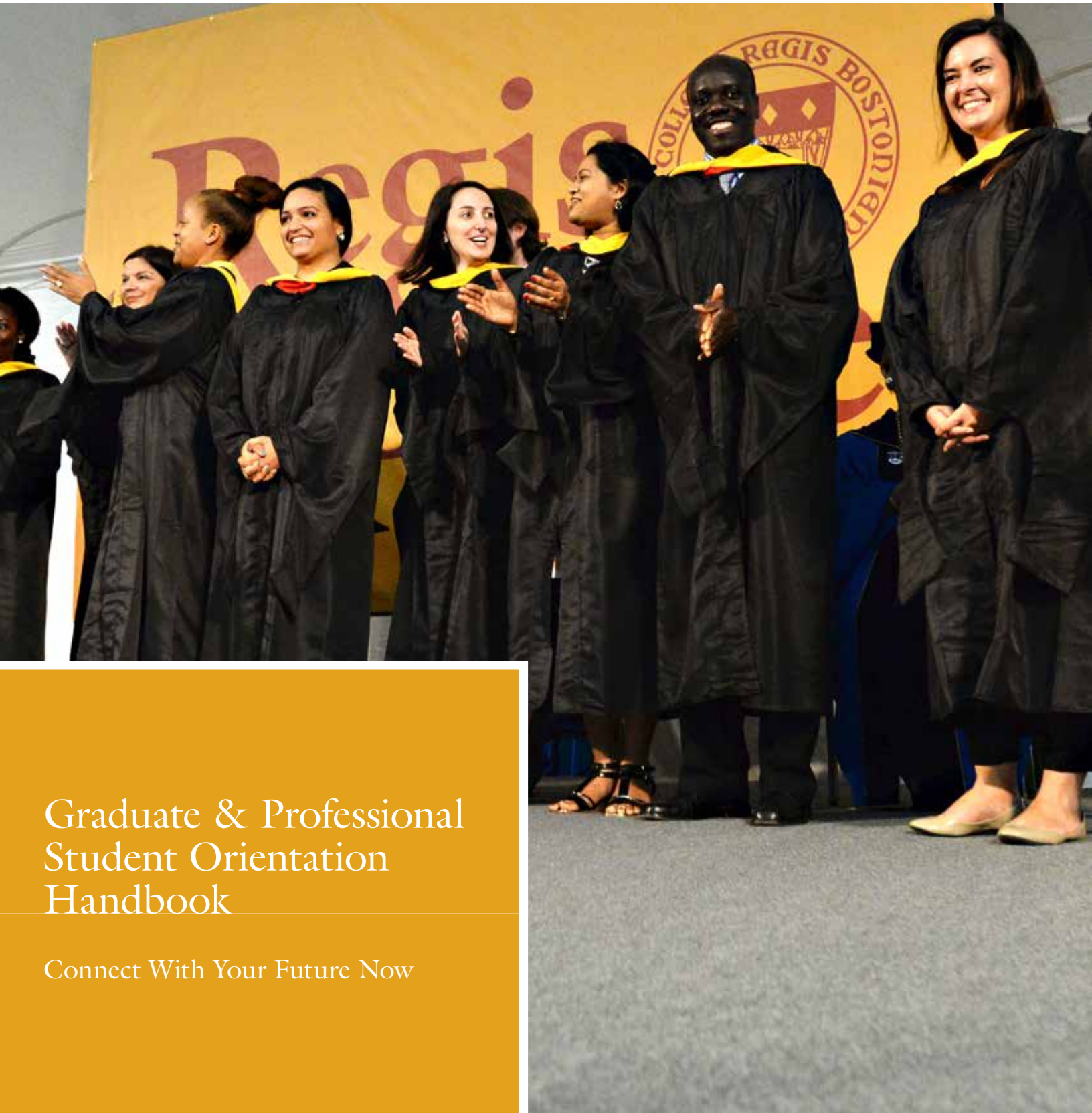




REGIS

A CATHOLIC UNIVERSITY IN GREATER BOSTON



Graduate & Professional Student Orientation Handbook

Connect With Your Future Now

Table of Contents

Overview	1
Center for Student Services	2
Additional Services	3
The Office of Student Affairs	4
Information Technology Services	6
Graduate & IAS Policies & Procedures	7
FAQs	9
Important Contact Information	11
Getting to Regis	12

Graduate & IAS Student Responsibilities

All students are responsible for adhering to Regis policies and procedures.

Know Your Program

Every graduate and IAS student is admitted to Regis into a specific program. Please review current program curriculum and requirements for the degree. All matriculated graduate students are assigned a faculty advisor. With the assistance of a faculty advisor and curricula set forth in program materials, graduate students are responsible for ensuring they complete degree requirements.

Be Respectful and Responsible

Students are expected to be respectful to classmates, faculty and staff. Please confirm with your advisor or course faculty if you need to miss a class or need additional assistance in a course. Students should login to Regis Access prior to the start of class. If you do not have your login information, please contact IT Services at 781.768.7177.

Overview

History

Regis is a multifaceted Catholic university in Greater Boston with 2,000 undergraduate, graduate and doctoral students in the arts, sciences and health professions devoted to engagement, service and advancement in a global society. Founded in 1927 and located on a beautiful 132-acre campus in suburban Weston, Mass., Regis is just 12 miles (20km) from Boston and easily accessible by major highways. The Regis Shuttle provides regular service between the campus and the nearby Riverside MBTA station.

Mission Statement

Regis, through education in the arts, sciences, and professions, empowers women and men to challenge themselves academically, to serve and to lead. A Catholic college, Regis is a diverse and welcoming community guided by the values of the Sisters of St. Joseph of Boston.

Graduate & Professional Programs

The Office of Graduate Academic Affairs is committed to serving the adult learner with programs at the bachelor's, master's, and doctoral level. We are truly student-centered and committed to advising and assisting adult learners throughout their time at Regis, from admission to matriculation, graduation to career services. By linking classroom learning with real-world experience through internships, research, community service, and independent studies, students achieve success here and beyond.



Welcome

On behalf of the Regis community and the Office of Graduate Affairs, I congratulate you on your decision to pursue graduate or continuing education studies at Regis College. Earning a bachelors, masters or doctoral degree is the first step to advancing professionally and personally. We look forward to facilitating your transition to school and helping you find the best path to academic, professional, and personal success.

This student orientation handbook is intended to make your transition to the Institute of Advancing Studies (IAS) or a Graduate Program as smooth as possible. The handbook reviews information essential to ensuring you are fully engaged as a student at Regis, including technology instructions, library hours, important contact names and phone numbers, information on financial aid and billing, and graduate student services.

Please remember that as a Regis graduate or IAS student, you are welcome to participate in the many social and athletic offerings on campus. Our beautiful athletic complex and swimming pool are free to graduate and IAS students and their families. Events on campus, such as the President's Lecture Series on Health, provide ideal opportunities to engage with the Regis community. We encourage you also to take advantage of our Graduate Student Lounge, located in College Hall. Please feel free to visit the Office of Graduate Academic Affairs, College Hall, Room 229, for any questions as well.

Congratulations and enjoy your classes!

Claudia C. Pouravelis, EdD
Associate Dean of Graduate Academic Affairs



Center for Student Services

The Center for Student Services (CSS) brings together the offices of the Registrar, Bursar/Student Accounts, and Financial Aid. Students will receive answers to their questions, complete transactions and make appointments as needed with professionals represented in the Center for Student Services. The Center for Student Services is located directly across from the College Hall Foyer.

Registrar

The CSS is responsible for organizing, managing and maintaining vital information pertinent to a student's academic success, including class scheduling, transcript request services, and student verification. For more information on these services, or to access related forms, please visit <http://www.regiscollege.edu/administration/registrar.cfm>.

Student ID Cards

All full- and part-time Regis students must obtain a student ID card, issued by the Center for Student Services. ID cards are needed for access to the Library, athletic and fitness facilities, and for various student discounts around campus.



Bursar and Student Accounts

The CSS is responsible for student billing including student tuition and fees, room and board, and other charges. Questions relating to student accounts should be directed to the Bursar's Office at student.accounts@regiscollege.edu or 781.768.7270.

Paying Your Bill— Students have a variety of options for paying their bills, including online bill pay (www.regiscollege.edu/current_students), paying in person, or submitting payment in the mail to 'Regis College c/o Century Bank/ Electronic Services, PO Box 87, Medford, MA 02155'. Checks should be made payable to 'Regis College'. All accounts not settled by each semester's billing due date may be assessed a \$100 late fee. Additional late fees may be assessed if necessary.

Payment Plans— Students who are unable to pay all required tuition and fees when due are encouraged to take advantage of the monthly payment plan option (www.tuitionpay.salliemae.com or 800.635.0120).

Refund Policy— The refund policy applies to students who withdraw, drop out, take a leave of absence, or otherwise fail to complete an enrollment period. A separate refund policy applies to courses offered during the summer session. For

more information on the Fall/Spring course refund policy, please visit http://www.regiscollege.edu/administration/student_accounts.cfm.

Student Health Insurance— Massachusetts law requires students to either demonstrate proof of comparable health insurance coverage or purchase a qualifying student health insurance plan. In order to assure that all Regis College students are properly insured to meet the state requirements, graduate students enrolled in at least 6.75 credits are initially charged for the cost of the Harvard Pilgrim Health Care Student Injury and Sickness Insurance plan. Those interested may waive this plan and stay on their own individual/family insurance plan. In order to do this, students must complete a waiver online at <https://studentcenter.uhcsr.com/regis>. Once enrolled in the plan and the fee is charged, it will not be removed from a student's account. Questions regarding student health insurance should be directed to the Center for Student Services at 781.768.7270.

Financial Aid

The process of financing a college education can be challenging and the Center for Student Services is committed to making this process as easy as possible. Applications for Financial Aid are considered on a rolling basis. It is recommended that students file financial aid forms at least two months prior to the start of the academic year to allow time for processing. Students must be enrolled at least half-time (6 credits) and fully matriculated into a degree program to receive financial aid.

There are several options for financing a Regis graduate education including:

FAFSA— The Free Application for Federal Student Assistance (FAFSA) can be completed at www.fafsa.ed.gov. Please note that the Regis school code is 002206.

Federal Direct Grad Plus Loan— The Plus Loan, which can be accessed at www.studentloans.gov, allows graduate students to borrow up to the cost of attendance, less any other financial aid. The lender is the US Department of Education. Plus Loan funds are disbursed directly to the student's account in two equal payments.

Monthly Payment Plan— Regis offers the option to make tuition payments on a monthly basis through the TuitionPay Plan from Sallie Mae (www.tuitionpay.com). This plan is an interest-free alternative to lump-sum payments and is offered through the Bursar.

Questions regarding financial aid, including processes and eligibility requirements, should be directed to the Office of Financial Aid at finaid@regiscollege.edu or 781.768.7270.

Additional Services

Athletics & Fitness

The Regis campus features an athletic complex featuring a turf field for field hockey, lacrosse, and soccer, an eight-lane track, six tennis courts, and a softball field. Indoor facilities include the gymnasium for basketball and volleyball, a training room, dance studio, and six-lane swimming pool. The Mary Carr Simeone Fitness Center, featuring state-of-the-art Cybex equipment, flat screen HDTVs, and cardiovascular equipment can also be found inside the facility. For more information go to www.GoRegisPride.com.

Campus Police

The Office of Campus Police is headquartered in College Hall and is open 24 hours a day, seven days a week. The office can be reached at 781.768.7111 (non-emergencies) or 781.768.7777 (emergencies).

Vehicle Registration— Any resident or commuter student who brings or keeps a motor vehicle on campus must register it with Campus Police and display a current parking decal. Parking decals indicate in which lot(s) a vehicle is permitted to park. There is no charge for the decals. All motor vehicle registration must be completed by the second week of classes at www.regiscollege.edu/about/police.cfm.

Campus Police Safety Escort Program— Campus Police Officers are available around the clock to walk/drive any member of the Regis community between buildings or parking areas on the campus.



Career Development

The Graduate Career Placement Manager serves as a career resource for graduate students. Located in College Hall, Room 229, the Career Placement Manager supports the professional development of graduate students through the following services:

- Employer partnerships in all graduate fields of study
- Career fairs, information sessions, and lectures
- Webinars, workshops, and on-campus interview sessions
- Individualized career counseling: self-assessment, resume, cover letter, interview preparation, job search, electronic applications

The Academic Center for Excellence

Located on the third floor of College Hall, ACE is dedicated to enhancing the success of students of all abilities. They are a positive, flexible, and welcoming resource committed to supporting all students and faculty by providing easily accessible and responsive services designed to develop and improve students' academic abilities. Services include academic coaching, subject tutoring, academic success resources and a writing center.

Regis is a student-centered environment. We place students at the center and at the top of each and every priority list. We are infinitely proud of our student body, the different backgrounds and heritages that are represented, and we continue to provide for these students the highest quality of support and education on all levels. For more information, please contact the Office of Student Affairs at 781.768.7050, or stop by College Hall 215.

Graduate Student Services & Engagement

Assistant Director for Graduate Student Services and Engagement works with graduate community. In addition to being a first point of contact for graduate students, the Assistant Director provides social and career-oriented experiences on campus that help students form strong connections with Regis, its expansive alumni network, and fellow students. Programs and services offered include:

- January and August Graduate Student Orientations
- The monthly Gradwire e-newsletter
- Social events including monthly lunches with Regis President Antoinette Hays, PhD, RN, graduation week activities and graduate student socials
- Career-oriented events including featured speakers and networking events
- A graduate student government, which helps plan events and advocates for the needs of graduate students
- A Graduate Student Connection Moodle Page with information for current graduate students

The Assistant Director can be reached at 781.768.7289 or evan.maloney@regiscollege.edu.

Student Programming & Leadership

Graduate students are eligible to participate in many of the nearly 25 clubs and organizations offered at Regis and are encouraged to start their own. For more information contact the Office of Student



Programming and Leadership at 781.768.7049.

Office of Residential Life

On-campus housing is available for full-time graduate students. Students have the option of living on campus throughout the academic year. For more information contact the Office of Residential Life at residence.life@regiscollege.edu or 781.768.7452.

Campus Ministry

The primary focus of Campus Ministry at Regis is to foster and develop the spiritual life of students, faculty, and staff. While preserving the rich Catholic heritage of the Institution, Campus Ministry seeks to provide opportunities for persons of all faiths to grow spiritually.

For more information, please call 781.768.7027, visit the Office of Campus Ministry in College Hall Room 101 or e-mail us at ministry@regiscollege.edu.

Office of Student Disability & Accessibility Services

Students with disabilities access specific support and accommodations through the Office of Student Disability and Accessibility Services (OSDAS), located within the Academic Center for Excellence in College Hall 389. OSDAS offers comprehensive services that connect students with academic and social support systems.

While Regis does not offer specific academic programs for individuals with specific disabilities, the institution is committed to providing support and accommodations to eligible students who have a documented need, have self-disclosed by making direct contact with OSDAS, and are legally eligible to receive accommodation based on documentation provided within the context of the Americans with Disabilities Act, or ADA.

For more information, contact the office at 781.768.7384 or visit College Hall 393.

International Student Services

The Office of International Student Services provides members of the international community at Regis with resources that enable them to achieve their academic and co-curricular goals. The OISS assists international students with adjustment to American culture, matters concerning immigration and naturalization procedures, visas, employment authorization, academic support service referrals, and international student centered programming. If you have any questions, contact the office at 781.768.7849.

Veteran Services

Regis is honored to welcome our nation's veterans and military service personnel to our community. The Office of Student Affairs is here to help guide and assist you to achieve your education goals. Contact the office at 781.768.7050 with any questions.

Health Services

Regis Community Health Services offers a wide variety of services for all Regis students including vaccines, laboratory testing, physical exams, women's and men's health, screening tests, treatment for acute illnesses or injuries, as well as health promotion and maintenance. The highly qualified healthcare professionals are committed to providing you with confidential, comprehensive healthcare.

Services rendered at Regis Community Health Services will be billed to your health insurance. Your insurance may require prior authorizations or referrals in order for services to be covered. To schedule an appointment or speak to a healthcare provider, call the main office at 781.768.7290. Health Services is located in the rear of Maria Hall.

Counseling Services

The Counseling Center at Regis Community Health Services provides personal counseling free of charge to all Regis College students. In addition to counseling on an appointment basis, the center also provides medication consults, crisis counseling, workshops, substance abuse counseling and referrals. Services are free and strictly confidential. To reach the Counseling Department directly, call 781.768.7292.

Dining at Regis

Regis partners with Aramark Dining Services. There are several locations on campus to purchase meals and snacks.

The Bistro at College Hall — Our newest healthy dining location, The Bistro, has healthy dining options in a new and convenient location next to the College Hall Foyer. The Bistro is open Monday through Thursday evenings and on Saturdays and is a perfect option for graduate students to "grab and go."

Regis Restaurant — The Regis Restaurant in the Student Union Alumni Hall is open to all members of the campus community and their guests. Here you'll find full hot meals, deli sandwiches, salads, grill items, pizza, and desserts.

Campus Café — The Café offers a variety of grab and go selections and dishes to fit everyone's bus schedule. It is located on the first floor of the Student Union Building in Alumnae Hall.



Library Facilities

The Regis Library is part of the Minuteman Library Network (MLN) along with seven other local academic libraries and 35 public libraries in the surrounding area. Regis students and faculty have access to the Massachusetts Virtual Catalog and over 6 million books through MLN.

Online library resources are accessible 24 hours a day, seven days a week. For assistance, and access to all print and electronic resources, visit the Library or email a reference librarian and receive an answer within 24 hours. Students may also call the reference desk at 781.768.7303 during library hours. To access library information and services, please visit <http://regisnet.regiscollege.edu/library>.

Emergency Alert System

Regis maintains an automated emergency messaging systems to notify students of weather, health, and/or safety alerts via phone, email, and text. Contact information submitted via the Emergency Alert System will be used for college-wide emergency messages only. All personal contact information will be maintained in a confidential manner.

- Login to the Regis Access Students menu
- Under the 'User Account' menu, select 'Emergency Messaging Contact Information'
- Select 'Add/Update Information' and enter cell/home phone numbers
- Click on 'Confirm Contacts' at the bottom of the screen to save the information

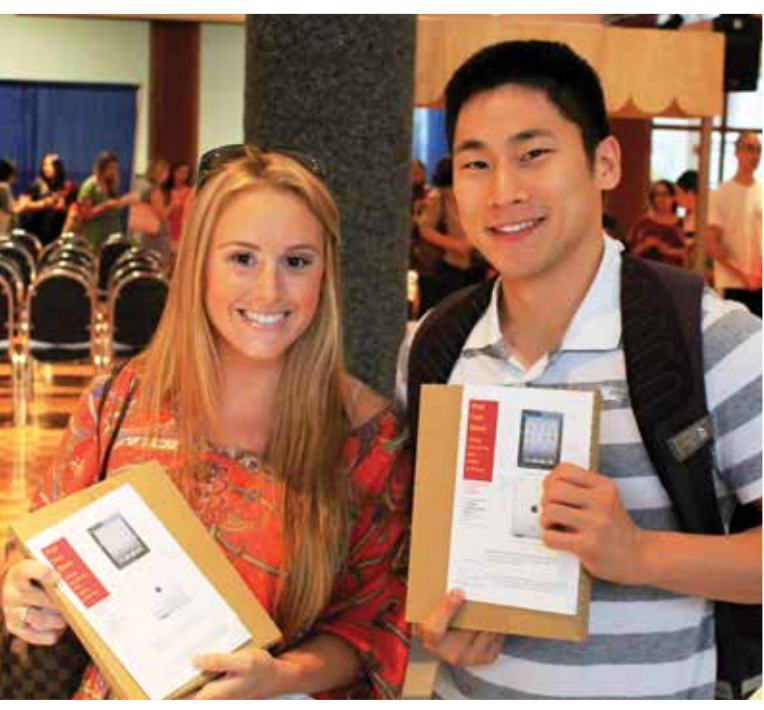
Regis will request confirmation of all text messaging numbers. Depending on the service provider, students may need to send a reply in order to receive future messages. Be sure to follow the instructions that are received. Standard text messaging fees will apply.

To ensure that everyone is familiar with the system, and to test the validity of the information provided, Regis conducts periodic system tests. All tests will be announced in advance via email and will take place on weekdays during daytime hours. Please note that emergency messages will be sent only to students who have an active status at the time a communication is issued.

Information Technology Services

Information Technology Services (ITS) is committed to the integration and support of technology in every aspect of campus life. All students pay a one-time technology fee. Technology includes:

iPads for Grads — All graduate students who are accepted into a program and are taking at least one class on campus will receive an iPad as part of our “iPads for Grads” program. The iPad is an essential part of a Regis education, and students get to keep their iPads upon graduation.



Moodle — Moodle is a web-based learning and course management tool used in Regis classes. Students should access their MyMoodle account (<http://moodle.regiscollege.edu>) to obtain information such as syllabi, announcements, requirements, and readings for courses. Students can click on the name of a course in order to access this information. Once in a course, the main section will contain the course content, usually structured in a weekly outline or by topic. Blocks on the left will have links to course activities, news and events, and grades. In addition, students can submit assignments and participate in online discussions.

Help Desk — Contact the Help Desk, staffed jointly by ITS and student employees, with any technology questions. The Help Desk can be reached at 781.768.7177 or at helpdesk@regiscollege.edu.

Regis Access — The Regis Access site (<https://regisaccess.regiscollege.edu>) is dedicated to student administrative records. From here, students can view grades, course schedules, financial aid information, and bills. Students also register for classes through Regis Access.

Regis Email — All current students receive a free Regis email account. Faculty and administrators direct important messages to these account so students should check their inboxes regularly. Students also have the options of forwarding their Regis email to another account.

RegisNet — RegisNet (<http://regisnet.regiscollege.edu>) is the internal website for the campus community. The network login allows students to access RegisNet from anywhere on or off campus. From here, students can connect to Regis email, RegisAccess, IT Services, library services, and Smarthinking.

Smarthinking — Regis utilizes the Smarthinking (www.smarthinking.com) application, which is a tutoring assistance program. Smarthinking offers students access to free, live, 24/7 tutoring assistance facilitated through online discussion boards. Students may chat live with a tutor or submit a question and receive a reply, generally within 24 hours. Students may also submit writing assignments to the Online Writing Lab and receive editorial assistance.

Graduate & IAS Policies & Procedures

Enrollment

Enrollment in graduate and professional programs is on a part-time or full-time basis contingent upon the academic background and career goals of the student. Non-matriculated students will be accepted for individual courses on a space available basis. All requirements for the master’s degree must be completed within five years (for programs requiring less than 37 credits). Programs requiring 37 or more credits must be completed within seven years. Applicants will be formally accepted in writing only after all admission requirements have been fulfilled. In cases where entrance requirements have not been fulfilled, the applicant may be permitted to take no more than two courses prior to acceptance. Admission as a non-matriculant implies no commitment for admission to a degree program. No student is considered admitted to a graduate program until such notice has been sent.

Students who have been provisionally accepted must maintain a B or better in their first two registered courses and satisfactorily fulfill the selected program’s application requirements in order to matriculate into the program of choice and/or waive the GREs (dependent on individual graduate program application requirements). If a student does not meet the admission application requirements, acceptance is rescinded from the desired program of choice.

All documents and transcripts for admission become the property of the Office of Graduate Admission and will not be returned.

Each student will be assigned a faculty advisor upon acceptance as a matriculating student. The faculty advisor will help the student establish a curriculum plan and assist with course selection for each semester.

Transfer Credit

Transfer of credit from another approved institution of higher learning will be allowed if it is for graduate work done within five years prior to enrolling in Regis and the grade received for the work is not below B-. No more than two courses (six credits) may be transferred. Since graduate programs are standard-based, only those courses will be accepted that correlate with standards for the particular component of the program in which the student is enrolled. Students applying for transfer credit are required to submit to the appropriate graduate program director a transcript and a syllabus or detailed course description of those courses for which transfer credit is being requested.

Course Competency Equivalence Procedure

In some graduate programs and in cases when a graduate student believes that standards for a given course have been met, application may be made to demonstrate those standards or competencies through documentation and testing. Based on the requirements of the particular graduate program, a student may be required to select an elective in place of the course for which proof of the standards is demonstrated. The student should contact the graduate program director for additional information and assistance.

Grades

Grades are issued at the close of each semester and after the summer session. The passing grade range is as follows: A, A-, B+, B, B-. The high passing grade of A is awarded for distinguished course work. The ordinary passing grade of B is awarded for work that is clearly satisfactory. Any grade below B- is considered a failing grade. Two such grades will result in the student’s dismissal from the program. Incompletes are granted only under extraordinary circumstances. If a student has such a circumstance, it is the student’s responsibility to explain the circumstance and arrange to receive an Incomplete with the instructor prior to the conclusion of the regular course meetings but no later than the first day of the final examination period. No instructor will automatically grant an Incomplete. Failure to arrange for an Incomplete will result in the instructor’s assigning the course grade on work submitted and may result in an F for the course. If a student withdraws before the sixth scheduled class meeting, the student will receive a W on the academic record; if after the sixth period and passing, W; if failing, WF.



Time Limit & Registration Requirements

The time limit for all Regis master's degree requirements, including any research or thesis project, is five years (for programs with 37 credits or less), or seven years (for programs with more than 37 credits) from the date of matriculation. This includes the semester in which the degree is awarded. Students who are unable to complete their program requirements within the specified number of years can apply for an extension of time from the graduate program director.

Registration in a minimum of two semesters per year is required to assure steady progress toward completion of the degree, except when a leave of absence has been granted. The names of persons not registered or not on an approved leave of absence for three consecutive semesters will be removed from the roster.

At the thesis or dissertation stage, students must maintain continuous registration, unless a leave of absence has been granted. Students who have completed or have already enrolled for all needed credits and who need to maintain continuous enrollment while completing a thesis, project, or other degree requirements must enroll for the zero-credit Graduate Seminar (GD999) and pay a \$150 enrollment maintenance fee in addition to any other required fees. This fee provides the student with access to Regis facilities and regular contact with faculty advisors and/or committee members.



Leave of Absence for Graduate Students

A leave of absence is intended to recognize situations in which a student, for sufficient reason, temporarily can make no progress in her/his graduate program. During such a leave, a student has no access to college facilities and should not expect to have regular contact with advisors or committee members. A leave, however, does not extend the overall time limitation on degree programs. Leaves of absence are granted on a per semester basis for a maximum of two consecutive years by petition to the Office of Graduate Affairs. Students who wish to pursue a leave of absence must fill out a request form (available at www.regiscollege.edu/grad).

The Regis Student Code of Conduct

The Regis Student Code of Conduct is designed to provide an understanding as to the standards of conduct expected within the campus community. The full text of the Code of Conduct is available on the Regis website.

The Regis Student Code of Conduct applies to all students, and it is each student's responsibility to become familiar with it. A student is any person who is registered for study at Regis, as well as students who show intent to enroll or register for classes. All students are expected to comply with these policies and to comply with the members of the Regis staff who enforce them. Sanctions will vary depending on the circumstances of each offense.

Students who are on a mandated separation from the institution are not considered Regis students and are therefore classified as guests of the institution.

Jurisdiction of the Student Handbook

The Student Code of Conduct applies to student and organization behavior that occurs on the Regis premises, at sponsored/related activities, via the electronic network, and to off-campus conduct that adversely affects the legitimate purposes, founding principles, mission, and interests of Regis.

Other School Policies

All general policies are applicable to graduate students.

Course Registration

Q How do I register for a course?
A Students are encouraged to register for courses online via Regis Access.

If you need a Regis account or copy of your account letter, contact the ITS Help Desk at 781.768.7177 or helpdesk@regiscollege.edu.

Q When is the last day to add/drop a course?

A Students should be aware of the Academic Calendar listed on the Regis Current Students webpage. This site will also link you to information regarding ITS, Student Services, News and Events, and Contact Information.

Q Where can I find additional information (i.e., syllabus, location, etc.) regarding a course that I am registered for?

A Regis utilizes Moodle as a course communication tool. Additional information can also be found on Regis Access or by emailing/calling the professor.

Q How do I know what course to register for?

A All admitted students are assigned a faculty advisor at the start of their graduate program. Students should meet with their Faculty Advisor early on in their graduate career in order to develop a curriculum plan and are encouraged to keep in touch with their Faculty Advisor throughout their time at Regis.

Prospective students who have not yet applied and are in their first two courses should contact their admission counselor with course registration questions.

Health Services and Insurance

Q Where can I access the required health form needed once enrolled at Regis?

A Health forms to be completed by the student and the student's healthcare provider can be found on the Immunization section of the Regis Community Health Services website at http://www.regiscollege.edu/campus_community/immunization_forms.cfm. Students must submit the health forms prior to starting classes. Failure to do so will result in the inability to register for future courses. For more information, call Health Services at 781.768.7290.

Q How do I get health insurance through Regis? Do I have the ability to waive this requirement?

A In order to assure that all Regis students are properly insured to meet the state law, all students are initially charged on their student account for the cost of the Harvard Pilgrim Health Care Student Injury and Sickness Insurance Plan. Questions regarding this charge should be directed to the Bursar at 781.768.7270. Students also have the option of waiving the insurance and remaining on their family/individual plan. More information on this law, as well as options to waive/enroll in the plan, can be found on the Health Insurance section of the College Community Health Services website at http://www.regiscollege.edu/campus_community/insurance.cfm. For more information, call Health Services at 781.768.7290.



Information Technology Services

Q How do I get my Regis Access account and password?

A Once registered for a course, students will be assigned a username and password for Regis Access. This generally takes about two weeks, however, though it may be more or less depending on the time of the year. Questions should be directed to ITS at 781.768.7177 or helpdesk@regiscollege.edu.

Financial Aid

Q I am taking two classes towards my master's program in order to waive the GRE. Can I receive financial aid?

A Financial aid is only available once students are fully matriculated into a program. For additional information, contact your admission counselor and/or the Office of Financial Aid.

Q I receive tuition remission from my employer and need grade verification. How can I obtain a grade report and student verification?

A If you are in need of a grade report for reimbursement purposes, email registrar@regiscollege.edu and provide them with either a fax number or mailing address to which the grade report should be sent.

Graduation

Q How do I know if I am able to graduate?

A In order to graduate, students must meet all academic requirements and be financially cleared. If you have any questions regarding your academic requirements, please contact your faculty advisor. Questions related to financial matters should be directed to the Bursar at 781.768.7270.

Q Do I need tickets for commencement?

A Tickets are not required. You may invite as many guests as you would like, however, seats are available on a first-come, first-served basis. In addition, students and guests are encouraged to carpool as parking is limited on the day of Commencement.

Q Where do I get my cap and gown?

A Caps, gowns, tassels, and hoods will be available at the campus bookstore in Alumnae Hall. If you have additional questions, contact the bookstore at 781.768.8119.

Q What is the Graduate Hooding Ceremony?

A Master's and Doctoral Degree recipients' hoods are conferred at the Graduate Hooding Ceremony. The hood identifies both the college and the degree being conferred. This ceremony is to honor our master's and doctoral degree recipients and is an opportunity for celebration with graduates, faculty, staff, family, and friends. Hoods are then worn during the Commencement exercises.

Q How will I receive my diploma if I am unable to attend commencement?

A Your diploma will be mailed to the address that you provide on your Information Questionnaire form. If you have any questions or concerns, please contact the Registrar at 781.768.7270.



Important Contact Information

Academic Support for Students with Disabilities

Office of Student Disability and Accessibility Services _____ College Hall, Room 393 _____ 781.768.7384

Undergraduate Admission

Office of Admission _____ Student Center, Room 213 _____ 781.768.7100

Athletics Facilities

Athletic Department _____ Athletic Facilities _____ 781.768.7143

Bookstore/Textbooks

Campus Bookstore _____ Lower Student Union _____ 781.768.8119

Campus Safety/Student IDs/Parking Permits/Shuttle Services

Campus Police _____ College Hall, Room 102 _____ 781.768.7111

Center for Student Services

Center for Student Services _____ College Hall, Room 221 _____ 781.768.7270

Financial Aid/Housing/
Student Accounts Registrar _____ College Hall, Room 221 _____ 781.768.7270

IT Services Help Desk _____ College Hall, Room 131 _____ 781.768.7177

Computer Lab Access _____ 781.768.7177

Labs Open 24/7 _____ College Hall, Rooms 133, 135, 235

Student Affairs

Office of Student Affairs _____ College Hall, Room 215 _____ 781.768.7050

Food/Beverages

Regis Restaurant (Main Dining Hall) & Café _____ Student Union

The Bistro _____ 2nd floor of College Hall

Graduate Programs

Graduate Admission _____ College Hall, Room 229 _____ 781.768.7330

Graduate Affairs _____ College Hall, Room 229 _____ 781.768.7330

Information and Services

College Main Number _____ 781.768.7000

Library Services

Regis Library _____ Library _____ 781.768.7300

Lockers for Commuter Students

Office of Student Affairs _____ College Hall, Room 215 _____ 781.768.7050

Nursing Programs

Nursing Department _____ College Hall, Room 117 _____ 781.768.7090

Spirituality/Services

Campus Ministry _____ College Hall, Room 101 _____ 781.768.7027



Getting to Regis

Regis is accessible and convenient from almost anywhere and everywhere in New England, located near the Massachusetts Turnpike (I-90), Route I-95 and Route 9.

If traveling north on Route I-95/128

Take Exit 24 to Route 30 west. Continue approximately two miles and make a right turn onto Wellesley Street. Regis is on the left.

If traveling south on Route I-95/128

Take Exit 26 to Route 20 west. Continue approximately two miles and make a left turn onto Wellesley Street; bear right at the fork in the road. Regis is on the right.

If traveling east on the Mass. Pike (I-90)

Take Exit 13 to Route 30 east. Continue approximately five miles and make a left turn onto Wellesley Street. Regis is on the left.

If traveling west on the Mass. Pike (I-90)

Take Exit 15 to Route 30 west. Continue approximately two miles and make a right turn onto Wellesley Street. Regis is on the left.

If traveling via Route 9 in Wellesley

Continue north on Weston Road which becomes Wellesley Street at the Weston/Wellesley town line. Stay straight on Wellesley Street and go across Route 30. Regis is on the left.



Parking

Parking at Regis is free and convenient. Commuter and Graduate/IAS students can park in Lots A and B 24-hours a day; Lots C, D, E, F between 4:00 pm – 12:00 am. Any vehicle without a valid parking decal, with the exception of officially sanctioned visitors, will not be permitted to park on campus at any time. Failure to observe parking and traffic regulations may result in ticketing and/or towing at the owner's/operator's expense. Vehicles in No Parking areas are subject to be towed at any time.



Regis

Graduate Student Orientation Handbook

Connect With Your Future Now

REGIS

A CATHOLIC UNIVERSITY IN GREATER BOSTON

Weston, Massachusetts
781.768.7330

www.regiscollege.edu/grad
graduatedepartment@regiscollege.edu

