

Dear Student,

Welcome to Regis! Whether you are joining us for the first time as a first-year, transfer, graduate student or returning as a current student, I am sure this will be a year filled with many new opportunities and challenges within the classroom and beyond. All of these experiences contribute to your growth and development, and we in Student Affairs are here to support you and your academic endeavors and your development. You are our first priority!

As a Catholic university founded by the Sisters of St. Joseph, we uphold their spirit and invite you to share in the same ideals and high standards that make Regis unique:

**Welcoming all, Without Distinction**

The Sisters of St Joseph promote unity, working to ensure that “all may be one.” At Regis, we strive to be hospitable and friendly towards everyone, irrespective of background, status, ideas, or faith. All are welcome

**Making a Difference**

Service is an integral part of the Regis experience. Our students are encouraged to reach out and help the marginalized “dear neighbors” within our community as well as across the U.S. and globally.

**Loving God and Others**

We take the Gospel message of loving God and others seriously and endeavor to live this basic value in daily life, even when it is challenging. Together we strive to respect all of God’s creation.

**Excellence with Gentleness**

We are committed to promoting and providing excellence in all areas but always to temper it with gentleness, peace, and joy.

These are the values upon which Regis is built; values that help guide the university’s mission to lead and to serve. This is the context for the Regis Student Handbook—your first and most important reading assignment of the year. This handbook will guide you in knowing and understanding your rights and responsibilities and describes the expectations for behavior and conduct at Regis, as well as the procedures to be followed when these expectations are not met. This handbook also ensures that you have a listing of useful resources and services on the campus. Together we are committed to working with you to help you succeed, so be aware of these resources and use them as you move through the year.

May your time at Regis enable you to grow and mature, develop a love of learning and a greater sense of your gifts and purpose. May you grow in ability to make ethical and moral decisions that will have a positive impact on your own life and that of each member of the Regis community.

Sincerely,

Walt Horner, Ed.D.  
Associate Vice President of Student Affairs

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## THE REGIS STUDENT HANDBOOK

The Regis Student Handbook is an official document of Regis College (Regis). It contains policies, protocols, and resources for all Regis students including undergraduate, graduate students, doctoral, continuing education students, and those enrolled online. Students should familiarize themselves with the Student Handbook at the start of each academic year in order to be knowledgeable about the various services on campus.

## JURISDICTION OF THE STUDENT HANDBOOK

The Regis Student Code of Conduct and this Handbook apply to student and organization behavior that occurs on Regis premises, at Regis 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. Further, Regis students pursuing Regis academic programs, coursework, or academic requirements at a location other than the Regis campus are subject to the Regis Student Code of Conduct and this Handbook. Finally, as Regis adheres to all local, state, and federal law, any student's breach of such law(s) may be subject to the Regis Student Code of Conduct.

Regis College reserves the right to update the Regis Student Handbook as necessary.

## ADDITIONAL HANDBOOK INFORMATION

In addition to this Regis Student Handbook, students are responsible for understanding and adhering to the information, policies, and procedures in handbooks relates to their academic program and/or involvement at Regis. The links below will bring you directly to these resources:

[Academic Catalog](#)

[Student Athlete Handbook](#)

[Nursing Handbook Addenda](#)

## REPORTING A CONCERN OR ISSUE

The Regis community is stronger when everyone feels free to report concerns about public safety or the welfare of an individual or group within the Regis community. All members of the Regis community may report crimes, bias incidents, or other issues of misconduct through Regis' Reporting Tool, [Guardian](#). For more information, visit <https://www.regiscollege.edu/about-regis/public-safety-and-resources/report-concern>

Reports can be made anonymously. When a report is submitted anonymously, Regis may be limited in its ability to fully investigate the matter.

We also welcome feedback, and so we have developed a virtual suggestion box for students to share their thoughts and Ideas. Please use the link:

## STUDENT AFFAIRS INFORMATION

For more information about Student Affairs at Regis, scan this QR code to be directed to the Student Affairs website or [click here](#).



# I. THE MISSION AND HISTORY OF REGIS COLLEGE

## THE REGIS MISSION STATEMENT

Rooted in the Catholic intellectual tradition and inspired by the social justice values of our founders, the [Sisters of St. Joseph of Boston](#), Regis College is a welcoming and inclusive community. We are called to provide access to an academically rigorous education through innovative learning opportunities and collaborative engagement at all degree levels. We educate the whole person, preparing our students to pursue excellence, to become change agents in their own communities, and to serve and lead as advocates for a more just and compassionate global society.

## OUR CATHOLIC IDENTITY

As a Catholic College, Regis College embraces the Catholic intellectual and social justice tradition by embodying and living the values of the Sisters of St. Joseph characterized in excellence tempered by gentleness, peace, and joy. We espouse the following standards:

- The Pursuit of Truth
- Social Justice
- Community
- Formation of the Whole Person
- Sacramental Vision of Life

## SISTERS OF SAINT JOSEPH

In 1650, the Congregation of the Sisters of St. Joseph was founded in LePuy, France. After surviving the French Revolution, six members of the group moved to the United States in 1836.

In 1873, four Sisters of St Joseph came to Boston under the leadership of Mother Mary Regis Casserly, for whom Regis is named. Initially, they opened an elementary school in Jamaica Plain and later, in 1927, through the efforts and determination of Mother Mary Domitilla, Regis College received its charter.

Regis was fostered and developed as a Catholic institution with a special emphasis on the heritage and spirit of the Sisters: unity and reconciliation. The sponsorship of Regis by the Sisters of St. Joseph of Boston is an on-going mission-to-mission relationship that is reciprocal and mutually beneficial to both Regis and the Congregation. The Congregation agrees to continue its sponsorship and Regis agrees to reflect in its mission and activities the graces of unity and reconciliation, hospitality, and the active and inclusive love of God and neighbor.

Over the years, scores of Sisters of St. Joseph have served at Regis and we are blessed that several still serve on the faculty, staff and administration on campus. Their presence serves as a reminder of Regis' rich heritage and of the ways in which they have influenced the over 16,000 Regis alumni.

## REGIS COLORS

The official colors of Regis College are crimson and gold. These colors are displayed on the College seal and the academic hood.

## REGIS SEAL AND MOTTO

The insignia was designed for Regis in 1927 by Pierre de la Rose, Professor of Heraldry at Harvard University. The field of arms of the seal is crimson, on which is a pattern of lilies symbolizing the Sisters of Saint Joseph. In the center of the field is an open book, the emblem adopted by European universities to represent scholarship. Inscribed across the pages are Christ's words: "Via, Veritas, Vita"—the Way, the Truth, and the Life—the motto of the Regis. Three lozenges, set across the upper part of the seal, symbolize the arms of the family of Saint John Francis Regis, the patron saint of Mother Mary Regis.



*Regis Seal*

## REGIS ALMA MATER

The Regis Alma Mater, written by Sister of Saint Joseph Mary Emmanuel '48, is traditionally sung at major events, including Senior Cap and Gown, Baccalaureate, and Commencement.

*High on the hilltop in sunshine and shadow E'er tenderly guiding the lives 'neath your care,  
Fostering goodness in hearts that are grateful, Our dear Alma Mater, attend our fond prayer.*

*Hold all our memories safe in your keeping And hallow our dreams of the future's bright hours;  
Dear Alma Mater, e'er watching and waiting, We twine in our hearts for you undying flowers.*

*Peace like an angel's wing hovers around us, Through sorrow and laughter, its clear light we see.  
Regis, our dear Alma Mater, we bless you, And faithful to you and your standards we'll be.*

*Hold all our memories safe in your keeping And hallow our dreams of the future's bright hours;  
Dear Alma Mater, e'er watching and waiting, We twine in our hearts for your undying flowers.*

## MORRISON HOUSE AND THE NORMAN TOWER

In June 1927 the Morrison Estate in Weston, which consisted of 168 acres, became available to the Sisters of Saint Joseph under the leadership of Mother Mary Domitilla. It was previously the home of Mrs. Fanny Morrison. During her residency, the estate consisted of a frame house, a farm, a wooden tower, and extensive hayfields and apple orchards. When the Sisters established Regis on this site, they christened the mansion Peak Hall and later renamed it Regis Hall. This mansion was the center of the campus. The mansion housed a chapel, administrative offices, halls for lectures, socials, and receptions, the dining hall, and dormitory accommodations.

To the right of Morrison House stands the Norman Tower. Constructed in 1909, it was to be a copy of the ancient Norman towers used by feudal lords for the protection of their castles. Mrs. Morrison commissioned this piece of architecture for the Weston estate after she had viewed one during her tour of Chartres, France, but this one was designed to serve as a cover for a tank that would supply water to the estate. Ninety-four steps flanked by an iron staircase provide access to the tower's observatory, which in 1944 became an observation post for the United States Air Force. Regis' participation in the war effort was rewarded with the presentation of the Minuteman Flag. [For more information on the history of Regis College, click here](#)

## THE REGIS STUDENT PLEDGE

As a Regis student, I am called to serve, and to lead. I promise to uphold the values of the Sisters of Saint Joseph:

- gracious hospitality,
- love and service to the Dear Neighbor without distinction,
- peaceful resolution of conflict,
- and care for all of God's creation.

I strive to embody the identity of Regis and our founders.

I believe in the Pursuit of Truth.

I believe in a commitment to Social Justice.

I believe in the power of Community.

I believe in the Formation of the Whole Person.

I promise to uphold the mission of Regis and inspire others to lead, and to serve.

This I pledge.

## II.A. REGIS CODE OF CONDUCT

### REGIS STUDENT CODE OF CONDUCT

Regis is a co-ed university, open to men and women in undergraduate, graduate, and doctoral studies including on the Regis campus, satellite campuses such as Regis North, and online students. Our campus ethic is derived from our Catholic identity and emphasizes the dignity of the human person. It applies to all students, to temporary residents in special summer or winter programs, and all guests. For undergraduate students, this vision of respect for one's self, for others, and for the common good has an even stronger dimension.

The Regis Student Code of Conduct, as outlined in this Handbook, holds all students to a high standard. Within the traditions of its mission and the Catholic Sisters of St. Joseph heritage, Regis expects its students to live by this high standard of behavior and personal values. Among these expectations include:

1. Respect for the rights and human dignity of others, especially in the conduct of relationships;
2. Respect for the rights and needs of the Regis community to develop and maintain an atmosphere conducive to academic study and personal development;
3. Respect for Regis' traditions of honesty, freedom of expression, and open inquiry;
4. Tolerance and respect for the different backgrounds, religious traditions, personalities and beliefs of the students, faculty and staff members who make up the Regis community;
5. A willingness to serve as a prosocial bystander in the assistance of others in need of support, guidance, or care;
6. Respect for federal, state, and local laws and ordinances; and
7. Compliance with all local policies, procedures, and regulations including those as outlined within this Student Handbook and the directions of any staff or authority acting to enforce those policies, procedures, or regulations.

Each student is responsible for their own conduct and for upholding policies and standards of Regis as a whole. It is expected that students will act at all times in a manner that reflects favorably upon themselves, their families and Regis. Sections II-III outline the standards of behavior in the Regis community as well as the conduct process for students alleged to have violated these standards.

If a student is found in violation of the Regis Student Code of Conduct the student may be warned, sanctioned, placed on probation, suspended, or dismissed from Regis, depending on the nature of the violation. At Regis' discretion, students are subject to sanctions for conduct off campus when that conduct contradicts Regis' mission or policies.

Regis expects students to treat all people with dignity. Regis will not tolerate disrespectful behavior, psychological or physical threats, intimidation, slander, libel, and violations of the expectations listed about and elsewhere in this Handbook. Disregard for the privacy of self or others, including such things as obscene, indecent, or inconsiderate behavior and exposure of others to highly offensive conditions are strictly prohibited. Similarly, the Regis Student Code of Conduct requires students to honor welfare, health, and safety concerns by acting responsibly and considerately.

### AIDING AND ABETTING

Aiding, abetting, or cooperating in an act or action that violates the Student Code of Conduct is strictly prohibited. A student may be held responsible through the Student Conduct process should they have been a direct or indirect participant in the action.

### ALCOHOL

Regis complies with all aspects of Massachusetts General Law, Chapter 138. Those who do choose to consume alcohol should do so in way that is responsible and does not jeopardize the safety and well-being of the individual and the community.

The following is a summary of the current law of Massachusetts pertaining to alcoholic beverages set forth in Massachusetts General Law, Chapter 138:

- To lawfully purchase any alcoholic beverages in Massachusetts a person must be of legal drinking age (21).
- Any purchase or arrangement with another person to purchase or procure alcoholic beverages by a person who is less than 21 is punishable by a fine of \$300.00.
- Any person who transfers, alters, or defaces any such identification, or who makes, uses, carries, sells, or distributes a false identification card, or furnishes false information in obtaining such a card, shall be guilty of a misdemeanor. Such persons are subject to immediate arrest.
- Any person under 21 who transports or carries on their person an alcoholic beverage is committing a crime punishable by a fine of \$50.00 and may be arrested without a warrant.
- Any licensed establishment, patron of licensed establishment or any other person who procures an alcoholic beverage for a person under the age of 21 is committing a crime punishable by a fine of \$200.00 or a maximum of six months' imprisonment, or both.



- No person shall appear in a state of intoxication in a public place, or disturb the peace in any place while intoxicated.
- No person shall operate a motor vehicle while under the influence of alcoholic beverages.

In compliance with Massachusetts law, Regis adheres to the following policies:

## Underage Drinking

1. Students under the age of 21 are not permitted to consume or possess alcohol and must accept responsibility for their behavior if Regis policy and state law is violated.
2. Individuals who are 21 years of age or older cannot purchase or provide alcohol for individuals under the age of 21, and must accept responsibility for their behavior if Regis policy or state law is violated.
3. Alcohol is not permitted in Angela Hall. Angela Hall is a dry residence hall, as it is predominantly occupied by underage students.
4. Empty alcohol containers (cans, bottles, boxes, shot glasses, packets) are prohibited in Angela Hall and those rooms on campus that are occupied by first-year undergraduate students.

## Responsible Drinking

1. All community members who are 21 years of age or older who choose to drink are expected to do so responsibly. Regis will make an ongoing effort to educate the community about responsible drinking from a health, safety, and legal viewpoint and students must accept responsibility as follows:
2. Substantial quantities of alcohol or items that are associated with consumption of large quantities, such as kegs, handles, funnels, luges, cases of beer (24, 30, 36 packs), and beer balls, are not permitted on campus.
3. Students who are age 21 or older are permitted the following amounts of alcohol per person within the residence halls:
  - one six-pack of beer per of-age person or
  - one 750 mL bottle of wine per of-age person or
  - one 750 mL bottle of hard alcohol per of-age person.
4. Alcohol and open containers are not permitted in common areas, such as hallways, lobbies and lounges. Students aged 21 or older, who chose to drink alcohol, must do so within their residence hall rooms or at designated functions.
5. Drinking games or other paraphernalia that encourages rapid or dangerous drinking are prohibited. This includes but is not limited to funnels, drinking tables, ice luges, and beer pong with or without alcohol. Paraphernalia will be confiscated and disposed.
6. Residence Life staff and Campus Police reserve the right to inspect suspicious containers.
7. Regis staff may confiscate beverages and related materials that are in violation of Regis policies and regulations.
8. Regis students and guests who are clearly intoxicated and/or in potentially life-threatening situations will be treated as overdose victims and may be taken to the hospital. Campus Police, in conjunction with the Office of Student Affairs Staff, reserves the right to perform a field sobriety test. Intoxicated students forfeit the right to refuse medical treatment. If a student is transported to the hospital, regardless of age, their parent/guardian will be notified by Regis staff of the incident. Residential students transported to the hospital for alcohol intoxication will be required to meet with a member of the Student Affairs staff the following business day.

## Alcohol and Guests of Regis

1. Guests of students must honor all Regis policies and it is the responsibility of the student to so notify their guests of that responsibility. If guests are planning to drink alcohol while on campus (provided they are of legal age), a designated driver should be chosen early in the evening. Guests who are removed from campus due to over-intoxication face sanctions including, but not limited to, being banned from campus. Regis will not assume responsibility for intoxicated guests. If guests are too intoxicated to drive, plan to:
  - send the individual home in a taxi
  - have the individual(s) sent to the Campus Police Station
2. Off campus guests are not permitted to bring alcohol to campus.
3. Guests, including Regis students, are not permitted to bring alcohol into Angela Hall, regardless of the guests' age.
4. Guests under the age of 21 may not bring alcohol to their host's room.
5. Regis students that are classified as guests that are 21 years of age may not bring alcohol into rooms where the host is under 21 years of age.
6. Guests found in violation of the Regis alcohol policy will be removed from campus.
7. Students are responsible for damages and/or cleaning costs incurred as a result of their own and/or their guest's behavior.

## Alcohol and Maria Hall Suites

1. Residents of the suites who are 21 years of age may have alcohol within their bedroom. The alcohol must be within the personal consumption limits as described in the student handbook.
2. If more than 50 percent of the students in a room are over 21 years of age, students may have alcohol in the common area (i.e. this is equal to three students in a 4- person suite or four students in a 6-person suite). The amount of alcohol cannot surpass the amount of personal consumption permitted per the student handbook.

3. Regis students that are guests of suite residents may bring alcohol to a suite only if the host and the guest are 21 years of age.
4. Off campus guests may not bring alcohol to a suite, regardless of age.

### Alcohol at Regis Functions

1. A government issued identification card, military ID, United States Passport, valid Massachusetts or state driver's license, or a Massachusetts Liquor Purchase Card are the only acceptable identification card for establishing proof of age for Regis students and their guests. An individual may be refused service if their ID has been tampered with, is excessively damaged, or cannot be verified.
2. Only beer and wine can be served at functions for Regis students.
3. No one who is intoxicated may be served/given an alcoholic beverage.
4. Staff reserves the right to refuse service to any attendee.
5. Alcoholic beverages may only be served one drink at a time.
6. Non-alcoholic beverages must be available in at least the same quantity as alcoholic beverages.
7. Food must be available whenever alcohol is served.
8. A pre-determined limit on the amount of alcohol available at a function will be set prior to any on-campus event.

### Sanction for Violation of Alcohol Regulations

Students alleged to have violated the Regis Alcohol Policy will be subject to the disciplinary process described in this Handbook and may receive the following sanctions listed in the table below. Regis reserves the right to impose more serious sanctions, up to and including expulsion, where Regis determines that the circumstances warrant such sanctions. Regis reserves the right to notify a student's parent/guardian in any student conduct matter involving alcohol.

In determining sanctions, both the severity of the case as well a student's past conduct history in alcohol, other drugs, or any other matters will be considered. Violations and resulting sanctions are cumulative across a student's career regardless of violation category.

Violation Category	Underage Possession/Consumption of Alcohol, Hosting an Intoxicated Guest Provide	Large Quantity or Restricted Drinking, Guest Violations	Irresponsible Drinking, Providing Alcohol to a Minor
1 <sup>st</sup> Violation	Written warning, disciplinary probation, community restitution, and/or educational sanction	Written warning, disciplinary probation, community restitution, and/or educational sanction	Written warning, disciplinary probation, community restitution, and/or educational sanction, referral
2 <sup>nd</sup> Violation	Probation, educational project/reflection, and referral	Disciplinary/housing probation, suspension, educational project, referral, and potential exclusion	Disciplinary probation, suspension, mandated counseling referral, educational sanction/reflection, potential exclusion
3 <sup>rd</sup> Violation	Final probation, meeting with the Dean of Students or their designee, mandated counseling referral, educational project, other referral, and potential exclusion	Final probation, meeting with the Dean of Students or their designee, mandated counseling referral, educational project, and other referral	Final probation, housing probation/suspension, meetings with the Dean of Students or their designee, mandated counseling referral, educational project, other referral, and potential exclusion

4 <sup>th</sup> Violation	Final probation or suspension, meetings with the Dean of Students, housing suspension, attend three or more sessions with alcohol educator/counselor, Other referrals as deemed necessary	Final probation or suspension, meetings with the Dean of Students, housing suspension, attend three or more sessions with alcohol educator/counselor, community restitution, Other referrals and potential exclusions as deemed necessary	Final probation or suspension, meetings with the Dean of Students, housing suspension, attend three or more sessions with alcohol educator/counselor, community restitution, Other referrals and potential exclusions as deemed necessary
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For additional sanctioning information please see Section III. Fines may be instituted where deemed appropriate by the Administrative Hearing Officer, as restitution for damaged or broken property, to cover the cost of an educational sanction, or as a late fee for incomplete sanction,

### Responsible Action (Amnesty Policy)

It is expected that all members of the Regis community express care and concern for their neighbor. A student who seeks help of a Regis staff member or medical personnel for themselves or another person due to use or abuse of alcohol or drugs will not be subject to student conduct actions for minor alcohol or drug policy violations. Amnesty for minor violations of the student code of conduct is also extended to those who call for help in a serious incident such as violence, harm, or injury to another student or the Regis community. The Office of Student Conduct does reserve the right to meet with any student regarding their report or alleged abuse from the standpoint of education, care, and concern.

### Alcohol Support and Education Resources

Any time alcohol or other drugs are used, the risk for health problems increases. These problems can cause personal harm, injury or even death. The use and abuse of alcohol can negatively affect one's academic success. Regis College provides educational programs and services on alcohol abuse for all students. The Center for Health and Wellness, located in Maria Hall, provides on campus counseling as well as referral to outside counseling services for students with dependency issues. Further information about on-campus and off-campus assistance may be obtained in person at Counseling Services or by calling 781.768.7290.

## AUTOMOBILES AND PARKING

Students are expected to abide by all campus parking and traffic regulations. This includes registering their vehicle, paying any fees associated with parking, parking in designated spots only, and obeying all traffic patterns on the campus. First-year students are not permitted to have vehicles on campus. Temporary permits may be administered for guests. Students are responsible for their guests and for their behavior regarding parking and obeying traffic patterns.

Motorized scooters, motorized bicycles, and similar equipment are not allowed on campus. Hover boards or other electronic travel boards are prohibited on campus for the safety of the community. Exceptions to this include scooters or other equipment for those with registered accommodations approved by the Office of Student Accessibility Services.

Any community member found operating unauthorized equipment or automobiles will be subject to disciplinary sanctions, including, but not limited to, residential probation, loss of parking privileges, and repayment of any damage costs incurred. For further information on Regis parking policies and protocols, please visit the [Campus Police website](#).

## CARBON MONOXIDE DETECTORS

By order of the Town of Weston, Regis has installed Carbon Monoxide detectors in hallways of all residence halls. The units are plugged into various areas on each floor of the residence halls and are secured by brackets. The units have visible warning signs on them noting they should not be removed. If a student is caught removing or vandalizing any Carbon Monoxide unit, they will be charged at minimum \$150 fine and face further disciplinary action.

Includes in the dining halls and study lounges. Students found violating statement are subject to fines and/or disciplinary sanctions.

## CAMPUS COMMUNICATION

Because members of the faculty, staff and administration of Regis often need to be in contact with members of the student body, students are expected to regularly check their Regis email account and their campus post office boxes, as these are the primary means by which the representatives of Regis will communicate with the students. Students are expected to reply to email correspondence in a timely and professional manner. Students are expected to use the Regis servers and technology in an ethical manner and in accordance with the [Regis College Technology Ethics and Privacy Agreement](#)

All students must update their personal information each semester through the Registrar. They must also submit contact information in the Campus Emergency Notification system (personal cell phone and email). Additionally, they are required to provide emergency contact information through the [Regis Hub](#).

Regis does not actively scan or monitor social networking websites; however, there may be instances in which staff, students and faculty view "Facebook", "Instagram", "Twitter", "Snapchat", "Tick Tok", public online journals, instant messages, or similar public forums and social media. Disciplinary or other action may be taken for photos, "groups," "wall postings," or other content which violate the terms of Regis Student Code of Conduct or pose a threat to self or others. This includes but is not limited to: references (including posts, photos, and membership in groups) to alcohol use in violation of this Handbook, illegal drug use, violence, offensive language, questionable behavior, or photos or videos of an individual(s) without their consent. Students are encouraged to restrict the distribution of personal information on these online forums.

## COMMUNITY HEALTH AND SAFETY

Regis is committed to the health and welfare of its community, and we ask all community members to be partners in this commitment.

As with any community, Regis has guidelines that help to maintain a community environment that is safe, healthy, respectful, and conducive to learning for all. This high standard of conduct requires that all members of the community conduct themselves in a manner consistent with the founding principles of Regis.

In order to live, learn, and/or work on campus or to participate in in-person campus activities all students must provide Regis College Community Health Services with documentation of required vaccinations. Students who fail to provide required vaccination documentation and who do not have an approved exemption may not be present on campus or participate in in-person activities and may and may be unable to successfully complete their academic requirements (including clinical or fieldwork placements).

Regis community members must comply with the health and safety directives of Regis College as well as the health and safety orders of local, state, and federal government authorities. Examples of these directives include, but are not limited to:

- Maintaining a designated social distance from others.
- Wearing masks in the presence of others and in public campus spaces, including classrooms and dining facilities,
- Wearing a face mask or covering when present in community spaces.
- Complying with limitations on group gatherings.
- Further directions from the President's Office, Academic Affairs, Residence Life, Human Resources, or the Center for Health and Wellness.

Similar to students who have other illnesses, students who test positive for COVID-19 are encouraged to isolate off-campus. There are times, however, when the only option for an ill student (whether with a cold, the flu, COVID, or otherwise) is to isolate in their residence hall room with a roommate who may be healthy. In these circumstances, Regis College Health Services can provide specific guidance based on the situation.

Students who fail to comply with the health directives of Regis College or local, state, or federal government authorities may be required to leave (or be prevented from using) all or part of the Regis campuses, including classrooms and residence halls. Regis may take this action in the interest of community health and safety without resorting to the Student Conduct Process below in Section III. Students required to leave all, or part of campus will complete coursework remotely where possible. Where a student's failure to comply is repeated, significant, or involves other types of conduct, Regis may utilize the formal Student Conduct Process.

## Modifications to Campus-Based Operations

Regis may cease or modify on campus operations at any time and with limited notice due to community health concerns including COVID-19. If Regis ceases or modifies campus-based operations, academic coursework and academic support services (e.g., library, academic advising) will transition to a remote format in whole or in part. Academic programs (including online academic programs) with clinical, fieldwork, or other hands-on training components may be temporarily suspended or modified due, in part, to the discretion of a student's placement site. Similarly, on-campus activities such as athletics, campus performances, and student organization meetings will be canceled, rescheduled, modified, or transitioned to a remote format.

## CONSENSUAL RELATIONSHIPS

At Regis, students, faculty, staff, and administrators are partners in learning. A sacred trust is fundamental to this process. Because of the unique environment of the Regis campus and the special relationships among students and faculty, staff and administrators, in particular, and the possibility of abuse of this relationship or the appearance of abuse, Regis views it as unacceptable, unprofessional, and inappropriate for faculty, staff, and administrators to engage in dating relationships, or relationships of a sexual nature, with students (undergraduate, graduate, or doctoral), even when both parties appear to have consented to the relationship. This statement extends to graduate interns who may be working with undergraduate students.

## EQUAL OPPORTUNITY AND STATEMENT OF NON-DISCRIMINATION

Regis College values diversity in all its forms and is committed to maintaining a positive learning, living and working environment free of harassment and intimidation. Regis College, as an educational institution and an employer, is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, religion, age, gender, gender identity, sexual orientation, national origin, ancestry, disability or veteran status.

Inspired by the Sisters of Saint Joseph of Boston's charism, all students, without distinction, are actively welcomed and encouraged to participate in all Regis College events, clubs, and organizations.

Students found to be creating a harassing, discriminatory, or intimidating environment will be subject to the student conduct process.

For further information about the Center for Inclusive Excellence and Regis' Bias Response Protocol, please see [Section V](#).

## DRONES

Any use of a drone on campus that is not for official use by Regis or for an approved academic purpose is strictly prohibited.

## ENDANGERING SITUATIONS

If Regis reasonably believes that a student presents a direct threat to their own safety or to the safety of others or the community based on mental health concerns, then Regis may require the student to undergo an immediate mental health or psychiatric assessment. Regis will review the results of the mental health or psychiatric assessment and/or any other available relevant information and determine whether the student may remain present on the Regis campus and/or in Regis residence halls. In making this decision, Regis will consider the student's health and welfare and/or the safety of the Regis community. Prior to returning to Regis following a removal from campus as stated above, a student must make an appointment with Regis Counseling Services, who, in consultation with the Dean of Students, will determine whether it is appropriate for the student to return.

If Regis Health Services reasonably believes that a student presents a health risk to the Regis campus due to a highly contagious disease (e.g. Meningitis or Mumps), then Regis may require the student to remove themselves from campus. Regis Health Services will make such a determination based upon best practices, relevant regulatory requirements, and or consultation with regulatory agencies. Regis may require a student to receive medical clearance from Regis Health Services prior to returning to campus.

Regis reserves the right to notify a student(s), parent(s) or guardian(s) in a health or safety emergency.

## FIRE, SAFETY, AND SECURITY

Fire safety is an area in which proactive actions can have life-saving effects for the individual and Regis community. Regis fire, safety, and security reinforce the importance of community involvement in maintaining a safe environment for all students, faculty, staff and guests.

### Fire Equipment

All fire safety systems and equipment are checked by Regis personnel routinely and must pass fire code safety inspections. Residents should report any fire safety equipment problems (including missing equipment) immediately to a Residence Life staff member, Physical Plant, Campus Police, or to the Fire Safety Officer by notifying Campus Police.

All residents should familiarize themselves with the locations of a fire extinguisher near their rooms and locations of pull stations. Pull stations are usually located near the exits.

### Fire Evacuations

All members of the Regis community should familiarize themselves with the fire evacuation plans located within each building on campus. In the event of a fire alarm, all individuals must vacate the building immediately. Failure to do so will result in disciplinary sanctions, including but not limited to, a fine of \$150.

### Fire Regulations

1. The deliberate triggering of a false alarm is an extremely dangerous occurrence. Any person found to have intentionally triggered a false alarm is subject to a fine, may be suspended from Regis housing, may also be suspended or expelled from Regis, and may be subject to criminal prosecution.
  - o At times, actions may lead to the unintentional activation of a fire alarm in a residential or campus building. In this event, students will receive a warning and a fine for their first infraction. Subsequent infractions will result in disciplinary action as stated above. Fines are set based on the fee to have the alarm deactivated.
2. The possession or use of fireworks and firecrackers is dangerous and disruptive and is prohibited.
3. The blocking of egresses of any kind, including passageways between rooms, is strictly prohibited.

4. Items may not be hung from the ceiling, sprinklers, or other emergency related systems. Doing so may result in severe water by activating the sprinkler system and will result in disciplinary action as well as responsibility for any damages.
5. Students, faculty, and staff should refrain from keeping laptop computers or similar devices unattended on combustible surfaces (beds, couches, etc.), as this could ignite a fire.
6. Any action or threat of action which creates a fire hazard is not tolerated at Regis. This includes, but is not limited to, tampering with fire safety equipment, possessing or using any hazardous and/or explosive material, or knowingly making a false report or threat of a dangerous condition.
7. Any use of a prohibited substance which triggers a fire alarm will be referred to the student conduct process.
8. Candles are only permitted (lit or unlit) during events sanctioned by the Office of Student Affairs.

Violation of any of these items will result in student conduct sanctions including a minimum of a \$150 fine. Fines and other sanctions will increase with subsequent violations.

Note: Additional fire regulations as they pertain to Regis residence halls can be found under the "Residential Policies" section of this Handbook.

## FIREARMS AND OTHER WEAPONS

Massachusetts law restricts the possession of firearms and other dangerous weapons such as switchblades and metal knuckles. The law specifically states that anyone carrying or possessing a firearm (regardless of whether or not the weapon is licensed or unloaded) in any building and/or on the grounds of any college without written authorization may be subject to a fine, imprisonment, or both. Regis views weapons as those objects that may be perceived by another individual to cause harm, injury, threat or duress. Regis takes immediate disciplinary action, including removal from Regis, if anyone possesses any type of weapon on campus.

## GAMBLING

Gambling is not permitted on any Regis campus. Students that violate Massachusetts law regarding gambling are subject to disciplinary sanctions.

## HARASSMENT

Harassment is defined as severe, persistent, or pervasive conduct, including any form of communication (including social media and cyber communication) or expression, any physical act or gesture, or any combination thereof, directed at one or more individuals that has the purpose or effect of:

- Causing physical harm or unreasonable emotional harm to such individual(s) or damage to their property
- Placing the individual(s) in reasonable fear of harm to their safety or property
- Infringing on the rights of other community members to fully participate in the programs, activities, and mission of the university

Regis will use the reasonable person standard when evaluating information provided by individual(s). Regis will also consider the full context of the conduct and situation, giving due consideration to the protection of the university climate, individual rights, freedom of expression, and academic freedom. Not every act that might be considered offensive to an individual or group constitutes harassment and/or a violation of Regis policy.

Any person who harasses another member of the community or invaded the privacy of a member of the community is subject to disciplinary sanction including loss of use of such a system and/or expulsion from the Regis community. This includes harassing or threatening postings on the internet, text messages, in "chat rooms," on social media outlets such as Facebook, Instagram, Snapchat and Twitter, or other similar conduct.

Any bullying and/or cyber-bullying related to sex and/or gender will be reviewed in accordance with the procedures set forth in the Title IX Response and Grievance Process Section (Section II.C).

## HAZING

Regis complies with all Massachusetts laws prohibiting the "hazing" of any student. Regis supports the right of all student organizations to recruit new members, but in no way condones any act of hazing. The specifics of the "anti-hazing" statute are in Sections 17, 18 and 19 of Chapter 269 of the Massachusetts General Laws, Crimes against Public Peace. According to statute:

Section 17:

- Whoever is a principal organizer or participant in the crime of hazing, as defined herein, shall be punished by a fine of not more than three thousand dollars or by imprisonment in a house of correction for not more than one year, or both such fine and imprisonment.
- The term "hazing" as used in this section and in sections eighteen and nineteen, shall mean any conduct or method of initiation into any student organization, 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 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 student or other person to extreme mental stress, including extended deprivation of sleep or rest or extended isolation.

- Notwithstanding any other provisions of this section to the contrary, consent shall not be available as a defense to any prosecution under this action.

#### Section 18:

- Whoever knows that another person is the victim of hazing as defined in section seventeen and is at the scene of such crime shall, to the extent that such person can do so without danger or peril to himself or others, report such crime to an appropriate law enforcement official as soon as reasonably practicable. Whoever fails to report such crime shall be punished by a fine of not more than one thousand dollars.

#### Section 19:

- Each institution of secondary education and each public and private institution of post secondary education shall issue to every student group, student team or student organization which is part of such institution or is recognized by the institution or permitted by the institution to use its name or facilities or is known by the institution to exist as an unaffiliated student group, student team or student organization, a copy of this section and sections seventeen and eighteen; provided, however, that an institution's compliance with this section's requirements that an institution issue copies of this section and sections seventeen and eighteen to unaffiliated student groups, teams or organizations shall not constitute evidence of the institution's recognition or endorsement of said unaffiliated student groups, teams or organizations.
- Each such group, team or organization shall distribute a copy of this section and sections seventeen and eighteen to each of its members, plebes, pledges or applicants for membership. It shall be the duty of each such group, team or organization, acting through its designated officer, to deliver annually, to the institution an attested acknowledgement stating that such group, team or organization has received a copy of this section and said sections seventeen and eighteen, that each of its members, plebes, pledges, or applicants has received a copy of sections seventeen and eighteen, and that such group, team or organization understands and agrees to comply with the provisions of this section and sections seventeen and eighteen.
- Each institution of secondary education and each public or private institution of post secondary education shall, at least annually, before or at the start of enrollment, deliver to each person who enrolls as a full time student in such institution a copy of this section and sections seventeen and eighteen.
- Each institution of secondary education and each public or private institution of post secondary education shall file, at least annually, a report with the board of higher education and in the case of secondary institutions, the board of education, certifying that such institution has complied with its responsibility to inform student groups, teams or organizations and to notify each full time student enrolled by it of the provisions of this section and sections seventeen and eighteen and also certifying that said institution has adopted a disciplinary policy with regard to the organizers and participants of hazing, and that such policy has been set forth with appropriate emphasis in the student handbook or similar means of communicating the institution's policies to its students. The board of higher education and, in the case of secondary institutions, the board of education shall promulgate regulations governing the content and frequency of such reports, and shall forthwith report to the attorney general any such institution which fails to make such report.

Regis will take disciplinary action against any individual(s) or organization(s) where evidence is found of hazing. Sanctions may include but are not limited to suspension/expulsion from residence or the university, suspension of the organization, fines, or probation.

## IDENTIFICATION CARDS

Campus Police and other authorized Regis personnel (including on-call staff members) reserve the right to request that a student provide such identification when the student is on Regis property. Students must be able to produce a valid Regis ID card at all times. Students asked to produce their Regis ID by staff or faculty are expected to do so. Lost or stolen cards should be reported immediately to the Center for Student Services. A charge will be imposed to replace any lost Regis ID.

Students found to have altered an ID card or possessing any official form of ID that has been altered may be immediately suspended or dismissed from Regis. Individuals who are not actively enrolled at Regis, including students on a mandated separation and alumni, may not use their Regis ID on campus.

Students in possession of another student's ID card, regardless of their attempt to utilize it, may be immediately suspended or dismissed from Regis. Guests of students attempting to utilize a Regis ID are subject to sanctions, including but not limited to banning from the campus. Students found furnishing an ID, whether their own or another person's, to another student or guest may also be held disciplinarily responsible.

## ILLEGAL/ILLICIT DRUGS

The use of illicit and illegal drugs is dangerous and irresponsible to both self and community. Regis prohibits the possession, use, or sale of illegal or illicit drugs including marijuana. It also prohibits the illegal or irresponsible use of narcotics including misuse of prescription drugs. Further, Regis strongly prohibit the illegal sale, distribution, or abuse of both illegal and illicit drugs. Students suspected of these behaviors will be subject to an investigation and disciplinary sanctions. Allegations of the presence of illegal drugs and controlled substances on campus will be reported to Campus Police, who will make the determination as to whether a search is warranted of the

person, vehicle, residential space, locker, etc. Evidence supporting a search may include odor or the presence of items typically used to disguise or eliminate odor, the presence of paraphernalia and/or physical signs of impairment.

Campus Police and Student Affairs Staff reserve the right to impose sanctions if the aroma or residue of a drug/banned substance is found on a person, companion, in a residence hall assignment, in an assigned commuter locker or elsewhere on the campus premises. A student may not be under the influence of an illegal or controlled substance at any time. Indications that an individual is under the influence of an illegal or controlled substance may include, but are not limited to: altered mental status, bloodshot eyes, strong odor or marijuana or other illicit drugs on the person's clothing or breath, excessive mood swings, or inability to act or function as they normally would. Any student who is believed to be in class or a Regis sanctioned event under the influence of an illegal or illicit substance will be asked to leave and subject to action under the student conduct process.

The possession of drug paraphernalia is prohibited at any time on college premises and as part of any college activity. No evidence of drug use involving paraphernalia is necessary to be subject to disciplinary sanctions by the College. Drug paraphernalia includes, but is not limited to: electronic smoking devices manufactured for the delivery of marijuana, bongs, hookah pipes, bowls, scales, grinders, pipes, syringes, roach clips or any other item typically associated with the use of controlled substances.

In November 2012, Massachusetts voters approved a ballot question allowing qualifying patients with certain medical conditions the ability to obtain and use medical marijuana. However, colleges and universities must still comply with the federal Drug-Free Schools and Communities Act, which prohibits marijuana use, possession and/or cultivation at educational institutions in receipt federal funds. Therefore, the use, possession or cultivation of marijuana for medical purposes is not allowed in any Regis housing or any other Regis property; nor is it allowed at any university sponsored event or activity off campus.

Further, although in November 2016, Massachusetts voters approved a ballot question allowing the possession, growth, and distribution of marijuana, each of these activities is prohibited on the Regis campus and students found to be taking part in any or all will be subject to the student conduct process. This includes the odor or marijuana, which is a disruption to the residential and academic community. Students carrying the odor or marijuana on their body or whose housing assignments carry the odor of marijuana may face student conduct sanctions.

All illegal/illicit drugs, including marijuana and marijuana paraphernalia, will be confiscated by Campus Police and destroyed.

### Sanctioning Guidelines

Violators of the Regis College Illegal/Illicit Drug Policy are subject to Regis student conduct procedures, including but not limited to educational sanctions, participation in a drug rehabilitation program, referral to Health Services, suspension/expulsion from campus housing and/or Regis, or other sanctions deemed appropriate by the hearing officer or conduct board as outlined by the sanctioning guidelines in Section III and below. Violators are also subject to local, state and Federal law. If a student or their guest uses, sells, or possesses drugs or controlled substances, both the student and their guest are liable to public law enforcement actions and/or conduct sanctions.

In determining sanctions, both the severity of the case as well a student's past conduct history in alcohol, other drugs, or any other matters will be considered. Violations and resulting sanctions are cumulative across a student's career regardless of violation category.

Violation	Odor	Drug Paraphernalia	Possession, Use	Distribution or Intent to Distribute
<b>First Violation</b>	Warning; Educational sanction for community	Educational sanction; Disciplinary probation	Disciplinary probation; Health Services referral; Educational sanction	Housing suspension/expulsion; College suspension; Drug assessment with local agency; final probation throughout time at Regis
<b>Second Violation</b>	Disciplinary probation, Health Services referral; Educational sanction	Disciplinary probation, Health Services referral; Educational sanction	Drug assessment with local agency; housing probation for one year; fine	Suspension/ expulsion from housing and/or the College
<b>Third Violation</b>	Housing probation; weekend exclusions; fine	Housing probation/suspension; weekend exclusions; fine	Final probation for 2 years/housing suspension; weekend exclusions, fine	

### DRUG SUPPORT AND EDUCATION RESOURCES:

Any time alcohol or other drugs are used, the risk for health problems increases. These problems can cause personal harm, injury or even death. The use and abuse of illegal and controlled substances can negatively affect one's academic success. Regis College provides a multitude of educational programs on substance abuse. Center for Health and Wellness, located in Maria Hall, provides



referral to outside counseling services for students with dependency issues. Further information about on-campus and off-campus assistance may be obtained in person at Counseling Services or by calling 781.768.7290.

### **Off-Campus Drug Resources**

For Drug Abuse Support and Information: <https://www.drugabuse.gov/>  
Massachusetts Substance Abuse Helpline: <http://helpline-online.com/>  
Information from the Higher Education Center on Drug Use on Campuses:  
<http://hecaod.osu.edu/campus-professionals/prevention/marijuana/>

## **MEDICAL TRANSPORT**

In the event that a student is transported from the Regis campus or a Regis sponsored event for medical treatment, including possible overdose of alcohol or other drugs, Regis may require that they complete an evaluation with Regis Health or Counseling Services prior to returning to campus. The purpose of this evaluation is to determine whether the student is safe to return to campus. Students should bring any discharge paperwork they received from the hospital or medical provider to this evaluation. If possible, this evaluation should occur within one (1) business day of their release from the hospital, but no later than one (1) business day prior to the student's anticipated return to campus.

## **NON-MOTORIZED RECREATIONAL AND TRANSPORTATION EQUIPMENT**

The use of non-motorized recreational and transportation equipment, such as bikes, scooters, and skateboards is allowed on campus in non-residential spaces. Those operating such equipment should obey all traffic regulations and exercise the necessary caution for personal and pedestrian safety.

## **PHYSICAL & VERBAL ASSAULT POLICY**

Regis College does not condone any act of violence. Physical assault, verbal assault, and/or harassment will not be tolerated and should be reported to Campus Police and the Office of Student Affairs. Any individual engaging in such behavior will be subject to disciplinary sanctions, including but not limited to suspension and expulsion from the College, as well as to other sanctions as determined by the Associate Vice President of Student Affairs and/or the Student Conduct System and may also be subject to criminal prosecution.

## **SEXUAL MISCONDUCT – Non-Title IX**

Regis does not condone any act of sexual misconduct. Regis will use the Title IX Response and Grievance Procedure to respond to most allegations of sexual harassment. Where alleged sexual harassment does not fall under the Title IX Response and Grievance Process, Regis will refer the matter to the student conduct process.

"Sexual Misconduct - Non -Title IX" is a broad, non-legal term that encompasses a wide range of behaviors that are prohibited by this Policy or federal and state law, including but not limited to, sexual harassment, sexual assault, rape, acquaintance rape, stalking, and relationship violence (including dating and domestic violence). Sexual Misconduct includes conduct occurring both on-campus and off-campus, if the conduct was in connection with a University or University-recognized education program or activity, or if the conduct may have the effect of creating a hostile environment for a member of the Regis community.

## **SMOKING POLICY**

All Regis buildings are smoke-free. Smoking is permitted only in designated areas away from windows and entryways and must be at least 25 feet away from any building. Hookahs are not allowed on campus, whether in use or in storage. Smoking of any kind, including e-cigarettes or vapes, or medically prescribed marijuana, is prohibited in the residence halls. Individuals who smoke in restricted areas are subject to fines and/or sanctions through the student conduct system.

## **THEFT**

Stewardship of space and belongings is the responsibility of all members of the Regis community. Theft or attempted theft of Regis property or the property of another person is prohibited. Students engaging in theft, larceny, or stealing will be referred to the Regis Student Conduct System.

## **VANDALISM**

Each student in the Regis community has a responsibility to take an active role in discouraging and reporting vandalism on the Regis campus. Vandalism is the destruction of any Regis property or spaces, or the property of students or Regis personnel on campus. Students who vandalize will be held responsible for the repair of any damages to areas, as well as additional disciplinary sanctions. In the event that a community space is damaged and no individual is directly identified as being responsible, the damages will be charged to the wing, floor, building or group most closely related to the damages. Students who are aware of the individual(s) involved in any incidents of vandalism may confidentially report the information to through the [Guardian Reporting Portal](#).

## **VIDEO/ELECTRONIC RECORDING**

The electronic recording of any person without their consent is a criminal offense in Massachusetts, detailed in Massachusetts General Law, Chapter 272 Section 99(c). Any person who uses an electronic device to photograph or video or audio record or live stream another individual must receive consent from that individual to do so. This includes but is not limited to the recording of classroom discussions and lectures, in person or on an online platform and postings on Facebook, Snapchat, Instagram, Twitter, or other similar sites. Individuals may not share or distribute video/electronic recordings taken without consent. This includes sharing or distributing recordings made by another individual.

## II.B. RESIDENCE HALL POLICIES

All Regis residents should read the Regis Resident Housing Contract (available on the Adirondack Portal, and for view on [Regis SPIKE](#)) and understand that by occupying a residential room they agree to comply with all terms and conditions in the Resident Housing Contract. In addition to the policies above, the policies below expand upon the Resident Housing Contract. Failure to abide by any of these policies may result in a student conduct proceeding.

### BALCONIES/ROOFS

Individuals are not allowed on the balcony or roof of any building. Offenders are subject to disciplinary sanctions, including but not limited to, a fine of \$150.

### CLEANLINESS & COMMUNITY DECENCY

Students are responsible for regularly cleaning rooms, removing waste materials, and for maintaining reasonable sanitation and safety standards. Residence Life staff will periodically conduct health and wellness inspections of individual rooms and suites. Residence Life staff members will provide students with details about these inspections in advance. Residents in violation of the items outlined within the inspections are subject to fines and/or sanctions through the student conduct system.

At checkout time and at semester breaks, students are responsible for removing waste and debris, and leaving their rooms in clean and habitable condition. All resident rooms will be inspected at each hall closing (e.g. Thanksgiving, Winter, Spring, Easter, and May). Residents who leave their room or suite in unacceptable condition will be subject to fines and/or sanctions, which may include:

- Excessively unclean: \$100 fine
  - Students who leave their room or suite excessively unclean will be charged \$100. This includes but is not limited to excessive trash or small items left behind, non-removable stickers
- Large Item/Furniture Removal: \$50 fine per item
  - Larger items/furniture include but are not limited to: mini-fridges, couches, Regis common furniture, etc.

Staff will regularly check kitchen areas and communal bathrooms to ensure the health and safety of students. Failure to maintain a reasonable level of cleanliness in any common area may result in a loss of access to that area and/or charges for excessive custodial time.

Students and their guests are further expected to maintain appropriate conduct within the Residence Halls that is conducive to a healthy and respectful living environment. Residents found in violation of community decency will be subject to fines and/or sanctions through the student conduct system.

### DAMAGES

Before residents arrive and move into their residential placements, the Residence Life staff will inspect each room. This process ensures that all rooms are in satisfactory condition and that any pre-existing damage issues are documented. If any residential student has concerns about the condition of their room, they should speak directly to their hall staff member to report damage or a concern when they move in.

Reasonable care for residential rooms and Regis-owned furniture are expected of residents. Residents will be held responsible for the full cost of repairing damage incurred to their rooms, including walls, ceilings, windows, and doors between move-in and move-out.

Any damage which occurs in common areas within the residence halls will be charged to the floor/wing or residence hall as a whole as determined by the Director of Residence Life.

### DECORATIONS

Students are encouraged to decorate their rooms. Students are welcome to decorate their residence as long as they adhere to the following guidelines:

- Students are not permitted to paint or paper the walls, woodwork or ceiling, nor refinish any of the furniture;
- Items may not be hung from the ceiling at any time or in any fashion;
- Contact paper is not permitted on any surface;
- Use or installation of wood paneling, wood structures and/or tile is prohibited.

When making any public display that can be seen from the exterior of room doors or windows, you may NOT have:

- Any clothing, towels, shoes, etc., hanging out of windows;
- Any signs, flyers or messages that slander, threaten, intimidate, harass or embarrass any member of the University community;
- Any message which elevates one group above another;
- Any message that stimulates violence, promotes sex or any harassment or "hate" language or symbols;

- Any message that promotes drugs or alcohol or use thereof;
- Any business, highway, city, state, community or University signs or property that has not been legally obtained; or
- Any commercially sold or personal business-related product advertisement or promotion.

## ELECTRICAL EQUIPMENT

The following are the permitted and prohibited appliances/electrical equipment in the residence halls:

### Permitted

Reading Lamps (non-halogen)  
 Computer  
 Refrigerator (up to a maximum of 4 cubic ft.)  
 Fan (no larger than 12 inches in diameter)  
 Extension cord/power strip with surge protectors  
 Light bulbs (not exceeding 100 Watts in an individual fixture)

### Prohibited

Microwave  
 Air Conditioner  
 Halogen Lamps  
 Drip Coffee Maker  
 Blender  
 Hot Plate  
 Electric blanket  
 Space heater  
 Toaster/Toaster Oven  
 Lava Lamp  
 Air Fryer

**Note:** Small kitchen appliances such as small blenders, Keurigs, or similar single cup coffee makers are not allowed to be used in students' rooms. They may only be used in the common kitchen areas. Microwaves and single cup coffee makers are allowed to be used in the Maria Suite kitchenettes. All other appliances must be approved by the Director of Residence Life.

This list is not exhaustive and is intended to give the resident an idea of some items which will be permitted or prohibited in the residence halls. Residents should direct specific questions about an appliance or electrical equipment to the Director of Residence Life. As the above list is not all inclusive, the Office of Residence Life and Campus Police reserve the right to ask a resident to remove any equipment from the room that may pose a safety, health or fire hazard. Use or possession of any prohibited item is subject to a fine and further disciplinary sanctions.

## FIRE REGULATIONS

For the health and safety of all members of the Regis community, students are expected to comply with all fire and safety regulations required by Regis or applicable local, state, and federal law. The Fire Safety Officer can be reached in the Office of Campus Police at 781.768.7111. It is important for each Regis resident to assume the responsibility for their own fire safety measures.

### Fire Emergency & Fire Drill Procedures

Fire Drills are conducted quarterly according to state fire regulations. The Fire Safety Officer will work with the Weston Fire Department and Residence Life to ensure that the drills are completed. Fire drills allow the opportunity to test all fire alarms and equipment and allow occupants to familiarize themselves with evacuation exits throughout the building.

Fire safety rules and regulations are posted on each floor of a residence hall. Residents and their guests should familiarize themselves with these postings. All residents should be familiar with at least 2 exits from their building.

In case of an alarm, residents should touch the door to feel if it is hot and look under the door for any smoke seeping in. If it is safe to evacuate, leave the building immediately by way of the nearest exit. Assemble outside away from the building at the designated meeting place, not in the parking lots, as these must be kept clear for fire equipment. Do not reenter the building until the fire personnel clears reentry.

To the extent that personal safety permits, the Residence Life staff will assist residents with evacuation. However, it is the sole responsibility of each resident to evacuate whenever an alarm sounds. Any person who does not leave a building when an alarm sounds is subject to a \$150 fine.

### Fire Hazards

Residents should not hang anything from the sprinkler heads or pipes. Doing so may activate the sprinkler system and cause severe water damage to residents' belongings. Once a sprinkler system is activated hundreds of gallons of water will be discharged, damaging the immediate and surrounding rooms on the floor.

Candles, wax melts, incense, and flammable materials are not permitted in the residence hall. Plants over two feet in height and/or width are not permitted. If a resident is found in possession of any of those items, they will be confiscated. Confiscated items will

not be returned to residents. Violators of this policy may be held accountable through the Student Conduct System and are subject to a \$150 fine.

Excessively large tapestries, wall hangings, and netting of any sort are prohibited within the residence halls. Tapestries cannot be used to cover ceilings and the walls. Items may not be hung from the ceiling, sprinklers, or other emergency related systems. Residence hall doors may only be decorated up to 50% of the surface of the doors. Residents with such items will be asked to remove them immediately and the resident in possession of said items will be subject to a \$150 fine. Any questions regarding these items should be directed to the Residence Director in the residence hall or the Director of Residence Life.

The hallways and egresses of residence halls must be kept clear at all times. State fire regulations require that all paths of exit, including corridors and stairwells, be kept free of all obstructions. Prohibited obstructions include, but are not limited to mats, laundry racks, shower caddies, shoes, and sporting equipment. Residents responsible for obstructing egresses or hallways will be subject to a \$25 fine per obstructing item.

Cooking in students' rooms is prohibited. When cooking in the kitchens located in the residence halls, residents must not leave any cooking items unattended. Always be sure to completely shut off the stove or other appliance being used before leaving the kitchen.

### **Decorative Mini Lights**

Residents are allowed to use 2 strings of LED mini lights with a "UL certified" tag on the cord per room. Residents may not hang lights from fire suppression pipes and/or the sprinkler head itself. Lights will not be permitted on the outside of room doors. All lights need to be directly plugged into the wall outlets, not into a power strip.

### **Winter Holiday Season**

- Trees are not permitted in corridors, aisles, passageways, or stairways. Pathways leading to an exit must be free and clear of any obstruction at all times.
- Real trees, wreaths or other greenery are prohibited. Only certified fire-retardant artificial trees and wreaths of two feet in height and width are to be used.
- The use of holiday cards or wrapping paper to decorate exit corridor walls is prohibited.
- Extension cords, for the purposes of hanging stringed lights are prohibited; mini lights must be plugged into wall outlets.
- Placing decorations on exit doors, exit door frames, exit signs, fire safety equipment, sprinkler heads, or across ceilings is strictly prohibited.
- Placing decorations on doors or frames labeled as an EXIT or in a position that may obstruct the view of exit signs, fire extinguishers or fire alarm pull stations is strictly prohibited.
- Placing decorations that may obstruct free passage through corridors, hallways or exits is strictly prohibited. Residents must not place decorations on handrails.

## **FURNITURE**

Regis supplies residence hall rooms with the following furnishings: a bed frame and mattress, a bureau, a desk, a desk chair and in some instances, a wardrobe unit. The resident is responsible for these furnishings throughout their occupancy. No furniture may be removed from or added to the resident's room without authorization from the Director of Residence Life or their designee.

Students may bring furniture if approved by the Director of Residence Life or their designee. Any furniture added must meet Massachusetts fire code standards (Caltech 117, or California flammability 117 rating). Residents are expected to use the furniture for the purpose for which it was intended. Furniture may not be arranged in such a way as to prevent egress into or out of a room.

Common area lounge furniture may not be used in individual student rooms and may not be moved by students out of the designated common lounge area(s). Students will be fined \$75 per item if common area lounge furniture is moved to an individual room. Students are required to treat common area lounge furniture with care. Any damage which occurs in common areas within the residence halls, including common area furniture, will be charged to the floor/wing or residence hall as a whole as determined by the Director of Residence Life.

Prohibited furniture includes, but is not limited to any items glued or nailed to the wall, waterbeds, or cinder blocks.

## **KEYCODES AND SECURITY**

Safety of the halls is everyone's priority and responsibility. All individuals must enter and exit the residence hall through the main entrance and present a Regis ID or authorized state or government issued photo ID to the security personnel at the front desk. All residents are required to tap in at the security desk when going into their residence hall, including when they have a guest. Students should report any concerns regarding security to the Residence Life staff and/or Campus Police.

A resident's Regis ID will grant them access to their assigned residence hall and other public areas within residence halls (i.e. Angela and Maria Hall fitness centers), as well as all other residence halls between the hours of 9:00am-7:00pm. IDs should not be duplicated, shared, or transferred to any other student or guest.

When a resident checks into their residence hall at the start of the academic year, they will be issued a door code for entry to their room/suite. These codes should not be duplicated, shared, or transferred to any other student or guest. If a student needs to have their code changed, they should contact their hall staff or the Office of Residence Life immediately. Depending on the circumstances, students are subject to a fine for the change. All doors automatically lock when closed.

The front door of each residence hall will be locked at all times. The front door will serve as the only entrance to the residence hall except in emergency situations. Side doors are alarmed and may be used only as fire/emergency exits. Individuals may face disciplinary sanctions if found using alternate egresses, including emergency doors, windows, and side entryways. Window screens must remain properly affixed and closed at all times. Propping of any exterior door is strictly prohibited. A resident may be fined up to \$200 and face disciplinary action if found propping an exterior door or using an alternate method of egress or entry.

### **Lock Outs**

It is the responsibility of resident students to know their door code have their ID on them at all times. If a student is locked out, they should contact their Resident Assistant. Students will be charged to be let back into their rooms as follows:

- 1<sup>st</sup> Lockout: Documented Warning
- 2<sup>nd</sup> Lockout: Written documentation and \$5 charged to student account
- 3<sup>rd</sup> Lockout: Written documentation, meeting with Residence Life Staff, and \$10 charged to student account
- 4<sup>th</sup> and subsequent: Written documentation, student conduct meeting, and \$20 charged to student account.

This payment schedule is per academic year.

## **LAUNDRY**

Each residence hall has a laundry room with coin operated washers and dryers for the residents' use. In an effort to be more energy efficient, the washing machines offer free cold cycles. Students have the option to run hot cycles for \$.50. The use of the dryers is free.

Students may view if a washer or dryer is available by visiting: <https://laundryconnect.net/regis/regis.html>

## **PETS**

For reasons of health and sanitation, pets of any kind are not allowed in the residence halls. This includes pets that are just visiting. The only exceptions are small flake-eating fish and service animals authorized by the Director of Student Accessibility Services. A five-gallon fish tank is the largest fish tank acceptable in the residence halls.

Any other animal found in a residence hall must be removed immediately. Regis retains the right to remove any unauthorized animals. Residents who are found in violation of this policy will be subject to disciplinary sanctions.

Emotional support animals (ESAs) must be authorized by the Director Student Accessibility Services. The guidelines for where each type of animal can be are clearly described in the emotional support animal agreement acknowledged by the owner prior to the animal's arrival to campus. Any violations of that agreement may result in the removal of the animal.

## **QUIET HOURS/ACCEPTABLE NOISE**

Every resident has the right to study, learn, and live in a quiet, comfortable community. For this reason, the following quiet hours are maintained in each residence hall throughout the school week:

Sunday- Thursday 11 p.m. – 8 a.m. the following morning.  
Friday and Saturday 1 a.m. – 10 a.m. the following morning.

During quiet hours, noise from rooms should not be able to be heard through room walls or in hallways. Noise from hallways should not be able to be heard in rooms. Throughout the year, the residence halls maintain courtesy hours whenever quiet hours are not in effect. During courtesy hours, students are expected to keep conduct at volumes conducive to a living and learning environment. During courtesy hours, Resident Staff may ask residents to lower their volumes.

Students will receive warnings for their first violation of quiet hours. Subsequent incidents will result in documentation and either an informal or formal meeting with the student's Residence Director.

Commercial grade sound systems (e.g. sub-woofers, DJ equipment) may not be used in the residence halls. Students are encouraged to connect with the Center for Student Engagement about opportunities to use this type of equipment in the Student Center or at campus events. Regis is not responsible for the storage of this equipment.

Residence Life will implement extended quiet hours during reading days and final exam periods. Violations during final exams may result in temporary removal from housing.

Additionally, students are expected to maintain appropriate volume levels for personal computing devices, radios, and similar systems when in public areas. This includes in the dining halls and study lounges. Students found violating statement are subject to fines and/or disciplinary sanctions

## **RECREATIONAL EQUIPMENT/HALL SPORTS**

Residents may store bicycles and sporting equipment in their assigned residence room. All hallways, stairwells, entries and exits to the residence halls must be clear of all bicycles and sporting equipment. Storage of bicycles, sporting equipment, or other recreational items in any manner which blocks egress or causes damage to ceilings, floors, or walls, is prohibited. Regis assumes no responsibility for theft or damage to bicycles or sporting equipment belonging to community members.

Community members are not permitted to play sports or use sporting equipment within the residence halls; this includes but is not limited to the use of bicycle, sporting equipment (i.e. soccer balls, basketballs, lacrosse balls and sticks), rollerblades, scooters, motorized vehicles, and skateboards.

## **SOCIAL GUIDELINES & GUESTS**

Having guests on campus is a privilege. The right to be comfortable in one's room and living environment takes precedence over the privilege of having guests on campus. The Residence Life Staff has the responsibility to enforce these guidelines and the Dean of Students/Chief Conduct Officer and/or their designee has the authority to cancel social hours and/or parties should circumstances so dictate. Residents are responsible for knowing, understanding and abiding by the following guidelines. Regis reserves the right to decide who may or may not stay in or have access to the residence halls as a guest or otherwise.

A guest is any individual, including other Regis students, who does not reside in a particular residence hall. Residents who are hosting guests must ensure that guests conform to all Regis policies and procedures. Regis may suspend or restrict from housing any guest who fails to conform with Regis policies or procedures. Resident hosts will be subject to disciplinary sanction for their guest's violation of any Regis policy or procedure. Any resident host who allows a guest to access a residence hall in violation of this procedure will be subject to disciplinary sanction. Any community member who assists in guest's improper entry into a residence hall will be subject to disciplinary sanction.

Any violations to the social guidelines or guest guidelines below will result in disciplinary sanctions as determined through the Student Conduct System.

Students who are on a mandated separation or voluntary leave from Regis are not considered Regis students during their absence and are therefore classified as guests.

### **Front Desk Personnel**

Regis employs a security firm to work as front desk personnel for the residence halls. It is the responsibility of this security team to assist in ensuring the security of the residence hall and in protecting the privacy of the resident students. The security officer acts as a representative of the College in the enforcement of the guest regulations. All desk duty personnel work closely with the Residence Life Staff, the Office of Student Affairs, and Campus Police. Students who have questions or concerns about the security staff should contact the Office of Residence Life.

### **Guests of Residents**

Residential students are allowed to host Regis guests or non-Regis guests. Each resident host is allowed a total of two (2) non-student/resident guests to be signed in at one time.

**The number of guests may be changed at any time at the discretion of the Division of Student Affairs.**

Residents who are hosting residential guests from other buildings must ensure that guests conform to all Regis policies and procedures. Regis may suspend or restrict from housing any guest who fails to conform with Regis policies or procedures. Resident hosts will be subject to disciplinary sanction for their guest's violation of any Regis policy or procedure. Any resident host who allows a guest to access a residence hall in violation of this procedure will be subject to disciplinary sanction. Any community member who assists in a guest's improper entry into a residence hall will be subject to disciplinary sanction.

A resident student hosting a guest must sign the guest into and out of their residence hall with front desk personnel upon each entry and exit. Both the resident host and their guest must be present at the front desk to sign in and sign out of a residence hall. Upon sign in, a guest must leave a valid government-issued form of identification bearing the guest's full name (driver's license, military ID, passport) at the front desk. College identification cards from other educational institutions are not valid forms of identification for these purposes. Regis IDs are acceptable forms of Identification.

Residents have access to all residence halls from 9:00am-7pm. Between 7:00pm - 9:00pm, residents seeking to access residence halls other than their own may do so only as guests.

Resident hosts must not permit entrance to a guest who is intoxicated, incapacitated by drugs, in possession of a weapon, or who is in violation of any state or federal law. Resident hosts may not host any individuals whom Regis has restricted from campus and or the residence halls.

Community members found to be hosting guests who feel sick or who are experiencing any symptoms of COVID-19 in residence halls may be documented and asked to attend a formal or informal meeting with their Residence Director regarding the matter. Hosting guests who jeopardize the health and safety of our campus may result in the removal of guest privileges.

Residents hosts must escort their guests within the residence hall at all times including sign in and sign out. If a resident host needs to step away for thirty minutes or less, they may arrange for another resident to host their guest for that time. Students are responsible for any actions of a guest in their room. Guests must use the gender-neutral bathroom or the bathroom of their gender identity in the residence halls.

### Overnight Guests

Regis students are allowed to stay overnight in a resident host's room only with the mutual agreement of all room residents. An overnight guest is any individual guest that remains signed in after 12:00am on weeknights or 2:00 am on weekends. Residents may establish an overnight guest visitation agreement by completing a Roommate Contract, available from the Office of Residence Life, or by developing their own written or verbal agreement system.

No one guest may stay overnight in the residence halls more than two (2) total nights in any week (Sunday to Saturday). Community members found hosting guests in excess of that limit are subject to disciplinary sanctions.

### Guests During Final Exams and Senior Week

During final exams, resident hosts may not have any overnight guests, except registered and pre-authorized guest commuter students. Only Regis students are permitted to be guests in the residence halls from 8am- 12 midnight during final exams. Students will receive an email notification about this registration process prior to exam weeks.

During Senior Week (May), seniors are only permitted to sign in overnight Regis guests if the Regis guest is attending Senior Week event(s) on the requested day(s). A Senior Week Guest Registration form will be made available prior to Senior Week.

### Commuter Students as Guests

Commuter students cannot sign themselves into a residence hall. Commuter students must sign into each residence hall with a Regis College resident who lives in the building in which they seek entry and must be escorted at all times. Commuter students must sign in at the front desk with their Regis College ID or other acceptable ID. Commuter students may not sign guests into residence halls. Commuter students may stay in the residence halls with a resident student no more than two total nights per week. The week begins on Sunday; overnight is considered staying past 12:00 am on weeknights at 2:00 am on weekends. Commuter students who stay beyond the allotted time may be banned from residence halls and/or subject to further disciplinary sanctions. Residents found harboring commuter students who are in violation of these restrictions are also subject to disciplinary sanctions.

**Sanctions for Guest Violations:** The Office of Student Affairs has the right to amend these sanctions at any time. Community members found in violation of guest regulations are subject to the following penalties:

Violation Category	Unescorted Guest/Inappropriate Guest Conduct	Improper Sign-in/Check-Out	Excessive Guest Visitation
1 <sup>st</sup> Violation	Written warning, educational sanction, guest privileges may be suspended for 2 - 4 weeks.	Written warning, disciplinary probation, guest privileges may be suspended for 2 - 4 weeks.	Written warning, community research/reflection, guest privileges may be suspended for 2 - 4 weeks.



2 <sup>nd</sup> Violation	Educational sanction, guest privileges suspended for 4 – 8 weeks, disciplinary probation, referral	Guest privileges are suspended for 4 – 8 weeks, educational sanctions disciplinary probation.	Guest privileges suspended for 4 – 8 weeks, weeks, disciplinary probation, educational sanction or referral.
3 <sup>rd</sup> Violation	Guest privileges may be suspended for 8 to 12 weeks, educational sanctions, community restitution, probation	Guest privileges may be suspended for 8 to 12 weeks, educational sanctions, community restitution weeks, probation.	Guest privileges may be suspended for 8 to 12 weeks, probation, educational sanction and/or referral
4 <sup>th</sup> Violation	Housing probation/restriction, guest privileges may be suspended for 12+ weeks, referral, educational sanctions	Housing probation/restriction, guest privileges may be suspended for 12+ weeks, referral, educational sanctions	Housing probation/restriction, guest privileges may be suspended for 12+ weeks, other restrictions, educational sanctions

Note: Additional sanctions may be added as deemed appropriate by the Hearing Officers/Conduct Board.

## SOCIAL GATHERINGS

At no time are more than four (4) individuals in a single room, six (6) individuals in a double room, residents and guests, permitted in the respective residence hall room. Suite residents may not have more than 12 people in a suite in a 4-person suite, or 18 people in a 6-person suite

A room which contains more than the permitted individuals will be considered in violation and is subject to sanctions through the student conduct system, including, but not limited to, fines (for damage or destruction of property), educational sanctions, loss of guest privileges, and suspension from housing. The Office of Residence Life and/or the designated on-call staff reserves the right to enter into a room in which there is a suspected violation of this limit.

### Social Gathering Registration: Residence Hall Lounges

Students who wish to reserve residence hall floor lounges for the purposes of hosting small gatherings, may do so by contacting the Office of Residence Life in advance. Specific procedures and requirements are outlined in the application for these events.

### Social Gatherings: Lower Student Center

Students may reserve space in the Lower Student Center through the Center for Student Engagement. Gatherings must abide by all guidelines listed.

## TERMS OF OCCUPANCY

- **Occupancy Schedule:** Residents may occupy their rooms from the move-in day determined by Regis College until the move-out day determined by Regis College. Residents must vacate rooms by 9pm on the designated day of move-out, or within the posted schedule as distributed by the Office of Residence Life. Seniors must leave the day of their graduation at a designated time shared by the Office of Residence Life.
  - Students are not permitted to enter before the designated move-in date or to stay beyond the designated move-out date without an approved early arrival or late stay application. Any student who arrives before a hall opens without being pre-approved will be charged \$50 per day until the hall opens and may face student conduct consequences. Any student who does not leave when a hall closes without being approved will be charged \$50 per day until their departure and may face student conduct consequences.
  - All residence halls will close during designated break periods, including but not limited to Thanksgiving, Winter, Spring, and Easter. During these periods, students must vacate the residence halls unless they have been approved to stay.
- **Eligibility:** To be considered eligible for housing, a student must satisfy the requirements below. If a student does not meet these requirements, then Regis may cancel a student's housing or remove them from housing.
  - Be registered as a full-time student and sufficiently attending classes.
  - Be financially clear through the Student Account's office to participate in housing selection or college housing.
  - Complete all health forms in Castle Branch.
- **Liability:** Residents are responsible for the loss, theft of, or damage to, both Regis property and/or personal property caused by

a resident or his/her guests. Regis is not responsible for a student's property, even in the case of emergencies. Each resident is encouraged to take appropriate steps to safeguard his/her property.

- Regis does not offer storage space for personal belongings. Any personal belongings left in a room following the end of occupancy will be boxed up and stored for two (2) weeks and then donated to charity
- In the event of a required mid-semester move out, all items must be removed from my housing assignment within 72 hours or a timeframe dictated by the college, whichever comes first.
- **Damage:** All residents are required to take proper care of all residence halls and areas in their use and to report vandals and vandalism. Residents are responsible for any charges resulting from damage to their assigned room or to residence hall common areas, notwithstanding normal wear and tear, occurring during their occupancy. All damage to walls, ceilings, floors, furniture or woodwork is to be charged to the individual residing in the room. All damage to walls, ceilings, floors, furniture or woodwork in a common area (study rooms, hallways, common areas, bathrooms, elevators, etc.) is charged to residents' collectively.
- **Emergency:** Regis will respond to and mitigate the effects of an emergency in order to provide for the welfare of its residents. In an emergency, Regis may close residence halls, student rooms, or common areas and/or dining facilities at any time and with limited notice. An emergency closure may occur without any adjustments to room and board costs. If necessary, Regis may relocate residents to other residence halls and/or residence hall rooms.
- **Health and Safety.** Residents must comply with all health and safety directives of Regis College, local, and state government authorities. These directives include, but are not limited to, those related to the 2019 Novel Coronavirus (COVID-19), e.g. wearing masks or face coverings, complying with limitations on group gatherings. Regis may close residence halls, student rooms, common areas, or dining facilities due to health or safety concerns at any time and with limited notice. A health or safety closure may occur without any adjustment to a student's room and board costs. A student who voluntarily terminates their residence in Regis College housing is not entitled to a room and board refund of any kind. If necessary, Regis may relocate residents to other residence halls and/or residence hall rooms.
- **Right of Entry -** Representatives of Regis are authorized to inspect individual residence hall rooms. Residence Life staff will conduct health and safety checks no less than one time per semester and whenever there is reasonable concern regarding a student's health, safety, and/or welfare, or for damage assessment and/or repairs. In addition, all resident rooms will be inspected at each hall closing (e.g. Thanksgiving, Winter, Spring, Easter, and May). When feasible, residents will be notified in advance.
- **Termination:** Regis reserves the right to terminate a student's residence in a residence hall due to breach of the terms of the residence hall agreement or for violation of the Regis Code of Conduct and/or Student Handbook. Regis may immediately terminate a student's residence as a result of behavior that is deemed to be physically or emotionally harmful to others or to oneself. If suspended or expelled from housing, students understand that they will not receive any refund on their room or board charges. Conduct that may result in suspension or expulsion from Regis College housing may include, but is not limited to:
  - Possession, use, or distribution of illegal or illicit drugs, including marijuana in any amount.
  - Illegal possession, use, or distribution of alcohol.
  - Violence or violent behavior of any kind
  - Possession or use of explosives, firecrackers, firearms, any weapon, or substance that might endanger the welfare of individuals or the community.
  - Tampering with or misuse of fire-fighting and safety equipment.
  - Failure to respond properly to fire and safety regulations, drills, or evacuation procedures.
  - Failure to attend required meetings convened for the purpose of discussing housing issues or other Regis College matters.
  - Behavior that demonstrates disregard for Regis College housing guidelines and expectations.
  - Nonpayment of food and housing or other charges.

## **Break/Summer Housing Policies**

In addition to all policies listed in this Handbook, residents must comply with all break/summer housing policies. During break and summer housing, or other times when students are not residing in Regis residence halls, residents must adhere to the following conditions:

- Guests are not allowed, except for commuter athletes during break, and weekend guests during summer
- Alcohol is not permitted, regardless of age
- Parties and other social gatherings are prohibited

## **Housing Placements and Selection**

All new students who deposit by August 1 are guaranteed housing. New students will be able to sign a housing contract, submit living preferences, and/or select a specific roommate on the Adirondack Portal in the summer before their arrival to campus.

All returning students who are financially clear by April 1 are able to participate in the housing selection process. All returning students who are financially clear by August 1 are guaranteed housing. Students who are financially cleared after August 1 will be on a waitlist and placed as spaces become available. Any returning student who cancels their housing after August 1 and before the scheduled move in date will be charged a \$450 deposit, and refunded the remainder of their food and housing charges.

Any new or returning student interested in or who has questions about gender inclusive housing should contact the Director of Residence Life.

Information about housing placements and selection is located on the Residence Life webpage, as well as, distributed by electronic communication.

## **Room Changes**

All students in a double, triple, quad, or suite are expected to work cooperatively to arrive at a mutually agreeable living style for all residents of the room. Towards this end, the Residence Life staff have incorporated a "Roommate Agreement Contract," that residents should discuss and fill out with their roommate. Assistance with conflict resolution through mediation can be sought from the RA, Residence Director, or the Director of Residence Life. Residents contemplating room changes should begin by discussing the situation with their roommate(s). Residents should then set up a mediation meeting with their RA. If the issue cannot be resolved with the assistance of an RA, the RD may then work with the residents towards a resolution. If mediation is not possible, students may submit a request for a room change. A change will be granted if space is available.

An unauthorized change in occupancy or function of resident rooms will carry a fine of \$50.00 and possible further disciplinary sanctioning. The College will make every effort to respect a resident's request for a room change. However, the College reserves the right to refuse such a change as deemed necessary and appropriate by Dean of Students/Chief Conduct Officer or their designee.

Any resident who has a vacancy in their room for any reason will be asked to find another roommate with which they are compatible. If they are unable to identify a potential roommate one will be given to them or they will be asked to move to another location in order to optimize space on the campus.

Any resident involved in deliberately discouraging or rejecting an individual could be re-assigned to another location. Every effort will be made to determine roommate compatibility and assignments will be made based on a reasonable assumption of compatibility whenever possible.

## **Withdrawal from Residence**

Students planning to move off campus during the academic year must confirm in writing/email their decision to move off campus to the Director of Residence Life and comply with the financial requirements as published by the Office of Finance and Business Affairs. A student will be presumed to be a resident until official confirmation of date of departure is given to the Director of Residence Life. Students who change to commuter status will have 48 hours to remove all personal items, unless otherwise stated by the Director of Residence Life. Items remaining on campus after two weeks from the end of occupancy will be donated or discarded.

## **Student Possessions**

The College will take reasonable precautions to protect student possessions, but the College assumes no liability for damages to or loss of personal possessions. Every resident is encouraged to review their family's personal property insurance coverage, since the College's insurance program is limited to coverage of only College-owned property.

## **Emergency Contact Information**

All students are expected to submit a person whom should be contacted in case of emergency and a person whom should be contacted in the event they have been missing for over 24 hours. These two forms of contact may be the same person and should be submitted via the [Self-Service Hub](#) at the start of the academic year.

## II.C.

# TITLE IX RESPONSE & GRIEVANCE PROCESS

Consistent with its institutional mission and as required by Title IX, Regis does not discriminate on the basis of sex in its educational programs or activities. Any inquiries about Title IX may be referred to the Regis College Title IX Coordinator or the U.S. Department of Education using the contact information below:

Regis College Interim Title IX Coordinator  
Bridget Buoniconti  
Regis College  
235 Wellesley Street  
Student Center 213  
Weston, MA 02493  
781-768-7508  
[Bridget.buoniconti@regiscollege.edu](mailto:Bridget.buoniconti@regiscollege.edu)

U.S. Department of Education - Office for Civil Rights, Boston Office  
U.S. Department of Education  
8th Floor  
5 Post Office Square  
Boston, MA 02109-3921  
617-289-0111  
617-289-0150 (fax)  
OCR.Boston@ed.gov

Regis is committed to creating and maintaining a community where all individuals, including students, faculty, or staff, can work and learn together in an atmosphere free of all forms of harassment, exploitation, or intimidation. Consequently, Regis prohibits all forms of sexual misconduct (including sexual harassment, sexual assault, and sexual exploitation), relationship violence, stalking, and gender discrimination.

The content below is an excerpt from the complete Title IX Response & Grievance Process which is available on the Regis College website ([click here](#)) or from the Title IX Coordinator and is considered a part of the Regis College Student Handbook.

## DEFINITIONS

### SEXUAL HARASSMENT

Anyone may experience Sexual Harassment without regard to gender identity or sexual orientation. Sexual Harassment is conduct on the basis of sex that involves any of the following:

An employee requiring another to participate in unwelcome sexual conduct in order for the employee to perform their services or provide a benefit or aid.

### SEXUAL ASSAULT

Any sexual act directed against another person, without consent of the victim, including instances where the victim is incapable of giving consent. Sexual Assault includes the following.

#### Rape

The penetration, no matter how slight, of the vagina or anus, with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim. This offense includes the rape of both males and females.

#### Fondling

The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.

#### Incest

Sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law.

## Statutory Rape

Sexual intercourse with a person who is under the statutory age of consent. In Massachusetts, the statutory age of consent is sixteen.

## Consent

Consent is mutual permission between partners. To consent to something, such as a sexual act, means a person knowingly and willingly agrees to the act. A person cannot give consent if they are incapacitated by substances, if they are unconscious, or if they are asleep. An individual may be incapacitated by substances where, as result of using such substances, they are unable to act or function normally (e.g. are unable to move or walk without assistance, are unable to control their body, or are unable to speak, listen, or communicate effectively).

## DOMESTIC VIOLENCE

A crime of violence committed:

- By a current or former spouse or intimate partner;
- By a person with whom the victim share a child in common;
- By a person who is cohabitating with, or has cohabitated with, the victim as a spouse or intimate partner. The perpetrator and victim must be more than just roommates. The people cohabitating must be current or former spouses or have an intimate relationship;
- By a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred;
- By any other person against an adult or youth victim who is protected from that person's act under the domestic violence laws of the jurisdiction in which the crime occurred; Sexual misconduct is a broad term referring to non-consensual sexual activity including, but not limited to, sexual assault, sexual harassment, and sexual exploitation. Sexual misconduct can occur between people who know or do not know each other, who are or are not in a relationship, who have previously engaged in consensual sexual activities, people who work together, or others. Sexual misconduct may be committed by or against people of all genders.

## DATING VIOLENCE

Violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. A social relationship shall be determined based on the length of the relationship, the type of relationship, and the frequency of interaction between the persons involved in the relationship.

## STALKING

Engaging in a course of conduct (two or more acts) directed at a specific person that would cause a reasonable person to: fear for the person's safety or the safety of others; or suffer substantial emotional distress.

## UNWELCOME CONDUCT

Conduct that is determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Regis' educational program or activity. Unwelcome conduct may include instances where an individual takes non-consensual sexual advantage of another individual ("Sexual Exploitation"). Examples of Sexual Exploitation include:

- Sexual Exploitation by Recording: recording (whether by photograph, video, audio, or other means) an individual involved in sexual activity or in an intimate or private state of undress without their knowledge or consent. Consent to sexual activity does not equate to consent to the recording of sexual activity or the recording of an individual in an intimate or private state of undress.
- Digital, Electronic, or Media Based Sexual Exploitation: dissemination (whether by mail, e-mail, internet, social media web site, electronic, or any other means) of any recording of an individual involved in sexual activity or in an intimate or private state of undress without their knowledge or consent.
- Voyeurism: observation of an individual involved in sexual activity or in an intimate or private state of undress without their knowledge or consent

## RESOURCES AND PROCEDURES

### RECOMMENDED ACTION

1. Get to a safe place as soon as possible
2. Call someone for help and support
3. Get Medical Attention

Regis will facilitate transportation to a hospital or health professional for medical treatment. Even if there is no obvious sign of

physical injury, internal injuries are possible. Early testing and treatment for sexually transmitted infections and possible pregnancy can prevent further problems.

- a. Reporting parties should avoid eating, drinking, showering, bathing, douching, or changing clothes before going to the doctor. These activities might result in destroying evidence. Evidence can be collected shortly after a sexual assault has occurred and will be helpful in any subsequent prosecution. It is a good idea to have evidence taken even if a reporting party is uncertain about reporting the assault.

4. Seek Counseling

It is often helpful for reporting parties to seek counseling. The crisis intervention and counseling services provided by Regis (see above) are available to all members of the Regis community regardless of where the assault may have happened.

## RESOURCES AND PROCEDURES

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8. Seek Counseling

It is often helpful for reporting parties to seek counseling. The crisis intervention and counseling services provided by Regis (see above) are available to all members of the Regis community regardless of where the assault may have happened.

### Support Resources

#### ON-CAMPUS RESOURCES - PRIVATE

Resource Name	Location	Contact	Phone	Email/Web Address
Campus Police	College Hall 102		781.768.7111 or 781.768.7777	<a href="mailto:safety@regiscollege.edu">safety@regiscollege.edu</a>
Interim Title IX Coordinator/ Dean of Students	Upper Student Center 213	Bridget Buoniconti	781.768.7508	<a href="mailto:Bridget.buoniconti@regiscollege.edu">Bridget.buoniconti@regiscollege.edu</a>
Associate Vice President of Student Affairs	Upper Student Center 213	Walter Horner	781.768.7029	<a href="mailto:Walter.horner@regiscollege.edu">Walter.horner@regiscollege.edu</a>
Office of Residence Life	Lower Student Center 125	John Hernandez	781-768.7596	<a href="mailto:john.hernandez@regiscollege.edu">john.hernandez@regiscollege.edu</a>

#### ON-CAMPUS RESOURCES – CONFIDENTIAL

Center for Health and Wellness	Maria Hall Lower Level	Tammi Magazzu	781.768.7290	<a href="mailto:tammi.maggazu@regiscollege.edu">tammi.maggazu@regiscollege.edu</a>
Center for Ministry and Service	St. Joseph Hall Suite 4	Father Paul Kilroy	781.768.7027	<a href="mailto:Paul.kilroy@regiscollege.edu">Paul.kilroy@regiscollege.edu</a>
Guardian (Regis' third-party operated hotline system)				<a href="https://regiscollege.guardianconduct.com/incident-reporting">https://regiscollege.guardianconduct.com/incident-reporting</a>

#### OFF-CAMPUS RESOURCES (\*denotes confidential resources)

Resource Name	Location	Phone	Services Provided
ReachMA*	Waltham, MA	781.891.0724 (general support) 800.899.4000 (hotline)	24 hour hotline; ongoing support for survivors of dating and domestic violence
Boston Area Rape Crisis Center*	Boston, MA	800.841.8371	24 hour hotline; ongoing support for survivors of rape
Newton-Wellesley Hospital Domestic Violence/Sexual Assault Program*	Newton, MA	617.243.6521	Medical treatment; access to SANE Nurse; pregnancy and STI testing
Weston Police	Weston, MA	617.339.6720	Assistance in pursuing legally enforced restraining or protective orders and criminal action

## **REPORTING**

Regis seeks to create an environment that encourages the reporting of Sexual Harassment, gender discrimination, and other concerning conduct on the basis of sex, sexual orientation, or gender identity. Reporting parties may report incidents to Regis Campus Police, Weston Police, the Office of Student Affairs, the Associate Vice President of Human Resources, the Title IX Coordinator, or any other Regis official.

### **Criminal Reporting**

Reporting parties may decide whether or not to file a criminal report with Campus Police or local law enforcement. Reporting an incident to the police does not commit a reporting party to further legal action or participation in any criminal proceeding. Should a reporting party choose to file a report, they will be asked what happened, where it happened, and provide any details about the alleged offender. The earlier an incident is reported, the easier it will be for the police to investigate the crime and prosecute the case successfully. If desired, Regis personnel will assist reporting parties in contacting police to file a report.

### **Disclosure of Reports**

In order to respond to reports, to provide support to involved parties, comply with legal responsibilities, and keep track of trends within the community, the Regis official who receives a report will refer it to other Regis administrators on a limited need-to-know basis. Depending on the circumstances, the following administrators will be informed of a report: Title IX Coordinator, Deputy Title IX Coordinator, Dean of Students, Associate Vice President of Student Affairs, Associate Vice President of Human Resources, Chief of Regis Campus Police.

Campus security authorities, including the Title IX Coordinator, who receive a report of sexual assault, dating violence domestic violence, or stalking will inform Campus Police of the incident, but will not include personal or identifying information without the reporting party's consent. The purposes of this report are to determine whether the greater Regis community should be warned about a potentially dangerous situation and to collect crime statistics. Campus Police will investigate all received reports, but investigation will be limited where a reporting party has decided not to report their personal or identifying information. Note that Massachusetts law requires an individual who has witnessed a sexual assault or rape to contact police as soon as they can possibly do so without putting themselves in danger.

The Title IX Coordinator will inform the Associate Vice President of Diversity and Inclusion / Chief Diversity Office of the nature of the report, but will not include any personally identifiable information. The purpose of this report is to track reporting trends and campus climate concerns within the Regis community. IX Coordinator (781.768.7508). Regis will assist in the enforcement of any lawfully issued restraining orders or orders of protection.

## **STUDENT CONDUCT AMNESTY**

Regis does not want a student's use of drugs or alcohol to discourage them from reporting an incident of Sexual Harassment, gender discrimination, or other concerning conduct on the basis of sex, sexual orientation, or gender identity. As a result, Regis will provide student conduct amnesty to students involved in a Title IX incident for their personal use of prohibited or illegal drugs or alcohol in connection with that incident. In other words, Regis will not pursue student conduct sanctions for a student's own use of prohibited or illegal drugs or alcohol occurring in the context of a Title IX incident. Regis will not provide this amnesty, and will pursue student conduct sanctions, for students who provide drugs or alcohol to another individual in a prohibited or illegal manner.

## **RESPONSE TO REPORTS AND SUPPORTIVE MEASURES**

Regis College will respond to all reports of Sexual Harassment, gender discrimination, and other concerning conduct on the basis of sex, sexual orientation, or gender identity. Regis will make appropriate supportive measures reasonably available to involved parties to maintain or restore the participation in the Regis community, including Regis' educational programs or activities.

Supportive measures may be designed to promote safety, protect Regis' education environment, and/or deter further Sexual Harassment. Supportive measures may not unreasonably burden a party involved in a report. Examples of supportive measures include, but are not limited to: new residential housing assignments; academic leaves of absence or withdrawals; Campus Police escorts; parking privileges; Regis-issued no-contact orders; and class schedule modifications. Further, Regis will assist in the enforcement of any lawfully issued restraining orders or orders of protection.

Supportive measures are available to involved parties whether or not a Formal Complaint has been submitted.

## FORMAL TITLE IX COMPLAINTS

Reporting parties who seek a full investigation of a report of Sexual Harassment may submit a Formal Complaint. A Formal Complaint is the beginning of an investigation process that includes interviews of involved parties, review of available documentation, and a live hearing with an opportunity for each party's advisor to ask questions of the other party.

A Formal Complaint is a document submitted by a Reporting Party who is a current or prospective student or employee who is participating in or attempting to participate in a Regis College educational program, activity, or employment and which alleges that Sexual Harassment against a Respondent.

Supportive measures (see above) are available to involved parties whether a Formal Complaint is submitted or not.

Upon receiving an initial report, the Title IX Coordinator will notify a Reporting Party about how to submit a Formal Complaint. A Reporting Party may submit a completed Formal Complaint to the Title IX Coordinator at the address above or electronically. In order to verify the identity of the Reporting Party submitting a Formal Complaint, any electronic submission must occur via Regis College e-mail or using a Regis College platform. The Title IX Coordinator may also submit a Formal Complaint.

Regis College must dismiss Formal Complaints in the following circumstances:

1. The alleged conduct would not satisfy the definition of Sexual Harassment even if proved.
2. The alleged conduct did not occur within the scope of a Regis College educational program or activity or Regis College employment.
3. The alleged conduct did not occur against a person in the United States.

Regis College may dismiss Formal Complaints in the following circumstances:

1. The Reporting Party seeks to withdraw their Formal Complaint.
2. The Respondent is no longer enrolled as a student or employed by Regis College.
3. Circumstances prevent Regis College from gathering sufficient evidence to reach a determination.

An involved party may appeal the dismissal of a Formal Complaint according to the appeals process found on the Title IX page on the main Regis College website.

Formal Complaints that are dismissed may be investigated through an alternate process – for example, the Student Code of Conduct, the Employee Grievance Procedure, the Employee Policy on Discrimination.

## TITLE IX STUDENT CONDUCT PROCESS

The Title IX student conduct proceeding follows a different process than the student conduct proceedings outlined in Section III of the Regis Student Handbook.

For more information about the Title IX Investigation Process for Formal Complaints, please go to the Title IX page linked [here](#).

## RETALIATION PROHIBITED

Regis prohibits retaliation against any person involved in a report of Sexual Harassment, gender discrimination, or other concerning conduct on the basis of sex, sexual orientation, or gender identity or against any person participating in the Title IX investigation or hearing in any manner.

Retaliation means intimidation, threats, coercion, or discrimination against any person by Regis, a student, or an employee or other person acting on Regis' behalf based on the fact that a person has made a complaint or is otherwise participating in or involved with an investigation of Sex Discrimination. Peer retaliation means retaliation by a student against another student.

Individuals engaging in retaliation or peer retaliation may be subject to disciplinary action under the student conduct process (students) or Human Resources processes (faculty and staff).

## EDUCATIONAL PROGRAMMING

Throughout the year, Regis offers the community sexual harassment and sexual assault educational opportunities including, but not limited to:

- Peer Bystander Educators: This is a group of undergraduate students dedicated to preventing acts of harassment and discrimination on campus. They actively encourage being pro-social bystanders and ending sexual misconduct on campus. They work to offer programming and workshops throughout the year.
- Bystander Committee: The mission of the Bystander Intervention Committee is to educate the Regis community to issues of sexual assault and gender misconduct. Through programming, internal and external partnerships, social media engagement, and educational training, the team seeks to equip students, faculty, and staff with the tools to safely intervene as pro-social bystanders. The goal of the committee is to make all members of the community feel safe and valued, which is reflective of



the tenets of the Sisters of Saint Joseph of Boston.

- Rape Aggression Defense (RAD): This self-defense training is offered by the Regis Campus Police Department.
- SAVE (Sexual Assault and Violence Education) Month: Hosted by the Bystander Committee, SAVE Month provides educational programming around issues of domestic, relationship, and sexual violence. Programming traditionally has included local and regional speakers, memorial displays, residence-hall programming, and events with Campus Police
- *We See You and You Matter*: *We See You and You Matter* is Regis' bystander intervention program. Through this initiative, members of the Regis community will have the opportunity to participate in bystander intervention training and other programming initiatives and media campaigns that will enhance the bystander movement on campus.
- Other ongoing programming: other programs, poster campaigns, and educational sessions are offered throughout the year. Students will be informed of such events through weekly emails such as This Week and Regis.

## **SEX OFFENDER DATA**

Students, faculty and staff members can obtain information on registered sexual offenders living in the immediate area by contacting the Weston Police Department. General information about the Commonwealth of Massachusetts Sex Offender Registry Board can be found using the following contact information:

Commonwealth of Massachusetts Sex Offender Registry Board  
P.O. Box 4547  
Salem, MA 01970  
[www.mass.gov/sorb](http://www.mass.gov/sorb)  
978.740.6400

# III. THE STUDENT CONDUCT SYSTEM

## MISSION

The Office of Student Conduct (OSC) promotes student learning through the encouragement of responsible and ethical behavior consistent with the Regis Student Code of Conduct, the Regis Mission and the Charism of the Sisters of St. Joseph of Boston. The Office of Student Conduct is committed to maintaining a community that is safe, secure and respectful of all without distinction. The Student Conduct System establishes a procedure for determining the facts surrounding a charge that a student has violated policy and for arriving at a fair and informed resolution of the incident.

## OVERVIEW OF THE CONDUCT PROCESS

The Student Conduct System and related procedures are distinct and separate from criminal and civil court proceedings and do not provide identical rights to the accused as are available in those proceedings. The Student Conduct System is not designed to be and should not be expected to function as a court of law.

Regis reserves the right to modify the processes contained herein in order to promote an equitable and fair process to all parties. At times, this may include the opportunity for all parties to take part in a restorative mediation process. This may happen alongside the student conduct process, or as a result of a student conduct hearing, but will not replace it. Student Conduct procedures will be adhered to as faithfully as possible, but variations dictated by circumstances will not invalidate the process.

In addition to the process described here, when an incident involves classroom conduct or violations of academic standards the student will also be subject to the Classroom Code of Conduct as described in the Regis Academic Catalog.

Student conduct matters related to gender discrimination, sexual harassment, sexual assault, domestic violence, dating violence, and stalking are subject to an alternate student conduct process described above in the Sexual Violence and Gender Discrimination section. Student conduct matters related to bias based on race, ethnicity, sexual identity, ability, or other protected identity may be resolved through the Bias Response Protocol in addition to the administrative process below.

There are two forums in which cases are traditionally adjudicated at Regis: An Administrative Hearing or a Conduct Board Hearing. An Administrative Hearing is a conduct hearing conducted by a trained staff member from the Office of Student Affairs. A case that is referred to the Conduct Board is heard by several trained members of the Regis community.

If a student has a disability and feels they will need an accommodation during this process, they should immediately contact their hearing officer and/or Chief Conduct Officer at [bridget.buoniconti@regiscollege.edu](mailto:bridget.buoniconti@regiscollege.edu) upon receipt of the conduct hearing notice. All requests for accommodations must be made in writing via email in advance. Consultation may be made with the Office of Accessibility Services regarding any such requests.

If a student fails to comply with Community Health and Safety expectations (see above) they may be required to leave (or be prevented from using) all or part of the Regis campuses, including classrooms and residence halls. Regis may take this action in the interest of community health and safety without resorting the formal Student Conduct Process.

## RIGHTS AS A STUDENT IN THE CONDUCT PROCESS

All students (including respondents, victims, or reporting parties) who participate in the student conduct process have the following rights:

1. To receive timely notification of charges against them as well as the outcome of any conduct hearings. Victims of cases have the right to receive notification of the hearing and outcome.
2. To hear and review documentation associated with the case. All case notes are considered internal documents and are the sole property of Regis.
3. To provide additional evidence or information that is relevant to resolving the case.
4. To present a maximum of three (3) witnesses on a student's behalf in a Conduct Board Hearing. Witnesses serve to offer details that substantiate circumstances related to the case. Character witnesses or statements are not permitted. Students must inform their designated hearing officer of the names of their witnesses prior to the hearing date.
5. To privacy in the conduct and record keeping as required by the Family Educational Rights and Privacy Act during the student conduct process. Under certain circumstances, Regis may exercise its right to disclose the results of student conduct hearings. Except in cases of suspension or expulsion, disciplinary information does not become a part of a student's permanent academic record and is normally removed from Regis files and records after a reasonable time period following departure or graduation from Regis.
6. To request an appeal based on the criteria outlined in the Submitting an Appeal Request section of this Handbook.
7. To reasonable accommodations such as having a no-contact order put into place between them and another student, a housing change, or access to campus resources to support their well-being on campus.

*At no time is the recording of any kind permitted in a student conduct hearing.*

## ADVISOR FOR THE STUDENT

All parties involved in a student conduct hearing—including respondents, reporting parties, or witnesses—may have an advisor of their choice present during any conduct process meeting. Advisors are permitted for the sole purpose of providing support to the student during an interview. The advisor may not offer any information, respond to any question, or ask any question. The student must provide the name of their advisor to the hearing office in writing at least 24 hours prior to the scheduled hearing.

## PARENTAL OR LEGAL GUARDIAN NOTIFICATION

Pursuant to the Family Educational Rights and Privacy Act (FERPA), Regis has the option to inform a parent or guardian of any student who is under the age of 21 of any alcohol or other drug violations. Regis may further choose to inform the parent or guardian of other types of incidents that involve violations that may be life threatening or harmful to the student's (or other's) health and general well-being.

Parent/guardian notification will either take the form of an email or phone call, predicated upon the seriousness of the violation and/or urgency of the situation.

## STUDENT CONDUCT PROCESSES

### I. Notification of Complaint

Incident reports, Campus Police reports, or other written reports indicating violations of the Regis Student Handbook and Regis Student Code of Conduct will be referred to the Dean of Students/Chief Conduct Officer. These documents serve as formal student conduct complaints against the accused ("respondent") student.

Investigations may continue beyond the academic semester, if additional time is needed to provide a comprehensive investigation of the incident(s) or materials.

### II. Complaint Referral

The Dean of Students/Chief Conduct Officer will refer a complaint to either an Administrative Hearing Officer or the Conduct Board. The Dean of Students/Chief Conduct Officer will make this determination based on: (a) the request of the complaining student (if applicable); (b) the severity of the alleged incident; (c) whether the incident involved a respondent student with repeated violations, or; (d) whether the incident involved multiple parties, including witnesses.

### III. Notice to Appear

Upon receipt and review of a student conduct complaint, the designated Administrative Hearing Officer will provide the respondent student with a written Notice to Appear. The Notice to Appear will describe the alleged violations and include the time, date, and location of the Administrative Hearing or Conduct Board Hearing.

A respondent student has 24 hours to confirm the time offered by the Administrative Hearing Officer or offer an alternative time they are available. They will receive no more than one reminder about the time of their hearing. A respondent student's failure to attend or re-schedule will be treated as if the respondent student is not contesting the charges, and a decision will be made based upon the information available.

Students who are called as witnesses or are complainants in an incident will also receive timely notification regarding a time to appear. All summoned parties will be expected to maintain confidentiality regarding the case and the hearing.

Students with disabilities may request reasonable accommodations related to their participation in the student conduct process. A student must make this request in writing to the Director of Office of Student Accessibility Services and the Administrative Hearing Officers prior to the scheduled hearing.

### IV. Administrative Hearing

The aim of the Administrative Hearing is to come to a resolution that promotes student accountability and learning. Throughout the Administrative Hearing, the respondent student may ask questions regarding the charges, the student conduct process, as well as the possible outcomes of the hearing.

An Administrative Hearing process includes, but may not be limited to, the following steps:

1. The respondent student will have the opportunity to review and acknowledge their rights in the hearing process.
2. The Administrative Hearing Officer will introduce themselves and ask if the respondent student has any questions.
3. The Administrative Hearing Officer will inform the respondent student of the alleged violations of the Student Code of Conduct.
4. The respondent student will have the opportunity to read and/or hear the incident report and any supporting documentation regarding the alleged violations. The respondent student will be able to convey their understanding of the event(s).
5. At that time, the respondent student will be asked to enter a plea of "Responsible" or "Not Responsible" to each alleged violation.

of the Student Code of Conduct.

6. The Administrative Hearing Officer may ask questions to clarify why the respondent student has entered this plea. They may also ask follow-up questions based on the information provided from reports and supporting documents.
7. The Administrative Hearing Officer will seek to work towards an agreement with the respondent student on whether they will be found Responsible or Not Responsible for each alleged charge. If an agreement can be made, the Administrative Hearing Officer may begin to discuss potential sanctions with the respondent student. Determinations of responsibility are made on the basis of a preponderance of the evidence. In other words, 51% of the evidence would need to support a finding that a violation occurred and that the respondent was responsible for that violation.
8. If the Administrative Hearing Officer and the respondent student cannot agree on the respondent student's responsibility in the incident, the Administrative Hearing Officer may take more time (up to 2 business days after the Administrative Hearing) to determine an outcome.
9. Following the Administrative Hearing, the Administrative Hearing Officer will send a Conduct Outcome Letter to the respondent student via email. The Conduct Outcome Letter will detail the findings of each charge ("Responsible" or "Not Responsible", sanctions (if any), and options for appeal.

During an Administrative Hearing, additional information may become available and based on that additional information the Dean of Students/Chief Conduct Officer or designated Administrative Hearing Officer may refer the case to the Conduct Board.

## V. Conduct Board Hearing

### A. Composition

The Conduct Board is composed of three (3) members, specifically one (1) faculty, one (1) staff, and one (1) student. The Dean of Students/Chief Conduct Officer selects members of the Regis community to be part of the Conduct Board pool. The Conduct Board pool will convene at the beginning of each academic semester for training. Those who have been selected and trained may then be appointed to a Conduct Board Hearing.

The Dean of Students/Chief Conduct Officer will select Conduct Board members for each case and arrange the date, time, and location of the Conduct Board Hearing. Respondent students, witnesses, and victims will be given two (2) to three (3) business days' notice regarding their role in the Conduct Board Hearing.

Respondent students have the right to offer up to three (3) witnesses to be interviewed by the Conduct Board. These names must be supplied to the Dean of Students/Chief Conduct Officer at least two business days prior to the scheduled Conduct Board Hearing.

All Conduct Board actions (e.g. findings and sanctions) will be decided by a majority vote.

### B. Conduct Board Hearing Procedure

Each student (complaining student, respondent student, or witness) has the right to meet with the Dean of Students/Chief Conduct Officer, and/or their designee, to review their rights and responsibilities as outlined in this Regis Student Handbook. During this meeting, various issues can be clarified: the rights of the responding student or complainant,

the agenda of the hearing, the appeal process, or any other student concern related to the student and their involvement in the hearing and appeals process. The students are responsible for scheduling this preliminary meeting with the Dean of Students/Chief Conduct Officer or their designee.

1. Conduct Board members will meet a half hour in advance to review all incident reports and documentation regarding the incident.
2. The Chairperson of the Conduct Board (previously assigned by the Dean of Students/Chief Conduct Officer) assumes duties of conducting, moderating, and directing the hearing.
3. At the designated start time, the respondent will be invited into the room. All individuals are introduced.
4. The Chairperson of the Board reads charges against the respondent and the sections of the Student Code of Conduct that the respondent allegedly violated. The Chairperson of the Board asks for the respondent's plea. If the Conduct Board is hearing the case as an appeal of an Administrative Hearing Officer decision, the Administrative Hearing Officer reads the original sanction letter(s) and the respondent's appeal request.
5. Incident Report(s) are read by the Chairperson to the respondent(s).
6. The respondent is given the option to submit their account of regarding the case. The account should be centered on the facts of the case. The Conduct Board may ask any clarifying questions based on the respondent's testimony and/or the evidence of the case. Respondents reserve the right to refuse to answer any questions.
7. The respondent may submit questions for witnesses and opposing parties through the Conduct Board members. They do not have the opportunity to question witnesses or opposing parties. The respondent must then leave the hearing room while witnesses and opposing parties are called.
8. Other witnesses and/or victims, including students with information relevant to the incident, are then invited in one at a time.

The Conduct Board may ask clarifying questions as needed. The Conduct Board will also ask the questions submitted by the respondent.

Conduct Board members reserve the right to re-question those giving accounts of the incident(s) if new information is to appear.

9. The Conduct Board may then call staff involved in the incident to submit testimony. This includes on-call staff, Campus Police, or other Regis personnel. It does not include confidential advisors to the student. The Conduct Board may ask clarifying questions as needed.
10. After all witnesses, opposing parties, and staff have been called and have left the hearing room, the respondent will return to the hearing room. The Chairperson will review the testimony and answers to questions of the witnesses, opposing parties, and staff and allow the respondent to respond.
11. The respondent may then make a final statement. The respondent will then be asked to leave while the board deliberates. occurred. The Board Chairperson will give the respondent instructions regarding their outcome notification.

### C. Conduct Board Decisions

At the conclusion of the Conduct Board proceedings, the Conduct Board concludes the Conduct Board hearing and convenes in private to determine a finding. Findings are based on a preponderance of the evidence; in other words, 51% of the evidence would need to support a finding that a violation occurred and that the respondent was responsible for that violation. The Conduct Board submits, in writing, their finding (Responsible or Not Responsible) and sanctions, if any, to the Dean of Students/Chief Conduct Officer. The Dean of Students/Chief Conduct Officer will review sanctions as well as supporting documentation and may amend the Conduct Board's sanctions in order to establish consistency across the conduct process. Sanctions will be evaluated based on the criteria in Section E (below). The Dean of Students/Chief Conduct Officer may not change the Conduct Board's finding.

Dean of Students/Chief Conduct Officer will then send a Conduct Outcome Letter, by email, formally outlining the finding and sanctions to the respondent. Victims of cases will also receive timely notification of a finding.

## VI. Sanctions

Consistent with our mission of the formation of the whole person, sanctions are applied in the student conduct process in order to give the alleged student the opportunity to learn and grow more fully. The sanctions listed below offer educational opportunities to the student as well as instill a high level of expectations of Regis students. Sanctions may also be applied that support keeping members of the Regis community safe on campus and within the residence halls.

A student's conduct record is cumulative throughout their enrollment at Regis. Students are expected to complete all sanctions by the outlined deadlines. Students' completion of sanctions will be actively monitored at the discretion of the Office of Student Conduct. Failure to comply with sanctioning may result in further disciplinary sanctions at the discretion of the Office of Student Affairs.

The Administrative Hearing Officer and/or Conduct Board determine sanctions based on the following criteria:

1. Alcohol violation sanctioning grid in Student Handbook (if applicable)
2. Student's past conduct history and sanctioning (if any)
3. Severity of violation
4. Opportunity for student learning and development

Sanctions may include a combination of the following:

- **WARNING:** A status in which a student has been found "Responsible" for a violation of the Regis Code of Conduct but will not be issued further sanctions such as educational sanctions or restitution. Additional violations of the same or similar charges will apply in further sanctions.
- **EDUCATIONAL SANCTIONS:** The student will be assigned to complete an activity aimed at helping the student learn and grow from their actions. This may include reflective papers, essays, research, bulletin boards, community programming, or other ideas generated by the Administrative Hearing Officer, the Conduct Board, and/or student.
- **COMMUNITY RESTITUTION:** The student will complete volunteer hours on campus in order to restore the time and damage done to the community. These hours must be signed off by a supervisor and cannot be work/volunteering that the student would have typically completed.
- **FINES:** Fines are applied in cases involving the following:
  - Damage or destruction of property (includes vandalism and/or clean-up charges),
  - A fire code or other space violation,
  - To cover the costs of an educational sanction, or.
  - A student has not completed previously assigned sanction by the written deadline. In these cases, fines will repeat on a weekly basis until the student completes the sanction, except where the Dean of Students/Chief Conduct Officer or the Administrative Hearing Officer has granted an extension
  - A student does not appear to a hearing and the Administrative Hearing Officer or Conduct Hearing Board is unable to determine appropriate educational sanctions
  - As deemed appropriate by the Administrative Hearing Officer
- **REFERRALS:** Referrals may be made to campus resources that will best support the student's learning and long-term growth

at Regis. This includes referrals to Center for Health and Wellness, Finucane and O'Sullivan Institute for Learning, Financial Aid, Center for Ministry and Service, Center for Inclusive Excellence, or other campus resource. Additionally, students may be referred to a "Conversation Partner" which is a member of the faculty or staff at Regis who will meet with the student a minimum of two times in order to better get to know the student and allow them an interactive opportunity for reflection.

- **EXCLUSION** – The student will be excluded from access to or use of specified Regis activities or premises.  
**Note:** Students or other individuals excluded from campus may face subsequent arrest for trespassing if a violation of the exclusion order occurs. The person hosting this student, if any, also faces sanctions, including but not limited to, suspension or dismissal from Regis
- **NO CONTACT ORDER OR A CIVILITY AGREEMENT** – The student (s) will be prohibited from communicating with a named individual(s) or must verbally and/or in writing agree to refrain from contact with a named individual(s).
- **RESIDENCE HALL SUSPENSION** – The student will be excluded from the residence halls for a defined period of time, after which the student will be eligible to return. Conditions for return may be specified. Students suspended from housing will not be reimbursed housing costs. \*
- **RESIDENCE HALL EXPULSION** – The student will be permanently removed from the residence halls. Students removed from housing will not be reimbursed housing costs. Students removed from housing will have 48 hours to remove all personal items and return room keys, unless another time period is established by the Office of Student Affairs. Items remaining on campus after the given deadline will be disposed of at the student's expense. \*
- **PROBATION** – A status under which any subsequent misconduct by the student during the period of probation will likely result in additional discipline including, but not limited to, Suspension or Expulsion from Regis. Parents/guardians may be notified of such sanctions. This will likely be combined with other sanctions such as educational sanctions and/or exclusions.
- **FINAL PROBATION** – An elevated form of probation in which a student is formally notified that they will face Suspension or Expulsion upon the next infraction of Regis policies. Parents/guardians may be notified of this status.
- **SUSPENSION** – The student will be prohibited from Regis property, attending classes, residing in the residence halls or participating in any Regis activities for a set period of time. A written request to return to Regis on expiration of the suspension must be presented to the Dean of Students well in advance of the time when the student wishes to re-enroll. Details of student eligibility to petition for the consideration of reinstatement will be outlined in the student's Conduct Outcome Letter. Upon receipt of a request, the Dean of Students will review the request, may ask for additional information and/or documentation, and will make a determination regarding suitability for return. Notifications of suspensions will be sent to appropriate offices, including the student's academic advisor. Parents/guardians may be notified of the decision. \*
- **EXPULSION** – The student is permanently removed from their Regis academic program without the option to return (pending appeal). Parents/guardians may be notified of the decision. \*
- **SPECIAL SANCTIONS/CONDITIONS** – Regis reserves the right to impose Special Sanctions or Conditions at its discretion. Special Sanctions or Conditions are most often imposed in addition to other disciplinary sanctions (e.g. warnings, probation, final probation, suspension), and not instead of them. \*

\* Note: A student who receives a sanction of Suspension, Expulsion, Residence Hall Suspension, or Residence Hall Expulsion is not eligible for a refund on their tuition, room, or board.

## VII. Submitting an Appeal Request

### Grounds for Appeal

A student may appeal a conduct outcome based one or more of the following bases:

1. The student was not accorded their procedural rights as outlined in the Regis Student Handbook;
2. New evidence that was unknown or unavailable at the time of the initial hearing/investigation has become available which would have significantly altered its results; or,
3. The sanction imposed is substantially disproportionate to the offense (including any consideration of the student's prior offense(s)).

A student may appeal a sanction as disproportionate to the offense (basis #3 above) only in regard to the following sanctions:

1. Residence Hall Suspension\*
2. Residence Hall Expulsion \*
3. Suspension
4. Expulsion

\*Exclusion from housing on weekends is not considered residential suspension or expulsion and cannot be appealed.

Note: Any initial sanctions imposed will remain in effect until the decision of the appealing body is rendered.

### Process for Appeal:

1. Appeal requests must be filed in the Guardian Conduct Portal to the Dean of Students no later than three (3) business days after receipt of the Conduct Outcome Letter. If the case was heard by the Dean of Students, the appeal will be directed to the Associate Vice President of Student Affairs, who will follow the steps noted below. Failure to submit such a request in the manner prescribed will be deemed a waiver of the right to appeal.
2. In most cases, the Dean of Students' review will consist of a review of the written appeal request, the case file, and written findings

of the Conduct Board or Administrative Hearing Officer. In cases involving Suspension or Expulsion, the Dean of Students may also review the case personally with the student, any witnesses, or other appropriate parties prior to making a decision.

3. If the Dean of Students believes sufficient evidence exists to proceed, they will refer the appeal to the Conduct Board or another Administrative Hearing Officer to determine the outcome of the appeal. In the event the appeal is of a sanction given by the Conduct Board is overturned by the Dean of Students, a new Conduct Hearing Board will be appointed to hear the case.
4. The Dean of Students may render a decision on appeal without referring the appeal to the Conduct Board or another Administrative Hearing Officer where:
  - a. A student is appealing based upon procedural error or new evidence (basis #1 or basis #2);
  - b. The Conduct Board is not in session, (e.g. final exams, academic break periods, periods at the start of each semester prior to the convening of the Conduct Board);
  - c. The Conduct Board is unable to conduct its proceedings according to the provisions of the outlined this Handbook;
  - d. The number of cases to be heard cannot be scheduled in a timely manner;
  - e. The case involves a special need for confidentiality;
  - f. The case involves an alleged Title IX violation.
5. All decisions on appeal are final.

## **VIII. Violations of a Special Nature**

It is the intention of Regis to create policies for the protection and well-being of the community. However, at certain times, situations of a special nature arise that may require investigation and administrative action beyond that which is specified in the Student Handbook. Depending on the nature of the incident, the investigation and hearing may be removed from the traditional student conduct system and the Dean of Students will have the sole and unreviewable discretion to conduct hearings and impose sanctions as they may deem appropriate.

## **IX. Suspension Pending Investigation**

In cases of serious misconduct, the Dean of Students or their designee may impose a Suspension of a student pending further investigation or until further notice ("Suspension Pending Investigation"). During this time, the student is prohibited from being on campus or being involved in student events. The Associate Vice President of Student Affairs may take this action where there are allegations of serious misconduct and/or it appears that the student's continued presence on campus may present unreasonable risk of danger to themselves and/or the community. A student so sanctioned must leave campus immediately pending further notice.

A Suspension Pending Investigation shall remain in place until a hearing or other student conduct processes occur. Upon review, the Administrative Hearing Officer may decide to render a decision without conducting a hearing, in the interest of the safety and welfare of the campus community.

## **X. Administrative Evaluation**

If it is determined by the administration that a student's behavior indicates that they lacks the capacity to understand the nature of the charges against them, respond to those charges, participate in the student conduct process, or if they poses a danger to self or others, the case will be referred to the Dean of Students, who will schedule an evaluation of the student by appropriate medical or mental health care professionals on or off campus.

The Dean of Students will convene an evaluation team (Regis's mental health services and other administrators involved in the situation) to determine the best course of action for the student, whether the student should remain at Regis, and if so, under what conditions.

In situations where it is believed that a student's behavior or threatened behavior poses a danger of causing imminent harm to others, the Dean of Students may issue an immediate Suspension.

# IV. STUDENT AFFAIRS OFFICES AND PROCESSES

## DIVISION OF STUDENT AFFAIRS AND ENROLLMENT

The Office of Student Affairs is committed to empowering students to grow academically, spiritually, and socially in a community that promotes service to others, universal respect, and unity through diversity in keeping with the values of the Sisters of St. Joseph of Boston. In college wide collaboration, we provide numerous leadership and learning opportunities, both locally and globally.

### Guiding Principles

Guided by the values of the Sisters of St. Joseph of Boston and best practices in higher education, we will move forward the mission of Regis by strengthening and sustaining the undergraduate college. As a Division, we are:

- Inspired by the Regis mission and core values of the Sisters of St. Joseph of Boston:
  - Gracious hospitality
  - Love and service of the Dear Neighbor without distinction
  - Peaceful resolution of conflict
  - Care for all God's creation
- Student-centered and focused on creating a transformative student experience
- Forward-thinking and strategic scholar-practitioners
- Committed to innovation, assessment, and reflective practice
- Collaborative, enthusiastic, competitive, and collegial

### Learning Domains and Student Learning Outcomes (SLOs)

In order to assess our student-focused programs and practices, the Division of Student Affairs and Enrollment identified four critical areas (Learning Domains) that connect our work to the institutional educational goals and learning outcomes. The following Learning Domains should serve as the priority areas when developing any department-level and program-specific Student Learning Outcomes.

#### ***Co-Curricular Learning and Critical Thinking***

Students who participate in SAE programs will use interactions and experiences outside of the classroom to promote intellectual growth and be able articulate the connections between their personal exploration, co-curricular experiences, and their Regis education.

#### ***Relationship Building and Healthy Living***

Students who participate in SAE programs will be able to engage in conversations and activities that encourage and facilitate identification of healthy relationships and construct lifestyles that are congruent with self-care, including physical, emotional, intellectual, social, and spiritual wellness.

#### ***Service to the Dear Neighbor***

Students who participate in SAE programs will demonstrate an understanding of and commitment to social justice and civic engagement by participating in positive social change through: personal leadership; service; and social responsibility; and by reflecting on the connection to the charism of the Sisters of Saint Joseph.

#### ***Student Formation***

Students who participate in SAE programs will develop a wide range of skills and competencies that may be integrated into everyday life and the ability to manage one's own identity formation, allowing students to create personal short and long term goals.

### Peaceful Demonstrations and Expressions of Civil Discourse

As an institution rooted in the values of the Congregation of the Sisters of St. Joseph of Boston, Regis values a community of diverse ideas and civic engagement towards the pursuit of truth. Students are encouraged to participate in peaceful dialogue in many forms, but such participation is expected to respect the inherent dignity of all people, be civil, and free from intimidation, harassment and violence of any kind.

While the campus is open to the free exchange of ideas, Regis may limit the time, place, and/or manner of a demonstration, protest, event, or gathering (an "Event"). In general, Regis will impose time, place, and/or manner restrictions on Events that may:

1. Result in the defacement or destruction of property owned or leased by Regis
2. Deny or infringe upon the rights or result in harassment of other students, faculty, staff, or guests of the Regis community.
3. Disrupt or interfere (by volume, number of participants or banners, placards, leaflets or other types of written message) with Regis 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 Regis.
4. Obstruct pedestrian movement or vehicular traffic on the campus or Regis property owned or leased off campus.
5. Deny or obstruct use of offices or any facilities used by students, faculty, staff or guests.
6. Obstruct study period such as quiet hours or final exams.



7. Take place in any area that serves as a place of worship (Chapel, Peace Room, Grotto) or that works to protect student confidentiality (Health Services).
8. Interfere with a student's academic requirements and standing.

In addition, Regis may impose time, place, and/or manner restrictions on an Event in order to address safety and/or security concerns. If Regis reasonably believes that safety or security concerns cannot be appropriately mitigated by time, place, and/or manner restrictions, then Regis may cancel an Event or refuse to allow an Event to occur on campus. Under no circumstances may an Event create a danger, safety, or security concern on the Regis campus or to any person on the Regis campus.

Regis will apply time, place, and/or manner restrictions without regard to the content of the view(s) being expressed by the participant(s) or speaker(s).

Regis will consider any violation of this policy as a violation of the Student Code of Conduct subject to action under the Regis Student Conduct system.

## Regis Student Demonstration Registration

Demonstrations, protests, and other expressions of civil discourse on the Regis campus may only be led by members of the Regis community. Any Regis community member planning to host an organized demonstration, protest, or other event must notify the Dean of Students at least three business days in advance of the event. If an event is time-dependent and needs to be scheduled in less than three (3) business days, students may request an expedited registration from the Dean of Students in advance. At minimum, students must inform Regis of the event's time, date, location, the educational purpose of the event, the format of the event, and the expected number of participants. Advance registration helps ensure the event is peaceful, safe and constructive. The Dean of Students or their designee will contact the student organizers to discuss the event and any relevant time, place, and/or manner restrictions. Following this meeting, the Dean of Students will approve or deny the event in writing.

## CENTER FOR GLOBAL CONNECTIONS

### Mission

The Center for Global Connections (CGC) advocates for an environment in which all members of the campus have an understanding of and an appreciation for an intercultural worldview. The CGC sustains this mission through cultural, educational, and social programming. Honoring the tenets of the Sisters of Saint Joseph (CSJ), Global Connections welcomes all members of the global community without distinction into the Regis community.

### International Student Support Services

The CGC provides members of the international community at Regis with resources that enable them to achieve their academic and co-curricular goals. Supporting our international community members and their families in all dimensions of the Regis student experience is one of the core functions of the CGC.

International students are required by United States law to abide by immigration regulations throughout their stay in the US and are admitted to the US for the sole purpose of being full-time students. It is the responsibility of the student and not the College to know and abide by all immigration rules and to maintain legal student status. The institution must report updated information and violations of student status to the government via an electronic tracking system (SEVIS) within 21 days of the violation. Therefore, knowing these rules is absolutely vital to your ability to remain in the United States and to complete your academic program.

### Maintaining Status

In order to maintain status, a student must:

- Remain a full-time student every fall and spring semester. To be considered full time, undergraduate students must register for at least 12 credits, and graduate students must register for 9.
- Keep all documents valid. This includes:
  - I-20 (the dates and major should always be up-to-date and accurate)
  - Passport/Visa
  - I-94 Card (given electronically upon arrival to the United States)
- Report to the designated school official before travelling abroad, who will sign page 3 of your I-20 for travel at least 2 weeks prior to traveling.
- Inform the designated school official within 10 days of any changes in personal information. This includes:
  - Address
  - Name
  - Citizenship
  - Major
- File the proper paperwork with the designated school Official should the student decide to study abroad, take a leave of

- absence, withdraw, graduate early, or transfer to another institution.
- Not work without authorization. International students are only permitted to work outside the College with special permission from either the designated school official or the U.S. Citizenship and Immigration Services (USCIS).
- File income taxes for each year income is earned from U.S. sources.

### **F-1 International Student Orientation**

Regis requires all new international students to complete the online orientation modules and to attend the International Student Orientation where they receive and review the above information. Each student is required to sign the International Student Responsibilities Contract.

For additional information, international students are encouraged to reference the Study in the States website or to visit the Center for Global Connections.

### **Education Abroad**

Regis College education abroad experiences can be tailored to individual comfort levels so students get exactly what they want from the experience. The amount of time spent overseas could range from a week during Spring Break, a few weeks in the summer to an entire semester. Students can choose to live with host families, among foreign students, or surrounded by other Americans. A number of programs are offered and scholarships and financial aid may also be available. Regis College may grant credit to students who are admitted to established programs conducted by other American colleges or through Education Abroad Third Party Partners such as API, ISA, or AIFS. Students interested in education abroad programming should contact the Center for Global Connections early in the process so that they can receive information on eligibility and application procedures. The CGC is located in College Hall 207

## **CENTER FOR HEALTH AND WELLNESS**

### **HEALTH SERVICES**

#### **Mission**

Regis Community Health Services promotes health and wellness for the Regis community by supporting the physical, emotional and social wellbeing of our patients by providing high quality, culturally sensitive, cost effective, efficient care.

#### **Services**

Regis Community Health Services is open and available to treat students enrolled in Regis coursework. Our clinic's mission is to provide the Regis community with the finest professional care in a courteous and safe atmosphere with the convenience of on-site, urgent and routine health care. Appointments are required and we will bill your health insurance for your visit. Telehealth visits are now available for some appointment needs.

Conditions treated at Health Services include:

- Sore throats, coughs, earaches, cold and flu
- Eye infections, irritations or injuries
- Asthma, bronchitis and pneumonia
- Vomiting and diarrhea
- Wounds, dressing changes, suture removal
- Minor sprains or strains
- Muscle aches or pains
- Urinary issues
- Routine gynecological exams
- Women's and men's health issues
- Other minor illnesses or injuries
- Immunizations
- Flu vaccine
- Physical exams (work, school, sports, camp, clearance)
- Blood pressure checks
- Chronic illness management
- Health maintenance

With respect to students, faculty and staff insured by a health maintenance organization (HMO) or point-of-service plan which require a primary care provider (PCP), referrals must be obtained for care at Health Services. Your insurance may require prior authorizations or referrals for services to be covered. When scheduling an appointment, patients will be reminded of this requirement and asked to call their PCP for a referral prior to their appointment at Health Services.

The staff at the Center for Health and Wellness maintains confidentiality of all private communications in accordance with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and upholds a policy of strict confidentiality for all medical and counseling records. Health Services does not disclose any health information without the patient's written consent.

For emergency treatment, patients are transported to Newton Wellesley Hospital Emergency Department. For non-emergent urgent care after clinic hours, patients are advised to seek care at American Family Care (AFC), Waltham Urgent Care Center, or Newton Wellesley Hospital. Contact information and directions are posted on the Regis Community Health Services website.

All enrolled Regis College students who study on the Weston Campus, or at remote locations (Regis North, LMRC and Brigham), are welcome to utilize our confidential counseling center by visiting the Center for Health and Wellness. All students are offered twelve free sessions of counseling each academic year. Sessions after the first twelve are provided at the counselor's discretion based on clinical necessity. Mental Health professionals are on campus daily (Monday through Friday) and services are available year-round. Students located in Massachusetts can choose to have video counseling sessions if clinically appropriate. We offer individual counseling, consultations, mental health assessments, substance abuse assessments and counseling, medication evaluation and management, coordination with outside professionals, referrals to off-campus services, wellness groups, and workshops. Counselors help students deal with present concerns, such as academic pressure or homesickness, gain perspective on their lives, gain tools to deal with the adjustment to living independently, or to deal with specific issues that have been discovered in previous therapy or counseling situations. With regard to confidentiality, all information in a student's counseling record is protected by HIPAA. Information is released only with the student's written permission, except as required by law or in a life-threatening situation.

## **REGIS COLLEGE COUNSELING CENTER**

All enrolled Regis College students who study on the Weston Campus, or at remote locations (Regis North, LMRC and Brigham), are welcome to utilize our confidential counseling center by visiting the Center for Health and Wellness. All students are offered twelve free sessions of counseling each academic year. Sessions after the first twelve are provided at the counselor's discretion based on clinical necessity. Mental Health professionals are on campus daily (Monday through Friday) and services are available year-round. Students located in Massachusetts can choose to have video counseling sessions if clinically appropriate. We offer individual counseling, consultations, mental health assessments, substance abuse assessments and counseling, medication evaluation and management, coordination with outside professionals, referrals to off-campus services, wellness groups, and workshops. Counselors help students deal with present concerns, such as academic pressure or homesickness, gain perspective on their lives, gain tools to deal with the adjustment to living independently, or to deal with specific issues that have been discovered in previous therapy or counseling situations. With regard to confidentiality, all information in a student's counseling record is protected by HIPAA. Information is released only with the student's written permission, except as required by law or in a life-threatening situation.

### After Hours Counseling

All Regis students, including fully online (certificate and degree) students, can utilize our Student Assistance Program through AllOne Health. This service offers instant access to a mental health professional, day or night. Students can access free phone counseling for "in the moment" support" by calling the Student Assistance Program at 1-800-756-3124.

### Referral Service for Free Private Counseling

All Regis students, including fully online (certificate and degree) students, can call the Student Assistance Program through AllOne Health 1-800-756-3124 to be referred to a counselor in their area for six free counseling sessions.

## **Student Assistance Program (AllOne Health)**

### After Hours Counseling

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## **CENTER FOR MINISTRY AND SERVICE**

### **Mission**

The primary focus of the Center for Ministry and Service at Regis College is to offer pastoral care and support for the Regis community. In addition, we foster and develop the spiritual life of students, faculty and staff. Enriched by the Catholic Intellectual Tradition upon which the college is founded, we seek to know and love God, by loving and serving our neighbor.

Rooted in the tradition and values of the Sisters of St. Joseph of Boston, the Center for Ministry and Service is invested in the spiritual development of all students. We offer opportunities to serve the Dear Neighbor in the local community, as well as nationally and internationally. We offer prayer experiences, retreats and weekly Catholic Mass to nourish the soul.

Centrally located in the first floor of St. Joseph Hall, Room 4, the Center for Ministry and Service welcomes students of all faiths, of no particular faith tradition, as well as students seeking spirituality in their lives. At CMS, all are welcome!

For more information, email Dan Leahy, Director, at [daniel.leahy@regiscollege.edu](mailto:daniel.leahy@regiscollege.edu), or call 781-768-7559.

## CENTER FOR STUDENT ENGAGEMENT

### Mission

The Center for Student Engagement provides co-curricular and multicultural learning opportunities for undergraduate and graduate students that foster and recognize leadership, service, diversity, and education as outlined by the Sisters of Saint Joseph of Boston. We encourage student involvement in all facets of student life, beginning with their orientation experience and culminating with their commencement. We do this by following the Student Affairs and Enrollment learning objectives of Co-Curricular Learning and Critical Thinking, Relationship Building and Healthy Living, Service to the Dear Neighbor, and Student Formation.

### Student Organizations

Any student actively enrolled in a degree granting program at Regis College is eligible to participate in student organizations. Non-degree seeking students or non-Regis affiliated individuals may be allowed to participate with approval from the Director of the Center for Student Engagement, or their designee.

Listed below are just some of the ways for students to become involved in the Regis community. If you are interested in joining a club, stop by the Center for Student Engagement.

#### Clubs and organizations

Active Minds	Multicultural Student Association
African Student Association	Nostalgia Fashion Association
American Medical School Association	Orientation Staff
American Sign Language	Pride of Christ
Best Buddies	Pride Guides
Black Student Union (BSU)	Regis All Seasons Society
Class Councils	Serving the Dear Neighbor
Dance Company	Social Work Club
Gay Straight Alliance (GSA)	Student Athlete Advisory Committee (SAAC)
Glee Singers	Student Business Association
Graduate Student Nursing Association	Student Government Association (SGA)
Haitian American Student Association	Student Nursing Association (SNA)
"Hemetera" (Literary Magazine)	Students of Caribbean Ancestry (SOCA)
Intramurals	Student Occupational Therapy Association (SOTA)
Latin American Student Organization (LASO)	Theatre Club
Medical Imaging Club	Video Game Club
Mount Regis (Yearbook)	Your Story International

## REGIS ACTIVITY POLICIES

### I. Recognition of Regis Student Organizations

All Regis student organizations and activities must abide by and honor the mission, objectives, and philosophies of Regis. The Director of the Center for Student Engagement may grant or withdraw recognition from any student organization. This recognition may enable organizations to apply for the following:

- Use of Regis facilities
- Funding by the Student Government Association, and/or
- Use of the Regis name as part of the organization's name

All organizations must register each year for recognition through the Center for Student Engagement and the Student Government Association. Such registration must include:

- List of officers with resumes and transcripts

- List of a minimum of ten active members
- Group Registration Form
- Faculty/staff advisor signature
- Constitution and mission statement

Subsequently, organizations may, but are not required to, apply for funding through the Student Government Association. Any organization submitting a funding request must abide by Student Government Association policies for access to, and use of, such funding. The Treasurer or other designated representative from each organization must attend mandatory meetings when called by the Student Government Association Treasurer. Failure to attend such meetings may result in the revocation or freezing of organization funds.

Students wishing to form new student organizations must present their proposals to the Student Government Association. After review, the Student Government Association submits recommendations to the Director of the Center for Student Engagement. Recognition may be granted according to standards reasonable and sufficient to the Director of the Center for Student Engagement. A proposal for student group formation includes:

Application for recognition using the materials required for group registration;

- A listing of group members in good academic and conduct standing totaling at least 10;
- A slate of officers with a minimum 2.5 GPA who assume the full responsibility of the conduct of the organization, who have a relationship with the College either by enrollment or employment and fulfill the requirements of executive membership. At minimum each organization must have an executive officer (usually the President), a financial officer, and a SGA Representative;
- A constitution and a written statement of purpose which honors and is consistent with the mission of Regis;
- The name and agreement of a faculty or staff advisor to oversee the organization.

Groups in the process of organizing and soliciting membership may apply for and receive a temporary authorization to use Regis facilities from the Director of the Center for Student Engagement, or their designee.

Recognition may be withdrawn or denied when:

The organization does not meet the criteria described above, or if activities are not conducive to the usual conduct of life at a private Catholic institution for men/women, due to:

- The group's advocacy of views directed toward inciting or producing disrespect, hatred, or intolerance of the university community;
- The group's failure to show a willingness to comply with reasonable institutional regulations;
- The group's failure to provide the college with the minimum two activities per semester as outlined in the Student Government Constitution;
- Any apparent contradiction of the learning and living principles of Regis;
- The organization's engaging in any unlawful, disruptive, or harassing activities or behavior, and/or
- Inactivity for two consecutive semesters.

Listings of current recognized groups will be maintained in the Center for Student Engagement.

## II. EVENTS

Clubs and organizations recognized by the Student Government Association and the Office of Student Engagement are permitted to host events on campus. Organizations must adhere to the policies set forth in the Club Manual. Individual students must adhere to the policies below for events.

### A. Contracts

The Center for Student Engagement maintains a substantial file of information on professional talent, is a subscriber to a computerized college and university entertainment service, and has a library of materials relating to contract negotiations and specifications. Students cannot hire acts, negotiate or sign contracts for Regis College. All contracts must be submitted to the Center for Student Engagement and at least three weeks prior to the intended performance to ensure payment.

### B. Guests at Events

Students are responsible for their guests on campus at all times. In case of problems on campus involving students' guest(s), students are held financially and disciplinarily accountable and may face disciplinary sanctioning for the behavior of their guests. Please refer to the Guest Policy in the Code of Conduct for more information regarding guests at campus events.

### C. Student Bus Process

At various times, members of the Regis community will contract buses for a variety of reasons. These include:

- Transporting guests and visitors to campus.

- Transporting faculty, staff or guests to off campus events.
- Providing a service to the institution, educational resources, media resources, etc.

The Center for Student Engagement requires adherence to the following process in order to support these larger vehicles on campus.

The person who organized the bus service and is acting as the point of contact must email the Center for Student Engagement at [student.programming@regiscollege.edu](mailto:student.programming@regiscollege.edu) at least five (5) business days prior to the expected arrival date. We ask that the email contain the following information:

- Name of the point of contact
- Phone number(s) of the point of contact
- Name of the department or organization sponsoring the bus
- Expected arrival date and time, length of time on campus and purpose for being on campus
- Type of bus/ buses and approximate size(s)
- Any additional services required such as specific parking locations, electrical power, space reserved around the vehicle, etc.

The Director of the Center for Student Engagement will respond via e-mail within 48 hours to confirm authorization and provide further information.

"Party Buses" are specifically prohibited from coming on campus at any time. If a student or organization is found to be involved, in any way, in bringing a "party bus" to campus, the situation will be documented and considered a "Student Code of Conduct" violation. The Center for Student Engagement will then refer the incident to the Chief Conduct Officer for further action.

#### **D. Student Use of Campus Spaces for Social Gatherings**

Students may reserve the Lower Student Center for social gatherings. Those individuals must follow the guidelines below:

- Student must receive permission from the Director of Center for Student Engagement no less than 3 business days in advance
- No more than 75 students may gather during the event. Should more than 75 students gather, it then becomes considered a party and will be shut down by either the Center for Student Engagement or Campus Police
- The gathering must end by 12 a.m.
- Lights must remain on at all times
- Students may not promote the social gathering via social media
- Volume level of any music will be controlled by the Center for Student Engagement
- No alcohol is permitted
- No smoke machines or candles may be used
- Monitoring will occur by the Welcome Center Staff and the Professional Staff on Call.
- Campus Police and the On Call staff reserve the right to shut down the event for any reason they deem appropriate

***Failure to comply with the provisions of these guidelines will result in the loss of campus space privileges for future social gatherings for one full calendar year.***

#### **E. Tabling**

Tables set up outside of the Main Dining Hall in the Student Center are available for use by any recognized club or organization. The request must be submitted through the [Event Proposal Form](#), with final approval from the Center for Student Engagement. Any other individual or group wishing to utilize the tables outside of the Main Dining Hall must submit the [Table Request Form](#) for approval from the Director of the Center for Student Engagement.

### **III. ADVERTISING**

Any individual, club, or organization wishing to advertise an event must adhere to the following procedures:

#### **A. On-Campus Posting**

- There are 8 designated posting locations located in main campus buildings that clubs and organizations may use for flyers. Additionally, a club or organization may bring extra flyers for the residence halls.
- All flyers must come to the Center for Student Engagement for approval. Authorization must include stamped approval of each individual posting. All flyers will be posted by staff from Residence Life or the Center for Student Engagement. Any flyer that is posted without authorization will be immediately removed and the club or organization may incur a fine.
- All notices and posters must be authorized 72 hour priors to posting.
- In an emergency situation when an item must be posted immediately, a representative of the club or organization must contact the Center for Student Engagement relaying all information on the item to posted.
- Student organizations must take responsibility for creating and copying all postings.

- Student organizations may not post on the glass entryways to any building, the second floor of College Hall, or any other area deemed restricted by the Center for Student Engagement.
- Only masking tape and/or clear tape may be used. No glues, Velcro, double sided tape, or other adhesives may be used.
- Residence Halls: Any student group wishing to advertise door to door must receive approval by both the Center for Student Engagement and the Office of Residence Life. No individual may solicit door to door in the residence halls.

## **B. Digital Signage**

- The Center for Student Engagement encourages all clubs and organizations to utilize the various digital signage throughout the campus in lieu of paper postings.
- The club or organization must send a digital copy in .jpeg form to the Center for Student Engagement no less than 72 hours prior to posting for approval.
- The Center for Student Engagement will ensure that the flyer is posted to digital signage in a timely manner.

## **C. Off-Campus Posting**

- Off campus posting is prohibited for any Regis student organization or event, unless appealed to the Center for Student Engagement. In order for an off-campus posting request to be considered, the individual, club or organization must:
- Receive approval from the Center for Student Engagement. Receive approval from the off-campus location (for example, the Office of Student Affairs at a local college). Regis student activities may only be posted at area colleges. Posting in other public areas—MBTA, dance clubs—is strictly prohibited.
- A list of off campus posting (Colleges and Universities) must be submitted to the Center for Student Engagement before they can post advertisements.

## **D. Posting Online**

Student groups may use limited social media posting as a way to promote their organization and events, provided that these forums are directed specifically towards Regis community. Any material posted on any website or public forum is subject to review by the Office of Student Affairs and the Center for Student Engagement. Any graphics that are posted online must be approved in advance and be consistent with the posting policy of the college.

## **E. Use of Mailboxes and Distribution of Literature**

Distribution of literature or publicity materials through the mailboxes is limited to recognized student organizations and must be approved by the Center for Student Engagement.

## **F. Name of the University**

No group of students shall use the name of the institution in outside activities, thereby representing Regis, unless approved and authorized by the Office of Student Affairs. The name of the institution may not be used for unauthorized commercial purposes.

## **G. Violations**

Any of the following violations result in immediate removal of the item posted:

- Items placed on doors, glass entryways of residence halls, walls, ceilings or any area not designated for such use.
- Items overlapping other items that cover other important information.
- Items that are inappropriate in design or wording.
- Any posted item not exhibiting approval of Center for Student Engagement may be removed.
- Items posted using unapproved adhesives.

Any violation of the posting policy may be addressed by Student Government Action Standing Committee and/or the Office of Student Affairs, and may include penalties or consequences as determined by either of these bodies. Sanctions include fines, removal of the posting, and potential suspension of the student group's activities.

Note: The Center for Student Engagement reserve the right to refuse approval of items to be posted by an individual, club, or organization. Student groups that post items illegally, abuse the posting policy or that misuse the Activities Stamps will be subject to disciplinary sanctioning, including but not limited to fines, group probationary status, and loss of posting privileges. Illegal posting is considered a violation of the Regis Vandalism Policy.

## **IV. Fundraisers**

All student organizations must get written approval from the Director of Center for Student Engagement prior to conducting any fundraiser, including raffles or sales of any kind.

### **A. Bake Sales on Campus**

To insure the safety of all members of its community, the institution regulates the sale of food on campus outside of its contracted food service provider. Only events which are fundraisers for charities or student organization activities are

permitted to sell food on campus. No student may sell food products on campus for personal profit. All fundraisers involving food must receive prior approval from the Center for Student Engagement. This policy may also be applied to non-fundraising events in which homemade food is prepared.

This policy does not apply to personal celebrations and events, such as a group dinner not open to the entire Regis community or outside guests.

#### **Special Considerations for Student Prepared Foods**

- Only foods that are not potentially hazardous may be sold or provided.
- No student-prepared foods that require constant heat or refrigeration may be offered.
- Foods must be prepared in a dorm kitchenette or other kitchen facility on campus
- All ingredients must be listed (or available) for each food product.
- If food has nuts in it, or if it is prepared in conjunction with other foods that have nuts in them, nut warnings must be provided on all the foods, whether they have nuts in them or not. Allergen warnings must be provided on all foods with potential allergens.

### **B. Sales on Campus**

Any salesperson who wishes to solicit on campus must have written approval from the Office of Student Affairs.

### **V. Conduct Process for Student Organizations**

In the case of violation of the club policies listed above, the organization may face consequences including but not limited to temporary loss of funding, suspension, or recognition removal. In the case of an on-campus violation of policy or an off-campus citation by individuals or groups of students that have violated the student Code of Conduct, the student organization is subject to referral to the Chief Conduct Officer or the Conduct Hearing Board. The student organization retains the same rights as an individual student in the Student Conduct System.

## **COMMUTER STUDENT SERVICES**

The Office of Student Affairs, the Office of Residence Life, and the Center for Student Engagement serve as resources for commuter students. The Center for Student Engagement is the office with whom commuter students can share ideas, needs, concerns and suggestions. The following services are available for commuter students:

### **Charging Stations**

For students needing to recharge their personal devices, charging stations are located in high-traffic areas of campus, including College Hall, the library, and the Student Center.

### **Dining**

Commuter students can [purchase a meal plan](#) to gain access to the meals in the Main Dining Hall. Additionally, all commuter students, regardless of whether they have a meal plan or not, are welcomed and encouraged to utilize the Main Dining Hall seating areas. There is also a microwave and refrigerator available to use in the lounge adjacent to the College Hall Foyer.

### **Lockers**

Lockers are available in the lower level of College Hall and the Student Center. Interested commuters can reserve a locker in the Office of Student Affairs.

### **Mailboxes**

Mailboxes are assigned to all full-time commuters upon registration. Information about mailboxes can be obtained at centralized check-in (CCI) or at the Regis Post Office (located in the Lower Student Center).

### **Parking**

All commuters who drive to campus must obtain a parking sticker in the Office of Campus Police. For further information on Regis parking policies and protocols, please visit the [Campus Police website](#).

### **SPIKE Page**

A dedicated [Commuter SPIKE page](#) is available for commuters with information about study spaces, how to best navigate SPIKE, MBTA information, and other general services.

## **INTERCOLLEGIATE ATHLETICS**

### **Varsity Athletic Teams**

As a member of the Great Northeast Athletic Conference, Regis fields varsity intercollegiate athletic teams in the following sports: Fall –Field Hockey, Women’s Volleyball, Women’s Soccer, Men’s Soccer, and Men’s and Women’s Cross Country; Winter – Men’s



Swimming, Women's Swimming, Men's Basketball, Women's Basketball, Men's and Women's Indoor Track and Field, and Men's Volleyball; Spring – Men's Lacrosse, Women's Lacrosse, Softball, and Outdoor Track and Field. Regis College is a member of the NCAA (Division III) and therefore must adhere to the Association's rules regarding conduct of competition, athlete recruitment, and eligibility.

### **REGIS COLLEGE ATHLETICS MISSION STATEMENT**

The Department of Athletics emphasizes academic excellence, commitment to service, competition on the national level and the principles of good sportsmanship. In keeping with the goals of Regis College, the Sisters of St. Joseph and Division III of the NCAA, Regis College Athletics joins tradition with innovation to provide a positive, well-balanced and competitive athletic experience for our male and female student-athletes. We expect our student athletes will grow and develop into responsible, ethical, global citizens. We believe that after graduation, our athletic alumni/ae will make a successful and positive impact upon our increasingly diverse and evolving world.

In support of the above mission, we espouse the following core values:

1. To act with respect, honesty and integrity in all endeavors.
2. To provide opportunities to serve others locally, nationally and globally.
3. To encourage the discovery of passion for wellness and sport through broad-based programming.
4. To promote relationships among students, faculty, staff, alumni/ae and friends of the college through diverse activities.
5. To provide a challenging experience that promotes personal growth and develops lifelong skills.

### **EXCERPT FROM THE REGIS COLLEGE STUDENT ATHLETE HANDBOOK**

As per Bylaw 14.1.3.1 and 30.12 in order to compete in NCAA competitions, student-athletes must sign the NCAA Student-Athlete Statement and NCAA Drug Testing Consent Forms. Please note that within the NCAA Student-Athlete Statement you are also consenting to disclose your educational records to authorized representatives of Regis College, the NECC, and the NCAA. Authorized representatives include coaches, Administrative Personnel, Faculty and Conference Commissioner. Specific educational records are outlined on Part II of NCAA Form 04.3C; the Student-Athlete Statement- Division III.

### **STUDENT ATHLETE CODE OF ETHICS**

As a member institution of the NCAA, and the Great Northeast Athletic Conference (GNAC), Regis has adopted the following code of ethics that reflects the importance that those organizations place on sportsmanship. This code of ethics is to be adhered to by the institution, its coaches, and its athletes.

Regis College and the GNAC provide experiences and opportunities for student-athletes to develop socially acceptable and personally fulfilling values and characteristics. Through its competitions, Regis College and the GNAC hope to provide opportunities to make value judgments and develop social relationships, which will help to determine desirable behavior and personal qualities. Integration of athletics, academics, and accomplishments will provide each institution and our athletic participants a rewarding experience.

Specifically, each student should:

1. Recognize the uniqueness and worth of each individual and help them to build confidence, exhibit cooperation and make a contribution to themselves and others around them.
2. Have pride in being a good example in appearance, conduct, language, and sportsmanship.
3. Emphasize the proper ideals of sportsmanship, ethical conduct, and fair play.
4. Demonstrate and instill a respect for, and courtesy towards, opposing teams, players, coaches, fans and officials.
5. Exhibit and develop in our programs, an ability to accept defeat or victory gracefully without undue emotion.
6. Play each contest within the spirit of the game and the letter of the rules. Work towards eliminating all possibilities, which tend to destroy the best values of the game.

For more information about participating in intercollegiate athletics, please contact Pamela Roecker, Dean of Athletics at [pamela.roecker@regiscollege.edu](mailto:pamela.roecker@regiscollege.edu). A copy of the full student-athlete handbook can be accessed via our website at [www.goregispride.com](http://www.goregispride.com)

### **SPORTS AND FITNESS**

#### **Athletic Facility**

The athletic facility features a regulation 25-yard swimming pool with an outdoor patio; sauna (in the women's locker room); a gymnasium that can be used for basketball, tennis and volleyball; a lounge and athletic offices; athletic training room; a dance studio; the Mary Carr Simeone Fitness Center with cardiovascular machines, selectorized weight training equipment and free weights.

#### **Hours**

\*Please note, we anticipate many changes to the facility hours during the 2020-2021 academic year.\*

Typically the facility is open during the following hours:

Monday – Thursday 7:00 a.m. to 12 midnight

Friday 7:00 a.m. to 7:00 p.m.

Saturday and Sunday 10:00 a.m. to 5:00 p.m.

Facility hours change during College vacation periods, on holidays, during the summer, and when events are scheduled, e.g., varsity

team practices, games and matches. Hours may also change due to unforeseen maintenance or repairs. Please consult the brochures available in the Athletic Facility and at the Regis College web site for open swimming times and hours of availability of the Mary Carr Simeone Fitness Center. Daily updates for pool and fitness center hours are also available by calling the Athletic Complex Hotline at 781.768.7141.

### **Regulations**

1. Failure to observe the rules and regulations as posted and written may lead to loss of facility use privileges.
2. Students, as well as their guests, assume responsibility for injury and the loss or damage to their personal property while in the Regis College Athletic Facility.
3. Children under the age of 12 must be accompanied by an adult while using the athletic facilities. Users of the Mary Carr Simeone Fitness Center must be 16 or older.
4. Smoking and alcoholic beverages are not allowed in the athletic facility.
5. No street shoes, black-soled running or turf shoes are allowed on any of the playing surfaces or courts of the building or on the pool deck.
6. Bathing suits are required in the pool and Jacuzzi (no gym shorts, running shorts or cutoff jeans). A bathing suit or towel is required in the sauna.
7. All equipment must be used properly, that is, for its intended purpose.

### **Outdoor Facilities**

A synthetic turf field, 8-lane track, 6 tennis courts and softball complex are located across the parking lot from the athletic facility. Use is on a first-come, first-serve basis. However, classes, intramurals and intercollegiate athletics take precedence. A basketball hoop is located outside of the Lower Student Center.

### **Fitness, Intramurals & Recreation**

A schedule of fitness activities is available at the front desk in the athletic facility. The intramural program includes a variety of team and individual sports such as: basketball, flag football, soccer, and volleyball. Times for open recreation are available in all areas on a daily basis. For more information about intramurals, please contact the Center for Student Engagement.

## **LORRIANE TEGAN LEARNING COMMONS**

The Lorraine Tegan Learning Commons is home to a variety of resources for students, including the Finucane and O'Sullivan Institute for Learning, Academic Advising, the Office of Student Accessibility Services, and the library.

### **THE FINUCANE AND O'SULLIVAN INSTITUTE FOR LEARNING**

Located on the second floor of the Tegan Learning Commons, the Finucane and O'Sullivan Institute for Learning provides an active, comfortable space for students to discover, create, and collaborate with peers, academic coaches, tutors, campus staff, and faculty. The space has been designed to inspire students to find their motivation, be productive at setting and achieving goals, and work toward academic success.

The Finucane and O'Sullivan Institute for Learning is open for student use during regular Tegan Learning Commons hours. Professional coaching staff and undergraduate peer tutors are available Monday through Friday between 9:00 AM and 6:00 PM, and several faculty hold office hours at the Institute for Learning throughout the week. Students are also encouraged to use the tables, whiteboards, and reference materials to study individually or in groups.

In coordination with faculty and staff across Regis, Institute for Learning staff work collaboratively to serve undergraduate and graduate students enrolled in both online and on-the-ground programs. Services are available to students in accordance with their degree level and program modality, with face-to-face and virtual appointments (email, phone, Brainfuse, and Zoom) offered for Weston-based programs, and virtual appointments offered for non-Weston based programs.

### **Student Support Coaching**

Student support coaching for undergraduate students is designed as part of a holistic approach to student development. Coaches partner with students throughout their time at Regis to answer questions related to transitioning to college, setting and achieving goals, identifying strengths, and developing strategies for finding success.

Student support coaches also work regularly with Regis faculty and staff to design learning communities, workshops, and study groups that intentionally support targeted student learning outcomes.

Student support coaching is available to all students who wish to make an appointment:

- First-year and undergraduate transfer students are assigned a student support coach upon enrollment at Regis, and their coach will be linked with them throughout their undergraduate experience.
- Post-baccalaureate and graduate students, who are enrolled in Weston-based programs, are welcome to email an academic coaching request to [instituteforlearning@regiscollege.edu](mailto:instituteforlearning@regiscollege.edu) and a staff member will arrange a meeting with them.
- Regis North students are encouraged to schedule virtual student support coaching according to the appointment schedule that is published and distributed to students each semester.

- Student support coaching for Regis Online graduate students is program-specific, and students should contact their academic advisor or program director for more information.

## Tutoring

### Center for the Study and Teaching of Writing:

Undergraduate students are welcome to meet with peer writing and content tutors at the Institute for Learning, Monday through Friday. Tutoring appointments can be made by filling out a tutor request form that is found on Regis Resources: <https://regiscollege2.sharepoint.com/sites/regis-resources/SitePages/Tutoring.aspx>.

Writing and content tutoring is available for many of our introductory and intermediate level courses in the School of Arts and Sciences, Young School of Nursing, School of Health Sciences, and the Sloane School of Business and Communication.

Additionally, all Regis students are encouraged to log into Brainfuse to access online professional tutors 24 hours a day 7 days a week. Brainfuse offers tutoring across a variety of subjects, including several nursing topics, career coaching, and research support. Students can work live with tutors using whiteboard and chat features, or audio and video chat features for select courses. In addition, students can submit papers and offline questions to tutors who will respond within 24 hours.

## LIBRARY

### I. Facilities

The Regis Library facilitates access to a well-balanced collection of books, eBooks, periodicals, microforms, electronic indexes, and full text online databases. The Regis Library has over 100,000 print books, over 647,000 online academic e-books and 55 databases. As a member of the Minuteman Library Network, Regis students may borrow from over six million items via our book delivery service. These collections may be searched using the Library's online Minuteman catalog, plus additional collections are available through Minuteman's access to the Commonwealth Catalog. Students have borrowing privileges at all Minuteman libraries including 5 academic libraries.

On the first floor of the Library is the Reference collection, current print journals and newspapers, and the microfiche/microfilm collections. The Reference area has 24 PC's for students to conduct their research. A book scan station is available along with color and black and white copiers, fax machine and microform reader/printers. Study space is available throughout the building including group study rooms, individual study carrels and large worktables. The new entrance with outside patio space and foyer with Dunkin Donuts service is available.

### II. Services

#### A. Library Hours

During the semester, the Library is open 108 hours per week, 62 hours during summer sessions and 45 hours during semester breaks and after the summer sessions. Library hours are available and updated regularly on the Library homepage. However, eResources are available 24 hours a day from any location with your Regis login information.

#### B. Library Homepage

The Library homepage may be accessed from computers throughout the Library, on campus, and from off campus at: <https://www.regiscollege.edu/academics/regis-college-library>. Available from the homepage are the online catalog, research guides, electronic databases, web links, library staff information, and forms to request library services. You can also access the Library from Moodle and the MyRegis App.

#### C. Reference & Research Help

During the academic year, the Reference & Research Help desk is staffed seven days a week with librarians, and six days during the summer sessions. The librarians provide both group and individual instruction to teach students to define their information needs, identify and select appropriate sources of information, evaluate these sources in terms of relevance, reliability, currency, and objectivity, and to use information ethically. They also teach students strategies and skills for information seeking. The librarians are available through email, telephone, ZOOM, and drop-in or by appointment. Our extensive collection of research guides is always available. Check out the Research Guides for additional assistance at this link: <http://libguides.regiscollege.edu/?b=g&d=a>

#### D. Interlibrary Loan

Books and journal articles not owned by Regis Library may be requested through Interlibrary Loan. There is a rapid turnaround for these requests. Searching on Google Scholar? Don't pay for articles, use our Interlibrary Loan Service. This service is free.

#### E. Circulation

Students may borrow library materials and reserve items at the Circulation Desk. Reference books and periodicals do not circulate but can be used in the Library. Stop by anytime to get your free barcode for complete borrowing privileges. Books available at other Minuteman libraries may be requested at the Circulation Desk or online for delivery to the Regis Library. Reserve books are available

for check out and use in the Library for 2 hours at a time. A valid Regis ID is required.

## F. The Pearl Nelson Education Resource Center

The Pearl Nelson Education Resource Center, located on the third floor of the library, is an integral part of the Regis education program. It offers a totality of services focused on the best utilization of resources to facilitate, support, and improve the teaching process. Recognizing that learning is based on horizons broader than the textbook alone, the Center offers easy access to a wide variety of resources.

## OFFICE OF STUDENT ACCESSIBILITY SERVICES (OSAS)

### MISSION

The Office of Student Accessibility Services (OSAS) at Regis is committed to providing all students equal access to learning opportunities, programs, resources, and facilities. As such, OSAS coordinates support services and reasonable accommodations for students with documented disabilities. In keeping with the mission of Regis and the Charism of the Sisters of St. Joseph of Boston, OSAS takes an individualized approach, promotes self-advocacy, and works to empower each student to achieve their fullest academic potential.

Students must self-disclose their disability and/or need for accommodations to receive OSAS services - it is not assumed that all students with disabilities want or need accommodations. You may contact the Director of Student Accessibility Services for more information by calling 781.768.7384, emailing [accessibility@regiscollege.edu](mailto:accessibility@regiscollege.edu) by visiting the office on the third floor of the Teagan Learning Commons.

### PROCEDURES FOR THE OFFICE OF STUDENT ACCESSIBILITY SERVICES

- Any student interested in receiving accommodations or services must self-disclose her/his disability and request accommodations by completing an OSAS Application form. This can be found on the Regis OSAS website, or at the following link: [https://regiscollege-accommodate.symlicity.com/public\\_accommodation/](https://regiscollege-accommodate.symlicity.com/public_accommodation/)
- Students must also submit supporting documentation, including their diagnosis and recommended accommodations, along with evaluative explanations as to why these accommodations are useful for the student. It is important to note that high school Individual Education Plans (IEPs) and 504 plans are not sufficient documentation of disability. There must be accompanying educational testing, or medical diagnostics. IEPs and 504 plans can be used as a guide, but they are not transferable at the college level. All information provided will be kept confidential and is used only by the Director in determining eligibility for accommodations or services.
- Once the necessary documentation is received and reviewed, OSAS will set up an intake meeting with the student. During this meeting the appropriate accommodations will be discussed and formalized. Accommodation letters will be sent to both the student and their faculty members outlining the approved accommodations.
- As student needs can change over time, this process is ongoing. Each semester, or term, OSAS will review approved accommodations with each student to determine if they are still reasonable and necessary. Accommodations approved for the Fall semester or term, will extend into the January intersession as well. Students may also request additional accommodations at any time throughout the year.
- While students may apply for accommodations at any time throughout their Regis career, insufficient advance notice may delay the implementation of certain accommodations. Accommodations are not retroactive, so advanced notice is strongly encouraged.

### GRIEVANCE PROCEDURE: REASONABLE ACCOMODATION APPEAL

Any student who believes that they have been denied reasonable accommodations, despite having the necessary documentation and proof of qualifying disability, is permitted to file a grievance with Regis as follows:

1. If the complaint cannot be resolved in an informal manner, the student may file their concern in writing with the Office of Accessibility Services. The grievance statement should be as specific as possible regarding the action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and remedy sought. The grievance must be filed within fifteen (15) days of the alleged incident.
2. The Director of OSAS, with the assistance of appropriate parties will conduct an investigation. The reporting student shall have an opportunity to present witnesses or other evidence to the Director in support of their complaint. The Director or designated individuals may choose to meet with concerned parties, to receive oral or written presentations, and to make other appropriate independent inquiries. The Director will play the primary role in the investigation, will write a report of the results, and will provide the report and the decision to the complainant within fifteen (15) days of receipt of the complaint.
3. The complainant may appeal the Director's determination by submitting a written document to the Office of Academic Affairs if the grievance is related to faculty or academic matters and/or to the Dean of Academic Student Success if the grievance is related to student/community life matters. The appeal must be received within fifteen (15) days of the date of the Director's determination. The appropriate administrative head will convene a review panel. The review panel in either case will consist of four members and will include the following: one full-time student affairs staff member or faculty member recommended by the student (the student shall recommend two from whom the Dean of Academic Student Success will select one); one full-time staff or faculty member selected by the party against whom the grievance is lodged, and one full-time staff or faculty member selected by the Academic Dean. The Office of Academic Affairs designee or Dean of Academic

Student Success will convene and chair the committee. The committee will hear presentations from the student filing the grievance, the Director of Student Accessibility Services, and other Regis individuals, as the panel deems necessary. The committee will also receive any supporting documents from the student or the Director of OSAS. The committee will make a recommendation to the Office of Academic Affairs, or the Associate Vice President of Student Affairs, who will make a final and binding determination and inform the complainant in writing within fifteen (15) days of the panel's convening and no later than thirty (30) days of the student's appeal of the Director's determination.

If a student's complaint implicates the Director of OSAS, the student may submit their complaint to the Dean of Academic Student Success who will conduct the investigation described above in place of the Director of OSAS.

Retaliation against any person who files a complaint of alleged discrimination, participates in an investigation, or opposes discriminatory educational practices or policy is prohibited under College policy and by State and Federal law.

## **RESIDENCE LIFE**

### **MISSION**

The Office of Residence Life is committed to fostering the development of all residential students as they engage as members of the Regis community. We seek to provide a safe and inclusive environment in which all are welcome without distinction. By living on campus, students will gain skills of communication, relationship building, and stewardship that will serve them in life beyond Regis. We are dedicated to the growth and development of the whole person in the context of the mission of Regis & the charism of the Sisters of St. Joseph of Boston.

### **Residence Life Staff**

Living on campus at Regis College provides an opportunity to experience a world that is both challenging and rewarding. The Residence Life staff is dedicated to being helpful and supportive. If a resident has any questions about their room, roommate, the rules and regulations, the community or the College itself, the Residence Life staff is a great place to start finding the answers.

The guidance for the College's Residence Life Program comes from The Director of Residence Life, whose office is located in the Lower Student Center, Room 125. This office's responsibilities include staff selection and training, counseling, program planning, and all general housing concerns. The Director of Residence Life and Residence Life staff strive to make students' on-campus living experience as fulfilling and enjoyable as possible.

A professional Residence Director manages each residence hall. As a member of the Residence Life staff, the Residence Director lives in the residence hall. Each Residence Director heads up a team of Resident Assistants and is responsible for their training, supervision, and evaluation. The Residence Director is also responsible for the administration of the residence hall, informal counseling of residents, and for encouraging and supporting programs and activities within the hall.

As members of the Residence Life staff, Resident Assistants (RAs) are the first, and often best, individuals to turn to with a question. Resident Assistants live on each floor or wing and are available to discuss personal and interpersonal conflicts, to refer students to resource persons, to help develop residence hall programs and to work closely with the Residence Director in the administration of the residence hall. RAs are also on duty to address incident and immediate concerns in the residence halls.

# V. CAMPUS OFFICES AND IMPORTANT ON-CAMPUS SERVICES

## CAMPUS OFFICES – THE ADMINISTRATIVE COUNCIL

### OFFICE OF THE PRESIDENT

The President of the College is the Chief Executive of the College. The President is responsible for overall leadership, direction, supervision, and coordination of all departments of the College. This responsibility includes: long-range planning, the development of financial support, the maintenance of sound external relations and ensuring quality curricular and co-curricular opportunities.

### OFFICE OF ACADEMIC AFFAIRS

The Office of Academic Affairs is the administrative office responsible for all the academic affairs of the College. The Office of Academic Affairs is responsible for the planning, execution, and evaluation of all academic programs and services provided by the College.

For more information about Academic Regulations and Policies, please refer to the Academic Catalog

### OFFICE INSTITUTIONAL ADVANCEMENT AND ALUMNI RELATIONS

The Office of Institutional Advancement and Alumni Relations is responsible for planning and implementing a comprehensive program, promoting interest in the College and financial support for all of its programs. Financial support from alumni, trustees, parents, friends, foundations, government grants, corporate gifts and various planned giving opportunities for unrestricted and restricted purposes provide budget support for current operations and capital projects of the College. Our fundraising efforts are enhanced by the active participation of the Institutional Advancement Committee of the Board of Trustees, the Regis Fund Executive Committee, class reunion chairs and class fund agents. The office is also responsible for implementing an active Alumni Relations Program by working with the Alumni Board, the President's Office, and alumni throughout the world. Our goal is to keep alumni informed and engaged with the College through on-campus and regional events, Reunion Class Programs, and the Alumni in Admissions program.

### OFFICE OF FINANCE AND BUSINESS

The Office of Finance and Business is responsible for all financial affairs of the College, including budgets, financial planning and reporting, treasury functions, real estate, risk and administrative management, legal affairs and oversees the departments of Business Office, Physical Plant, Purchasing, Human Resource, ITS and Campus Police, as well as auxiliary services such as the bookstore and dining services.

### OFFICE OF MARKETING AND COMMUNICATIONS

The Office of Marketing and Communications is responsible for managing the university's brand and graphic identity and telling the Regis story through a wide range of print, digital, and social platforms. In addition to managing the Regis website, the office oversees social media strategy, print production and creative design services, video, advertising, and public relations on behalf of the university.

### OFFICE OF STUDENT AFFAIRS AND ENROLLMENT

The Office of Student Affairs is committed to empowering students to grow academically, spiritually, and socially in a community that promotes service to others, universal respect, and unity through diversity in keeping with the values of the Sisters of St. Joseph of Boston. In college wide collaboration, we provide numerous leadership and learning opportunities, both locally and globally.

## ACADEMIC ADVISING - Undergraduate The Regis Model of Academic Advising

The Office of Academic Advising, located on the 2nd Floor of the Tegan Learning Commons, serves to facilitate the best advising experience possible for undergraduate students. Our professional advising staff helps students develop decision-making skills, decide their personal and career goals, and evaluate their goal progress with the support of faculty advisors who work directly with our student population.

### Faculty Advisors

Regis uses a faculty model of advising supported by a professional advising staff. In addition to teaching courses and other campus responsibilities, Faculty advisors work directly with students on completing graduation requirements

Incoming first-year students are assigned a First-Year Advisor.

Incoming transfer students are assigned a Major Advisor in their program.

## First-Year Advisors

Each incoming first-year student at Regis is assigned a First-Year Advisor to help them acclimate to the campus and learn about all the available resources to assist them throughout their academic journey. Your First-Year Advisor will be your instructor for your First Year Seminar (FYS) course, as well as a FYS-Linked Course in the Spring semester.

## Major Advisors

Incoming first-year students will transition to a Major Advisor after their first year; incoming transfer students will immediately begin working with a major advisor in their first semester. A Major Advisor is a faculty member within the student's major who will assist the student with any advising, career, and graduate school related questions up until the time of graduation.

Students may also have other advisors, including minor advisors, athletic advisors, honors advisors, and pre-professional track advisors that help with questions specific to those topics.

## Academic Advising Staff

Laura Hidden-Director of Academic Advising  
Tegan Learning Commons- LIB 201  
781.768.8356  
laura.hidden@regiscollege.edu

Lunisse Antoine  
Coordinator of Academic Advising  
Teegan Learning Commons – LIB 201  
781.768.7285  
Lunisse.antoine@regiscollege.edu

## ATHLETIC FACILITIES

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. Additionally, both the Maria Residence Hall and Angela Residence Hall have fitness centers on the first floor that are open to all Regis students with their student ID.

Regis North students will also be able to access athletic facilities on the NECC campus with their student ID.

## BUSINESS OFFICE

The Business Office is located in College Hall. These offices include Payroll, Accounting and Accounts Payable. The payroll office processes student federal work-study and institutional payrolls in coordination with the Financial Aid Office.

In addition, the Business Office maintains the day-to-day business and accounting records of the College including:

- The processing of faculty and staff payrolls
- The disbursement of College funds for departmental expenditures
- The recording of donations, miscellaneous receipts
- Investment activity
- Prepares various monthly, quarterly and annual financial reports for internal and external parties

## CAMPUS POLICE

The Campus Police Office is located in College Hall, Room 102.

The police department is staffed 24 hours a day, 7 days a week. Each officer is trained to handle on-campus safety related issues or incidents. The Campus Police Department urges each student to report any situation that could threaten the security of the campus. Maintaining a safe and secure campus is our highest priority and is a responsibility shared among all students, staff, and faculty. Campus Police provides campus wide safety escorts 24 hours a day.

Students may visit the Campus Police Office anytime for assistance, or dial the office at 781- 768- 7111(Ext. 7111 from internal phones). In case of emergency, call the Regis Police emergency line at 781-768-7777 (Ext. 7777 from internal phones.) The police department may

also be reached by any “blue light” phone located throughout the campus grounds.

## Public Safety & Campus Security Act (Clery Act)

The Public Safety and Campus Security Act (Clery Act) require colleges to collect information and publish an annual report on campus crime statistics and campus security policies. This report is available in Campus Police, located in CH 102 as well as on the Regis Public Safety website.

## Parking Information

Only graduate students, commuter students, and residential sophomores, juniors and seniors are permitted to park a motor vehicle on campus. All eligible students (resident and commuter) who park a motor vehicle on campus must register it annually with the Campus Police and obtain a valid parking decal that must be displayed on the vehicle. This must be completed within the first two weeks of the semester.

1. Eligible students with registered vehicles may only park in designated student parking areas. Unregistered vehicles may not park on campus and will be towed at the owner’s or user’s expense.
2. To register your vehicle with Regis Police, log into My Regis, follow to Regis Resources → General Resources → Parking Permit Form. Note: you will need the information from your vehicle’s registration with you for the application.
3. Students are expected to pay all fees associated with parking.
4. A copy of the current Campus Parking Rules and Regulations are on line in the about section under Campus Police. A copy of the parking rules can be obtained when you pick up your parking decal. Included in these regulations is the monetary fine assigned to each type of violation. All fines and towing charges are payable to Regis College and can be mailed to Regis College Police Department, 235 Wellesley St, Weston, MA 02493.
5. Temporary parking permits are available from Campus Police. Temporarily parked vehicles remaining on campus for more than 7 days must display a valid annual parking decal.

For more information about parking, please visit the [Campus Police website](#).

## Grill Procedure

Students or staff who wish to grill over an open flame outside may do so by completing a permit with Campus Police. This can be found online on the Regis Public Safety webpage or in the Campus Police Station. Permits should be applied for at least 10 business days in advance of the event.

## School Closing and Emergency Notifications

The Regis Academic Calendar is available on the Regis website. This is the official academic calendar of Regis and will be adhered to unless a change to the calendar becomes institutionally necessary.

Regis maintains an automated emergency messaging system. In the event of a weather, health, or safety event, Regis administrators and safety personnel will use this system to automatically send information and instructions to students – by email, phone, and text message. Students should provide and update their contact information by logging in to Regis Hub at <https://hub.regiscollege.edu> (using their current username and password). Information regarding weather-related closings will also be available on the Emergency Announcement Line at 781.768.8000 (x8000 on campus) and by checking the following local television stations: Channel 4 (CBS), Channel 5 (ABC), Channel 7 (NBC), and Channel 13 (Fox).

## School Closing Information: Waltham Dental Clinic

Closures on the Waltham Campus will follow the same closures and delays as the main campus in Weston. Students taking classes in Waltham should follow the information outlined above. In addition, those faculty, staff, and students who regularly visit the Waltham Campus should join the Emergency Alert system as described above for the Weston campus.

## Shuttle Service

Regis offers a free shuttle service to faculty, staff, and students. Individuals using the shuttle must be active members of the Regis community and be able to furnish a valid Regis College ID upon boarding. Shuttle service is offered to/from the Riverside T-Stop, the Natick Mall, and the Waltham Market Basket.

The [shuttle schedule is posted online](#), in the Regis Police office and at the shuttle drop-off and pick-up location outside of the Student Center. Students are responsible for getting on and off the shuttle at the scheduled posted times. Regis is not responsible for students who fail to make the posted arrival times. It is the rider’s responsibility to check the shuttle schedule prior to its use, especially during inclement weather and holidays. Once in transit, the shuttle will not deviate from its route to pick up students and/or their guests. The shuttle does not operate when Regis is not in session.

## Guest Use of Regis Shuttles

Guests of Regis students must produce a valid state or government issued photo ID upon boarding the Regis shuttle. The host/hostess must be present with their guest at the MBTA Riverside Station, the Natick Mall, or other specified pick-up location in order for the guest to be allowed access to the shuttle. Unescorted guests will not be allowed on the Regis shuttle unless granted prior authorization



from the Office of Student Affairs. When leaving campus, the host must escort their guest to the shuttle stop outside of the Student Center and remain with their host until the guest boards the shuttle. The host does not need to ride the shuttle with the guest who is leaving campus

## CENTER FOR INCLUSIVE EXCELLENCE

The Center for Inclusive Excellence, under the advisement of the Regis Inclusive Excellence Council, seeks to foster a culture and campus community in which all types of diversity are valued, engaged with, have access, and all contribute to the holistic development of our community members, and the institutional excellence of the university.

As defined by [Association of American Colleges and Universities](#) (AACU), inclusive excellence, is the “active, intentional and ongoing engagement with diversity” using ways that enhance our individual and collective “awareness, content knowledge, and empathetic understanding” of one another without distinction.

Regis is committed to ensuring that each individual is known and accepted for who they are. We consider this an essential tenet of the founding values of this institution.

### Bias Response Protocol

The Diversity Incident Response and Education Collaborative Team (DIRECT) is committed to maintaining an environment that is safe, welcoming, and responsive to unlawful discrimination or harassment. DIRECT is Regis’ Bias Incident Response and Hate Crime Protocol and offers an opportunity for incidents to be addressed as appropriate through education, restorative justice practices, community dialogue and/or formal conduct processes (review, investigation, resolution).

### Definitions

**Bias:** Any conduct (verbal, written, nonverbal) that is threatening, harassing, intimidating, discriminatory, hostile, unwelcoming, exclusionary, demeaning, degrading or derogatory based on a person’s real or perceived identity or group affiliation in a protected class recognized by law including, but not limited to, race/ethnicity, age, disability status, gender, gender identity/expression, national origin, sexual orientation, veteran status or religion. Examples include acts of vandalism, telling jokes based on stereotypes, posting offensive language about someone based on identity on social media/bulletin boards/white boards. A bias incident can occur intentionally or unintentionally. Speech or expression that is consistent with academic freedom does not constitute a bias incident.

**Discrimination:** When an individual suffers an adverse consequence based on membership in a legally protected category.

**Harassment:** An incident or incidents of verbal, written, visual or physical conduct based on or motivated by a student or employees actual or perceived race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, age or disability that undermines, detracts from or interferes with an individual’s academic or work performance or creates an intimidating, hostile or offensive environment.

**Hate crime:** Under Massachusetts law, Chapter 22C, Section 32, a hate crime is “any criminal act coupled with overt actions motivated by bigotry and bias including, but not limited to, a threatened attempted or completed overt act motivated at least in part by racial, religious, ethnic, handicap, gender, gender identity or sexual orientation prejudice, or which otherwise deprives another person of his constitutional rights by threats, intimidation, coercion, or which seek to interfere with or disrupt a person’s exercise of constitutional rights through harassment or intimidation.”

Examples include verbal threats of violence, physical attacks, property damage, etc., against a protected class of people.

### Reporting Process

Students, faculty, staff, vendors and visitors are encouraged to report any bias incident or hate crime to the College.

1. Report to Campus Police

In case of emergency for immediate assistance, please contact Campus Police at 7777 from an on-campus phone or 781.768.7777 from a cell phone.

2. Report through Guardian or to Regis College Inclusive Excellence or Student Affairs staff

To file a report electronically, please use the [Guardian](#). Please note: Reports are sent to Michael McCorvey, Vice President for Inclusive Excellence and Chief Diversity Officer.

To contact the Center of Inclusive Excellence please email [inclusiveexcellence@regiscollege.edu](mailto:inclusiveexcellence@regiscollege.edu), or to contact Student Affairs email [student.affairs@regiscollege.edu](mailto:student.affairs@regiscollege.edu)

### Investigation Process:

The DIRECT core team (Risk Manager, Chief Diversity Officer, Chief of Police, Associate Vice President for Human Resources, Associate Vice President of Student Affairs, and Dean of Students) reviews all reports of bias.

If the reported act is determined to be a bias incident or hate crime, DIRECT core team refers received report to relevant office

(Human Resources, Academic Affairs, Student Affairs, Campus Police). The appropriate educational processes and formal investigations will be followed:

1. Report is made
2. [Formal Investigation](#)
3. Climate Response- Forms of climate response are informal resolutions and may include:
  - A mandatory hall or floor meeting in residence hall where incident occurred.
  - A mandatory meeting of the department or specific area of the University impacted by the incident.
  - A mediated conversation using victim-offender mediation model between alleged perpetrator and targeted person if parties are willing and agree.
  - A restorative peacemaking circle
  - A community-wide facilitated dialogue.

(Note: Informal resolution is never appropriate when the alleged behavior constitutes sexual misconduct. The nature of the incident will determine the level of consequences, which may range from education, restorative justice practices, legal intervention, to dismissal.)

## Restorative Justice at Regis

At times, conflict may arise that is best be resolved through an alternative process. This process may happen parallel to or separate from a student conduct hearing. Regis uses restorative justice practices of circles and conferences that intend to bring together targets, alleged offenders, and other community members in non-adversarial ways. These community-based processes are aimed at responding to the offence by holding respondents accountable and repairing the harm caused to targets and the university community. As noted by Howard Zehr (1990) restorative justice emphasizes three very distinct questions:

1. What is the nature of the harm resulting from the offence?
2. What needs to be done to "make it right" or repair the harm?
3. Who is responsible for this repair?

Participation in a restorative mediation, conference, or circle is voluntary and all parties must willingly agree to attend. The Respondent must have previously accepted responsibility for the behavior in question in order for a restorative conference to occur. Circles and conferences are facilitated by trained faculty or staff members and may or may not result in additional restorative actions, depending on the outcome of the conference. Restorative action may also be used as a sanction within the student conduct process.

## CENTER FOR INTERNSHIPS AND CAREER DEVELOPMENT (CICD)

The Center for Internships and Career Development, located in College Hall room 209, is a centralized, comprehensive resource for Regis College students and alumni. The Center assists students and graduates in preparing resumes and cover letters, interview coaching, implementing effective job search strategies, and identifying employers in various industries by providing online self-assessment tools, individual counseling, workshops, and recruitment and networking events throughout the year.

The Center utilizes Handshake, an online career management platform, to support students as they navigate the internship and job search processes. Handshake also includes listings for full-time, part-time, and summer internship and job opportunities. All students have an account created for them and can access the platform here: <https://regiscollege.joinhandshake.com>.

All Regis students are required to complete at least one internship experience for academic credit as a requirement for graduation. Nursing students can use their clinical rotations to satisfy the requirement, and education students can use their student teaching experience to satisfy the requirement, if eligible. Some academic majors require more than one internship experience. Students are encouraged to connect with their academic advisor to discuss their respective internship requirements.

For more information about the Center for Internships and Career Development, please visit: <https://www.regiscollege.edu/academics/center-internships-and-career-development>.

## CENTER FOR STUDENT SERVICES

The Center for Student Services supports both undergraduate and graduate students in their everyday experience as a student at Regis. The Center for Student Services is located in College Hall, Room 221. It includes the Registrar, Student Accounts, and Financial Aid offices.

**We provide ONE STOP assistance in the following areas:**

- Assist with registration and requirement information
- Update academic records: add/drop, pass/fail, declaration of major and advisors, change of address
- Process official and unofficial copy of student transcript
- Process enrollment verifications

- College IDs
- Class scheduling/final exams/classroom assignments /room requests

### Student Accounts

- Answer billing questions
- Help with discrepancies on bills and with Financial Aid
- Process bill payments
- Process refund requests
- Answer questions regarding refunds and handle refund check distribution
- Process scholarship payments
- Answer questions regarding health insurance enrollment and waiving

## Important Student Account Information

Billing Statements from the Bursar Office are available at any time on Regis Access. Paper statements are not mailed after the first semester.

The student understands that they are responsible for the payment of tuition and fees. If the balance is unresolved by the due date a financial hold may be placed on the student's account. The financial hold will prevent the student from registering for classes, changing course schedules, participating in housing selection, obtaining grades, transcripts, and diplomas, and causing suspension of academic learning technology. Unpaid balances will be assessed late fees and assigned to a collection agency whereupon the student is responsible for any and all costs incurred to collect payment; collection costs, and attorney's fees. By registering for classes and enrolling in housing, the student understands the financial obligation as stated above.

### Financial Aid Services

- Apply for financial assistance: Students can apply for federal and state aid. Merit awards are given at the time of Admission
- Answer application questions
- Process student employment contracts
- Answer award questions
- General alternative loan information
- Process loan applications

### Regis Financial Aid Staff:

Stephani Green	On-Ground Undergraduate Students A-H	781.768.7184	<a href="mailto:stephani.green@regiscollege.edu">stephani.green@regiscollege.edu</a>
Robert Harris	On-Ground Undergraduate Students I-R	781.768.7257	<a href="mailto:Robert.harris@regiscollege.edu">Robert.harris@regiscollege.edu</a>
Scott Hiller	On-Ground Undergraduate Students S-Z	781.768.7183	<a href="mailto:scott.hiller@regiscollege.edu">scott.hiller@regiscollege.edu</a>
Chad Brock	On-Ground Associate's in Nursing Students, Graduate Students, & Online Students M-Q	781.768.8122	<a href="mailto:chad.brock@regiscollege.edu">chad.brock@regiscollege.edu</a>
Savannah Rosensteel	Online Students A-L	781.768.8137	<a href="mailto:savannah.rosenteel@regiscollege.edu">savannah.rosenteel@regiscollege.edu</a>
Valerie Paterson	Online Students R-Z	781.768.7987	<a href="mailto:Valerie.paterson@regiscollege.edu">Valerie.paterson@regiscollege.edu</a>

### Additional Resources

- Forms provided for: summer courses, transcript request, pass/no pass, cross registration, and withdrawal
- Make appointments with financial aid
- Pick up refund checks
- Room requests
- Online assistance: Regis Access registration, grade posting, advising, on-line billing, transcript requests

### Patriot Act

The U.S. Patriot Act provides law enforcement agencies with access to confidential Regis records pertaining to faculty, staff, and students. The U.S. Patriot Act takes precedent over FERPA and individuals may not be made aware of the release of otherwise confidential information. As required by law, Regis will comply with any request for information requested under the parameters of the U.S. Patriot Act. The Center for Student Services will respond to and request for student information under the authority of the U.S. Patriot Act.

## CLASSROOM TECHNOLOGY: MOODLE

Moodle is a Course Management System (CMS) that supports students learning beyond the classroom. Moodle allows students to sharpen their technology, organization, communication, and resource skills. Students are expected to regularly log into Moodle to review their syllabus, see course updates, and complete course assignments.

In this guide you will be introduced to the basics of participating in an online course. Moodle User Guide: <https://www.regiscollege.edu/UserFiles/File/academics/its/resources/moodle-student-guide.pdf>

Students enrolled in fully online degree programs participate in a different iteration of Moodle located: <https://myonline.regiscollege.edu>

## DINING SERVICES

Regis Dining Services is an integral part of student life on campus. Aramark manages multiple food services locations at Regis College. An all-you-care-to-eat dining facility serves breakfast, lunch and dinner daily. Other convenience locations on campus provide access to quick and healthy food options for students who are on the go or taking evening classes.

[Click here for Dining Hall hours and links to menus](#)

## CONFERENCE AND EVENTS ON CAMPUS

The Regis College Office of Campus and Conference Events promote collaboration, communication, and community relations for civic, educational, legal, private, corporate, and business groups. The Office of Campus and Conference Events provides rental opportunities for outside visitors. When an off campus group utilizes these spaces, the general college community is notified when possible. Individual students are not permitted to rent student spaces, including but not limited to Residence Hall Lounges and the Student Center, for personal use during the academic year.

## FINE ARTS CENTER

The Fine Arts Center provides the ideal setting for the integration of modern technology into the interdisciplinary approach to the study of art, music and drama. Set into a steep wooded hill, the Center blends the traditional with the contemporary. Its red brick design was coordinated with the color and texture of the adjacent O'Connell Hall and the Athletic Facility. The centerpiece of the Fine Arts Center is the Eleanor Welch Casey Theatre, a 650-seat theatre/concert hall. The theatre is supported by offstage spaces, including a scenic workshop and actor's Green Room. The Patricia Teehan Sullivan Studio Theatre accommodates approximately 80 people. Its open floor plan serves performances, drama workshops, rehearsals and classes. The Carney Gallery, an intimate room of 1,100 square feet, is located off the atrium and features rotating exhibitions by contemporary artists. Approximately four exhibits are held during the academic year. The Music Program, located on the second floor of the Fine Arts Center, contains a keyboard lab, choral, and practice rooms. The third floor is home to graphic arts studios and a lecture room for the Art Program.

### Reservations

The facilities are managed, scheduled and reserved by the Director of the Fine Arts Center. First priority for use of the venues in the Fine Arts Center is given to academic programs of the College, including classes, performances, recitals, workshops, guest artists, lecturers or events, and such other programs as will forward the academic and public mission of the College. Second priority for use of the Center is offered to non-profit and for-profit organizations. A facility usage policy is available online or by contacting the Fine Arts Center at 781.768.7034.

## FIRST YEAR EXPERIENCE

### What is First-Year Experience?

First-Year Experience (FYE) is a year-long program designed to help students prepare for the transition from high school to college and facilitate their introduction as new members of the Regis community. The FYE program utilizes a holistic and collaborative approach in providing students with the opportunities, information, and support needed to be successful during the first year of college and beyond.

### FYE Goals

Goal 1: Foster Academic Engagement

Goal 2: Build Community

Goal 3: Support Student Development and Success

The cornerstone of FYE is First-Year Seminar, a three-credit course offered to all incoming students during the fall semester. During First-Year Seminar, new students are introduced to the Regis history and heritage, build their academic and social skills, engage in a variety of co-curricular experiences, and participate in a challenge-based learning project.

First-Year Experience is much more than First-Year Seminar. The FYE program begins during the admission process and continues throughout the academic year—from Orientation, to the Common Reading Program, to Learning Communities, to academic and co-curricular programming. FYE participants and partners include Admission, Academic Advising, First-Year Seminar (FYS), Orientation, Residence Life, Career Development, Athletics, Accessibility Services, Center for Ministry and Service, Learning Commons, Center for Student Engagement, Library, Center for Student Services, Center for Global Connections, and more.

For more information on the First-Year Experience program, visit <https://www.regiscollege.edu/regis-life/new-student-welcome/first-year-experience>

Co-Director: Jennifer Krusinger Martin, PhD  
College Hall 307  
Office phone: 781-768-7076  
Email: [jennifer.martin@regiscollege.edu](mailto:jennifer.martin@regiscollege.edu)

## GEAR SHOP

The Regis College Gear Shop, operated by University Gear Shop (UGS), and is stocked with school supplies, snacks, drink, health and beauty products, and an extensive collection of branded gifts and apparel featuring the iconic Regis College logo. Payment options include cash, major credit/debit cards, Apply Pay and Google Pay. Gift cards are available for purchase online. Shop in-store or online at <https://regis.getugear.com>. Contact the Gear Shop at 781.768.8119 or [bookstore@regiscollege.edu](mailto:bookstore@regiscollege.edu) for any inquiries or information.

## Textbooks and Course Materials

Regis College's Official Online Bookstore is your trusted source for professor-selected textbooks and course materials. Choose from new, used, eBooks, rentals, and Marketplace inventory and a variety of shipping options, including free shipping to the Regis Gear Shop. Order your textbooks and course materials with price match guarantee at [regiscollege.ecampus.com](http://regiscollege.ecampus.com).

## GRADUATE ENROLLMENT & STUDENT AFFAIRS

The Office of Graduate Enrollment & Student Affairs works with prospective and current graduate and professional students (IAS, B.S. Completion) at Regis to ensure a positive and enriching student experience. If you are a prospective student and would like to talk to us about our graduate and professional programs, please feel free to contact us at 781.768.7330 or speak directly with the specific counselor assigned to your program of interest.

The Office of Graduate Enrollment and Affairs is comprised of the Vice President of Graduate Enrollment and Student Affairs, the Office of Graduate Admission, the Dean of Graduate and Professional Student Affairs, Director of Graduate Student Services and Advising and the Director of Graduate Career Planning. The Office of Graduate Admission works with prospective students through their application and matriculation process at Regis.

The Graduate Affairs team, led by the Dean of Graduate and Professional Student Affairs, located in College Hall 217 work to ensure graduate students are engaged in the Regis College community. In addition to being a first point of contact for Graduate Students, the team 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 the Regis College President, Dr. Antoinette Hays, 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.

Each graduate student at Regis is assigned a faculty member, academic program director or track leader dedicated to addressing academic student needs and questions. In addition, the Director of Graduate Student Services and Advising, and the Director of Graduate Career Planning help students transition to the graduate student experience, and access the variety of resources available to them.

The Director of Graduate Career Planning serves as a career resource for graduate students. Located in College Hall 213, the Director 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

Current students are invited to visit our current student page, where you can log-on to Moodle (your course management system), pay your tuition bill, download our Orientation Packet for New Graduate and Professional Students, or access contact information for offices on campus. Additional information for new Graduate and Professional students can be found on our orientation website at:

The Office of Graduate Affairs is located in College Hall 217, near the College Hall Foyer and Graduate Student Lounge. The Graduate Student Lounge is a dedicated quiet space for graduate students seeking a place to gather and study on campus.

## INFORMATION TECHNOLOGY SERVICES

Information Technology Services (ITS) is committed to the integration and support of technology in every aspect of campus life. Accordingly, ITS provides campus-wide networking, communication and information services and support. Our campus-wide network provides students, faculty, and staff with Internet access, Office 365, email, telephone services, access to library services, and web-based application services. ITS provides the following technology services to the Regis community:

- ITS Helpdesk
- Academic Computer Labs
- Internet Access (wired and wireless)
- Network services and storage
- Moodle Learning Management System
- Regis Access student web applications
- Brainfuse 24/7 online tutoring service
- Office 365 Suite
- Phone service
- IPTV Cable Television

The ITS Helpdesk is available to students, faculty, and staff in need of technology assistance 7 days per week during the academic year.

Students are required to read and comply with the Technology Ethics and Privacy Agreement. The Technology Agreement is available online at <https://www.regiscollege.edu/myregis-and-resources/technology-ethics-and-privacy-agreement>

Use of College technology accounts constitutes acceptance of the terms of the Technology Agreement.

The agreement reads as follows, and must be adhered to at all times when utilizing Regis technology services:

I understand that for the purpose(s) of performing work and/or pursuing an education at Regis College, I am provided access to computers, computer networks, the Internet, data and other Regis College technological and information resources. I will use Regis College technological and information resources for legitimate academic and administrative purposes only. I agree to use these resources in an ethical manner, and to adhere to high moral, legal and professional standards.

- I will not attempt to access password-protected systems for which I do not have an assigned password.
- I will not share my password(s) or personal identification number (PIN) with anyone. I understand that I am responsible for all actions performed on my account(s). I will take the precautions necessary to prevent the unauthorized use of my account(s).
- I will not attempt to access personal or confidential information unless authorized to do so. I respect the privacy rights of others.
- I will not disclose confidential information.
- I will not impersonate other individuals or misrepresent myself in any way when using Regis College technological resources.
- I will not use computers, computer networks, the Internet, data, and/or other Regis College technological and information resources to harass, threaten, defame, or otherwise cause harm or damage to another person, institution, or company within or outside the Regis College community.
- I will comply with the copyright laws and provisions of the licensing agreements which apply to software, printed and electronic materials, graphics, multimedia, and all other technological resources licensed and/or purchased by Regis College or accessible over network resources provided by Regis College.
- I will not create, install, or disseminate software (e.g., viruses, Trojan horses) or communications (e.g., chain letters, broadcast messages) that may disrupt, overcrowd, or otherwise harm or degrade Regis College technological and information resources, or other network resources available through Regis College.

By using Regis College technology resources, I accept these obligations and agree to abide by them. Violations of this policy may result in the loss of computing privileges, probation, suspension and/or dismissal from the College.

Additionally, misuse of any technological and information resource will require financial restitution to the College for funds expended, and could result in disciplinary, civil or criminal action. Violations should be reported directly to the Director of Campus Police.

## Campus Network

The campus network provides access to campus applications and the Internet through both wired and wireless connectivity. Regis provides an extensive and robust wireless network for the campus to over 621,000 square feet of campus building space. The ubiquitous wireless coverage provides full wireless coverage across campus, including all classrooms and learning spaces. Exterior wireless service is provided to further enhance the "classroom without walls."

Students using personal computers, smartphones and devices to access the Regis network (wireless and wired) must utilize anti-virus, firewall and anti-spyware software to protect their computers and devices as well as campus technology resources.

## Helpdesk

The ITS Helpdesk is available to students, faculty and staff in need of technology assistance. The Helpdesk is available via telephone at 781.768.7177, by email at [helpdesk@regiscollege.edu](mailto:helpdesk@regiscollege.edu) and in person at College Hall 131. The Helpdesk hours during the academic year are Monday through Thursday from 8 a.m. to 7 p.m. and Friday through Sunday from, 8 a.m. to 4 p.m.

## Academic Computer Labs

Information Technology Services (ITS) maintains twelve computer labs throughout the campus for student use. There are six general purpose labs located in the Library and College Hall. The remaining six labs are discipline-specific labs located in various centers on campus. Most labs are provisioned with 23" touch screen all in one computers. All lab computers have the Microsoft Office productivity suite that includes Word, Excel, and PowerPoint.

Multifunction printers are available to provide color and black and white printing as well as scanning and copying using your Regis College campus ID. An annual printing quota is assigned to each student for the year. Should the limit be reached, students can add money to their account using PayPal. Contact the help desk for assistance. The first floor College Hall labs are available 24 hours a day. The 24 x 7 labs are secured late evenings, weekends and holidays at the discretion of Campus Police.

## IPTV Cable Television

Regis offers an IPTV cable television channel lineup to all resident students. Currently, Comcast supports Roku, Firesticks, iPads, Androids, and computers/laptops for on campus only viewing. For more information, contact the ITS Helpdesk (ext. 7177).

## HEOA Peer-to-Peer File Sharing Requirements

H.R 4137, the Higher Education Opportunity Act (HEOA), is a reauthorization of the Higher Education Act. The Act includes provisions that are designed to reduce the illegal uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing.

Illegal uploading and downloading of copyrighted works is against the Regis College Technology Ethics Agreement. Please review and become informed on the requirements of the HEOA P2P provisions posted at: <https://www.regiscollege.edu/academics/library/library-services/copyright-policy/heoa-p2p-file-sharing-requirements>

## Emergency Notification System

Regis College utilizes Blackboard Connect, an automated emergency notification messaging system. With this system, in the event of a weather, health, or safety event, College administrators and safety personnel will be able to send information and instructions to students, faculty and staff by email, phone, and text message automatically. Please enter your emergency contact information in the Emergency Message Contact Information Screen in Regis Hub (<http://hub.regiscollege.edu>).

Contact information submitted on the Emergency Messaging Contact Information Screen will only be used for college-wide, emergency and safety messages and will be handled confidentially. Contact information for the emergency messaging system is maintained separately from information collected for general communications and from information collected for notifications in the event of personal illness or injury.

## POST OFFICE

The Post Office is located on the lower level of the Student Center. Mailboxes are accessible 24 hour a day and the service window, located inside the Post Office is open Monday through Friday from 9:00 a.m. to 4:30 p.m., with adjusted hours in the summer. Packages can be picked up and shipped from the service window. All full-time students are provided with a post office box and combination, and all mail is distributed daily by 3:00 p.m. The Post Office sells stamps and ships both domestic and international packages. Please stop by for assistance with your mail and package needs or call 781.763.7446.