaders since 1919. Founded in 1919 by the [Sisters of Notre Dame de Namur](#) as the first Catholic college for women in New England, Emmanuel today is a coeducational, residential college with a 17-acre campus in the heart of Boston's educational, scientific, cultural and medical communities. Emmanuel enrolls more than 2,000 students including 1,800 traditional undergraduate students from 35 states and territories and 42 countries.

At Emmanuel College, innovation and excellence in the liberal arts and sciences intersects with [experiential learning opportunities](#), including student-faculty collaboration on research and scholarship; a 100% internship participation rate; study abroad programs; service learning; and scores of co-curricular activities that promote engagement and leadership. The College offers more than [70 majors, minors and concentrations](#) in the arts, humanities, sciences, business, education and nursing, along with graduate programs in education, nursing and business & management, across [five academic schools](#).

In all aspects of the educational experience, Emmanuel strives to provide students an incomparable foundation for a lifetime of employability in a marketplace marked by constant change. Now in its second century, the College continues to affirm its commitment to its educational mission and to real-world learning experiences throughout Boston and beyond. As a result, the College's graduates each year go on to positions in a broad range of professions as well as master's degree and doctoral programs at prestigious universities

Accreditation

Emmanuel College is accredited by the New England Commission of Higher Education (formerly the Commission on Institutions of Higher Education of the New England Association of Schools and Colleges, Inc.).

Inquiries regarding the accreditation status by the [Commission](#) should be directed to the administrative staff of the institution. Individuals may also contact:

New England Commission of Higher Education
3 Burlington Woods Drive, Suite 100, Burlington, MA 01803-4514
(781) 425 7785
[E-Mail: info@neche.org](mailto:info@neche.org)

Official College Communication

The College provides students with an e-mail account upon the student's matriculation to the institution. This account is free of charge and is active as long as the student remains active.

A College-assigned student e-mail account is the College's official means of communication with all students. Students are responsible for all information sent to them via their College-assigned e-mail account. If a student chooses to forward the provided College e-mail account, the student is responsible for all information, including attachments, sent to any other e-mail account.

College Closings

When there are inclement weather conditions, the College will act in accordance with the City of Boston and recommendations by the Governor of the Commonwealth of Massachusetts regarding closing public offices and schools. During a college closure, emergency staffing will remain in place for the following departments: Campus Safety, Facilities, Dining and Residence Life.

The following announcement timelines will apply for college closure and class cancellation due to weather:

- 6:00 a.m. for day classes (classes that start between 8:00 a.m. and 4:00 p.m.)
- 1:00 p.m. for evening classes (classes that start at 4:15 p.m. or later)
- 7:00 a.m. for Saturday morning classes (Saturday classes that start at 8:30 a.m. or later)
- 11:00 a.m. for Saturday afternoon classes (Saturday classes that start at 1:00 p.m. or later)

Communication about college closure is made through the Emergency Notification System and posted on Emmanuel's website and social media channels. Additionally, Emmanuel contacts the following media channels: WHDH-TV/Channel 7, CW56/Channel 56, WCVB/Channel 5, FOX25 and WBZ-TV/RADIO/Channel 4 about closures. Since there is no guarantee that local media announces cancellation information promptly or fully, the College recommends that individuals visit Emmanuel's website for the most accurate information.

All Emmanuel staff, faculty and students are required to sign up for the [Emergency Notification System](#). Students can update their accounts by visiting the Current Student webpage and selecting "Rave Emergency System" under "Accounts." Internal Emmanuel e-mail addresses are automatically used in the system, but it is recommended that students also enter their cell phone number to receive text and voicemail messages. An alternate e-mail address, as well as additional phone numbers, may be entered, allowing students to add family contact information.

Public Health Policy

Emmanuel is committed to the health and safety of each member of the community. The College recognizes that COVID-19 continues to impact the environment at Emmanuel and in the broader community. It is the expectation that all students adhere to guidelines set forth by the College. The Emmanuel College administration will continue to use the latest information and guidance from federal, state and local officials to drive decision making to create the safest environment possible.

These decisions may include wearing masks on campus regardless of vaccination status, restrictions on guests within residence halls, community surveillance testing, etc. The College is committed to triaging and implementing necessary safety measures to ensure the success of the community. It is the expectation that students, staff and faculty adhere to these expectations and continue to be flexible and adaptable in a time of major health crisis.

Chapter 3: Federal, State, and Local Laws

Integrity, ethics, and trust are core values in the Emmanuel College community. These values should matter to all members of the community and should apply everywhere—in our classrooms, in the Cardinal Cushing Library Learning Commons, in the computer labs, in the Jean Yawkey Center, in the residence halls, in the dining facilities, and in our offices. All members of this community share the responsibility for building and sustaining a culture of high academic standards and interpersonal trust. In this chapter, please find a list of Federal and State Laws along with an outline of Emmanuel College's policies supporting both Federal and State Laws.

Federal Laws

[Equal Pay Act of 1963](#) –Federal law amending the Fair Labor Standards Act, aimed at abolishing wage disparity based on sex.

[Title VII of the Civil Rights Act of 1964](#) – Prohibits employment discrimination based on race, color, religion, sex and national origin.

[Age Discrimination in Employment Act of 1967 \(ADEA\)](#) – Prohibits employment discrimination against persons 40 years of age or older.

[Section 503 of the Rehabilitation Act of 1973](#) – Section 503 prohibits federal contractors and subcontractors from discriminating in employment against individuals with disabilities (IWDs) and requires these employers to take affirmative action to recruit, hire, promote and retain these individuals.

[The Vietnam Era Veterans' Readjustment Assistance Act of 1974 \(VEVRAA\)](#) – Requires covered federal government contractors and subcontractors to take affirmative action to employ and advance in employment specified categories of veterans protected by the Act and prohibits discrimination against such veterans.

[Age Discrimination Act of 1975](#) – Prohibits discrimination on the basis of age in programs and activities receiving Federal financial assistance.

[Immigration Reform and Control Act \(IRCA\) of 1986](#) – Federal law amending and repealing sections of the Immigration and Nationality Act and comprehensively addressed the issue of unauthorized immigration.

[The Americans with Disabilities Act \(ADA\) of 1990](#) – Prohibits discrimination against people with disabilities in employment, transportation, public accommodation, communications, and governmental activities.

[Civil Rights Act \(CRA\) of 1991](#) – Modifies some of the basic procedural and substantive rights provided by federal law in employment discrimination cases.

[Family Medical Leave Act \(FMLA\) 1993](#) – Federal law requiring covered employers to provide employees job-protected and unpaid leave for qualified medical and family reasons.

[Executive Order 11246](#) – Prohibits federal contractors and federally–assisted construction contractors and subcontractors, who do over \$10,000 in Government business in one year from discriminating in employment decisions on the basis of race, color, religion, sex, sexual orientation, gender identity or national origin.

[Title VI of the 1964 Civil Rights Act](#) – Prohibits discrimination on-the-basis of race, color, and national origin in programs and activities receiving Federal financial assistance.

[Title IX of the Education Amendments of 1972](#) – Comprehensive federal law that prohibits discrimination on the basis of sex in any federally-funded program or activity.

[Section 504 of the Rehabilitation Act of 1973](#) – Federal law that protects qualified individuals from discrimination based on their disability.

[Equity in Athletics Disclosure Act of 1994](#) – Requires co-educational institutions of postsecondary education that participate in a Title IV, federal student financial assistance program, and have an intercollegiate athletic program, to prepare an annual report to the Department of Education on athletic participation, staffing, and revenues and expenses, by men’s and women’s teams.

[Crime Awareness and Campus Security Act of 1990](#) – Requires colleges to report campus crime statistics and security measures to all students and employees by October 1st of each year.

State Laws

[Chapter 151B of the General Laws of Massachusetts](#) – Prohibits discrimination in employment on-the-basis of sex.

[114th Article of Amendment to the MA Constitution](#) -States that no otherwise qualified handicapped individual shall, solely by reason of his handicap, be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity within the Commonwealth.

[MA General Law Chapter 149 Section 105\(a\)](#) – States that no employer shall discriminate in any way in the payment of wages as between the sexes or pay any person in his employ salary or wage rates less than the rates paid to employees of the opposite sex for work of like or comparable character or work on like or comparable operations.

Americans with Disabilities Act (ADA)

Disability Support Services

Emmanuel College is committed to the full participation of all students in its programs and activities. Although Emmanuel does not have a comprehensive academic program specifically designed for students with disabilities, we are committed to providing support services and reasonable accommodation when requested by students who qualify for them. Emmanuel College subscribes to the policies set forth in the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and in Section 504 of the Rehabilitation Act of 1973, which mandate equal opportunity in education programs and activities for students with disabilities.

Please note information on Disability Support Services and Housing Accommodations are available in the Residence Life Policies and Procedures. Please review in full detail in this section.

Jeanne Clery Disclosure of Campus Security and Crime Statistics Act (Clery Act)

In accordance with the Jeanne Clery Disclosure of Campus Security Police and Campus Crime Statistics Act, more commonly known as the Clery Act, Emmanuel College publishes an annual report every year by October 1st that contains three years of campus crime and fire safety statistics and certain campus security policy statements.

[About the Jeanne Clery Act](#)

[Emmanuel College Annual Campus Security and Fire Report](#)

Family Education Rights and Privacy Act (FERPA)

Emmanuel College regulates access to and release of a student's records in accordance with the provisions of the Family Educational Rights and Privacy Act of 1974 as amended (PL 93-380, Section 438, The General Education Provisions Act). The purpose of this act is to protect the privacy of students regarding the release of records and access to records maintained by the institution.

In compliance with the Family Education Rights and Privacy Act of 1974 (the Buckley Amendment/FERPA), Emmanuel College has committed itself to protecting the privacy rights of its students and to maintaining the confidentiality of its records. A copy of this law is available in the Office of the Registrar.

Certain personally identifiable information from a student's educational record, designated by Emmanuel College as directory information, may be released without the student's prior consent. A student who so wishes has the absolute right to prevent release of this information. In order to do so, the student must complete a form requesting nondisclosure of directory information by the end of add/drop period. This form is available in the Office of the Registrar.

Directory information includes name, term, home and electronic address, campus address and mailbox number, telephone and voice mailbox number, date and place of birth, photograph, major field of study, participation in officially-recognized activities and sports, weight and height of members of athletic teams, dates of attendance, program of enrollment, anticipated date of graduation, degrees and awards received, the most recent previous educational agency or institution attended and other similar information. Some or all this information may be published in directories such as a student directory, an electronic student directory, a sports program or other campus publications.

Regarding external inquiries, the Office of the Registrar will verify directory information, unless advised to the contrary by the student as indicated above. "Verify" means to affirm or deny the correctness of the information. The College will not provide corrections for inaccurate information. All non-directory information, which is considered confidential, will not be released to outside inquiries without the express consent of the student. However, the College will verify financial awards and release data for government agencies.

Students have the right to review their educational records. A student may waive this right in special cases of confidential letters of recommendation relative to admission to any educational agency or institution, application for employment, receipt of financial aid form, or receipt of any services or benefits from such an agency or institution. A copy of the Reports and Records: Release of Student Information Policy is available in the Office of the Registrar. If you have any questions, please contact the Registrar's Office at 617-735-9960.

Annual Notification to Emmanuel College Students of Rights Under the Family Educational Rights & Privacy Act (FERPA)

The U.S. Government Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the College receives a request for access.

Students should submit to the Registrar a written request that identifies the record(s) they wish to inspect. The Registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Registrar, the student will be advised of the correct official to whom the request should be addressed.

- (2) The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.

Students may ask Emmanuel College to amend a record that they believe is inaccurate or misleading. They should write to the Emmanuel College official responsible for the record, clearly identify the part of the record they want to change and specify why it is inaccurate or misleading.

If Emmanuel College decides not to amend the record as requested by the student, Emmanuel College will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for an amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Emmanuel College in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom Emmanuel College has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education

record in order to fulfill his or her professional responsibility.

(4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Emmanuel College to comply with the requirements of FERPA.

The name and address of the Office that administers FERPA is available from the Office of the Registrar.

FERPA Annual Notice to Reflect Possible Federal and State Data Collection and Use

As of January 3, 2012, the U.S. Department of Education's FERPA regulations expand the circumstances under which your education records and personally identifiable information (PII) contained in such records - including your Social Security Number, grades, or other private information - may be accessed without your consent.

First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities ("Federal and State Authorities") may allow access to your records and PII without your consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is "principally engaged in the provision of education," such as early childhood education and job training, as well as any program that is administered by an education agency or institution.

Second, Federal and State Authorities may allow access to your education records and PII without your consent to researchers performing certain types of studies, in certain cases even when we object to or do not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive your PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without your consent PII from your education records, and they may track your participation in education and other programs by linking such PII to other personal information about you that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

Chapter 4: Title IX Policies and Procedures

Title IX of the Education Amendments of 1972 is a federal law that prohibits sex discrimination in education. Sex discrimination includes sexual harassment and sexual assault.

Emmanuel College is committed to providing its students, faculty and staff with a working and learning environment in which all people are treated with respect and dignity. Each person has the right to work and be educated in an atmosphere that is free from all forms of sex/gender harassment, discrimination and misconduct, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others.

Title IX New Regulations

In May of 2020, the Department of Education released new regulations for Title IX compliance. The College is committed to affording all parties due process in our procedure and to retaining industry best practices in policies that prohibits additional forms of sex and gender-based misconduct not covered by the new Title IX regulations. The College has a responsibility to ensure that all students, staff, faculty, and visitors can enjoy the benefits and opportunities the College has to offer in an environment free from discrimination on the basis of sex, including sexual assault and sexual harassment.

The term “Sexual Harassment” is defined pursuant to 34 CFR Part 106 as:

Unwelcome conduct on the basis of sex “determined by a reasonable person to be so severe, pervasive, and objectionably offensive that it effectively denies a person equal access to the school’s education program or activity”; an employee conditioning the provision of aid, benefit, or service on an individual’s participation in unwelcome conduct (quid pro quo); or sexual assault (as defined by the Clery Act), dating violence, domestic violence, or stalking (as defined by the Violence Against Women Act (VAWA)). The alleged conduct must have occurred in the United States within an Emmanuel College education program or activity, which includes “locations, events or circumstances over which the school exercises substantial control over both the respondent and the context in which the sexual harassment occurred.”

The College will not tolerate sexual harassment in any form or related retaliation against or by any employee or student. The College recognizes that discrimination and harassment related to a person’s sex can occur in connection with misconduct related to a person’s sexual orientation, gender identity, gender expression, race, color, ethnicity, national origin, religion, age, disability, or other protected classes. Targeting a person based on these characteristics is also a violation of state and federal law and the College’s Harassment and Discrimination Policy. As appropriate, the College will endeavor to coordinate the investigation and resolution of sexual harassment complaints with the investigation and resolution of complaints of discrimination or harassment based on other protected classes. There is a presumption that the Respondent is not responsible for the alleged conduct until a determination regarding responsibility is made at the conclusion of the grievance process.

There is a presumption of innocence throughout the grievance process, with the burden on the college to gather information and to prove the alleged conduct meets the definition of sexual harassment pursuant to Title IX.

Duty of Good Faith

Emmanuel College prohibits any member of the Emmanuel community from knowingly or recklessly bringing a false complaint against another member of the Emmanuel community. Any such action can lead to disciplinary action, up to and including dismissal from the College as a student or employee.

Protection of Minors Policy

I. PURPOSE

Emmanuel College is committed to creating a safe and welcoming environment for all members of its community, including Minors (defined below). This policy establishes guidelines and procedures to promote the protection of Minors.

Except for the reporting of abuse or neglect in Section III, this policy does not apply to Minors walking through the Campus without entering a College facility or participating in a College sanctioned event or activity. Such individuals enter the College's Campus at their own risk and are not the responsibility of the College.

II. SCOPE

Compliance with this policy is the responsibility of all College employees (staff and faculty), students, volunteers, contractors, vendors, and other individuals or entities that contract with the College.

A. Definitions

- Campus means all buildings, facilities, and other property owned or controlled by the College, including but not limited to lecture halls, residence halls, administrative buildings, parking lots, athletics fields and facilities, and vehicles.
- Campus Visit means a Minor's temporary presence on Campus as part of a College recruitment event or community outreach activity. Examples include visits by prospective students, student athletes, and school field trips.
- Minor means an individual who is under the age of 18 who is not a matriculated College student.
- Program means a College sanctioned event or activity that provides educational/instructional, recreational, cultural or athletic activities primarily developed to serve Minors, such as but not limited to camps. Programs may be limited to daily activities or may involve overnight housing. Programs may be organized or sponsored by the College or by external entities. The term "Program" does not include:
 - A College sponsored event or activity that requires a Minor to be accompanied by a parent or guardian;
 - A College sponsored event or activity that is open to the general public and which Minors attend at the sole discretion of their parents or guardians;
 - A Campus Visit; or
 - An event or activity that is exempted from these requirements by the College on a case by case determination.

III. Reporting Abuse or Neglect

Every member of the College community or any individual participating in a Program that knows or suspects that a Minor has been abused or neglected, or who has other concerns about the safety of Minors must report that information to the College

A. Where to Report

- On-Campus: Reports should be made to a Campus Safety officer, to the Office of Campus Safety in the Eisner Administration Building, or by calling (617) 735-9888.
- Off Campus: Reports should be made to Boston Police (BPD) at 617-343-4633. After notifying local police, immediately notify Campus Safety and the Program sponsor, if any.
- Mandatory Reporting to Law Enforcement: Please consult with the Office of Campus Safety to determine if it is required by law to report an incident to the Boston Police or any other city, state or federal agency.

IV. General Requirements

- A. The College reserves the right, at its discretion, to condition, restrict or deny access by Minors to Campus or a Program. Minors are subject to all College policies, must follow directions from authorized College personnel, and may be asked to leave Campus or the event or activity if they are unable or unwilling to comply with such directions. Parents or guardians are responsible for understanding the risks associated with allowing a Minor onto Campus or permitting a Minor to participate in a Program. The College is not responsible for unsupervised Minors.

B. Supervision

Unless a Minor is participating in a Program, Campus Visit, the Minor's parent(s), or guardian(s), (along with the individual(s) that brought the Minor to Campus, if different) are responsible for supervision of the Minor. Those individuals are responsible for the safety, security, and well-being of the Minor, and are responsible for any injuries to persons or damage to College property caused by the Minor.

C. Prohibited Areas

Minors are prohibited from the following areas unless part of a College-sponsored event or activity and are accompanied by a College employee:

- Laboratories, laboratory preparation areas, and scientific work areas
- Workshops, maintenance areas, and technical work areas
- Fitness facilities (e.g. locker rooms and weight rooms)
- Residence Halls (unless the Minor lives in a Residence Hall with a parent or guardian)
- Construction Sites

Chapter 5: Bias-Related Incident and Hate Crime Policy

As a Catholic college, Emmanuel College upholds the human dignity of all members of our community. As such, Emmanuel seeks to create and maintain an academic, work and social environment free of harassment due to race, gender, sexual orientation, ability, religion, veteran status, nationality, ethnicity or any other protected status.

What is a bias-related incident?

Bias-related incidents refer to conduct, speech, images or expressions that demonstrate conscious or unconscious bias which targets individuals or groups based on but not limited to their actual or perceived race, ethnicity, national origin, sex, gender identity or expression, sexual orientation, disability, age, religion, or any other protected status. While bias-related incidents are often unintentional and may not be perceived as aggressive or disrespectful by the party responsible, these behaviors are a violation of the policies listed in the student code of conduct. It is important to note that when bias is not conscientiously named and addressed, it can compound to create negative environments for those affected and/or can escalate into more overt acts of discrimination or criminal behaviors.

What is a hate crime?

The FBI defines a hate crime as “a “criminal offense against a person or property motivated in whole or in part by an offender’s bias against a race, religion, disability, sexual orientation, ethnicity, gender, or gender identity.”

What is Emmanuel’s policy regarding bias-related incidents and hate crimes?

A bias-related incident or hate crime is contradictory to Emmanuel College’s community standards. It may also contribute to creating an unsafe, negative or unwelcome environment for the victim and/or other members of the College community. Students who engage in behavior that can be classified as a bias-related incident are subject to disciplinary action through the student conduct system. If an incident is determined to be a hate crime, the Office of Campus Safety will work with law enforcement as needed, and the student will also be subject to disciplinary action through the student conduct system. Take special note that retaliation against an individual who has reported a bias-related incident/hate crime and against witnesses of a bias-related incident/hate crime will not be tolerated by the College. [View additional information on Bias-Related Incidents.](#)

REPORT BIAS-RELATED INCIDENTS AND HATE CRIMES HERE: <http://www.emmanuel.edu/report-bias>

What happens when you file a report?

- The Bias Response Coordinator receives the report and will begin an investigation.
- Following the investigation, incidents involving students will be referred to the Dean of Student’s Office and may be processed through the student conduct system if applicable.
- Following the investigation, incidents involving an employee will be referred to the Office of Human Resources and progressive discipline may be applied if appropriate.

- If any incident is classified as a hate crime, the Office of Campus Safety will conduct the investigation and consult with law enforcement as necessary.

What happens if the accused party is found responsible?

- If a student is found responsible for a bias-related incident, sanctions may be issued. Educational measures may also be required.
- If an employee is found responsible for a bias-related incident, the Office of Human Resources will decide the appropriate course of action.
- If any person is found responsible for a hate crime, they may face criminal charges and additional sanctions from the College, up to and including termination or expulsion.

Emmanuel College is committed to providing its students, faculty and staff with a working and learning environment in which all people are treated with respect and dignity. Each person has the right to work and be educated in an atmosphere that is free of harassment and unlawful discriminatory actions based on race, color, gender, age, sexual orientation, gender identity, religion, national or ethnic origin, disability, veteran or active military status, genetic information or any other protected status. Because Emmanuel College takes allegations of harassment and unlawful discrimination seriously, we will respond promptly to complaints and where it is determined that such inappropriate conduct has occurred, we will act promptly to eliminate the conduct and impose such corrective action as is necessary, including disciplinary action where appropriate.

Chapter 6: Community Standards and Student Conduct

Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, for values-based education and for a caring, friendly environment. Members of the Emmanuel College community are expected to demonstrate respect and show sensitivity to differences in others. All members of the community are entitled to and responsible for maintaining an environment of civility that is free from disparagement, intimidation, harassment and violence of any kind. With this in mind, the Student Government Association approved the following set of guidelines, which a representative group of students developed on behalf of the student body. These guidelines delineate the expectations that they and their peers have of themselves and one another.

Community Standards for Emmanuel College Students

- We expect each member of the community to take responsibility for building and improving the quality of our community life and, when necessary, will communicate with those in a position to make changes.
- We expect that members of the Emmanuel Community will take pride in their environment and take personal responsibility for keeping it clean.
- We expect that as an educated community we will have a tolerance for others' opinions and openness to their perspectives.
- We expect that every member of the Emmanuel Community will respect personal and public property.
- We will not tolerate the destruction or theft of personal or public property.
- We will not tolerate vandalism.
- We expect that every member of the Emmanuel Community will accept diversity and be civil in dealings with each other.
- We will not tolerate racism, sexism, classism, or heterosexism.
- We hope that all students will model and teach respect.
- We hope that every member will reach out to one another with care and concern in a friendly manner, strengthening the sense of a campus community.

Student Code of Conduct

The Emmanuel College student conduct process is rooted in the notion that all people deserve the right to a safe, developmental, and just educational environment. Our commitment to strong relationships, ethical values, and service to others shapes the Emmanuel College belief that students can and should learn through their decision-making experiences. The student conduct process is designed to address student behavior, foster a safe and supportive learning environment, educate students through conduct hearings, mentoring, and developmental sanctioning, and work collaboratively with the community to address harm when caused. As such, the student conduct process is guided by the belief that:

- Students have the right to an educational experience free from physical and psychological harassment based upon gender identity, gender expression, sexual orientation, race, religion, nationality, ethnicity, socioeconomic status, disability status, veteran status or age.
- Students have the right to study and socialize in a clean and safe environment with a reasonable expectation of privacy and quiet.

- Students are fundamentally responsible for their actions and the effects they have on themselves, their peers, and the Emmanuel College community.
- There is profound educational opportunity present in a student's guided, critical reflection on their actions, the impact those actions have on the community, and the process of restoring community well-being. As such, the student conduct process should be educational in nature if the student accepts responsibility for their actions and demonstrates a desire to amend, as applicable.
- The student conduct process should aim to be learning-centered, community-focused, and procedurally sound.
- Emmanuel College is bound to address through disciplinary action student behavior that violates the spirit and/or substance of federal, state, municipal, and institutional policies, adversely impacts the educational well-being of the community, and does not demonstrate an understanding of personal responsibility.

Purpose and Scope

The College expects all students to take responsibility for their actions and be willing to accept the consequences of their behavior. College regulations have been designed to protect the rights of all members of the community and to ensure the integrity of the institution. The Emmanuel College Student Conduct System is intended to aid the individual student in developing self-discipline and a sense of responsibility and community membership. Collective work and responsibility are possible only if students, faculty and administrators feel confident that rules will be enforced for the benefit of the entire Emmanuel community. When infractions of specific academic or social regulations occur, the cases will be heard at the appropriate level, either by a College official, an Ad Hoc Hearing Board, the Academic Review Board or the Academic Integrity Committee.

Emmanuel College students are expected to abide by all policies of the College including but not limited to those in the Student Guide, in the Academic Catalog and on the website. The following actions are considered violations of the Emmanuel College Student Code of Conduct and are punishable by sanctions imposed in accordance with the conduct procedures of Emmanuel College.

1. Injury or threat of injury to self or others.
2. Physical or verbal altercations or abuse.
3. Intimidation, threats, or harassment of any kind of another person or group of persons, or action which threatens or endangers the health, well-being or safety of self or another person.
4. Use, sale, distribution, possession or being in the presence of paraphernalia or stimulants, intoxicants, or drugs other than drugs prescribed by a physician for the student's own use, or over-the-counter medications. Suspicion of drug use due to smell, paraphernalia, etc.
5. Intoxication, use, sale, distribution, possession or being in the presence of alcoholic beverages or related paraphernalia on campus, regardless of age. Being attended to for over-intoxication.
6. Deliberate or careless endangerment of self or others including but not limited to: creating a fire risk; tampering with and/or falsely activating fire or other safety alarms or equipment; climbing on building roofs, hanging out windows; throwing items out windows; not evacuating building when alarm sounds or when asked to leave.
7. Gaining or assisting in unauthorized entrance into College facilities.
8. Initiation or circulation of a report or warning of an impending crime, emergency or catastrophe, knowing that the report is false.

9. Possession or use of firearms, guns, knives, other weapons, mace, explosives, dangerous chemicals, fireworks or other items with potential to cause harm.
10. All forms of sexual misconduct, including any form of unwanted sexual advances or contact. "Unwanted" means against a person's wishes or without consent and includes those instances in which the individual is unable to give consent because of sleep, unconsciousness, impairment or intoxication due to alcohol, other substances or drugs.
11. Behavior or conduct that is disorderly, lewd, or indecent. Disregarding the privacy of self or others, including indecent or inconsiderate behavior and exposure of others to highly offensive conditions. Such inappropriate behavior or conduct may include but is not limited to touching or patting, written or verbal comments or suggestions, obscene or offensive pictures or "jokes," hostile or threatening gestures.
12. Behavior or conduct that serves to degrade the status of self or others.
13. Damage to, vandalism of, or alteration of College property, the property of a member of the College community or other personal or public property.
14. Attempted or actual theft of, or unauthorized possession or use of College property, the property of a member of the College community or other personal or public property.
15. Smoking or tobacco use.
16. Behavior or conduct, including but not limited to hazing for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group, team or organization. Consent of the student or participant is not a defense against inappropriate behavior or conduct.
17. Acts of dishonesty, including those applicable to the classroom. Furnishing false information.
18. Violation of guest or visitation policies.
19. Violation of the Computing and Communication Acceptable Use Policy including but not limited to illegal downloading and file sharing of music or video and unauthorized access to College information systems.
20. Gambling.
21. Obstruction or disruption of College activities, including but not limited to teaching, research, administration, campus services, campus meetings, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.
22. Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in the performance of their duties or who has responsibility in the absence of a particular official. Failure to render reasonable cooperation when requested by others.
23. Use of the College name, seal, or other forms of College identity without written permission from the Dean of Students/Chief Student Affairs Officer or designee.
24. Solicitation, without the written permission of the Dean of Students, Dean of Campus Life, Director of Student Involvement and Commuter Engagement, Director of Residence Life or designee.
25. Noise disturbances, violation of residence hall & college-sponsored housing quiet hours, disruptive activities and/or activities which can cause damage or risk.
26. Refusal to identify oneself and/or to conspicuously display student identification card.
27. Failure to provide an accurate local address to the Office of the Registrar.
28. Playing sports in academic or residential buildings or in restricted areas.
29. Violation of rules and regulations published by College offices and departments, including but not limited to parking and traffic rules, residence hall & college-sponsored housing regulations, food service rules, fitness center rules, and health regulations.
30. Conduct that is a state or federal crime.

31. Inciting others to commit any of the acts listed above; involvement as an accessory to any of these acts; failure to take responsibility for one's guest(s); assisting or encouraging others to engage in violations; staying with violator when there is enough time and opportunity to leave.
32. Actions committed off College property that are related to the security of the College community, the integrity of the educational process or the reputation of the College.

Sanctions

The range of disciplinary sanctions that may be imposed on students includes but is not limited to: warning; educational project; community service; loss of privileges; fines; family notification; restitution; residence hall & college-sponsored housing re-assignment; residence hall & college-sponsored housing probation; residence hall suspension; residence hall & college-sponsored housing dismissal; counseling or health assessment; no trespass order; stay away order; interim suspension; suspension; dismissal. Sanctions are handled on a case-by-case basis and all sanctions are at the discretion of the administrator or board conducting the conference or hearing.

Emmanuel College reserves the right to suspend or dismiss a student from the College for violation of College policy. In cases where the presence of the student at the College would constitute a danger to themselves or other persons, to property, or to the normal conduct of College activities, a student may be suspended immediately and restricted from all or part of the campus until a disciplinary hearing is held. The student is entitled to discuss the basis for the decision with the College official rendering the interim suspension decision. Final authority over suspension or expulsion rests with the Dean of Students/Chief Student Affairs Officer. Any one or more of the sanctions listed below may be imposed upon any student or student organization responsible for violating the Student Code of Conduct. Additionally, the administrator or board may render a sanction not listed but one which would be consistent with the violation.

Warning: A written notification that the conduct engaged in is inconsistent with College policy and that a future violation may result in a more severe sanction being imposed.

Educational Project: The development of an activity or event designed to help the student become more aware of College policies, to educate the community about a critical issue and/or to assist the student to understand the inappropriateness of the behavior.

Community Service: Participation in a specified service activity at the College or in the community for a designated number of hours.

Loss of Privileges: Denial of specific privileges for a period including but not limited to: residence hall college-sponsored housing visitation, guest privileges, overnight visitation, housing lottery, participation on an athletic team and/or in a student club or organization, at programs, activities, and ceremonies, etc.

Probation: A written notification that the behavior or action violated the Student Code of Conduct and that any further action is likely to result in suspension from the residence halls, college-sponsored housing, or the College. A specific time period is required when probation is sanctioned.

Fines: Monetary payment for policy violation.

Family Notification: Written communication with the parent/guardian that the student was found responsible for a violation of the Student Code of Conduct.

Restitution: The student or student organization is required to replace or restore damaged, stolen or misappropriated property or otherwise make amends for the behavior that led to the sanction.

Residence Hall Re-Assignment: Re-assignment to another area and/or residence hall for a specific time period or for the remainder of enrollment.

Residence Hall Suspension: Separation of the student from the residence halls and/or college sponsored housing for a defined period of time, after which the student is eligible to apply for residency. During the time of suspension, it may be specified that the student may not enter the campus residence halls.

Residence Hall Dismissal: The student is permanently separated from the residence halls and/or college and/or college sponsored housing, and it may be specified that the student may not enter any residence hall during the remainder of the student's tenure at Emmanuel.

Counseling or Health Assessment: There are times when the behavior a student has exhibited may be a response to some deeper issues or when there may be indications of emotional distress, an eating disorder, substance abuse or other problem that could affect his/her functioning as a member of the Emmanuel College community. The student may be referred to a professional for a series of meetings and/or a general psychological, health and/or substance abuse evaluation. If indicated, the student may be required to follow a treatment plan recommended and/or adhere to a set of behavioral expectations, outlined in a Behavioral Contract, in order to remain a member of the Emmanuel community. Ongoing information may be shared with the Dean of Students/Chief Student Affairs Officer or other professionals as needed within the bounds of confidentiality.

Family Meeting: A meeting to discuss student behavior may include administrators, staff, family members and students.

No Trespass: A person may be prohibited from entering a building, residence hall or the campus. Failure to comply with this sanction may result in arrest for trespassing.

Stay Away Order: The student is prohibited from having any contact—direct, indirect or third party on his/her behalf—with a particular person(s). Contact includes, but is not limited to, mail, e-mail, telephone, text, social media, etc.

Suspension Held in Abeyance: Separation of the student from the residence halls or from the College that is delayed at the time of the sanctioning and invoked with any subsequent violation of the Student Code of Conduct.

Interim Suspension: When an individual is considered an imminent threat to either persons and/or property, the Dean of Students/Chief Student Affairs Officer may invoke an immediate interim suspension from housing and/or the College. A student may be temporarily suspended from the residence halls but may be permitted to attend class. In the case of an interim suspension imposed as a result of criminal charges, the suspension may remain in effect until the matter is resolved both off and on campus.

Suspension: Separation of the student from the College for a defined period of time after which the student is eligible to apply for readmission.

Dismissal: Permanent separation of the student from the College, noted on the student's academic transcript.

Appeal Procedure for Status Affecting Conduct Outcomes

By follow-up written notification, the student is informed of the decision. The student, by such notice, shall be offered the choice either of consenting to the determination and proposed penalty, or by directing a written request for review of the decision. Letters requesting review must be directed to the person named in the decision letter within five business days. Substantial reasons for requesting review usually demonstrate one of the following conditions:

- The student was denied rights, or process was not followed.
- Relevant evidence became available after the conference.
- The sanction is believed to be inconsistent with the circumstances of the charge.

Upon review of the request for decision review, the appeal officer will either deny or consider the appeal. The appeal officer may schedule a meeting with the student to review the incident and incident reports and the reasons for the appeal. Following the review, the appeal officer will either uphold the decision and the sanctions, uphold the decision but change the sanctions or overturn the decisions and the sanctions.

Prevention of Harassment/Intimidation of Staff

College personnel, particularly Residence Hall Staff and Campus Safety Officers, are charged with the critical tasks of responding to emergencies, enforcing college policies, reporting violations of policy, and enforcing local, state, and federal laws. Interfering with or undermining the execution of these duties is a serious breach of college policy. Any attempt to physically, verbally, or psychologically/emotionally abuse, harass, intimidate, or threaten any college personnel charged with these responsibilities will be considered a severe violation and will be subject to immediate disciplinary action through the Student Code of Conduct process.

Good Samaritan Amnesty Policy – Safety First

Sometimes students are reluctant to report an alcohol related or other emergency out of concern that they will face an alcohol or drug violation. We expect and encourage students to always put their health, safety and well-being and that of others first and make responsible decisions in potentially life threatening or dangerous situations. Therefore, we will grant amnesty from violations of the alcohol and drug policies to any students who seek assistance or call for help on behalf of another student or guest.

Chapter 7: General College Policies

Emmanuel College sets forth policies and procedures for all members of the student body. This is a collection of the most prevalent aspects of our community. However, please be advised that there are individual offices and other continuants that will clearly communicate their expectation of your review to understand more specific criteria for success. For example, all students should familiarize themselves with the academic catalog and the policies set forth in an academic setting. Students should also ensure that any written communication from the College should be reviewed in a timely manner and responded to according to instructions. It is imperative that students engage in the communication process.

Academic Policies

The Office of the Registrar is the resource for course registration and schedules, academic policies, grades, transcript requests, enrollment verification, approvals of off-campus coursework, including study abroad, and confirming graduation eligibility. For a full listing of academic policies and services provided by the office, please review the description in the final chapter of the student handbook or visit the [Registrar's Website](#).

Alcohol Policy

The Drug-Free Schools and Communities Act of 1989

The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by the College in compliance with the requirements of that Act. Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success. The College policy on alcohol use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of alcohol. Along with substantial health and safety risks are potentially significant legal consequences. Students, staff and faculty of Emmanuel are urged to familiarize themselves with the information contained within this policy.

Guidelines for Alcohol Policy

Emmanuel College is a primarily alcohol-free campus. Except for permitted suites in St. Julie Hall, in accordance with the Alcohol Policy for St. Julie Hall Apartments put forth in the Residence Life Policies and Procedures portion of the handbook and through communication from the Office of Residence Life and Housing, the possession, use, or distribution of alcohol by any student or guest on campus or at off-campus Emmanuel-sponsored events is prohibited. Students are prohibited from participating in any College activity, on or off college premises, while under the influence of alcohol. No alcohol beverage containers including but not limited to shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are allowed in any campus building or property controlled or leased by the College regardless of the owner's age. Students who are over the age of 21 may request a rare exception to this policy for a special event or activity (for example, during senior week) by contacting the Dean of Students/Chief Student Affairs Officer.

Sanctions for Non-Compliance

Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued enrollment at the College. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College. Also, in appropriate circumstances, as determined by the College, law enforcement officials may be notified. Unlawful possession, use, or distribution of alcohol may subject a student to criminal penalties.

Enforcement

Persons suspected of bringing alcohol on their person or in their belongings on property owned or leased by the College will be subject to search by residence hall staff, Campus Safety staff or other authorized personnel. The responding staff member will document the situation and all students involved may be subject to disciplinary action. Residence hall staff will address any persons suspected of using or keeping alcohol in a residence hall. In such an instance, residence hall staff will conduct a visual inspection of the location and require the person(s) to gather and, in the presence of the responding staff member, discard all alcohol. Residence hall staff in conjunction with Campus Safety and/or other authorized personnel will assess the condition of any intoxicated persons involved and provide appropriate care. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff member(s) will document the situation and all students involved may be subject to disciplinary action.

Alcohol and The Laws of The Commonwealth of Massachusetts

The legal age in Massachusetts is defined by M.G.L. 138 12, which makes it unlawful for licensed vendors to sell to anyone under 21 years of age. Minors are not permitted to purchase or even make arrangements to purchase alcoholic beverages (M.G.L. 138 34A). It is also unlawful for minors to transport any alcoholic beverages (M.G.L. 138 34B). Anyone who procures any alcoholic beverages for a minor violates M.G.L. 138 34. The sale of alcoholic beverages by a licensed vendor to a minor is illegal under M.G.L. 138 34, which also makes it unlawful for a patron to procure such beverages for a minor at any licensed establishment. The penalty for violating this law is a \$1000 fine or six months imprisonment or both. Minors may not misrepresent their age in order to purchase or attempt to purchase any alcoholic beverages (M.G.L. 148 34A). The same law makes it illegal to deface, alter or otherwise falsify an identification card to obtain alcoholic beverages. The penalty for violating this statute is a \$300 fine. Those of legal age are precluded by the same law from making a false statement about a minor's age in order to effectuate a sale to a minor or from inducing a minor to make a false statement in order to obtain alcoholic beverages. Persons under 21 years of age may not transport alcoholic beverages and those who do so while operating an automobile are subject to revocation of their driver's license for a maximum of three months (M.G.L. 138 34C).

Alcohol and The Laws of The City of Boston (From the Boston Police Department District 14 Newsletter)

Open Containers:

It shall be unlawful for a person to drink from or possess an open container of alcoholic beverages, in or upon any public way, in any park, or playground, or on the private property of another without the consent of the owner. Penalty: Any person in violation of this ordinance shall be punished by a fine and may be placed under arrest.

Procuring Alcohol for Underage Persons:

No person shall agree to procure for or deliver to an individual under the age of 21, any alcoholic beverage, sealed or open. The burden of ascertaining whether the recipient is at least 21 years of age is

on the person delivering the beverages. Penalty: Any person in violation of this ordinance shall be punished by a fine not exceeding \$50. Any person convicted of violating this statute shall be punished by a fine not exceeding \$2,000 or by imprisonment for up to six months or both.

Procurement by Intimidation:

No person under the age of 21 shall persuade, intimidate or otherwise cause another to purchase or obtain alcoholic beverages intended for consumption. Penalty: Any person convicted of violating this statute shall be punished by a fine not exceeding \$300 for each conviction. A conviction for a violation of this section will be reported to the Registrar of Motor Vehicles by the court. The registrar shall suspend for ninety days the defendant's license or right to operate a motor vehicle.

Fake ID:

No person shall willfully misrepresent his or her age or in any way alter, deface or otherwise falsify his identification offered as proof of age with the intent of purchasing alcoholic beverages.

Penalty:

Any person who violates this statute shall be punished by a fine of \$300. A conviction of a violation of this section shall be reported to the Registrar of Motor Vehicles by the court. The registrar shall suspend the defendant's license or right to operate a motor vehicle for ninety days.

Transportation of Alcohol:

No person under the age of 21 and who is not in the company of a parent or legal guardian shall knowingly possess or transport any alcohol. This section does not apply to a person between the ages of 18 to 21 acting in the scope of his or her employment. A police officer may arrest without a warrant any person who violates this statute. Penalty: Any person who violates this statute shall be punished by a fine of not more than \$50 for the first offense and not more than \$150 for each subsequent offense. A conviction for a violation of this section shall be reported to the Registrar of Motor Vehicles by the court. If the defendant was operating a motor vehicle at the time of the violation, the registrar shall suspend the defendant's license to operate a motor vehicle for not more than three months. Please note that the Boston Police Department is notified of the sale of all Keg Beer. If you have a party or purchase a keg for a party, you could be charged for procurement if officers discover underage guests at the party.

Education

The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health Services and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

Health Risks Associated with The Use and Abuse of Alcohol

Alcohol affects every organ in the drinker's body. Intoxication can impair brain function and motor skills, and heavy use can increase risk of certain cancers, stroke, and liver disease. Alcohol interferes with the brain's communication pathways and can affect the way the brain looks and works. These disruptions can change mood and behavior and make it harder to think clearly and move with coordination. Drinking a lot over a long time or too much on a single occasion can damage the heart, causing problems including the following: cardiomyopathy, arrhythmias, stroke, and high blood pressure. Heavy drinking takes a toll on the liver and can lead to a variety of problems and liver inflammations including steatosis,

or fatty liver, alcoholic hepatitis, fibrosis, and cirrhosis. Alcohol causes the pancreas to produce toxic substances that can eventually lead to pancreatitis, a dangerous inflammation and swelling of the blood vessels in the pancreas that prevent proper digestion. Drinking too much alcohol can increase your risk of developing certain cancers, including cancers of the mouth, esophagus, throat, liver and breast. Alcohol can also weaken your immune system, making your body a much easier target for disease. Chronic drinkers are more liable to contract diseases like pneumonia and tuberculosis than people who do not drink too much. Drinking a lot on a single occasion slows your body's ability to ward off infections—even up to 24 hours after becoming intoxicated.

Emergency Assistance

Students are encouraged to contact Campus Safety at 617 735-9710 for assistance when persons who are suspected of being under the influence of alcohol may pose a danger to themselves or the community. (See Good Samaritan Amnesty Policy – Safety First)

Rehabilitation

A student who has been determined by the College to have used or to have been under the influence of alcohol in violation of this policy may, at the College's discretion, be permitted to participate in a rehabilitation program approved by the College as an alternative to dismissal. Generally, only a student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of expulsion. Such a student will successfully complete an approved rehabilitation program as a condition of continued enrollment. The cost of the program is the responsibility of the student, but may be covered, in whole or in part, by the individual's health insurance, depending on the terms of the policy. The College strongly encourages students to seek assistance for problems with alcohol abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Counseling Center, located in the Wellness Center on the second floor of Marian Hall.

Cyber Harassment

Cyber Harassment is the use of electronic information and communication devices to willfully and repeatedly harm a person (or persons) through the medium of electronic text, photos, or videos.

Examples of this behavior include but are not limited to:

- Sending false, cruel or vicious messages.
- Creating websites that have stories, cartoons, pictures and jokes ridiculing others.
- Breaking into an e-mail account and sending vicious or embarrassing materials to others.
- Engaging someone in electronic communication, tricking that person into revealing sensitive personal information and forwarding that information to others.
- Posting a person's picture without their permission.

Actions of this nature create a hostile, disruptive environment on the campus and are a violation of a student's right to be safe and secure. The College will not tolerate cyber harassment including but not limited to threatening, harassing or intimidating an individual, or group of individuals, placing an individual in reasonable fear of harm, damaging an individual's property or disrupting the orderly operation of the College. The online activities and technologies often used by students engaged in cyber harassment includes, but are not limited to, social networking sites, chat rooms and discussion groups,

instant messaging, text messaging, computers, cell phones and personal digital devices, digital cameras, cell phone cameras and webcams. As new technologies emerge, they too may be included with the above forms of electronic communication.

Disturbing the Peace and Hazardous Behavior

Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, values-based education and a strong community. Consistent with the Statement of Community Standards, found in the Student Handbook, "We expect each member of the community to take responsibility for building and improving the quality of our community life and when necessary, will communicate with those in a position to make changes." Communication is expected to be civil and free from disparagement, intimidation, harassment and violence of any kind. All Emmanuel students may participate in peaceful demonstrations, protests and expressions of dissent where such gatherings will not interfere with the legitimate educational or institutional processes of the College or obstruct physical movement to, from, or within any place on the campus, including Emmanuel property located off the main campus. While the campus is open to the free exchange of ideas, the College may limit the time, place and manner of demonstration. Such restrictions shall be applied without discrimination toward the content of the view being expressed by the speaker as long as the expression is not indecent, grossly obscene or grossly offensive on matters including but not limited to race, gender, ethnicity, religion or sexual orientation.

All student demonstrations must be registered two business days in advance with the Dean of Student's Office and may be organized and led only by members of the Emmanuel community. In the unlikely event that the protest is time-dependent and needs to be scheduled sooner than two business days in advance, students may request an expedited registration by contacting the Dean of Student's Office or designee available after business hours via Campus Safety.

Students directly involved in or observing of any campus demonstrations must maintain responsibility for their academic requirements including but not limited to class attendance, examinations, papers and/or oral presentations and class projects.

All Emmanuel students are expected to conduct dialogues with dignity and courtesy. In the interest of safety and the maintenance of routine educational and institutional activities, demonstrations and expression of dissent on Emmanuel property shall not:

- Endanger the safety of any person on the Emmanuel campus.
- Result in the defacement or destruction of property owned or leased by Emmanuel
- Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Emmanuel community.
- Disrupt or interfere (by volume, number of participants or banners, placards, leaflets or other types of written message) with College activities including but not limited to teaching, research, administration, resident students right to sleep and study, campus services, discipline, organized and/or sponsored events, and operation and maintenance of any property owned or controlled by Emmanuel.
- Obstruct pedestrian movement or vehicular traffic on the campus or Emmanuel property owned or leased off campus.
- Deny or obstruct use of offices or any facilities used by students, faculty, staff or guests.

Any violation of this policy will be considered a violation of the Student Code of Conduct and will be actionable to sanctions imposed in accordance with the judicial procedures of Emmanuel College. Please refer to the Student Demonstrations section below.

Dining Hall Behavioral Expectations

Students must be advised of the behavioral expectations with the dining hall area or any location on premises that services food i.e., Atrium Café, Marian Hall Dining Room, Joe Di's/Dunkin', Muddy River Café, etc. This year, in order to ensure successful delivery of food services, the expectation is that students adhere to any change in dining delivery based upon any COVID-19-related restrictions as posted.

Cooperation on the following items helps provide better service for all students:

1. Meal cards and College ID cards must be presented at each meal and are not transferable.
2. Trays and dishes must be returned to the dish room window.
3. Silverware and dishes are the property of the College and may not be taken from the Dining Hall.
4. Students may not remove food from the Marian Hall Dining Room unless they have made arrangements with the food service staff or have received approval from Emmanuel College.
5. Students are required to dress appropriately in all dining locations in order to meet the health code requirements that state that patrons must wear shoes and shirts on the premises.
6. All food items in the Marian Hall Dining Room are unlimited (except at special events).
7. Box lunches are available if Board Plan members are unable to be present for a meal. A 24-hour notice to Dining Services is required.
8. Disorderly conduct in the Dining Hall will be subject to disciplinary action.
9. Students with concerns about the College dining service should direct their questions to the manager of Dining Services.

Drugs and Narcotics Policy

The Drug-Free Schools and Communities Act Of 1989

The federal Drug-Free Schools and Communities Act of 1989 requires all institutions of higher education to adopt and implement a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees as a condition of the institution receiving federal funds or any other form of financial assistance under any federal program. This policy is being issued by the College in compliance with the requirements of that Act.

Emmanuel College strives to provide a safe and healthy environment for student growth and development and the achievement of academic success. The College policy on drug use is designed to promote these goals and to reduce the harm resulting from the misuse and abuse of drugs. Along with substantial health and safety risks are potentially significant legal consequences and students are urged to familiarize themselves with the information contained within this policy.

Prohibitions

Emmanuel College supports all laws governing the possession, use and sale of illegal drugs and fully cooperates with the enforcement of all such laws. Please note that although legal for recreational use in the state of Massachusetts, marijuana consumption and possession is prohibited under federal law. Colleges and universities who accept federal funds must remain compliant with the Drug Free Schools and Communities Act Of 1989. The College strictly forbids the use, possession or distribution of illegal drugs, or use, possession or distribution of illegal drug paraphernalia. Note, "drug paraphernalia" includes materials, products, instruments or items used to create, manufacture, distribute, use, or otherwise manipulate any drug. Paraphernalia includes, but is not limited to hypodermic needles, syringes, bongs, pipes, grinders, scales. Because they may be used to ingest illegal stimulants, vapes are also considered drug paraphernalia. The College also strictly forbids the use of illegal drugs at College sponsored events off campus. In addition, all students present at the time of a drug violation may be subject to disciplinary action.

Sanctions for Non-Compliance

Students are required to abide by all requirements of the Drug-Free Schools and Communities Act and this policy as a condition of continued enrollment at the College. A student who violates any provision of this policy is subject to disciplinary action, up to and including expulsion from the College. Also, in appropriate circumstances, as determined by the College, law enforcement officials may be notified. Unlawful possession, use, or distribution of illicit drugs may subject a student to criminal penalties. Any student determined to be manufacturing, dealing, selling, or distributing illegal drugs on or off campus faces dismissal from the College. Such students may be subject to arrest and further legal action. The College will cooperate fully with law enforcement officials in the investigation and prosecution of drug related cases. The College will assume a student is dealing drugs if the student possesses a large quantity of illegal drugs. For example, more than two ounces of marijuana and more than four grams of cocaine would constitute a large quantity of illegal drugs.

Enforcement

Persons suspected of bringing illicit drug on their person or in their belongings on property owned or leased by the College will be subject to search by the residence hall staff, Campus Safety staff or other authorized personnel. The responding staff member will document the situation. All students involved may be subject to disciplinary action.

Residence hall staff members will address any persons suspected of using or keeping illicit drugs or paraphernalia in a residence hall. In such an instance, residence hall and/or Campus Safety staff will conduct a visual inspection of the location and require the resident(s) to gather and surrender any illicit drugs or paraphernalia. Campus Safety will confiscate all found/surrendered illicit drugs or paraphernalia. If such an incident occurs in a residence hall room, any guest of the resident(s) at that time will be asked to leave the room and/or hall. The responding staff member(s) will document the situation and all students involved may be subject to disciplinary action.

Federal Drug Offenses

The criminal offenses most commonly charged under the Federal Controlled Substances Act are the knowing, intentional and unauthorized manufacture, distribution or dispensing of any controlled substance or the possession of any controlled substance with the intent to manufacture, distribute or dispense. Federal law also prohibits the knowing, intentional and unauthorized creation, distribution, dispensing or possession with intent to distribute or dispense a "counterfeit substance." Simple possession without necessarily the intent to distribute is also forbidden by federal law and carries a

penalty of imprisonment. Furthermore, attempts and/or conspiracies to distribute or possess with intent to distribute controlled substances are crimes under federal law. Specific drug crimes carry greater penalties, including:

- The distribution of narcotics to persons under 21.
- The distribution or manufacturing of narcotics near schools and colleges.
- The employment of juveniles under the age of 18 in drug trafficking operations.
- The distribution of controlled substances to pregnant women.
- The penalties for violating federal narcotics statutes vary considerably and may be harsher based on two principal factors: 1. The type of drug involved (heroin, cocaine, marijuana, LSD, etc.) 2. The quantity of the drug involved.

With the exception of simple possession charges which result in up to one-year imprisonment, maximum penalties for narcotic violations range from 20 years to life in prison. Certain violations carry mandatory minimum prison sentences of either five years or ten years. Harsher penalties will be imposed if a firearm is used in the commission of a drug offense. If a drug offense results in death or serious bodily injury to an individual who uses the drug involved, the penalties are also harsher. Anabolic steroids are controlled substances. Distribution or possession with intent to distribute carries a sentence of up to five years and a \$250,000 fine. Questions sometimes arise as to what number of narcotics found in the possession of a person are considered to be for personal use as opposed to the more serious offense of possession with the intent to distribute. Federal law, generally, considers anything more than a dosage unit as indicating the intent to distribute. In other words, the greater quantity possessed, the more likely it is that an individual in possession has the intent to distribute.

Education

The Office of the Dean of Students works collaboratively with the departments of Residence Life, Counseling, Health Services and Campus Safety and various student groups to offer programs to educate students about the negative consequences associated with drug and alcohol use. Programs include alcohol/drug education during new student orientation, training for Residence Life staff and special programs conducted for the Emmanuel College community with the assistance of outside agencies.

Health Risks Associated with The Use of Illicit Drugs

For additional information on these and other drugs, please visit the [National Institute on Drug Abuse](#).

Cannabis (marijuana)

Marijuana use can have a variety of adverse, short- and long-term effects, especially on cardiopulmonary and mental health. Heart rate can increase anywhere from 20-100 percent, and it was estimated that users have an almost five-fold increase in heart attack risk in the first hour after smoking marijuana. Smoking can affect heart rhythms and cause palpitations and arrhythmias. Marijuana smoke is also an irritant to the lungs, and frequent marijuana smokers often suffer from chronic coughing and phlegm production, more frequent acute chest illness, and a heightened risk of lung infections. Several studies have shown an association between chronic marijuana use and mental illness. High doses of marijuana can produce a temporary psychotic reaction (involving hallucinations and paranoia) in some users and using marijuana can worsen the course of illness in patients with schizophrenia. A series of large prospective studies also showed a link between marijuana use and later development of psychosis. Associations have also been found between marijuana use and other mental health problems, such as depression, anxiety, suicidal thoughts among adolescents, and personality disturbances, including a lack of motivation to engage in typically rewarding activities.

Cocaine/Crack

Cocaine is a strong central nervous system stimulant that increases levels of the neurotransmitter dopamine and ultimately disrupts normal brain communication. With repeated use, cocaine can cause long-term changes in the brain's reward system as well as other brain systems, which may lead to addiction. Most seriously, people who use cocaine can suffer heart attacks or strokes, which may cause sudden death. Cocaine affects the body in a variety of ways. It constricts blood vessels, dilates pupils, and increases body temperature, heart rate, and blood pressure. It can also cause headaches and gastrointestinal complications such as abdominal pain and nausea. Cocaine use can lead to loss of the sense of smell, nosebleeds, problems with swallowing, hoarseness, and a chronically runny nose. Users can also experience irritability, restlessness, and anxiety and severe paranoia, in which they lose touch with reality and experience auditory hallucinations.

Heroin

Heroin abuse is associated with several serious health conditions, including fatal overdose, spontaneous abortion, and infectious diseases like hepatitis and HIV. Chronic users may develop collapsed veins, infection of the heart lining and valves, abscesses, constipation and gastrointestinal cramping, and liver or kidney disease. Pulmonary complications, including various types of pneumonia, may result from the poor health of the user as well as from heroin's effects on breathing. Chronic use of heroin leads to physical dependence, a state in which the body has adapted to the presence of the drug. If a dependent user reduces or stops use of the drug abruptly, he or she may experience severe symptoms of withdrawal.

Narcotic Analgesics

Narcotic analgesic drugs may cause constipation, lightheadedness, dizziness, drowsiness, stomach upset, nausea, and flushing. When taken by routes other than as prescribed, there is an increased risk of depressed respiration, which can lead to coma and even death. In combination with alcohol there is a risk of dangerous slowing of heart rate and respiration, coma, and death. These drugs also possess addictive properties with long-term usage.

Hallucinogens

Hallucinogenic drugs can have a wide range on side effects which can be dependent upon the drug taken. These effects can include the following: depression, paranoia/panic, emotional instability, impulsive behavior, and distortions in perception. Other effects include increased body temperature, heart rate, blood pressure; nausea; numbness; dizziness; weakness; tremors; sleeplessness; blurred vision. High doses of these drugs can cause the following: seizures, coma, hyperthermia, memory problems, feelings of invulnerability and exaggerated strength, and fear of insanity and death. Long-term use of these drugs can cause the following: addiction, flashbacks, cognitive impairment, loss of coordination, as well as other potential problems.

Emergency Assistance

Students are encouraged to contact Campus Safety at 617 735-9710 for assistance when persons who are suspected to be under the influence of drugs and who may pose a danger to themselves or the community. Please be advised of the College's Amnesty Policy/Safety First.

Rehabilitation

A student who has been determined by the College to have used or to have been under the influence of drugs in violation of this policy may, at the College's discretion, be permitted to participate in a

rehabilitation program approved by the College as an alternative to dismissal. Generally, only a student who has not previously violated this policy and whose conduct and performance are otherwise satisfactory to the College will be considered for discipline short of discharge. Such a student will successfully complete an approved rehabilitation program as a condition of continued enrollment. The cost of the program is the responsibility of the student, but may be covered, in whole or in part, by the individual's health insurance, depending on the policy. The College strongly encourages students to seek assistance for problems with drug use and abuse before the individual's relationship with the College is jeopardized. A number of counseling and rehabilitation programs are available to individuals, on a confidential basis, to provide education, counseling, and coordination with available community resources to address drug and alcohol abuse problems. A list of local programs is available from the Counseling Center, located in the Wellness Center on the second floor of Marian Hall.

Emergency Procedures

The Campus Safety Department is dedicated to involving the entire Emmanuel College community in creating an environment that is free from crime and disruption. The department meets regularly with students, staff and faculty to discuss relevant topics that impact our neighborhood and community. When requested, Campus Safety Officers assist in classroom settings with a variety of topics of interest, such as forensics and crime scene investigation. Officers also participate in special education programs in conjunction with the Offices of Student Involvement and Residence Life, often involving the Massachusetts State Police, Boston Police and various District Attorney's Offices. Specialized training or programs can be arranged by contacting Campus Safety at 617 735-9710.

Some of the training programs conducted by Campus Safety include:

- Violence Prevention and Response
- Rape Aggression Defense
- Fatal Vision Program
- Security/Safety Planning
- Alcohol/Drug Awareness Programs
- Specialized Classroom Sessions
- Crime Prevention

Patrols and Medical First Response

Security Patrol

Emmanuel College Campus Safety Officers patrol the campus 24 hours a day, seven days a week. Campus Safety Officers patrol all buildings during all hours of operation, as well as during non-operational periods. While patrolling, Campus Safety Officers monitor all activities, respond to alarms and other emergency situations, conduct safety and security audits, maintain control of vehicle traffic onto the campus and enforce College parking regulations. All Campus Safety Officers are equipped with two-way radio communications and stay in constant contact with the Safety Department Communications Center, located in the Eisner Administration Building, Room 139, while on patrol.

Bike Patrol

Emmanuel College Campus Safety utilizes bicycle patrol as an effective way of patrolling the campus while increasing visibility among the Emmanuel College community. Officers selected for bike patrol can

cover a much larger area and travel faster than a foot patrol officer. Officers ride, as weather allows, from April through November.

First Responders

All Campus Safety Officers have been trained as first responders and have gone through first aid and automated external defibrillator (AED) training. All medical emergencies should be directed through Campus Safety at 617 735-9888 or 617 735-9710 for coordination with Boston EMS. It is essential that information be provided to Campus Safety to assist with the medical response and potential transportation to emergency facilities off campus.

Fire Safety

- If a student or any member of the Emmanuel College community discovers a fire, the student should ring the alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617 735-9888 or 617 735-9710).
- Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate! Failure to do so will result in disciplinary action and a fine.
- Each student is responsible for knowing the fire exits throughout the building.
- Elevators should never be used when the fire alarm rings.
- Emergency exits may be used in case of emergency only.
- It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.
- Candles, incense, live Christmas trees, ceiling decorations, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots, coffeemakers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor.
- Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.

Policy on Bomb Threats

- An individual who receives a phone call announcing a bomb threat in a building should call Campus Safety at 617 735-9888 or 617 735-9710 and give the name and number of the person to whom the call was made, and any particular details.
- Campus Safety, in conjunction with other campus personnel, will determine the procedure. Students should follow the direction of the staff. College personnel have the right to require evacuation of any building.
- Campus Safety may search the public/common areas of the building. After the search, students will be notified to re-enter the building.

For additional comprehensive information and to see the Emmanuel College Emergency Response Guide, [visit the Emergency Preparedness section of the Emmanuel website](#).

Failure to Follow Directives from a College or Municipal Official

Failure to comply with the lawful directions of any College official, staff member or student employee who is acting in the performance of their duties or who has responsibility in the absence of a particular official. Failure to render reasonable cooperation when requested by others.

Firearms/Weapons Policy

Only Emmanuel College Campus Police/Security Officers are authorized to carry weapons. Any item of a questionable nature should be checked with the Dean of Students/Chief Student Affairs Officer.

Guest Policy

The Residence Hall Guest Visitation Policy is designed to balance the needs and interests of all members of the residence community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community. Regular visitation hours establish parameters within which students can visit with friends and family while maintaining a living environment conducive to privacy, sleep and study. After hours/overnight visitation hours recognize that late-night socializing is an important part of developing community, and that students frequently study into the early morning hours in groups in the residence halls. Finally, the College recognizes that hosting family and friends strengthens long-distance relationships.

It is important to emphasize that as a Catholic College, Emmanuel does not condone sexual activity in the residence halls and strives to endow students with the tools, knowledge, and resources to behave in a moral, ethical, and respectful manner at all times. Further, Emmanuel is committed to supporting resident student rights to privacy, sleep, and study. When roommates cannot agree, the right of the roommate to occupy their room has priority over the right of the roommate to have an afterhours/overnight guest. Students are expected to bring any problems or concerns to the Residence Life staff. Students who are uncooperative with their roommate, or who violate the guest policy can expect to have their guest privileges and residency reviewed and potentially revoked.

To support first-year students during their transition and to comply with the educational mandate set forth by Title IX Legislation, the Office of Residence Life and Housing engages first-year students in conversations, workshops and online education on topics relevant to student safety, residence hall living and academic success. Prior to hosting after hours/overnight guests, resident students must complete this training. The date for hosting privileges for students who complete the training will be provided by the Office of Residence Life and Housing. For full details of the College's guest policy, please go to the Residence Life policy section of the student handbook.

Hazing Law

The Commonwealth of Massachusetts, in response to incidents involving personal injury and death, has prohibited the act of hazing. The term "hazing" shall mean any conduct or method of initiation into any student organization, athletic team or other student group, whether on public or private property, which willfully or recklessly endangers the physical or mental health of any student or other person. Such conduct shall include (but is not limited to) whipping, beating, branding, forced calisthenics, exposure to the weather, forced consumption of any food, liquor, beverage, drug, or other substance, or any other brutal treatment or forced physical activity which is likely to adversely affect the physical health or safety of any such student or other person or which subjects such students or other persons to

extreme mental stress, including extended deprivation of sleep or rest or extended isolation. Notwithstanding any other provisions, consent shall not be available as a defense to any prosecution under this action.

Jury Service

If you live in Massachusetts for at least 50% of the year, you're eligible for jury duty, so most college students are eligible.

- If you're attending college in Massachusetts, but you're from another state, you're required to serve in response to your Massachusetts summons. If your date conflicts with your class schedule, you can reschedule your service to a new date within one year of your original service date.
- If you live in Massachusetts but attend school in another state, you're required to serve unless you won't return to Massachusetts for one year or more. You can reschedule your service to a new date within one year of your original service date, when you will be in Massachusetts.
- If you attend college in one county in Massachusetts but live in another, you're eligible to serve in either county. If you're summoned in both your home and school counties, you should contact the OJC at (800) 843-5879 for help, or [visit the state website for additional information](#).

Online Safety & Security

Emmanuel College understands the importance of information security for students and the College systems. The College requires all students to install software that checks to ensure that all computers on the network have up-to-date security patches and anti-virus protection. This step not only ensures the student has an up-to-date computer that is protected, but that all other computers on the network are protected—creating a safe and secure environment for all users.

In addition, Emmanuel College employs solutions to perform network monitoring for malware, viruses, spam and suspicious network activity.

Parking Policy

Emmanuel College's parking regulations ensure optimum parking conditions and the security and safety of student and College property. Parking during the hours of 7:30 a.m. and 5:00 p.m., Monday through Friday, is limited to student commuters who live outside the City of Boston and Emmanuel employees who have College-issued parking permits. There are a limited number of parking spaces available for commuter students and residential students with extenuating circumstances. All individuals parking on campus are required to have a valid parking tag. We strongly encourage the use of public transportation. The MBTA Green Line Fenway station is a short walk from the Emmanuel campus. Please contact the Office of Student Financial Services to purchase a monthly MBTA pass.

Commuter Students

Parking is available to commuter students on a first-come, first-served basis. Students must submit a parking application to the Office of Student Involvement each semester for approval. The application

can be found on the Engage platform under Forms. The Parking Committee reviews applications and notifies applicants prior to the start of class. The fee for the 2022-2023 academic year is \$350.00.

The College does not issue parking permits to resident students or to commuters who live in Boston (Allston, Back Bay, Bay Village, Beacon Hill, Brighton, Charlestown, Dorchester, Downtown, East Boston, Fenway Kenmore, Hyde Park, Jamaica Plain, Mattapan, Mission Hill, North End, Roslindale, Roxbury, South Boston, South End, West End and West Roxbury), Brookline and parts of Newton. However, residential students with extenuating circumstances can also apply using the parking application and the fee for the 2022-2023 academic year is \$500.

Guest Parking

Please be advised that this is the traditional guest parking policy. This policy may be subject to change based upon situations arising on campus. Please be aware of any information posted by Campus Safety regarding parking restrictions or changes on campus.

Emmanuel students and their guests who wish to park on campus between the hours of 5:00 p.m. and 7:30 a.m. the following morning must purchase a single-day parking pass for \$10.00. To purchase the pass, the host student must do the following:

- Visit Campus Safety (Eisner Administration Building, Room 139) **24 hours prior to the anticipated arrival of the student/guest vehicle** to purchase a single-day pass. **The cost is \$10.00 per day.** The host student may pay by cash, Fenway Cash or personal check.
- Be a current Emmanuel student and present a valid Emmanuel ID. The College does not permit students from other colleges and their guests to park on campus, including MCPHS University students living in St. Julie Hall.
- Provide the visitor's name, phone number, relevant vehicle information, as well as contact information of the host student.
- Inform the guest to stop at the booth when arriving on campus, and the Campus Safety officer on duty will give the visitor the parking tag. Emmanuel students follow the same procedure.

In order to ensure for sufficient spaces for members of our community, the College will strictly enforce the following parking regulations:

- Campus Safety will issue only single-day passes. The maximum number of day passes issued per Emmanuel student per week is two.
- All visitors must park in the Library Lot with the parking tag always displayed on the vehicle's rear-view mirror.
- All authorized student/visitor vehicles must exit the campus by 7:30 a.m., Monday through Friday, and by noon on Saturday and Sunday.
- Campus Safety will only issue student/visitor parking passes as dictated by the number of spaces available.
- Parking availability is subject to change depending on campus events/activities.
- Any vehicle found in violation of these regulations is subject to tow.

Handicapped Parking

Handicapped parking spaces are located at the south entrance to the Administration Building and available for officially marked vehicles with an Emmanuel parking permit. The College will tow motor vehicles that are not properly marked and parked in handicapped or reserved spaces.

Safe Driving

Campus Safety will not condone the operation of motor vehicles in an unsafe or threatening manner that includes:

- Driving an unregistered vehicle
- Driving without a proper license or with a revoked license
- Speeding
- Driving under the influence of alcohol or drugs
- Driving on walkways or unpaved areas

Snow Removal

During the winter months, a snow emergency may be declared. Failure to move cars to facilitate snow removal will result in immediate towing. The College will post declaration of snow emergency and parking restrictions on the Current Student webpage of the Emmanuel website.

Towing

Vehicles may not park on the Emmanuel campus without a properly displayed permit. The College will tow unauthorized vehicles parked on campus at the owner's expense. Tow payments are the responsibility of the owner. Please note that these enforcement procedures ensure that parking is available for eligible faculty, staff and students.

Peaceful Demonstrations, Protests and Expressions of Dissent

Emmanuel College has a long-standing reputation for academic excellence and intellectual inquiry, values-based education and a strong community. Consistent with the Statement of Community Standards, found in the Student Handbook, "We expect each member of the community to take responsibility for building and improving the quality of our community life and when necessary, will communicate with those in a position to make changes." Communication is expected to be civil and free from disparagement, intimidation, harassment and violence of any kind.

All Emmanuel students may participate in peaceful demonstrations, protests and expressions of dissent where such gatherings will not interfere with the legitimate educational or institutional processes of the College or obstruct physical movement to, from, or within any place on the campus, including Emmanuel property located off the main campus. While the campus is open to the free exchange of ideas, the College may limit the time, place, and manner of demonstration. Such restrictions shall be applied without discrimination toward the content of the view being expressed by the speaker as long as the expression is not indecent, grossly obscene or grossly offensive on matters including but not limited to race, gender, ethnicity, religion, or sexual orientation.

All student demonstrations must be registered two business days in advance with the Dean of Student's Office and may be organized and led only by members of the Emmanuel community. In the unlikely event that the protest is time-dependent and needs to be scheduled sooner than 2 business days in

advance, students may request an expedited registration by contacting the Dean of Students/Chief Student Affairs Officer or designee available after business hours via Campus Safety.

Smoking Policy/ Clean Air Policy

Emmanuel College is committed to building a culture of wellness for all members of the community by providing an environment that promotes the well-being and safety of students, faculty, staff and visitors. Emmanuel College prohibits smoking, vaping and the use of tobacco products on the Fenway and Notre Dame campuses. No smoking, vaping or tobacco use will be permitted on College grounds, in common or private work areas, elevators, hallways, restrooms, dining areas, lounges, conference and meeting rooms and all other enclosed or semi-enclosed areas. Additionally, no smoking, vaping or tobacco use will be permitted in outdoor areas including parking lots, parking garages (including inside personal vehicles), grounds, rooftops, courtyards, entrance/exit ways, athletic facilities, College-owned or leased vehicles, and any other indoor or outdoor areas owned or managed by the College.

Student Identification Cards

All students receive an Emmanuel College identification card ("Fenway Card"), which may be obtained from the Campus Safety Department. The card must be presented at select College functions, security desks within the residence halls, College dining locations, the Library when borrowing books and the Academic Computer Center. All residents are required to surrender their I.D. card to front desk personnel to sign-in guests. They are also required to surrender their I.D. cards at College functions when requested. I.D. cards are not transferable. To learn more, visit fenwaycard.com.

Except for residence halls, College facilities are open to the public during the day and evening when classes are in session. When the College is closed, buildings are locked. All students must enter and exit the residence halls through the main entrance. Side doors are alarmed 24 hours a day and may be used only as fire/emergency exits. The front doors of the residence halls are locked at all times, unless the College deems it appropriate for doors to remain open. *Please note that public access to locations across the campus is subject to the discretion of the institution. For example, as modifications are made to COVID-related policies, building access may be restricted. All access will be communicated to the College community.*

Technology Resources Usage Policy

The Information Technology policies are statements of the behaviors expected of users (e.g., faculty, staff, students, alumni, guests, etc.) of Emmanuel College information technology resources and the consequences for failing to comply with the stated expectations.

Information Technology policies are intended to ensure compliance with applicable laws and regulations, to promote operational efficiencies, to enhance the college's mission, and to reduce risks to individual and college technology resources.

As a user of Emmanuel College information technology resources, it is student's responsibility to be aware of both Emmanuel's policies on using information technologies and federal, state and local laws that affect the use of technology. The information linked to below details what Emmanuel College

expects of the student and how to report violations. The [Acceptable Use Policy](#) details what Emmanuel College expects of the student and how to report violations.

Chapter 8: Residence Hall Policies and Procedures

Introduction

By choosing to live in the residence halls, Emmanuel College students accept the responsibilities that accompany this decision. While students self-determine many aspects of their living environment, they recognize that common rules establish a foundation for a positive community. This atmosphere affords students the opportunity for individual growth and maturity.

Students are responsible for knowing, understanding and abiding by the following guidelines. Any violations will result in disciplinary action determined by the Director of Residence Life and Housing, Associate Director of Residence Life, an Assistant Director of Residence Life, the Dean of Students, Dean of Campus Life or other College official:

- The College reserves the right to relocate a student to another room and/or building.
- The College reserves the right to decide who may or may not stay in the residence halls.
- Students must be in good financial standing in order to move into the residence halls.
- All students must enter and exit the residence hall through the main entrance. Side doors are alarmed 24 hours a day and may be used only as emergency exits. The front doors of the residence hall are locked at all times except when the College deems it appropriate for doors to remain open.
- Residents of the building must use their Emmanuel College ID to gain access to the residence hall. Guests of the building must follow appropriate sign-in procedures and will be buzzed in by the front desk staff. A student who does not live in a particular residence hall is considered a visitor and must follow the Visitation Policy as outlined below.
- Students must also have submitted all the necessary health immunizations requirements.
- Please note for the 2022-2023 academic year, students are required to have the COVID-19 vaccine and booster or have full approval to be exempt and follow the requirements laid out in the exemption process.
- Students are also required to demonstrate behavior set forth by the institution regarding COVID-19 policies within the residence halls. These expectations will be communicated by the institution based upon need.

Emmanuel students who wish to visit the public space in St. Ann Hall, St. Julie Hall, Loretto Hall, Notre Dame Campus, or St. Joseph Hall may be asked to show or surrender their identification card and to follow the procedures established for monitoring the facility they are interested in using.

Residence Life Staff

The Residence Life staff at Emmanuel College is committed to ensuring that students living on campus have a living and learning environment that is safe, just and developmental. The staff offers students opportunities to explore new experiences, enhance personal growth, build new relationships, and play an active role in celebrating and promoting the ideals of a Catholic community.

Housing Operations

Residence Hall Damage Responsibilities

- Each student is responsible for the care and appearance of his/her room. Students are not allowed to paint their rooms or damage the walls in any way. No items may be affixed to student room doors as adhesive damages the surface.
- Students must digitally sign a Physical Inventory Form that indicates the amount and condition of furniture in the room as well as the room's general condition. A Resident Assistant (RA) indicates the condition of the room and the room's general condition prior to student move in.
- An RA must inspect each student's room before check-out. The RA indicates the condition of the room on the digital Physical Inventory Form. After review of the forms and the physical space, the Residence Director will determine appropriate damage billing, if any. These forms are the basis for damage assessments with final assessment occurring after students leave. Students are held accountable for the cost of replacement, repair, or damage.
- Residents are not permitted to use nails, glue, thumbtacks, etc. If any damage occurs (holes, paint chips, etc.), residents will be responsible for the repair of the damage.
- Residents will be held liable for the cost of any damage to their assigned rooms and to common areas. If staff cannot determine clear responsibility for damage to common areas, the College will divide the cost of damage among all residents in the area. The cost of the damage will be added to the student's account and a financial hold will be placed on the account until the damage fees are paid.
- Whenever a student moves out of a room, that student must officially check out of that space. The process for this will be outlined by the Office of Residence Life and Housing in communications directly to the student.

Cancellation of Housing Assignment Policy

During the room selection process, Residence Life and Housing will set forth deadline for canceling one's housing assignment. Once this deadline has passed, students will be required to complete a Housing Petition to review the extenuating circumstances between when the student signed the Housing Lease and the present. The petition will be reviewed by the Housing Petition Board. The Board will review the petition and any appropriate accompanying documentation. If the appeal is granted, students are responsible for the cost of housing according to the College withdrawal policy. Please contact the Office of Residence Life and Housing for more details. Students who are approved to cancel are required to check out of their rooms properly as stated above. Students must be fully registered for classes in order to be eligible to remain in housing for the academic year.

Physical Inventory Forms

Each year, students upon their arrival should review and sign a physical inventory form for the room that they are moving into. Damage or defects in resident rooms should be reported to the Resident Assistant (RA) and/or an Assistant Director/Resident Hall Director (AD/RD). Reports should also be made when equipment or College property is damaged. Furniture must be kept clear of the technology outlets. The physical inventory form from the beginning of the student's time in the room to the completion of the academic year will be used to assessing damages after closing.

Room Assignments/Changes

Residents must discuss possible changes with their roommates. The residence hall staff is available to assist roommates resolve issues should they arise. If you do need to change roommates, you will need to first contact the RA on your floor, who will, if necessary, then escalate the situation to the AD/RD of your residence hall.

Room Inspection and Entry

College staff members may enter student rooms for reasons of health and safety inspections, emergencies, suspicion of illegal activities/policy infractions, or maintenance concerns. By submitting a work order, you are giving permission for your room to be entered for repairs, etc. Notice of coming health and safety inspections will be posted throughout the entire residence hall prior to the actual inspection. College personnel will not intrude into your personal effects or otherwise search your room except with your permission or by appropriate legal authority with a search warrant. Prohibited items such as pets, firearms, incense, candles, and unauthorized appliances will be removed, and you will be notified of such removals.

Residence Hall Policies and Information

Bicycles

The bike room is located in the basement of St. Julie Hall. The process for registering one's bike and gaining access to the bike room is done through Campus Safety.

Candles/Incense

Candles and Incense are not allowed per Fire Safety regulations. This includes items that melt wax. If items are confiscated, then arrangements must be made to retrieve these items prior to leaving for the end of the semester. Please speak directly to your Resident Director.

Door Tags & Room Decorations

No items may be affixed to student room doors as adhesive damages the surface. Residence Life will post community building items on these doors. Ceiling decorations and tapestries/flags (any pieces of fabric that hang on the wall) are permitted if it covers only 25% of any given space.

Fire Safety

- If a student discovers a fire, the student should pull the closest fire alarm and immediately leave the building according to evacuation procedures. The student can then notify Campus Safety (617-735-9888 or 617-735-9710).
- Every student must evacuate the building immediately when the fire alarm rings. Do not wait for the RA to tell you to evacuate. Failure to do so will result in disciplinary action and a fine.
- Each student is responsible for knowing the fire exits throughout the building.
- Elevators should never be used when the fire alarm rings.
- Emergency exits may be used in case of emergency only.
- It is both a state (Mass. General Laws Ch. 29, Sec. 13) and federal offense to tamper with fire equipment such as alarms, fire extinguisher, or other fire safety equipment. Students who tamper with such equipment will receive disciplinary action up to and including removal from the residence halls.
- Candles, incense, live Christmas trees, microwave ovens, toasters and toaster ovens, hot plates, electric heaters, rice cookers, hot pots, coffeemakers and other like items may not be used or stored in student rooms. Hot pots, coffee makers, rice cookers, and microwaves must be used in the kitchen area located on each floor in the traditional buildings. Individual single serve coffee makers are permitted. Please note that students living in St. Julie Hall are permitted to bring one traditional kitchen item into the unit. Microwaves must be brought in by residents.

- Halogen lamps are not allowed in the residence halls. The intense heat given off by the light bulb is a fire hazard.

Furnishings

All bedrooms in traditional residence halls are fully furnished with desk, desk chair, bed/bedframe and dresser and wardrobe. Students are not permitted to bring their own mattresses. Residence Life will not remove any provided furniture from the room. Residence Life & Housing encourages students and their roommate(s) to coordinate who will bring certain items, including, but not limited to, the television, other electronic equipment and rugs. Rooms are not carpeted, but an 8' x 10' (2.4 m x 3 m) rug works great in any room if you would like to bring your own.

Please note that in St. Julie Hall and other college-sponsored housing, all furniture must remain in its designated location. Furniture in the bedroom must remain in the bedroom and cannot be moved into the common living area outside of individual bedrooms.

Gambling

Emmanuel College students are expected to abide by all policies of the College including but not limited to those in the Student Guide, in the Academic Catalog and on the website. Gambling on campus is a direct violation of the Emmanuel Student Code of Conduct.

Guest Visitation Policy

The Residence Hall Guest Visitation Policy is designed to balance the needs and interests of all members of the residence community while supporting residence hall safety, resident comfort, student development, academic achievement, and campus community. Regular visitation hours establish regular parameters within which students can visit with friends and family while maintaining a living environment conducive to privacy, sleep and study. After hours/overnight visitation hours recognize that late-night socializing is an important part of developing community, and that students frequently study into the early morning hours in groups in the residence halls.

Finally, the College recognizes that hosting family and friends strengthens long-distance relationships. It is important to emphasize that as a Catholic College, Emmanuel does not condone sexual activity in the residence halls and strives to endow students with the tools, knowledge and resources to behave in a moral, ethical and respectful manner at all times. Further, Emmanuel is committed to supporting resident student rights to privacy, sleep and study. When roommates cannot agree, the right of the roommate to occupy her/his room has priority over the right of the roommate to have an afterhours/overnight guest. Students are expected to bring any problems or concerns to the Residence Life staff. Students who are uncooperative with their roommate, or who violate the guest policy can expect to have their guest privileges and residency reviewed and potentially revoked.

To support first year students during their transition and to comply with the educational mandate set forth by Title IX Legislation, the Office of Residence Life and Housing engages first year students in conversations, workshops and on-line education on topics relevant to student safety, residence hall living, and academic success. Prior to hosting after hours/ overnight guests, resident students must complete this training. This process and all relevant deadlines will be communicated by the Office of Residence Life and Housing.

Regular Visitation

Regular visitation is defined as: 8:00 a.m.–Midnight, Sunday–Thursday; 8:00 a.m.–2:00 a.m., Friday and Saturday.

During regular visitation hours, Emmanuel students:

- May travel without escort on all floors in a building in which they live during the hours stated above.
- In buildings in which they do not live, they must leave an Emmanuel College ID at the desk but do not need to be escorted.

After Hours/Overnight Visitation

After hours/overnight visitation is defined as: Midnight –8:00 a.m., Sunday–Thursday; 2:00 a.m.–8:00 a.m., Friday and Saturday. Emmanuel students who wish to stay after hours or as an overnight guest of another Emmanuel student:

- Must be signed in by their host on the After-Hours/Overnight List online. Names must be on the list by midnight.
- All roommates must consent to the guest staying.

Resident Requirements for Hosting Non-Emmanuel Guests

- All residents are responsible for the actions of their guests and must ensure that they are familiar with applicable college rules and regulations.
- All guests are required to sign in, leave a picture ID and be always escorted by his/her host.
- Hosts must sign in and sign out guest(s) from the building every time they enter and exit.
- All residents can sign in no more than three (3) guests per visit.
- Guests may not be left alone in any room without their host. Should the host need to separate from their guest for a brief period, they can name a resident escort to take their place by signing the guest in under the new host's name at the front desk.
- All guests are required to leave by midnight during the week and 2 a.m. on Friday and Saturday unless they are signed in as after-hours/overnight guests.
- Any Emmanuel resident expecting a guest to arrive and stay after hours/overnight is required to have the guest's name on the After-Hours/Overnight List online. Names must be on the list by midnight.
- All roommates must consent to the guest staying.
- No guests may stay more than three consecutive nights or three nights in a seven-day period.
- No non-Emmanuel guests may stay after hours or overnight during the final examination, 24-hour quiet period.
- Residents and/or guests are not permitted to sleep in any public lounges, including the floor lounges and the Foyer Lounge.
- The College reserves the right to remove and/or ban guests.

Family Guests

- Parents must leave an identification card and be escorted by a resident, but do not need to be signed in if it is a short visit.
- Guests under the age of 16 and parents may not stay overnight. Please see your AD/RD for the guest policy regarding 16- and 17-year-old guests. In unusual circumstances, the Dean of Students/Chief Student Affairs Officer may grant special permission (three-day notice required).

Hall Sports

Hall sports are not allowed. Sports may be played in designated areas outside buildings. Any damage, which results from hall sports in non-designated areas, will be charged to the student(s) responsible. Students are expected to carry items such as skateboards, rollerblades, basketballs and soccer balls to the entrance of the buildings. These and other sports activities are to be undertaken out of doors only and always at the student's own risk.

Please note that any sports related activities that are designed around alcohol are prohibited. For example, water pong, flip cup, i.e., are prohibited.

Hallway/Bathroom Etiquette

In most cases, although hallways are coed by room, bathrooms are designated by gender. In our satellite facilities, bathrooms are sometimes shared by members of opposite genders. Travel to and from the bathroom calls for an expected level of decorum and modesty. Students are expected to appropriately cover themselves when travelling to and from the common area restrooms and within the restrooms themselves. Students are expected to treat all people with respect and dignity.

Laundry

In St. Julie Hall, each apartment contains a washer and dryer within unit at no additional cost. In St. Ann Hall, Loretto Hall, St. Joseph Hall and Notre Dame Campus, each area has laundry facilities serviced by Automatic Laundry. Payment for laundry services can be completed via the Automatic Laundry app, or at the machines by using credit card, debit card, Apple Pay, or Google Pay. These machines do not accept quarters or Fenway Cash.

Lockouts

Between the hours of 8:30 a.m. and 4:30 p.m., Monday through Friday, residents who lock themselves out of their rooms must go to the front desk of their building where an Office Assistant will be available for assistance. When the Office of Residence Life and Housing is closed, the Resident Assistant (RA) on duty will be available to assist locked out residents. This RA may be contacted by calling the RA on Duty phone or asking the front desk for assistance. Students who are negligently locked out of their room will be documented in a form. After two weeks into the academic year, students will incur a charge of \$5.00 for each subsequent lockout for the remainder of the academic year. All charges will be billed at the end of the academic year. Similar charges will be assessed for those living in St. Joseph Hall who attempt to enter the building without their student ID. Lockouts due to mechanical error (i.e., lock not functioning, ID card intact and present with the student at the time of the lockout but not functioning) will be documented but will not result in a lockout fee.

Noise Policy/Quiet Hours

Quiet Hours begin at 11:00 p.m. on every floor on nights when there are classes the following day and are in effect until 8:00 a.m. the following morning. Quiet hours begin at 1:00 a.m. on every floor on nights when there are no classes scheduled for the following day and are in effect until 9:00 a.m. the next morning. Quiet hours are strictly enforced. Courtesy Hours are in effect throughout the building 24 hours a day. Courtesy Hours entail the expectation that residents will lower their volume or that of their music or television at the request of another resident. During final examinations, 24-Hour Quiet Hours are in effect and remain so until the close of the residence halls. Specifics for the start of 24-Hour Quiet Hours will be publicized by the Office of Residence Life and Housing prior to the end of classes.

Personal Property

Please see the below tips from Campus Safety regarding protecting your personal property:

- Don't give anyone your ID or code to your room.
- Don't leave valuables or cash where someone can easily pick them up.
- Don't leave valuables in classrooms, cars, the library or dining facilities.
- Report any suspicious or unauthorized person.
- Report any broken windows or doors.
- Report any door-to-door solicitors who do not have proper authority to be on campus.
- Report anyone looking into windows or parked vehicles.
- Report anyone hanging around residence halls, hallways, or other campus buildings with no clear purpose for being there.
- Report any suspicious vehicles driving around campus.

Remember, do not attempt to stop or restrain a suspicious or unauthorized person. Call Campus Safety at 617 735-9710.

Pets

Students are not allowed to have pets in the residence hall except for small fish. If there are any questions about the pet policy, please contact the Office of Residence Life and Housing via email at reslife2@emmanuel.edu. For inquiries regarding support animals, please contact Noelle Galli, Accommodations Coordinator in Disability Support Services (gallin@emmanuel.edu).

If an unauthorized animal is located within the room or apartment, the student will be given a specified duration of time to remove the animal based upon the situation. However, the student should expect to remove the animal between 24 to 48 hours after discovery. Residence Life staff will confirm that the animal has been removed by visiting the student's room or apartment after the animal is scheduled to depart.

Residential Alcohol Policy

Please see Alcohol Policy in General College Policies. Alcohol policy for those over 21 and living within St. Julie Hall will be provided by Associate Director overseeing the building. Process for obtaining alcohol privileges in St. Julie Hall will be outlined at the beginning of each academic year. Alcohol is not permitted regardless of age outside of the St. Julie Hall.

Residence Hall Occupancy

- Gatherings on a floor in the residence halls are restricted to individual student rooms and must conclude by the start of Quiet Hours as described in the Quiet Hours Policy. Please note that there is an expectation of the 24-Hour Courtesy hours.
- Maximum room capacity will be double the room's designed occupancy plus two (i.e., a double room can have six people in it at a time). Any gathering greater than maximum capacity will be dispersed immediately by members of the residence hall staff.
- Music must always be kept at a reasonable level and turned down if complaints are made.
- In accordance with the College alcohol policy, no alcoholic beverages may be served in traditional residence halls. Information on Alcohol Permits will be provided to those eligible apartments in the St. Julie Hall.
- Violations of social gatherings regulations will result in disciplinary action.

Smoking

Please see the Smoking Policy in General College Policies.

Solicitation

Solicitation and the sale of items or services by students on campus (including in residence halls) are prohibited. Students living in Emmanuel College housing may not operate businesses out of their residence hall rooms and may not list their on-campus addresses in conjunction with any business enterprise. No organization, or individual shall solicit in Emmanuel housing at any time.

Solicitation for the benefit of a recognized organization on campus must be cleared through the Division of Student Affairs. Students or student organizations are not permitted to use the Emmanuel College name to solicit funds or services from individuals, companies, or groups without permission from the Division of Student Affairs. Students or student organizations wishing to conduct raffles must secure appropriate permissions.

Additionally, outside individuals or organizations, even if represented by students, may not solicit funds or sell items anywhere on campus or use the campus for solicitation or promotion without authorization from the Dean of Students, Dean of Campus Life, Director of Student Involvement and Commuter Engagement, Director of Residence Life or designee.

Temporary Extended Capacity

Due to the significant demand for college housing and the College's rolling admissions policy, there may be occasions when it is necessary to temporarily add a third person to a double room. The College unconditionally reserves the right to increase the capacity in these situations. Rooms to be tripled will be selected based on size and location, not by order of deposit or number of semesters in housing. In the event a double room is temporarily tripled, all residents will receive a credit to their accounts adjust billing to the triple rate. In these situations, the third person in the room will be made aware that he/she will be relocated when space becomes available. Until the third person is relocated, he/she has an equal right to space in the room.

Use of Residence for Employment or Entertainment

Emmanuel College does not permit residents to use their residence hall room as a place of employment. It is against Emmanuel College policy to use a room for commercial or business use. The College also prohibits paid entertainers from performing in residence hall rooms.

Vacations/Closings

Emmanuel College residence halls are closed during Thanksgiving, Winter, and Spring breaks. Summer housing is available at an additional cost. When leaving the residence hall for a break, all residents must follow the Hall Closing Procedures as instructed by staff.

Housing Accommodation Requests and Disability Support Services

Emmanuel College is committed to the full participation of all students in its programs and activities. Although Emmanuel does not have a comprehensive academic program specifically designed for students with disabilities, we are committed to providing support services and reasonable accommodations when requested by students who qualify for them. Emmanuel College subscribes to the policies set forth in the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and in Section 504 of the Rehabilitation Act of 1973, which mandate equal opportunity in education programs and activities for students with disabilities.

Housing Accommodations Request

Certain medical conditions may cause discomfort in a collegiate housing environment, but many medical conditions do not qualify as a disability, as defined by the Americans with Disabilities Act Amendments Act (ADAAA) and Fair Housing Act (FHA), and may not be eligible for housing accommodations

Housing accommodations are based upon medical evidence of need as determined by ADAAA and FHA policies and guidelines and are determined on a case-by-case basis by a team of professionals

Housing Accommodations Eligibility

Full-time undergraduate students who:

- Wish to live in college housing,
- Have completed the necessary Residence Life paperwork by the stated deadline (Please refer to the Residence Life web page for more information/details.),
- Are registered/in the process of registering with Disability Support Services,
- Have documented disability needs that may necessitate a housing accommodation,
- Examples of possible housing accommodation needs include:
 - Students who have mobility needs that cannot be met in a traditional room
 - Students who have medical needs that involve extensive apparatus or medicine regimens that may not be conducive in a traditional room

Students must reapply each new academic year/summer term for Housing Accommodations. **Please note: Students who are requesting consideration for an air conditioner based upon a medically documented condition will need to pursue this request as a "Housing Exception" through Residence Life/Health Services. Please contact Residence Life to obtain and complete an Air Conditioning Request form. This process does not go through DSS. Completed forms are submitted to Residence Life.**

Disability Support Services Contact for Housing Accommodations

If you believe you meet the criteria to request housing accommodations, please contact Noelle Galli, Accommodations Coordinator in Disability Support Services (gallin@emmanuel.edu). It is recommended that you contact Noelle before the room assignment process begins.

Steps in the Process of Requesting Housing Accommodations

1. Contact Noelle Galli, Accommodations Coordinator in Disability Support Services at gallin@emmanuel.edu to express your interest in requesting housing accommodations. Please note: Students who are requesting consideration for an air conditioner based upon a medically documented condition will need to pursue this request as a "Housing Exception" through Residence Life/Health Services. Please contact Residence Life to obtain and complete an Air Conditioning Request form. This process does not go through DSS. Completed forms are submitted to Residence Life.
2. Register with Disability Support Services (if you are already registered, please skip to number three).
3. Complete a [Self-Disclosure Form](#) and return it to Noelle Galli, Accommodations Coordinator, via email, mail, fax, or delivered in person
4. Submit [appropriate documentation](#) (i.e., psycho-educational, psychological, neurological, neuro-psychological, medical, or similar reports)
5. Complete Housing Accommodation Request forms

6. Student completes and submits the [Request for Housing Accommodations Student Form](#)
7. Health Care Provider completes and submits the [Health Care Provider Request for Housing Accommodation Form](#). This may appear redundant but is needed for the Housing Committee to review the request.
8. The Accommodations Coordinator will contact the student via email to arrange for an intake meeting to formally register with Disability Support Services.
9. The Housing Committee will review all complete request packets received by the deadline* and the student will receive communication via email from a member of the Residence Life staff making an accommodation offer. The student then can accept or reject the proposed offer.

Please note the following deadlines for requests to be received prior to the Housing Selection Process:

Housing Accommodation Form Deadlines for Fall 2023

	<u>Returning Students</u>	<u>New Students</u>
Request for Housing Accommodations – Student Form	February 2023	June 2023
Request for Housing Accommodations – Health Care Provider Form	February 2023	June 2023

Next Steps after Documentation is Submitted:

- A committee of Residence Life staff, Counseling Center staff, Academic Resource Center and Disability Support Services staff, and Health Services staff will review each completed request packet.
- Based upon the documentation submitted and the College's available housing inventory, the Committee will determine a reasonable accommodation offer and the student will receive an offer via email from a member of the Residence Life staff.
- The student has the right to accept or reject the proposed offer. A student who declines his/her proposed housing accommodation offer will participate in the Housing Selection process to select a room.
- If the Committee determines that the student is not approved for the accommodation(s), the student will be notified in writing so that he/she can make arrangements to participate in the Housing Selection process.
- An accommodation request is based upon the student's individual need and may only accommodate the student with the documented need. It may not include other specified students/roommates.
- A request should not name specific buildings, but rather describe an environment that is needed to accommodate the student's needs.

Who can I contact with questions?

For further clarification or questions on the process, please contact Noelle Galli, Accommodations Coordinator in Disability Support Services, at gallin@emmanuel.edu or 617-732-1681. Students with specific dietary needs should contact Robin Fortado, General Manager of Bon Appetit at Emmanuel College, at robin.fortado@cafebonappetit.com for further information.

Emotional Support Animal (ESA) Policy

An indoor-appropriate animal that may provide psychological, mental, or emotional support to a student. ESAs are not trained and therefore do not perform work or tasks that would qualify them as a "Service Animals" under ADA. Typically, ESAs have a pre-established dynamic with the owner, which is thoroughly documented by a diagnosing mental health provider as a proven-therapeutic intervention for a student with a documented disability.

ESAs, if approved, are allowed in the student's dwelling and are not allowed in any other campus buildings or facilities. Generally, only one ESA can be approved for a student in order to fulfill the intent of the FHA requirements in providing support to the student.

Animal Exclusions

Certain animals will be excluded from consideration as an ESA and will be referred to as "excluded animals." Excluded animals include: animals that are inherently dangerous or predatory (snakes, pythons, birds, etc.), large animals that exceed 30 lbs. at full-growth, and wildlife or endangered species. Animals must be spayed or neutered as the species allows. Emmanuel College reserves the right to request documentation of the applicable procedure. Generally, dogs must be at least 10 months of age before they can live in College housing.

Emmanuel College may exclude an ESA from campus housing if the animal poses a direct threat to the health or safety of others, the animal would cause substantial physical damage to property, the animal would pose an undue financial and administrative burden on the College, the animal would result in a fundamental alteration of the College's program(s); and/or the student does not comply with the guidelines set forth in the [Owner's Responsibilities Contract](#).

Eligibility

In order to be eligible to request an ESA as a housing accommodation, a student must demonstrate the following: The student has a documented disability and is registered/in the process of registering with Disability Support Services; there is an identifiable relationship between the requested accommodation and the student's documented disability; the ESA is not an excluded animal.

Application of the ESA Policy

In applying the above eligibility criteria, Emmanuel will be guided by the following "interpretive principles, rules and factors":

- The student will have the responsibility of demonstrating, through documented Health Care Provider (HCP) opinion, testimony, and other evidence, that the student would not have been able to use and enjoy Emmanuel housing facilities "but for" the requested accommodation (having the ESA in the dorm room).
- The student will have the responsibility of demonstrating through HCP opinion, testimony, and other evidence, that the animal is both necessary and reasonable for equal enjoyment and use of Emmanuel housing.
- The student must demonstrate that no other means and methods (i.e., medication, counseling, other housing accommodations, other available interventions, crisis response mechanisms, or treatments) or combination of means and methods are available to adequately manage symptoms of his/her disability. If means and methods are available to the student to adequately manage symptoms of his/her disability, to a degree that the

student with the aid of those other means and methods would be able to use and enjoy Emmanuel housing, then this accommodation would not be granted.

Note: These eligibility criteria are based primarily on the relevant provisions of the Fair Housing Act (FHA), 42 U.S.C. 3604(f), and regulatory guidance provided by the US Department of Housing and Development in its Final Rule entitled "Pet Ownership for the Elderly and Persons with Disabilities" published in the Federal register on October 27, 2008 (73 FR 63834).

Steps in the Process of Requesting an ESA

Contact Noelle Galli, Accommodations Coordinator in Disability Support Services at gallin@emmanuel.edu to express your interest in requesting this specific accommodation.

Register with Disability Support Services, if you have not already done so.

- Complete a [Self-Disclosure Form](#) and return it to Noelle Galli, Accommodations Coordinator, via email, mail, fax, or delivered in person.
- Submit [appropriate documentation](#) (i.e., psycho-educational, psychological, neurological, neuro-psychological, medical, or similar reports).
- Complete Housing Accommodation Request forms
- Complete and submit the [Student Request for Housing Accommodations Form](#).
- Submit [Health Care Provider Request for Housing Accommodations Form](#).

Complete Animal Specific forms

- Complete the [Animal Information Form](#), which, if approved, will later serve as registration information and that demonstrates veterinary evidence of proper vaccinations and reasonable health.
- Review and sign the terms of the [Owner's Responsibilities Contract](#). The health care provider will then complete an additional ESA Information form (which will be provided to the student individually once all other documentation has been received) which includes case-specific information that is used to substantiate a request of this nature.
- Disability Support Services will contact the student via email to arrange for an intake meeting to formally register with Disability Support Services. Upon assignment, the student is expected to comply with all Residence Life requirements and behavior code policies regarding noise, cleanliness, and conduct. Students are solely responsible for their animal's behavior.
- Students will be responsible for discussing the ESA living arrangements with their roommate(s) and upon agreement, the roommate(s) will sign the Roommate ESA Acknowledgement Form. This form will be provided by a member Residence Life and once completed, returned to Residence Life.

Service Animals

The [Americans with Disabilities Act](#) defines service animals as "dogs that are individually trained to do work or perform tasks for people with disabilities." The institution may make two inquiries to determine whether the dog qualifies as a service animal, which are:

- Is the animal required because of a disability?
- What work or task has the animal been trained to perform?

Chapter 9: Campus Resources

Academic Affairs Administration

- [Josef Kurtz, Vice President of Academic Affairs and Chief Academic Officer, Professor of Biology](#)
- Cindy O'Callaghan, Dean of Academic Administration and GPP
- Beth Ross, Dean of Institutional Effectiveness/Chief Data Officer
- Sr. Susan Thornell, SND, Associate Dean of Academic Advising
- [Lisa Stepanski, Associate Dean of Humanities and Social Sciences, Professor of English](#)
- [Sr. Karen Hokanson, Associate Dean of Education, Assistant Professor of Education](#)
- [Diane Shea, Associate Dean of Nursing, Professor of Nursing Practice](#)
- [Anne Marie Pasquale, Associate Dean of Business and Economics, Assistant Professor of Management](#)

Academic Support

- Barbara Alves-Farrier, Academic Affairs Administrative Specialist
- Andrea Thomas, Project Manager

Admissions

The Office of Admissions works to identify, recruit, and enroll prospective students into the College. Admissions hosts information sessions, open houses, accepted student days and other events to showcase the campus to prospective students. Additionally, Admissions has a team of student ambassadors, who lead campus tours and support the office during admissions events.

Bookstore

The Emmanuel College Bookstore provides the following resources and services:

- Coordinate textbooks and course materials in new, used, digital and rental forms available in-store or at www.emmanuel.bkstr.com
- Provide buyback (student textbook sales to the Bookstore) daily
- Sell a variety of supplies and materials including basic school supplies; residence living supplies (including batteries, greeting cards and stamps); convenience items; general reading books (including fiction, magazines, writing reference, foreign language reference, study guides and test prep); computer peripherals including academically discounted software; and Emmanuel apparel and accessories

Campus Safety

The mission of the Emmanuel College Campus Safety Department is to enhance the quality of life for the entire Emmanuel College community by maintaining a secure and open environment where the safety of all is balanced with the rights of the individual. The Campus Safety Department strives to accomplish its mission while adhering to its core values of "Integrity, Professionalism and Service." The success of this mission depends upon an effective working relationship between Campus Safety personnel and the diverse elements of the Emmanuel College community, including students, staff, faculty and visitors. Critical to this relationship is mutual respect. Therefore, we pledge to respect the diverse needs and interests of the community we serve. We pledge to be diligent and relentless in the protection of persons, property and the reputation of Emmanuel College. Although reported crime at Emmanuel is low, it is important for students, faculty, staff and visitors to remember that we are located in an urban

setting and share many of the safety issues that exist in any city. Preserving the safety and security of the College is the combined responsibility of the entire community.

Campus Safety Officers also operate the college shuttle vehicle to transport students, staff and faculty to/from the off-campus residence halls, Ruggles MBTA station, Fenway T stop, Landmark center, immediate Fenway neighborhood locations and other COF institutions for Emmanuel students that are cross-registered. The shuttle will also be utilized for minor medical transport to BIDMC at the request of Health Services or the College administration.

Emmanuel College Campus Safety provides full-service police and security to the Emmanuel College community. The Campus Safety Office is open 24 hours/day, 365 days per year. The Sworn Staff includes a Director/Chief of Campus Safety and Lieutenant/Shift Commanders. The Non-Sworn staff includes Sergeants and Campus Safety Officers. Campus Safety also employs a cadre of student workers who perform myriad functions. Campus Safety maintains a very close working relationship with the Boston Police Department, Massachusetts State Police, five other Colleges of the Fenway Public Safety Departments and MASCO (Medical Academic Scientific Community Organization). Most importantly, Campus Safety works closely with all segments of the Emmanuel Community to ensure that our environment nurtures scholarship and learning.

Cardinal Cushing Library Learning Commons

The Cardinal Cushing Library Learning Commons educates students in research, information literacy and critical thinking skills that will enable them to thrive as lifelong learners and engaged citizens. The Library Learning Commons also fosters learning by providing access to high quality information and scholarly resources and space for activities ranging from quiet contemplation to collaborative innovation. The Library Learning Commons engages with groups across the College to offer lively programming aimed at maximizing the transformative possibilities of the academic experience.

- Reference and research assistance
- Information literacy classes
- Online course guides
- Course reserves
- Interlibrary loan
- Educational programming & events
- DiscoveryLab MakerSpace

Cardinal Sean O'Malley Center for Mission & Ministry

Rooted in the Catholic tradition and inspired by the spirituality of the Sisters of Notre Dame de Namur, the Center for Mission & Ministry is committed to cultivating the faith of all Emmanuel College students. Campus Ministry seeks to care for the spiritual needs of our students, regardless of your denomination or faith tradition. We invite you to become involved in our many retreats, service projects, liturgical life and faith sharing groups. Please know that you are always welcome to reach out to our office because we are here for you: ministry@emmanuel.ed

Career Center

Not all Career Centers are created equal. Sure, ours has a physical space, but at Emmanuel, career development truly happens all the time, all over campus. So, whether you're wondering, "Where do I start?" or already looking for experience in specific industries, Emmanuel's dedicated Career Center staff foster an environment that will support and guide you in realizing your career aspirations. One hundred

percent of Emmanuel students complete an internship as part of the core curriculum. In a city as dynamic as Boston, your options are bound only by the limits of your curiosity. A short walk or ride on the "T" places you at the doorsteps of dozens of industry-leading organizations in research, technology, finance, media, healthcare, social service and more. Here, you'll obtain career opportunities that students and graduates in other cities may only ever aspire to experience. Emmanuel's singular network of employers, alumni, faculty and students drives the next generation of Boston's workforce.

Whether you're a student wondering where to begin, an employer looking to recruit top talent, an alum seeking a job or another Saint to advance your organization, or a parent supporting your student through their journey, the Career Center has resources to meet—and exceed—your expectations.

[Center for Diversity, Equity & Inclusion](#)

The Center for Diversity, Equity and Inclusion (CDEI) engages the Emmanuel College Community by providing programs and initiatives that celebrate diversity, affirm identity and promote authentic inclusion. We aim to empower students from underrepresented backgrounds through support and advocacy.

Consistent with Emmanuel College's Mission, the Center for Diversity, Equity and Inclusion is committed to social justice and works with the entire Emmanuel Community to ensure the engagement, inclusion, and empowerment of all students.

In the Center for Diversity, Equity and Inclusion at Emmanuel College, we define diversity as the differences among people with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, gender identity, socioeconomic status, religion, and many other aspects of human identity.

We celebrate the differences in all people, and we believe human beings are our best when we seek to learn from one another's experiences.

[Counseling Center](#)

The mission of the Counseling Center is to support the personal, social, and academic development of students and the wellbeing of the Emmanuel community. Our professional staff provide strengths-based brief individual and group counseling to undergraduates as well as proactive prevention, education, and consultation across campus. Our multidisciplinary team welcomes and advocates for students of all backgrounds and works to create a safe environment that fosters the unique strengths of each individual.

College is a time of personal growth and change for all students. Students are challenged with forming their identities as adults, making critical life decisions, living away from home for the first time and adjusting to the mental and physical demands of college. The Counseling Center, along with several other offices, is here to help you successfully meet this challenge. The [Counseling Center](#) website provides more information and specific mental health resources dedicated to the mental and emotional well-being of our students.

The Counseling Center is staffed by licensed clinicians and adheres to the professional and ethical standards governing psychologists and mental health counselors established by the American Psychological Association.

Dining Services

At Emmanuel College, we are proud to offer a wide variety of dining options on campus. Our all you care to eat cafe, Marian Dining Hall, offers static and new menus daily at nine different stations. Favorites include a full-service grill, made to order meals at global and cucina, salad bar, and deli. We provide a variety of vegan and vegetarian options though out the cafe and have a separate station for made without gluten containing ingredient meals, breads, and desserts. On the way out, students may take hand fruit, beverages, or a homemade sweet treat from our bakery.

For students on the go, Muddy River Cafe and Jo Di's Market both offer a variety of meals to go as part of the pick four program. Muddy River features a panini station, taqueria, make your own noodle bowl and a small selection of retail items. Jo Di's has a wide variety of hot and cold meals, grain bowls, bento boxes, beverages, grocery, frozen and household items.

Disability Support Services

Emmanuel College is committed to the full participation of all students in its programs and activities. Although Emmanuel does not have a comprehensive academic program specifically designed for students with disabilities, we are committed to providing support services and reasonable accommodations when requested by students who qualify for them. Emmanuel College subscribes to the policies set forth in the Americans with Disabilities Act Amendments Act of 2008 (ADAAA) and in Section 504 of the Rehabilitation Act of 1973, which mandate equal opportunity in education programs and activities for students with disabilities.

Students with disabilities may need accommodations to access aspects of the collegiate experience to allow full participation in the learning and living community that Emmanuel offers. Students seeking accommodations must provide recent documentation from a qualified, diagnosing provider. Students will then meet with a Disability Support Services staff member to determine reasonable accommodations and how to implement them in the collegiate environment.

Facilities

The Emmanuel College Facilities Department provides facility maintenance and cleaning services to faculty, staff and students as well as set-up assistance for campus meetings, events and functions. Our mission is to provide the Emmanuel College community with superior services, modern facilities and a healthy environment. We also strive to allocate our resources in a fair and cost-effective manner and to adapt our processes continually to meet the changing needs of the College. Our staff is committed to addressing all campus issues and inquiries in a prompt and professional manner. If you have a work order that needs attention, please submit a work order through the Facilities Work Order system, Schooldude. You can find the link on the Current Student webpage on the Emmanuel College website.

Health Services

The mission of the Health Services is to provide accessible and high-quality health care to the students at Emmanuel College. Health Services strives to maintain and promote the health and well-being of the student population while treating acute illnesses and coordinating referrals for specialty care when appropriate. Please go to [Health Services' web page](#) for up-to-date information on hours, services and after-hours care.

Intercollegiate Athletics

It is the mission of the Emmanuel College Athletic Department to recruit, enroll, and foster the development of collegiate student-athletes both on and off the playing fields in a manner consistent with the College's mission. We promote individual student-athlete growth by combining strong athletic competition and high academic standards, with an overall emphasis on, and commitment to, sportsmanship, ethical conduct and equitable treatment of all student-athletes. We prioritize student-athlete welfare and offer quality support and assistance for academic, medical, emotional and psychological needs. Through participation in the athletic program, student-athletes have the opportunity for a fully integrated educational experience and the development of life-skills such as leadership, confidence, goal setting, teamwork and time management.

International Programs

The Office of International Programs serves as the international student advisor for all international students who are studying at Emmanuel College on an F-1 visa. The webpage for, [Study Abroad-Resources - International Students](#), should serve as a resource for common immigration and visa questions. However, all F-1 students should contact Assistant Director of International Programs & Study Abroad Jill Meleedy at meleedyj@emmanuel.edu with any questions regarding this information, or for assistance with questions that are not answered here. International students receive regular reminders via e-mail regarding this information.

Mail Services and Copy Center

The Mailroom provides mail and package service to Emmanuel College students, faculty and staff. The Mailroom is located in Room 150 of the Eisner Administration Building, and is open from 8:00 a.m. to 5:00 p.m., Monday through Friday.

All students are assigned a mailbox number where paper mail will be claimed in the mail room. Packages are placed in the Q-Trak Smart Lockers located in the St. Julie Hall building, on the first floor. For your convenience, an email and text message will be sent once packages have been processed. Students will have access to their packages 24/7 using the "My Mail Services" app, as long as the package fits in the smart lockers.

Each student's mailing address is as follows:

Student Name

Emmanuel College

400 The Fenway

Boston, MA 02115

Phone #1: 617-735-9933

Phone #2: (617) 975-9142.

E-mail: mailroom@emmanuel.edu

Marketing and Communications

The Office of Marketing Communications is the College's in-house marketing agency. From the mission to the people, programs, and outcomes, we focus on communicating the unique value of Emmanuel College, its distinct location in the heart of Boston, and the vibrancy of our community.

We encourage students to share what they love best about Emmanuel with us! Student stories are shared on the Emmanuel College website, social media channels, printed marketing materials, and more. Interested in sharing your Emmanuel story? Email us at pr2@emmanuel.edu. We look forward to

working with you to give a voice to the stories and ideas that reflect our values, exemplify our culture, and benefit our community.

<mailto:ministry@emmanuel.ed>

New Student Orientation

Orientation serves as your first experience as an official Emmanuel student on the Emmanuel campus. Meet faculty, staff and student leaders—as well as your new classmates—during this comprehensive program. You will register for your fall semester classes, meet with an academic advisor, learn about involvement and engagement opportunities, hear from faculty and more. The Emmanuel College community is here to help our newest undergraduates make a smooth transition to life as students at Emmanuel.

Registrar's Office

From your first registration through graduation and beyond, Emmanuel's Office of the Registrar is here to support you in your journey every step of the way. The Office of the Registrar is dedicated to exceptional service to the Emmanuel College community and is tasked with maintaining and safeguarding student records and upholding institutional academic policy.

What we do:

- Athletic eligibility certification
- Confirm eligibility for honors: Dean's List, Latin Honors at Graduation and GPA requirements for honor societies
- Course scheduling, in conjunction with Academic Affairs and Academic Departments
- Degree Audit and Graduation Eligibility Confirmation
- Degree/Graduation Verifications
- Enrollment Verifications- official verification of enrollment and student status for loan deferment, insurance discounts, and scholarships
- Facilitate course registration and schedule adjustments
- FERPA Compliance
- Notarization: Kathleen Thoma is a certified Notary Public and is happy to notarize documents by appointment.
- Transcript Requests
- Transfer credit evaluation and equivalency approval for transfer applicants, study off campus, and study abroad students
- Update and maintain the student academic record, including major and minor declarations, post transfer credit, name and address changes
- VA Benefits Certification
- Voter registration resource

Residence Life and Housing

The Office of Residence Life and Housing provides clean, well maintained and properly staffed facilities, which promote a living and learning environment that is safe, just, and developmental. The staff offers students opportunities to explore new experiences, enhance personal growth, explore and build new relationships, and play an active role in celebrating and promoting the ideals of a Catholic community.

Student Affairs

The Division of Student Affairs provides leadership for all areas of student life, including Student Activities, Residence Life, Athletics, Mission & Ministry and a variety of student services.

- [Athletics](#)
- [Counseling Center](#)
- [Family Programs](#)
- [Health Services](#)
- [New Student Engagement and Transition](#)
- [Residence Life](#)
- [Student Activities](#)

[Student Financial Services](#)

The Office of Student Financial Services serves as the financial aid and student accounts office for Emmanuel College. At Emmanuel, we pride ourselves on being a personal college. We know that every family's situation is different and the dedicated counselors in the Office of Student Financial Services are here to help you determine the right plan to make an Emmanuel education affordable. Our website www.emmanuel.edu/makingemmanuelaffordable provides information on the costs to attend Emmanuel and the many options to make an Emmanuel education attainable for you and your family.

Below are the answers to the most frequently asked billing and financial aid questions. Should you have questions regarding the costs to attend Emmanuel, the process to apply for financial aid, or the options to pay the tuition bill, please visit the [Money Matters](#) section of the current students' page www.emmanuel.edu/current-students for quick links and resources from Student Financial Services.

How do I view my tuition bill?

Emmanuel's Billing & Payment Center is accessible via [EC Online Services](#). Students can login with their Emmanuel username and password to view their tuition bill.

How can my parents view my tuition bill?

Students can grant other individuals (parents or guardians) access to your real-time online account information by designating them as 'Authorized Users'. To set up an Authorized User, log in to [EC Online Services](#), select "User Options" and "Designate Authorized User". [Click here](#) for detailed instructions on sharing tuition bill access.

When is the tuition bill due?

Students will be notified at their Emmanuel email address when their fall semester tuition bill is available online in early July. The fall semester bill and health insurance requirement are due in early August. The spring semester bill is available online in mid-November and due in mid-December.

How do I view my financial aid?

Financial aid information is accessible via [EC Online Services](#) by selecting "Financial Aid". From the drop-down menu select 'My Awards'.

Does financial aid automatically appear on the tuition bill?

If you applied for financial aid and are not missing any required documents, your financial aid will appear on your tuition bill. To determine if additional documents are required to receive financial aid visit [EC Online Services](#) and select "Financial Aid." From the drop-down menu, choose view "Required Documents."

Is my financial aid renewable?

Yes, merit scholarships and awards are renewable with full-time enrollment for a maximum of eight semesters. Most scholarships also have a cumulative grade point average (GPA) requirement which was included in your scholarship notification letter. Need-based aid requires the same level of enrollment, demonstrated financial need, housing status, and satisfactory academic progress as defined in the Academic Catalog. [To learn more visit our Re-applying for Financial Aid page.](#)

Can I use a private scholarship as a credit toward my tuition bill?

Yes, please forward a copy of the scholarship letter to the Office of Student Financial Services as soon as possible. Although uncommon, the addition of a private scholarship may affect your eligibility for financial aid.

What options do I have to pay the balance after financial aid?

There are several options to pay your bill after your financial aid has been applied including the interest-free monthly payment plan as well as student and parent loans. For more information visit www.emmanuel.edu/paymentoptions. If you have concerns about paying your tuition bill, please contact the Office of Student Financial Services at financialservices@emmanuel.edu or 617-735-9938.

Am I required to purchase the College's health insurance?

The Commonwealth of Massachusetts requires that all students enrolled at least $\frac{3}{4}$ time have health insurance coverage. Each academic year, you must complete either a health insurance waiver documenting that you have health insurance coverage or enroll in the College's plan. Both the waiver and the online enrollment may be completed at www.universityhealthplans.com. Students who have not submitted either an enrollment form or a waiver by the deadline will be enrolled in the College's plan and charged the health insurance premium.

[Student Involvement](#)

Emmanuel's campus is an active, engaged campus. It's our diversity of interests that brings us together as a vibrant, dynamic community.

With more than 70+ different co-curricular clubs, activities and organizations on campus, there is always something happening. Looking to supplement your coursework? Join an academic group like the Biology Club. Have a passion for community service? Join Saints Giving Back or our chapter of Habitat for Humanity. Want to get active? Check out our Zumba, Spikeball, or MMA clubs. Wherever your interests may take you, getting involved is essential to being successful at Emmanuel and we are here to help!

We have an interactive portal called [Engage](#), where you have 24/7 access to learn about our student organizations, join up and see all the exciting upcoming events we have planned! You can also access our [Student Organization Contact List](#) to get in touch with student leaders and learn more about their organization.

If you have questions regarding any of the policies and procedures outlined in this student handbook, please contact the Dean of Students Office for further information.