

II. STUDENT LIFE AND STUDENT SERVICES

The Division of Student Life encompasses the Office of Athletics, the Counseling Center, the Office of the Dean of Students, the Office of Residence Life and the Office of Diversity, Student Leadership and Campus Programs. Student Life is your connection to the myriad of fun, engaging, enriching and intellectually stimulating opportunities available throughout the Wheelock community.

Through Student Life at Wheelock, you will be exposed to a variety of services and programs – from exciting Wildcat athletics to the caring support of our gifted counseling staff, to our exciting residential community, to a thriving campus activities and leadership program – all right here on your campus and in the surrounding Boston neighborhoods. You will have a chance to find your voice at Wheelock, as a student, a leader, and an individual. We look forward to helping you on that journey.

ATHLETICS

Peabody Hall, Lower Level

Wheelock College is a member of the National Collegiate Athletic Association (NCAA) Division III. Wheelock's teams compete in the New England Collegiate Conference (NECC), which sponsors championships in field hockey, men's and women's soccer, men's and women's cross country, men's and women's basketball, men's tennis, and softball. Undergraduate students who meet NCAA eligibility requirements and are in good academic standing, as defined in the Handbook, Section VI (Academic Policies), may compete in any of our eleven intercollegiate sports for women and men: field hockey, men's and women's soccer, men's and women's cross country, men's and women's basketball, men's and women's lacrosse, men's tennis, and softball.

Colleges of the Fenway Intramurals

Wheelock College students may participate in a wide variety of Colleges of the Fenway co-ed intramural and recreational activities including indoor and outdoor soccer, basketball, softball, water polo, racquetball and volleyball. Students interested in Colleges of the Fenway intramural events should contact the Director of COF Intramurals at (617) 989-4357 or at www.colleges-fenway.org.

COUNSELING CENTER

Pilgrim Student Center

The Wheelock Counseling Center is staffed by professionally trained counselors who are available to discuss personal and academic issues with students. Typical issues include personal problems, family problems, relationship issues, sexuality, anxiety/depression, alcohol abuse, and academic difficulties. The Counseling Center organizes a variety of groups which focus on specific issues, such as stress reduction, support for friends and family of active duty military personnel, and a transitions support series for incoming students and/or for graduating seniors. In addition, psychopharmacological consultation is available to students who are being seen in the Counseling Center.

All counseling sessions are strictly confidential. Counseling Center services are available without charge to all students.

RESIDENCE LIFE

Pilgrim Student Center

The Office of Residence Life is committed to creating a residential community that supports a vibrant learning and living experience at Wheelock College. The Residence Life staff lives and works with students to build a community that engages in learning both in and out of the classroom; is respectful of all forms of discourse; welcomes all backgrounds, thoughts, and beliefs; challenges assumptions; fosters growth; and provides space for friendship and fun. One of the most important roles of the staff is to serve as a guide for students as they navigate the transitions and challenges they face at college. We are committed to assisting and providing resources for Wheelock students at all times during their college experience.

Some of the services that our Resident Assistants (RAs) and our Resident Directors (RDs) provide are: social and academic programming for each floor and building, clear explanation and enforcement of the college's policies and procedures, roommate conflict mediation, a sympathetic ear, and more.

Living on Campus

Wheelock's six residence halls — Colchester House, Longwood House, Peabody Hall, Pilgrim House, and Riverway House, and the CCSR — offer unique living environments. They vary in size, types of rooms, designations as coeducational or single-sex halls, and their traditions. At the same time, the residence halls are joined in a common commitment to out-of-class learning and living and are united by professional Resident Directors and student staff who enforce the general philosophy and policies of the Office of Student Life.

Residence Policies

All undergraduate and graduate resident students are required to sign a housing contract in order to live on campus. To be a resident student in one of Wheelock's residence halls, you must be a full-time student. The Director of Residence Life and/or the Dean of Students will review any special requests. All incoming resident students are also required to complete their Wheelock College Entrance Health Certificate prior to moving into the residence halls. No student will be allowed to move in to their academic year room without completed health forms.

The student housing agreement is also a contract for board. Undergraduate students living in residence halls must be on a meal plan. Only the Dean of Students, in consultation with the Vice President and Chief Financial Officer, may approve a release from a meal plan for medical or religious reasons. Students who are released from the meal plan may receive a reimbursement of no more than 25% of the full meal plan fee.

There are several policies that apply to new and returning students when they contract for rooms on campus and if they request housing changes during the year. Failure to comply with the Residence Policies is a violation of the Student Code of Conduct. Residence Policies include, but are not limited to, all topics discussed in this Residence Life subsection of the Student Handbook.

Room Entry and Searches

If Wheelock College determines that a health or safety concern exists, or if Wheelock has reason to believe that any state, or federal law or any rule or policy of the College is being, or has been violated, the college reserves the right to enter a room or area and conduct a full search. Searches may be conducted by any Wheelock College official who receives authorization from the Dean of Students or Assistant Dean of Students, including members of the Residence Life staff and Campus Security. During a search, an authorized college official may confiscate and remove any item that, in the judgment of that college official, represents a potential threat to health and safety, any item, the possession of which violated any college policy or any state or federal law, or any identifiable Wheelock property that was not provided by Wheelock as part of standard room furnishings. Items confiscated during any search may be used in the process of instituting disciplinary proceedings against a student or students.

Room Assignments

New or incoming students who would like to live on campus must submit housing applications, on which they may indicate their preferred residence hall and the type of room (*i.e.*, double, triple or quad). The Residence Life Office assigns resident students to available spaces on campus, honoring room preferences when possible. Students are informed of their residence hall, room, and roommate assignment(s) during the breaks prior to coming to campus. That is, students applying for residence beginning in the fall semester will hear from the Residence Life Office in August and students applying for residence beginning in the spring semester will be informed of the availability of housing or their room assignments in early January. The Office of Residence Life retains the right to assign and reassign rooms at its discretion.

The College recognizes that some students may have special housing needs because of specific medical/health conditions. If a student has such a need, he or she must comply with the procedure for requesting Housing Accommodations Due to Medical Reasons. A completed application will be reviewed by the Housing

Accommodations Committee. Interested students should contact the Director of Academic Assistance and Disability Services. In most cases, housing accommodations are granted for one academic year. Accommodation requests for the fall semester are due by March 31 for returning students and by June 15th for new students. Accommodation requests for the spring semester are due by November 15. Since the application requires supporting documentation, special housing accommodations should be requested well in advance of the due date.

Room Selection

Returning resident students and commuter students who would like to live on campus during the following academic year will participate in a room selection process during the spring semester. Each student must submit a Housing Application and Contract to the Office of Residence Life, register for at least twelve (12) credits, and be financially cleared by the Financial Services Office. Each student eligible to participate will be assigned a room selection time based on course credits earned to date (according to student transcripts) and arrival date.

All students who choose a room for the following academic year must sign a housing contract. If students who decide after room selection that they no longer intend to be a resident student, they will have until May 15th to notify the Director of Residence Life of their change of status without incurring a penalty.

For information on penalty fees charged for changing status see the Housing Contracts section in the Handbook.

Housing Contracts

Housing contracts must be completed and signed by all students living in residence halls. The housing contract serves as a housing agreement between the student and the College. Each resident student is responsible for understanding and agreeing to all terms and conditions contained in the housing agreement.

Students assuming residence at the beginning of or during the academic year are subject to the room charge for the remainder of the year, except under the following circumstances:

- (a) Withdrawal (refer to the refunds for withdrawal).
- (b) Fractional-year arrangement (such as early graduation) approved by the Office of Student Life prior to the assumption of residency.
- (c) Participation in any off-campus Wheelock-sponsored programs, not including independent studies. Students will not be subject to fees for room and board during their absence from residence. The College retains the right to the use of the student's room during the period.
- (d) Change of status to "off campus" for Semester I for students selecting a room during Room Selection. Students who decide after Room Selection that they no longer intend to be a resident student will have until May 15th to notify the Director of Residence Life of their change of status with no penalty. After May 15th, students who wish to move off campus must be approved by the Director of Residence Life. If approved, students eligible to move off campus will not be subject to the room charge for Semester I if application to change residency status accompanied by a \$200 penalty charge fee is received by the Residence Life Office and the Office of Financial Services by August 1. Students who are approved to move off campus Semester I after the August 1 deadline will be subject to a penalty fee of \$400.
- (e) Change of status to "off campus" for Semester II for students assuming residency at the beginning of Semester I. Students who wish to move off campus must be approved by the Director of Residence Life. If approved, students eligible to move off campus will not be subject to the room charge for Semester II if application to change residency status accompanied by a \$200 penalty charge fee is received by the Residence Life Office and the Office of Financial Services by November 1. Students who are approved to move off campus Semester II after the November 1 deadline will be subject to a penalty fee of \$400.

Room Changes

Room and roommate changes are not permitted for the first three weeks of classes each semester. If roommates find they are having difficulty living with one another, they should speak to their Resident Director or Resident Assistant. Very often, roommate issues are temporary, and Resident Directors or Resident Assistants can help students work together to resolve any issues. In a case of persistent roommate difficulties, the Director of Residence Life may approve room changes.

Students in doubles, triples or quads may wish to move to newly-vacated rooms when other students leave residence halls. These moves must be approved by the Director of Residence Life. Students living in rooms that have an open occupancy must leave space available should another student choose to move into the vacancy.

When students make room changes, whether intra- or inter-house, they must have their old and new rooms inspected by the appropriate Resident Assistants. Students may not trade keys amongst themselves; old keys must be returned to the Office of Residence Life before new keys can be obtained. Students who are changing rooms must also fill out a Room Change Request Form.

Prohibited Items in the Residence Halls

Due to Boston and Brookline fire regulations, and a concern for the safety and well-being of all residents, the following items are prohibited from the residence halls:

- all animals (except non-carnivorous fish)
- candles
- incense
- water beds
- loft beds
- microwaves
- toasters or toaster ovens
- hot plates
- hot pots/coffeepots
- electric blankets
- sun lamps
- halogen lamps
- air conditioners
- electric heaters
- extension cords
- decorative holiday lights
- tapestries
- wireless routers

This list of prohibited items is not exhaustive. Prohibited items will be confiscated, and students may be subject to judicial action.

Appliances permitted in residence hall rooms are radios, DVD/VCRs, stereos, televisions, reading lamps, computers, and portable hair dryers. Refrigerators with capacities of four cubic feet or less are also allowed in rooms. Only micro-fridges rented through the Wheelock College Office of Residence Life are permitted in the residence halls.

External displays (*e.g.*, flags) from residence hall windows are not permitted under any circumstances. External displays are a violation of the Student Code of Conduct.

Vacation Closing

For a fee, resident students may stay in the residence halls during Thanksgiving break, winter break when the college re-opens, and spring break. Students interested in remaining on campus must fill out an application and return it to the Residence Life Office prior to the closing date for each break. Any student who wishes to remain on campus during break periods must gain approval from the Director of Residence Life and must pay the fee prior to

closing. Please note that meals are not provided during break periods. Any student not approved for break housing must vacate the building prior to the posted building closing times.

Accidents and Emergencies

In all emergencies, students should call Public Safety at extension 2151 immediately. The Public Safety personnel will contact the Resident Assistant and/or Resident Director who is on-call. Students may also call 911 directly; however, if they call 911, they should also call Public Safety after they speak with the 911 dispatcher. Medical emergencies are referred to Brigham and Women's Hospital or Faulkner Hospital.

Fire Alarms and Extinguishers

Tampering with fire alarms or fire extinguishers in the residence halls is prohibited and is against the law. False fire alarms are violations of Boston and Brookline fire regulations, and responding to false alarms is costly, dangerous, and diverts the equipment and personnel of the Boston and/or Brookline Fire Departments away from real emergencies. The Office of Student Life will take strong disciplinary action against any student who pulls a false alarm on campus.

Responsible student(s) will also be required to pay the fines assessed by the Fire Department(s) against the College for fire regulation violations. For example, Fire Departments assess a minimum \$500 fine for a false alarm and a \$100 fine for tampering with a fire extinguisher.

Smoke detectors are 120 volt and are hard wired. They are not battery operated. Students should not attempt to remove or repair a smoke detector. Call the Facilities Management Office to address any problems or questions related to smoke detectors.

Fire Drills

Fire drills are conducted in the residence halls each year. Resident Assistants and Resident Directors assist students in evacuating the residence halls during drills or in the event of a real emergency. All students should be aware of escape routes from residence halls and are required to participate in fire drills. Refusal to evacuate a residence hall room during a fire drill or during a fire is a violation of the Student Code of Conduct.

Furniture, Damages and Maintenance

Residence hall rooms are furnished with a bed frame and mattress, desk, desk chair, bureau, and closet. Students may not replace the College-supplied furniture with their own furniture. Students are responsible for the care of all furniture in their rooms, and will be charged for damaged or missing items. Window screens are also considered room furnishings, and students will be charged if they are damaged or missing.

Furniture, curtains, carpeting, and televisions which have been installed by the College in student lounges are for the use and enjoyment of all residents and their visitors. The care of lounge furnishings in residence halls is the corporate responsibility of students living in the halls. If lounge furniture is found in student rooms, it will be removed and judicial action may be taken. Damaging furniture and/or keeping lounge furniture in a student room is a violation of the Student Code of Conduct. Damage to lounge furnishings will be charged to the student(s) responsible or to all residents of the hall if individual responsibility cannot be determined.

Before moving out, students are required to restore their rooms to the same conditions that they were in when they moved in. If a room is not clean when a student vacates, he or she will be charged a cleaning fee. Any item(s) left behind by a student will be disposed of by the College and the student will be charged a fee for the removal of the item(s).

Visitors and Sign-In Policy

The conduct of visitors in the residence halls, whether they are friends or family members of a student, is the responsibility of the resident student with whom they are visiting. Please remember the following:

- NO UNESCORTED VISITORS ARE ALLOWED IN WHEELOCK RESIDENCE HALLS AT ANY TIME.
- Prior permission of roommate(s) is required for all visitors.

- All resident students with visitors must sign in their guests at all times with a Public Safety Officer at Peabody Hall or the CCSR and receive a guest pass. Visitor sign-in at the CCSR public safety desk is available on weekends only; during the week, all sign-ins must be done in Peabody Hall.
- All visitors must be escorted in and out of the residence hall by their host and carry their guest pass with them at all times.
- Non-residents are not allowed to enter a residence hall until the student he or she is visiting is present to escort the visitor into the hall.
- Visitors who are Wheelock students are not required to sign in to the residence hall, but must be accompanied by a resident of the hall.
- At no time are students permitted to sign in guests who are under the age of sixteen (16), unless they have received prior approval (submitted by written request) from their Resident Director.
- Students are permitted to sign-in no more than three visitors at any time, unless prior approval has been obtained from the Director of Residence Life.
- Wheelock College allows visitors to stay in residence halls for no more than three consecutive days and nights in any ten-day period. After staying in any Wheelock College residence hall for the maximum amount of allowable time, a visitor is not allowed to stay overnight as a visitor of any Wheelock College resident student. If a student wishes to have an overnight visitor for more than three consecutive nights, he or she must obtain prior approval from their Resident Director. Extended stays by visitors will be granted only on a limited basis at the College's sole discretion after evaluating the specific circumstances of each request.

The visitor must also leave a current picture ID with the guard at the Public Safety Desk when they pick up a guest pass. Acceptable identification cards include: a valid state driver's license, a valid state ID, a valid military ID, or a valid college or university ID. Passports, credit cards, bank cards, vendor cards (*e.g.*, BJ's, Lowe's, and Home Depot), membership cards, work ID or union cards, and business cards will not be accepted. If the visitor does not have any form of acceptable identification, he or she will not be permitted to enter the residence halls.

If a visitor leaves a residence hall unescorted, Public Safety officers will detain the visitor and will identify the visitor's host. The appropriate Residence Life staff member will be notified that the visitor was leaving the hall unescorted and the guest may be asked to leave campus.

Students must obey the Visitors and Sign-In Policy. Failure to obey this Policy is a violation of the Student Code of Conduct. Violators may immediately lose visitation privileges pending further action. Resident Directors enforce the Student Code of Conduct; therefore, they may unilaterally issue sanctions. Resident Assistants and Public Safety officers may also enforce sanctions imposed by the Resident Director or the Conduct Board. Among other sanctions, the College reserves the right to ban individuals from College property and events.

Drug and Alcohol Awareness Policy

The College Drug and Alcohol Awareness Policy, discussed in detail in Section IV - Institutional Policies, Procedures and Guidelines - of the Handbook applies to all students. Violation of the Policy is a violation of the Student Code of Conduct.

Laundry

Washers and dryers may be found in the CCSR, Colchester House, Peabody Hall, Pilgrim House, and Riverway House. Longwood House residents may use the washers and dryers in either Pilgrim House or Riverway House. All laundry machines are equipped with *LaundryView* technology; students are able to check machine availability and the status of their laundry through www.laundryview.com. Any broken machines should be reported to the Facilities Management Office. The College is not responsible for lost or stolen laundry items.

Lockouts

A student who is locked out of his or her room between 8:00 a.m. and 5:00 p.m. must request a member of the Facilities Management Office staff to unlock his or her room for a \$5 fee. If a student cannot reach a Facilities Management Office staff member, he or she should contact the Public Safety Desk at Peabody Hall.

Lockouts which occur between 5:00 p.m. and 8:00 a.m. will be handled by Resident Assistants. A student who is locked out should telephone Public Safety to contact the Resident Assistant on duty. Students should not contact their Resident Director or Resident Assistants who are not on duty for lockouts. Students should be aware that they will be charged a fee for lockouts:

8:00 a.m.-11:00 p.m.	\$5
11:00 p.m.-8:00 a.m.	\$10

Pet Policy

Pets are not permitted in the residence halls. Animals found in the residence halls will be confiscated and turned over to the Massachusetts Society for the Prevention of Cruelty to Animals. Non-carnivorous fish in a 10 gallon maximum tank are the only exceptions to the Pet Policy and must be approved by your Resident Director.

Painting

Students are not permitted to paint residence hall rooms. During the summer months, Facilities Management Office staff paint rooms as needed. If students believe that certain residence hall rooms should be painted, they should ask their Resident Director to file a maintenance request before departing for the summer.

Quiet Hours

Quiet hours are periods of time established in the residence halls when students must lower voices, turn down stereos, and turn off other noisemakers so that resident students can study or sleep. These hours occur from 9:00 AM to 9:00 PM Sunday through Thursday, and from 12:00 AM to 9:00 AM Friday and Saturday. Quiet hours can be altered at the discretion of the Resident Director. During each Finals period, twenty-four hour quiet hours are observed and enforced. Twenty-four hour courtesy hours are always in place. Students found to be continually violating noise levels may be subject to judicial action.

Public Safety

Public Safety officers are on duty twenty-four hours a day to help provide a safe campus environment. Students should immediately ask for assistance from a Public Safety officer whenever they feel their safety is at risk or security within a residence hall has been jeopardized (*e.g.*, a visitor is unescorted, someone is causing damage or acting violently, or someone is attempting to improperly gain access to the residence hall). Public Safety officers may be reached on campus at **extension 2151** or by pressing the red emergency button on any call box (call boxes are located outside the residence halls).

Public Safety officers do not handle non-security issues, such as noise disturbances. Any non-security issues should be referred to Resident Assistants or the Resident Director in the residence hall. If a Resident Assistant or Resident Director cannot be located, students may request a Public Safety officer to contact a Resident Assistant or Resident Director.

No Smoking

Wheelock College is a smoke-free environment. Smoking is prohibited in any College building, including residence halls, as well as on all College grounds. Violations of the smoking policy are subject to judicial action.

Telephones and Technology in Residence Halls

For specific information regarding telephones and technology in the residence halls, refer to Section III - Computers and Technology Resources in the Handbook.

Packages and Shipping

Packages may be shipped to arrive at Wheelock after students have returned to campus in the fall. Packages should be addressed to you at Wheelock College, 150 The Riverway, your mailbox number, Boston, MA 02215.

Violations of Residence Policies

Living in a Wheelock residence hall provides students with the opportunity to enjoy the benefits of community life. Living together in such a close setting demands a sense of responsibility to one another and to respect one another's rights and safety. Consequently, students must abide by Residence Life policies that have been adopted in consideration of all students. Students are encouraged, as responsible adults, to resolve issues concerning community living (such as noise level) by discussing them with affected residence hall members.

Violations of Residence Life policies are violations of the Student Code of Conduct. Resident Assistants and Resident Directors may refer violations of Residence Life policies to the Director of Residence Life who may make referrals to the Dean of Students.

STUDENT LEADERSHIP AND CAMPUS PROGRAMS

Campus Center

The Student Leadership and Campus Programs Office develops an active campus life by providing opportunities for students to realize their creative and intellectual potential through involvement in programs and activities. It accomplishes these goals by working with student organizations, campus programs, leadership development, and education. The Student Leadership Office staff advises and oversees the Student Government Association, recognizes and supports student organizations, and implements campus-wide events and programs. The Office also helps students get connected to the College through student orientation and new student workshops, leadership development programs, commuter programs, and annual events.

STUDENT LEADERSHIP

Leadership Opportunities and Application Process

There are numerous opportunities to get involved and grow as a student leader at Wheelock. Information about leadership opportunities and the application process is regularly publicized to the Wheelock community. Specifically, during the spring semester, students can participate in a Leadership Selection Process in which they can apply to be Orientation Leaders, Student Advisors, Jumpstart Team Leaders and Resident Assistants for the following academic year.

Orientation Leader (OL)

At the beginning of each semester, orientation is held for new students. A core group of upper-class students are selected to assist with the coordination and implementation of the First Year Introduction program and Orientation. These upper-class students are trained before new students arrive and serve as role models and facilitator for new students as they transition to college life.

Student Leadership Orientation Committee (SLOC)

The Student Leadership Orientation Committee plans and organizes the fall orientation program. Committee members are nominated by faculty and administrators in recognition of their work in the Wheelock community as student leaders and as role models for students.

Resident Assistant (RA)

Resident Assistants serve an important role on campus throughout the year. Each residence hall floor has student staff members who are trained to provide campus and community information, programming within the residence hall, peer advice and assistance with community living matters. They play an essential part in promoting the intellectual, social and personal development of all resident students.

Student Advisor (SA)

A Student Advisor serves as a resource person to students, faculty and the Office of Academic Advising and Assistance. Student Advisors work as an academic advisor to either first-year students while they participate in the

First Year Seminar or transfer students. Student Advisors are trained in the philosophy of the curriculum and its technicalities.

Rising Star Program

The Rising Star Program is an opportunity for new members of the Wheelock community to learn and shape their fundamental leadership skills. We believe in educating and preparing our students to become empowered, confident, and compassionate leaders of society. The skills taught in the Rising Star Program will assist students in their academic, personal, social, and professional lives. Each seminar will provide students with the opportunity to hear from a well respected leader, while discussing important topics in an interactive learning environment. These topics include, but are not limited to: leadership styles, public speaking, diversity discussions, and conflict management. We realize true leaders are not born, they are made: educated, determined, and charismatic individuals from various environments.

STUDENT ORGANIZATIONS

Under the direction of the Student Leadership and Campus Programs Office and the Student Government Association, Wheelock has approximately twenty-five student organizations. Each organization has at least two representatives, a President and a Treasurer, who will answer questions and help you get involved. The activities of these organizations are intended to enrich the academic and co-curricular experiences of Wheelock students.

If you are interested in joining a student group, please contact the Student Government Association, a member of the Student Leadership and Campus Programs staff, or a representative of the group. An Activities Fair is held at the beginning of each semester to introduce all students to the student organizations.

List of Student Organizations

The following is a list of student organizations at Wheelock College. Please visit the Wheelock website for more details about each group.

- African American, Latino/a, Asian American, and Native American (ALANA) Organization
- Autism Awareness
- Best Buddies
- Black Student Union (BSU)
- Boston Association for the Education of Young Children (BAEYC)
- Campus Activities Board (CAB)
- Campus Association of Social Workers (CASW)
- Class Councils
- Commuter Council
- Gay-Straight Alliance (GSA)
- Juvenile Justice/Youth Advocacy Club (JJYAC)
- La Herencia Latina
- Pi Gamma Mu
- Schools for Schools
- Sign Choir
- Student Government Association (SGA)
- Students Against Destructive Decisions (SADD)
- Wheelock Child Life Organization (WCLO)
- Women's Center

- X-Clusive (Dance Team)

New Organizations

Students are encouraged to form new organizations and should contact the Student Government Association for information concerning procedures for starting a student organization.

Fundraising

Each student organization has the option to organize and to conduct fundraising events each year. Fundraising events are organized to subsidize trips, support local community homes and shelters, or for a variety of other reasons. Examples of fundraising activities include raffles or selling Wheelock merchandise. Student organizations must seek prior approval from the Student Government Association before any fundraising event. Information regarding all fundraising activities must be on file with the Office of Student Leadership and Campus Programs and the Student Government Association. The Office of Student Leadership and Campus Programs and the Student Government Association maintain files and catalogs that contain information on promotional ideas and the Student Government Association and the Office of Student Leadership and Campus Programs are available to assist student organizations in developing fundraising plans.

Publicity

There are several ways to publicize events on campus - bulletin boards, chalking, and email flyers. All submissions for publicity are subject to editing, and all bulletin board postings must obtain prior approval from the Office of Student Life.

- **Bulletin Boards:** The bulletin boards located in various buildings on campus are major sources of information. Take the time to read about upcoming events, occurring both on and off campus. There are several special bulletin boards in the Pilgrim Student Center and the Campus Center. All postings require a date stamp from the Office of Student Life.
- **Chalking:** To chalk on campus, you must follow these procedures: (a) request approval from the Office of Student Leadership and Campus Programs in writing at least three working days prior to the chalking; and (b) chalking can only occur in two designated areas on campus: Wheelock's black tarred sidewalk running from The Riverway to the Library and Pilgrim Road between 25 Pilgrim Road and the Student Center. Chalking in non-designated areas is prohibited and will be removed.

Events Policies

All organization events must be approved in advance by the Student Government Association and the Campus Services Office. At all events held on the Wheelock campus and at off-campus locations, guests are the responsibility of the Wheelock student who invited them. Students are responsible for ensuring that their guests comply with the policies of the Handbook, including the Student Code of Conduct. Residence hall rules regarding rights of other residents, quiet hours, security, and visiting hours must also be followed by all guests. Principles of courtesy and concern for people and property must be obeyed, and the rights of those not attending an event must also be respected.

At all Wheelock-sponsored events held off campus, students are responsible for complying with the policies of the Handbook, including the Student Code of Conduct.

Hazing

Hazing is a criminal offense in Massachusetts (as noted in the General Laws of Massachusetts, 269:17, 18, 19), punishing those who engage in hazing activities and those who fail to report hazing. Hazing is a violation of the Student Code of Conduct. Each fall, officers of student organizations and athletic teams will be asked, in writing, to review this law with their members. These officers must confirm in writing to the Dean of Students that this information has been shared. Hazing is discussed under Section IV - Institutional Policies, Procedures and Guidelines - of the Handbook.

ADDITIONAL SERVICES

Commuter Information

There are numerous services available to commuters to facilitate their activities while on campus. Commuter students are assigned an on-campus mailbox, which they are expected to check regularly, to receive correspondence from members of the community. The Commuter Lounge and lockers, located in the CCSR, are available for commuter students to use while they are on campus. Students may sign up for a locker in the Office of Student Life. Students may also purchase public transportation passes at discounted rates from the Office of Student Life.

Graduate Students

All policies described in the Residence Life subsection of this Section of the Handbook apply to graduate students. As members of the resident student community, graduate students are expected to comply with all Residence Life Policies.

Health Services

The Wheelock College Student Health Program, located at the Kenmore practice of Harvard Vanguard Medical Associates (133 Brookline Avenue, Boston), offers routine primary and gynecological care to Wheelock undergraduate and resident graduate students. Harvard Vanguard Medical Associates is a non-profit, multi-specialty medical group practice providing care and committing to making it easier for their patients to be and stay healthy. Students can register with Harvard Vanguard and make an appointment by calling 617-421-1196.

While the Student Health Program covers routine primary and gynecological care, the Commonwealth of Massachusetts requires students enrolled three-quarter time or more to be covered by a qualified health insurance program. Any student who does not submit proof of enrollment in a qualified health insurance program before registering for classes will be automatically enrolled in a program through the College and a charge for health insurance will be added to the student's account. No refunds or exceptions will be granted.

Educational health and wellness programs are offered on an array of topics designed to meet student needs. A series of workshops have been organized on topics including street safety, relationships, addictions, safe sex, healthy eating, and women's health. The scheduling and promotions of these events are handled by the Office of Student Life.

Lost and Found

The Lost and Found is located in the Office of Student Life. All unclaimed items are donated to charity at the end of each semester.

Public Transportation (MBTA) Pass System

The Office of Student Life coordinates the MBTA Semester T-Pass for students. Students receive an 11% discount off the monthly T-Pass rate. Order forms are mailed out during the summer for the fall semester and are available on campus late in the fall semester for the spring semester. Students may pick up their T-Passes in person by presenting their Wheelock College Student I.D. at the Office of Student Life.