



Regis North

2018-2019 SUPPLEMENT TO
REGIS STUDENT HANDBOOK

Dear Student,

Welcome to Regis! You are the reason we are so excited about our partnerships with Northern Essex Community College (NECC) and The City of Lawrence. Our bachelor's degree completion programs represent our commitment to providing you with a flexible and affordable path to a rewarding career. Employment opportunities for bachelor's-level professionals in these fields far exceed those of individuals with an associate's degree. Additionally, a bachelor's degree will enable you to earn a higher salary and will qualify you for opportunities for advancement within your organization.

Our Regis North programs in Lawrence are structured so you can complete all of your coursework on NECC's campus. We offer classes in a face-to-face setting as well as hybrid and online options. You are also most welcome on our main campus in Weston! You are an important part of our community, and I look forward to meeting you and handing you your Regis diploma one day soon.

I hope that the information in this supplement to the Regis Student Handbook is helpful to you. Do not hesitate to contact our Regis North team if you have any questions!

Sincerely,
Antoinette M. Hays, PhD, RN
President



President Antoinette Hays congratulating a Regis graduate at 2016 Commencement.

About Regis North

Regis North is a collaboration between Regis College (Regis) and Northern Essex Community College (NECC) that will enable students with an associate's degree in *any* discipline, from NECC or elsewhere, to earn a bachelor's degree from Regis in Lawrence. Regis students in Lawrence will receive the same level of high-quality academic and student supports that we provide at our main campus in Weston, MA. Additionally, all Regis students are (1) afforded the same rights and privileges and (2) bound by the expectations, policies, and procedures as described in the most current version of the Regis Student Handbook, which you can find by clicking on *Student Handbook* [here](#).

Although Regis maintains ultimate responsibility for and authority over Regis North students, the distance between Lawrence and Regis's main campus in Weston necessitates NECC's assistance in providing some services to Regis North students. One example of such assistance may include an immediate response to a Regis North student incident pending the arrival or involvement of Regis personnel. Under no circumstances will NECC's assistance negate Regis's ultimate responsibility for or authority over Regis North students.

Purpose of this Supplement

We created this supplement to the Regis Student Handbook as a practical "go-to" guide for you to familiarize yourself with Regis North student services. We hope you will read it in its entirety, that it proves useful, and that you will reach out to Jennifer Amadon, Executive Director of RN Progression and Academic Partnerships (jennifer.amadon@regiscollege.edu, 781.768.7170) or Stefanae Bowen, Manager of Community and Academic Partnerships (stefanae.bowen@regiscollege.edu, 781.768.7820) with any questions.

Orientation

In order for you to become familiar with all Regis North student services and to meet some of your Regis North peers and faculty, we hope you will attend orientation just before the start of the fall semester. It will take place on the NECC campus in Lawrence. For more information on orientation, please contact Stefanae Bowen (Stefanae.bowen@regiscollege.edu, 781.768.7820).

If you cannot make orientation, please contact Stefanae Bowen for more information.

Important contacts

Name	Title	E-mail	Telephone
Stefanae Bowen	Manager of Community and Academic Partnerships (Regis North)	stefanae.bowen@regiscollege.edu	781.768.7820
Hillary Dandurant	Admissions & Academic Advisor (Regis North)	hillary.dandurant@regiscollege.edu	781.768.8387
Leslie Mandel	Program Director & Academic Advisor for Public Health	Leslie.mandel@regiscollege.edu	781.768.7863
Cathy Fuller	Program Director & Academic Advisor for Health Sciences/Sport Management	catherine.fuller@regiscollege.edu	781.768.7035
Erin Wisniewski	Director of International Student Services (Regis)	erin.wisniewski@regiscollege.edu	781.768.7849
Valerie Paterson	Associate Director of Online and Nontraditional Programs	valerie.paterson@regiscollege.edu	
---	Student Accounts (Regis)	student.accounts@regiscollege.edu	781.768.7206
---	IT Service Desk (NECC)	servicedesk@necc.mass.edu	978.556.3111
---	IT Helpdesk (Regis)	helpdesk@regiscollege.edu	781.768.7177
---	Follett Bookstore (NECC)	necc@bkstr.com	978.681.5214
---	Follett Bookstore (Regis)	bookstore@regiscollege.edu	781.768.8119
Jennifer Amadon	Executive Director of RN Progression and Academic Partnerships	jennifer.amadon@regiscollege.edu	781.768.7170
Cindy Bushey	Learning Commons: 2 nd Floor Library (Regis)	cynthia.bushey@regiscollege.edu	781.768.8124
Jenny Fielding	Library Coordinator (NECC)	jfielding@necc.mass.edu	978.738.7400
---	Library (Regis)	circulation@regiscollege.edu	781.768.7301
Kaitlynn Arvidson	Career Placement Manager (Regis)	kaitlynn.arvidson@regiscollege.edu	---
---	Health Services (Regis)	---	781.768.7290
Courtney Mulligan	Director of Student Disability & Accessibility Services (Regis)	courtney.mulligan@regiscollege.edu	781.768.7384
---	Learning Accommodations Center (NECC)	lacenter@necc.mass.edu	978.556.3654
	Public Safety (NECC)		978.738.7499 Emergency: 978-556-3333
	Public Safety (Regis)	safety@regiscollege.edu	781.768.7111 Emergency: 781.768.7777
Adam Thrasher	Title IX (Sexual Violence) Institutional Risk Manager (Regis)	adam.thrasher@regiscollege.edu	781.768.7369

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Admissions advising

Admissions advising covers everything from your initial interest in Regis North through completing any post-admission requirements. Such requirements may include completing certain coursework with a satisfactory grade or passing the NCLEX-RN exam (for BSN completion students). These requirements will be noted in your acceptance letter.

Hillary Dandurant is the Admissions and Academic advisor for all Regis North students. She can be found within NECC's Career Planning and Advising Center located at 414 Common Street, Lawrence, MA 01840. A schedule of specific office hours (subject to change) is posted in the center and you may also email Hillary for an appointment.

Tuition and fees

Tuition for the 2018-2019 academic year is \$485 per course credit plus a one-time technology fee of \$555. Students officially accepted into a program and taking six credits are eligible to apply for financial aid. Convenient payment plans are available. Please note all charges and fees are set by the Board of Trustees and are subject to change at any time.

Registration

RegisAccess (under *Applications* [here](#)) allows you to register for courses, view your course schedule, see your grades, and view other student account information. You can expect to receive log-in information – username (in the form of “ab123456”), e-mail (firstname.lastname@regiscollege.edu), and temporary password – and instructions regarding your RegisAccess account via mail no more than two weeks after submitting your

admission reply letter and deposit. Please make sure that we have your most recent and accurate mailing address on file.

International student services

Regis is committed to celebrating diversity, and we welcome the world to our campus. Our international student advisor assists international students with adjusting to American culture, matters concerning immigration and naturalization procedures, visas, employment authorization, and academic support service referrals.

For more information on international student services, please see [here](#).

Financial aid

- You must be officially accepted into a Regis North bachelor's completion program in order to be eligible to apply for financial aid. "Officially-accepted" means you have submitted your admission reply letter and provided a \$250 deposit to Regis.
- You must be enrolled in at least 6 credit hours (i.e., 2 courses) each semester in order to be eligible to apply for financial aid.
- In order to apply for financial aid you will have to complete the Free Application for Federal Student Aid (FAFSA): www.fafsa.gov. A new FAFSA must be completed each academic year in order to be eligible to apply for financial aid.

Since there are a variety of financial aid options available, you are encouraged to reach out to Valerie Paterson to discuss and understand them.

Student accounts

The Bursar and the Office of Student Accounts are responsible for billing and collection, including each of the following:

- Answering billing questions
- Helping with discrepancies on bills and with financial aid
- Processing bill payments
- Processing refund requests
- Answering questions regarding refunds and handling refund check distribution
- Processing scholarship payments
- Answering questions regarding health insurance enrollment and waiving

For more information on student accounts, please see [here](#).

*Note: Billing statements are available at any time on RegisAccess. Paper statements are not mailed. Please be aware that you are responsible for the payment of tuition and fees. If any balance is unresolved by its due date, a financial hold may be placed on your account. This hold will prevent you from registering for courses; changing course schedules; obtaining grades, transcripts, and diplomas; and may result in suspension of academic learning technology. Additionally, unpaid balances will be assessed late fees. By registering for courses, you indicate your understanding and acceptance of the obligations stated above.

Student identification card

NECC will provide all officially-accepted Regis North students with an identification card with a unique ID number. Identification cards will enable Regis North students' access to NECC facilities necessary for academic purposes.

If you have any issues obtaining/using your identification card, please do not hesitate to reach out to Hillary Dandurant (hillary.dandurant@regiscollege.edu, 781.768.8387).

E-mail account

All Regis North students will be issued a Regis e-mail account when they are officially accepted. The e-mail account that is created by Regis is the official e-mail address to which we will send electronic communications. Students will be notified of their Regis e-mail address and account username and password by letter. Please make sure that we have your most recent and accurate mailing address on file.

*Note: Because your Regis e-mail account is the official e-mail address for all Regis-related purposes, you need to check your Regis email daily.

Internet access

To enable access to NECC's network, NECC will assign log-in usernames based on Regis North student information provided prior to the start of each semester. Regis will e-mail current Regis North students' account information prior to the start of each semester. For assistance, please contact the NECC IT Service Desk at 978.556.3111 or servicedesk@necc.mass.edu.

When on the Regis North campus in Lawrence, Regis North students can access NECC's network by providing their NECC log-in credentials. If on Regis's main campus in Weston, Regis North students can access Regis's network by selecting the *RegisSecure* network and entering their RegisAccess username and password (see *Registration*).

Outlook (e-mail), Office365, and Moodle

Outlook is the e-mail application used by Regis. In order to access your e-mail account through Outlook, go [here](#) and enter your Regis username (e.g., ab123456@regiscollege.edu) and password.

Office365 (Microsoft Office) is now available to Regis students *free of charge*. Office 365 includes the latest version of Office for Mac OS and Windows. As long as you are enrolled in a Regis degree program, you'll be able to use this software for free. Office 365 for students includes the following:

- Ability to install Office on up to 5 Windows or Mac computers. This includes Word, Excel, PowerPoint, OneNote, and more
- Office Apps for iPad/tablets, including Word, Excel, and PowerPoint
- 1 Terabyte of OneDrive cloud storage which, in the not too distant future, will be unlimited storage
- Office online

To begin using the service go to: <https://portal.office.com> and login.

*Note: Your log-in name for this service is your Regis username followed by "@regiscollege.edu." For example: ab123456@regiscollege.edu. The password is the same password you use for RegisAccess, Regis e-mail, etc.

Moodle is a free web application that students and educators can use to create effective online learning environments and to sharpen their technology, organization, communication, and resource skills. To learn about accessing and using Moodle, please see [this user guide](#).

iPad initiative

As a Regis North student, you will receive an iPad at orientation. It is yours to keep. For more information, please see [here](#). Please note that the one-time technology fee is not a charge for the iPad, but an overall fee meant to defray the costs of technology support at Regis's campuses.

Computer labs

Regis North students will have access to all computer labs on the NECC campus in Lawrence, except when they are being used for instructional purposes. See [here](#) for more details. Regis North students present on Regis's main campus in Weston, MA will also have access to all computer labs.

Academic calendar

Regis North students will follow the Regis academic calendar, which can be found [here](#). Regis North students, faculty, and staff will abide by NECC's campus closings, weather-related or otherwise. See *Campus notifications* just below for more information.

Campus notifications

In order to receive NECC notifications about campus closings, weather-related or otherwise, please see [here](#). We also recommend that you sign up for NECC Alert (see [here](#)). For Regis, please make sure your emergency messaging contact information is up-to-date in RegisAccess.

Course registration

We will register you for your first semester of courses. In subsequent semesters, you may register through RegisAccess as follows:

1. Go to: <https://regisaccess.regiscollege.edu/>, and
2. Click *Log In*, then *Students*, then *Register for Sections*.

Textbooks

Regis North students may obtain their textbooks in a number of ways. NECC's Follett Bookstore at 420 Common Street (see [here](#)) will stock all textbooks for Regis at NECC courses. You may also elect to order/rent textbooks through www.amazon.com or www.chegg.com.

Textbooks for all Regis North courses will also be available for lending through the NECC library in the Louise Haffner Fournier Education Center on the Lawrence campus.

Academic advising

A key component of our investment in your success is academic advising, provided by our committed Regis faculty. Regis's academic advisors adhere to a developmental advising model whereby your academic advisor serves as one of your strongest mentors. Your academic advisor will assist you in setting academic and career goals as well as developing plans to achieve those goals.

Your academic advisor is obligated to help you with: course selection and registration; adhering to your program of study and making sure you're on track to complete your degree; answering questions about your program of study; other forms of advice and expertise; and supporting your transition from your program of study to a job/career.

The academic advisors for each program of study are:

Health Sciences & Sport Management: Cathy Fuller, PhD, RKT | Director, Health & Fitness Studies
Assistant Dean, School of Health Sciences | 781.768-7035 | catherine.fuller@regiscollege.edu

Nursing: Jennifer Amadon, MSN, RN | Executive Director of RN Progression & Academic Partnerships
& Nursing Program Advisor and Faculty | 781.768.7170 | jennifer.amadon@regiscollege.edu

Public Health: Leslie Mandel, PhD, MA, MSM | Public Health Program Director and Advisor
781.768.7863 | leslie.mandel@regiscollege.edu

Academic support services

If you are in need of academic support services, please contact your program advisor. Academic support services complement mentoring from your instructors and academic advisor by providing skills-based/technical support related to: writing, quantitative reasoning, topic-specific tutoring (course-specific when available), and general academic coaching (e.g., time management and research skills). Such services are provided through Regis's [Academic Center for Excellence](#), in person, online (e.g., via Skype and/or [Smarthinking](#)), or both.

Library access and services

As a Regis North student, you will have access to both the NECC library and the Regis library, including all associated privileges and resources. We have put together a [Library Guide](#) to help you understand how to access which library resources and why. We recommend you check out *Getting started* [here](#) and *Where to go for library resources* [here](#).

An important component of making effective use of library resources is making sure you are “library literate.” This means that you are capable of using a variety of library resources to find and use quality information. To this end, we ask that you make use of the [Information Literacy Lab](#) on the NECC campus in Lawrence. Additionally, we are working with Regis librarians to provide once-a-semester library literacy training as a complement to their usual availability regarding library needs (see [here](#)).

Information technology and helpdesk services

As a Regis North student, you will have access to the full suite of information technology and helpdesk services provided through both NECC and Regis. IT and helpdesk services can be reached at:

NECC: 978.556.3111 or servicedesk@necc.mass.edu

Regis: 781.768.7177 or helpdesk@regiscollege.edu

Career services

Career services for Regis North students are provided through the [graduate arm](#) of Regis's Center for Internships and Career Placement (CICP). CICP will assist you with preparing your resume, interview coaching, implementing effective job search strategies, and identifying employers in various industries by providing online self-assessment tools, one-on-one counseling, workshops, and recruitment events throughout the year. CICP also maintains job listings for full-time, part-time, and summer job opportunities as well as internships.

CICP is located on Regis's main campus in Weston in College Hall 209. Your main contact for career services will be Kaitlynn Arvidson, Career Placement Manager, she can be reached at kaitlynn.arvidson@regiscollege.edu. You may access career services in-person, online, or both.

CICP utilizes CAREERlink, an online board created specifically for Regis students. You can use this site to create a resume and cover letter as well as to search for jobs and internships. An account has been created for you and you can access it [here](#).

Health services (including mental health services)

Massachusetts law requires all undergraduate students taking nine (9) credits or more to either demonstrate proof of comparable health insurance coverage or purchase a Student Health Insurance Plan through their institution of higher education. More details can be found [here](#).

All Regis North students are eligible for health services, including mental health services, on our main campus in Weston. All non-mental health services at the main campus in Weston will be provided according to your insurer's rules and will be billed appropriately. If you are a full-time student and are near/on the main campus in Weston, you can take advantage of free confidential mental health services, including evaluation, therapy, and referrals. Regis health services can be reached at 781.768.7290.

Given the distance between Regis North and the main campus, we suspect you will access health services near you. For assistance with mental health services while at NECC, we hope you will consider working with [NECC Counseling Services](#) to identify mental health providers who are near you and who will accept your insurance.

To speak with a mental health staff member when health services is closed, please contact Regis Public Safety at 781.768.7111 and ask to be connected with the on-call Student Affairs staff member. In the event of an emergency, you should go to the nearest hospital.

Disability and accessibility services and accommodations

[The Office of Student Disability and Accessibility Services \(OSDAS\)](#) at Regis is committed to providing all students equal access to learning opportunities, programs, resources, and facilities. OSDAS coordinates support services and reasonable accommodations for students with documented disabilities. OSDAS is located within the Academic Center for Excellence in College Hall 389, but its staff will make arrangements to meet with you in Lawrence, virtually (e.g., via Skype), or over the phone as necessary.

If you require services/accommodations, please contact Courtney Mulligan, the Director of OSDAS at 781.768.7384. You will be asked to complete an application form (see *Application for Services* [here](#)), sign releases, and provide necessary documentation related to your disability. Once received, a determination will be made as to whether eligibility is warranted as a "reasonable accommodation." Please understand that eligibility determination is not retroactive, and is only granted once proper documentation has been submitted and reviewed by the director.

If you require testing accommodations while on the NECC campus at Lawrence, they will be provided through NECC's [Learning Accommodations Center](#).

Parking

If you wish to park in a NECC parking lot, a free pass may be obtained through the security office. If you have any issues regarding parking please contact Hillary Dandurant.

If you need to park in a parking lot on Regis's main campus in Weston, MA, please follow [these guidelines](#). There is no fee to park in a parking lot on Regis's main campus.

Public safety

NECC Public Safety will provide assistance to Regis at NECC students pending the arrival and/or involvement of Regis personnel. Under no circumstances will NECC's assistance negate Regis's ultimate responsibility for or authority over Regis at NECC students.

Complete information on NECC Public Safety can be found [here](#). Their emergency phone number is 978.556.333 (or ext. 3333 from any campus phone). Complete information on Regis Public Safety can be found [here](#). Their emergency phone number is 781.768.7777 (or 7777 from any campus phone). We highly recommend you store these phone numbers.

Any suspected incidences of sexual violence will be investigated, prosecuted, and punished according to Title IX of the Education Amendments of 1972.

On Campus Dining

El Encanto BBQ is located on the first floor of 420 Common Street.

Hours: Mon-Fri 9am-7pm

Sat 10am-7pm

Sun Closed