Pine Manor College
2010/2011

400 Heath Street
Chestnut Hill, MA 02467
(617) 731-7000
STATEMENT OF COMMUNITY

We the PMC Community…

… are committed to creating a safe, tolerant, respectful, and fun learning environment, knowing that every day may bring new challenges that may not be solved with a simple solution.

… recognize the many differences represented by our individual members and embrace these as essentials components of a vital and collaborative learning community.

… are collectively engaged in a learning process which promotes the growth of all members of the community.

… welcome individual voices while stressing the mindful consideration of others.

In contributing to the creation of the community outlined above, I agree to uphold the following standards:

I will remain aware that my tone and actions, as well as my words, convey messages to others.

I will not assume that other members of the community share my same frame of reference.

I will think before I speak.

I will work to protect against the exploitation of the vulnerabilities of all community members.

I will listen and work to understand the point of view of others, even when I may not agree.

I understand that individual growth requires risk and often leads to misunderstandings and mistakes. I will not hold others responsible for past words and deeds, and I will remain open to the possibility for change.

I will commit to continuously confronting the biases, individual and collective, that affect our interactions with one another.

While recognizing that conflicts are natural, I will commit to working through these differences by: 1) Acknowledging the issue, 2) Asking for help, and 3) Seeking mediation.

I understand that my actions have consequences, and I will endeavor to consider the range of consequences prior to acting. I agree to be held personally accountable for my actions.

I will strive to uphold the conduct outlined above in all spaces on campus.

I recognize that all members of the community, including myself, will inevitably have difficulty meeting these expectations at times. Consequently, I will commit to respectfully challenging others and I will be open to criticisms of my own words and actions.

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TELEPHONE DIRECTORY

EMERGENCY NUMBERS

EMERGENCY  (617) 731-7777
Campus Safety  (617) 731-7192
Health & Wellness Center  (617) 731-7171
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Dear Students,

We hope that this Handbook will help you explore and use the many resources of Pine Manor College. As you take advantage of opportunities and services on and off campus, please remember your responsibility to contribute to improve the way we work and learn together. A key component of inclusive leadership and social responsibility is your involvement and your concern for our collective well-being. We keep getting better because students care about our College and about one another. Please let us benefit from your suggestions and from your work to improve the College.

Best wishes for a great year!

Gloria Nemeserying

MISSION STATEMENT

Pine Manor College prepares women for inclusive leadership and social responsibility in their workplaces, families, and communities. We pursue this goal through: integration of an outcomes-based curriculum and cocurriculum demonstrated by portfolio presentations; active, collaborative, applied liberal arts learning; and college-wide mentoring teams and community partnerships—in an environment that celebrates diversity and respects the common good.

INCLUSIVE LEADERSHIP AND SOCIAL RESPONSIBILITY

New approaches to leadership are being tested in corporations, politics, communities, families and education. This new kind of leadership does not rest with an individual, but resides in the process of people in relationship with one another. People don’t simply become leaders. They engage in leadership together as they make decisions about their values and their common good. With this leadership model, people are not afraid of leadership; they enjoy participating in it. Leaders are mentors, coaches, teachers, guides, facilitators, colleagues, and students. Leadership and learning do not flow down from a single source of wisdom and authority. Both leading and learning are human processes that are only humane and effective when the people involved in the process take responsibility for the outcome. The leader needs, in her leading, to be led and to follow. The teacher, in her teaching, needs to be taught, sometimes by her students. Both need to be part of an interactive process. It is not the teacher who creates learning, nor the leader who creates leadership. Both are created out of interactive processes, the best of which are imbued with democratic and humane values that are openly recognized by the participants as binding them together in valuable work.
LEARNING OUTCOMES

At Pine Manor College, we believe that students should be active learners, taking responsibility for their own education. A student is not a sponge soaking up information; she is an explorer, seeking out new experiences inside and outside the classroom, and reflecting on what she is learning through these experiences. Indeed, learning can be defined as experience informed by reflection.

Everyone at Pine Manor College (faculty, student life professionals, administrative staff and students) shares a common set of learning outcomes. You will receive a full set of these learning outcomes in your Portfolio Learning Seminar, where you will also discuss what they involve and various ways in which you may go about addressing them. This will guide and focus the process of experience and reflection that fosters learning. At PMC, you will not just take courses and get grades. You will also prepare a portfolio that records and demonstrates particular moments of learning, upon which you have reflected and addressed a learning outcome, such as critical thinking. Continually, you will be encouraged by the Portfolio Learning Seminar to see all aspects of your experience, inside and outside the classroom, as complementary occasions when learning may occur. You will have the opportunity to link those key instances in which you have communicated effectively, thought critically, analyzed and solved a problem creatively, applied theoretical knowledge practically, worked effectively with others to achieve a common goal. As you become more and more adept at recognizing and reflecting upon these moments of insight and development, you will be struck by your own “authority,” your ability to tell your own educational story, as you continue that journey of teaching and learning called life.

FIRST YEAR SEMINARS

One engaging experience shared by all first year students is participation in a First Year Seminar (FYS). These courses are designed to introduce students to certain areas in our curriculum and to topics about which members of the faculty are passionate. All of the seminars are designed to foster successful academic and social transition to the college. The FYS also introduces students to the principles of inclusive leadership and social responsibility in a climate that encourages respect for and valuing the many points of view represented in our diverse community. Course instructors serve as academic advisors to all students enrolled in the course. In the context of the course the advising group will work to develop the skills necessary for academic success and will provide opportunities for students to reflect on their development as learners.

PORTFOLIOS

Presentation and submission of a “learning portfolio” is a graduation requirement for all Pine Manor College students. The formal presentation of the portfolio takes place twice, ordinarily during the sophomore and senior years, on designated days in the spring semester. The portfolio contains evidence and reflections of student learning related to general education outcomes, as well as accomplishments within the major.

All sophomore students must enroll in SPP200 (The Sophomore Portfolio Project) in the second semester of their sophomore year. The Portfolio Project gives students the opportunity to reflect on their learning inside and outside the classroom in the context of outcomes reflecting their liberal arts education and the mission of the College. Presented in the spring, a student’s portfolio may take a variety of forms, including paper, web-based and video. Each student is also expected to take part in a scheduled dialogue with faculty about her portfolio, her overall college experience, and her goals for the future. Reflections are required on the following outcomes: Effective Communication, Critical Thinking, Inclusive Leadership Skills, Social Responsibility, Multicultural Perspective and Depth of Knowledge; students also choose two of the following areas for reflection: Oral Communication, Quantitative Reasoning, Application of Knowledge, and Creativity. Students earn one credit upon completion of their portfolio.

Students have two options for how to complete their portfolios. They may elect to work with an advisor on an individual basis by completing a contract with the advisor stating this to be their intention. Sophomores may also, in addition to enrolling in SPP200, enroll in the Sophomore Colloquium (SC201), a two-credit course offered in the spring. The Colloquium meets once a week, including some evening sessions with guest speakers. Discussion focuses on connections between liberal arts education and the workplace, and includes opportunities for oral and written reflections suitable for inclusion in the Sophomore Portfolio. Faculty of SC201 will work with students and their advisors to ensure completion of the Sophomore Portfolio Project. Senior portfolio is facilitated through participation in junior/senior mentoring groups. Accommodations will be made for transfer or out-of-phase students, to integrate them into the portfolio process.

INTERNERSHIP PROGRAM

Pine Manor College recognizes a fundamental link between a liberal arts education and the professional world. All seniors take part in a 16 hour a week, off-campus internship, ordinarily in the Fall of their senior year. The Internship Program operates on the premise that academic knowledge, combined with workplace experience, prepares a student to succeed intellectually and practically in life beyond college. Internships also allow students to explore career options and develop skills that dramatically increase their competitiveness in the job market. Over the past 20 years, the Internship Program has enjoyed an excellent reputation. Pine Manor College students are frequently offered permanent positions at their internship sites.

STUDENT LIFE

Student Life and Academic Affairs share a common philosophical foundation that is expressed well by our mission statement: “Pine Manor College prepares women for inclusive leadership and social responsibility in their workplaces, families and communities. We pursue this goal through: integration of an outcomes-based curriculum and co-curriculum demonstrated by portfolio presentations; active, collaborative, applied liberal arts learning; and community partnerships, in an environment that celebrates and respects the common good.” Students will find opportunities for cocurricular learning through student organizations, community and residential life, campus life, athletic programs, the Inclusive Leadership and Social Responsibility (ILSR) program, and peer leadership positions that garner an understanding of the principles of wellness, self-development and community service.

We believe that a college education includes a student’s entire experience as a member of the campus community. We value the learning opportunities that students encounter, both inside and outside of the classroom. Our diverse community includes people from a variety of ethnic backgrounds, geographic areas and religious affiliations.

Students are strongly encouraged to participate in a variety of clubs and organizations, campus activities and community service programs.

THE VICE PRESIDENT FOR STUDENT SERVICES

The Vice President for Student Services is responsible for the development and administration of cocurricular programs. Community and Resident Life, Student Activities, Multicultural Services, Athletics, Counseling Services, Campus Safety, International Student Services, and the Health and Wellness Center report to this office. The Vice President works with this staff to develop community, advise student groups and organizations, advocate for the students, and provide a sense of opportunities for student growth and development.
CLUBS AND ORGANIZATIONS

Please note that all clubs and organizations are open to all members of the PMC community.

ALANA (African American, Latina, Asian, Native American and All)
ALANA plans events that express and showcase our cultural diversity. Students share aspects of their cultural heritage through programs such as a Multicultural Fashion Show, Poetry Slam and Festival Night. Help our community celebrate your heritage, and learn about other cultural traditions by joining ALANA.

Alianza Latina (Latin Alliance)
Committed to social action and outreach, this student organization promotes the education of the Latin and Hispanic culture by sponsoring events and fundraisers to benefit community service efforts (i.e., anti-poverty, natural disasters, etc.) in Latin, Hispanic and Caribbean countries.

BGLAD (Bisexuals, Gays, Lesbians and Allies in Diversity)
Open to all students regardless of sexual orientation, BGLAD works to promote an open and welcoming environment for the PMC lesbian, gay, bisexual, transgendered, and questioning community. BGLAD strives to maintain a continuous and thoughtful dialogue on all issues raised by the PMC community, such as students questioning their sexual orientation or that of friends and family; homophobia; or major news stories. The group meets regularly for support, camaraderie and to plan special events.

Business Club
The Business Club is open to all students interested in gaining hands-on experience in the business world. In the past, students have developed and managed entrepreneurial ventures on campus to raise money for various causes, such as purchasing promotional items for the Business Club and sponsoring a Business Etiquette Dinner on campus.

Campus Activities Board (CAB)
The Campus Activity Board enhances campus life through hosting social events each semester. Some of CAB’s events in past years have included: Speakers, Talent Shows, Casino Night, 80s Parties, Coffee Houses, Karaoke Nights, Bingo, Craft Nights, Late Night Breakfast, Trivia and Game Shows.

Cape Verdean Student Alliance (CVSA)
Cape Verdean students promote their rich culture through this club. The organization’s purpose is to educate the College community about Cape Verde culture (through lectures and other activities) and to assist Cape Verdeans in Boston and on the islands of Cape Verde. Everyone is welcome.

Community Advisors
The Community Advisor (CA) is a full-time sophomore, junior, or senior who lives in one of the residence halls and serves as a peer counselor, resource and referral person, advocate, authority figure, programmer, administrative assistant, and group leader of 20-30 residents of that hall. The CA also assists with the daily and emergency coverage, planning social and educational programs, and administrative tasks associated with the operation of the entire residence life program.

Community Council
The members of this group consist of students, faculty and staff. The Community Council will work on improving campus wide social programming and the conduct of student behavior.

Commuter Club
This club serves as a resource for our commuter students and enhances their cocurricular learning.

Community Service Committee
This organization is open to students, staff and faculty, and works to establish sustainable relationships with Pine Manor and service organizations in the Boston area. This committee also serves as a resource to help other student organizations and individuals coordinate service projects, and educate the community about volunteer opportunities.

Dance Ensemble
The Dance Ensemble was formed to give the highly creative student body an avenue for presenting their dance skills in performance. Choreography is done by faculty, students, and guest artists in a variety of dance styles, including jazz, modern, ballet, hip-hop, African, and Irish Step Dance.

Diversity Committee
Comprised of students, faculty and staff, this committee serves as a resource to encourage diverse representation in administrative, curricular and cocurricular endeavors. The Diversity Committee funds and supports program initiatives from within the community that focus on diversity and serve to broaden, educate and incorporate all members of the College.

The Education Club
The Education Club is designed to promote positive interaction between Pine Manor students, children, and educators within the wide-ranging Pine Manor community. The club provides resources for students seeking teacher licensure through study groups, conference attendance and mentoring.

The English Club
Students from any field of study may join the English Club. Some of the club’s exciting activities include seeing plays in Boston, attending poetry readings and sharing personal work. If you enjoy literature, poetry or the arts, this club is for you.

Gator Guides
Students serve as ambassadors for the College by contacting prospective students, hosting overnight guests, leading campus tours and assisting with special programs.

H.A.W.A. (Haitian-American Women’s Alliance)
H.A.W.A. educates the PMC community about Haitian culture and history. The group plans cultural and social events to raise awareness about current issues facing the people of Haiti, as well as Haitian-Americans. H.A.W.A. raises money to offer support to such community service projects as shelters and food banks in “Little Haiti” (a Haitian community in Florida).

International Student Club (ISC)
The ISC is a group of students from around the world (including the US) who come together to share their cultures and backgrounds, and to provide support to students who are new to this country. ISC also promotes international awareness to PMC.

Imani Christian Club
The Imani Christian Club gathers together in unity to embrace God in our lives through worship, prayer, study of the Word, and fellowship in love with all. Our goals are – To gather in unity, Fellowship with one another, To Strengthen our faith by the teaching of the word, and to build personal relationships with Jesus Christ.

The Literary Magazine Conifers
Conifers is an annual publication of the writing and artwork of talented students, faculty and staff. Students are involved in the development and production of the magazine.

L.O.V.E.S. (Ladies of Various Ebony Shades)
Our mission is to impact the world through our efforts of promoting individuality, good health, self-control, and success.
Model United Nations
The Model UN course provides a unique opportunity for students to learn about international politics, contemporary world problems, international organizations, negotiation and collaboration. Students participate in the Annual Model United Nations Conference in New York City, where they represent a designated country and its views and perspective. Students experience the challenges of articulating and working toward solutions to global problems in ways that serve both the particular interests of their country and the common good of the world’s citizens. In addition, participants get the opportunity to interact with United Nations officials.

Pine Log Yearbook
This organization publishes the annual Pine Manor College yearbook, Pine Log. Students are involved in all aspects of the production and publication process.

Pine Manor Newspaper, Gator Gazette
Students work on the exciting and demanding task of producing this newspaper for the College. Staff members develop news stories, take photographs, write articles, design the layout and help distribute the paper.

The Psychology Club
Students interested in Psychology explore how to apply its principles to everyday life through different activities. Students have attended conferences, practiced GRE tests, discussed graduate school, and explored other issues of interest to its members. You do not have to be a Psychology major to join.

Student Health Advisory Board (SHAB)
This student organization is concerned with all aspects of health and wellness. You can gain valuable experience in the areas of leadership, program planning, and peer health education by joining SHAB. There are opportunities to be involved in developing and sponsoring programs addressing issues such as reproductive health, safer sex, alcohol, body image, and stress reduction.

WPMC Radio
This student-run on-campus radio station broadcasts a variety of music. It also broadcasts the news and advertises campus programs. Try your hand at being a WPMC DJ, public service announcement writer or production assistant.

GUIDELINES FOR STUDENT ORGANIZATIONS

How do I start a student organization on campus?
If there is no student organization of interest to you, please speak to the Director or Assistant Director of Community and Residence Life, who will meet with you to discuss your ideas. The first step will be for you to find an interested group of Pine Manor College students who will be the founding members of the organization. This group writes a mission statement to define the goal of the proposed organization and explain why this group should be a recognized student organization. The next step is to find a faculty or staff person who agrees to be the advisor to your student organization. Finally, you should set up a meeting with the Director or Assistant Director of Community and Residence Life to discuss your proposal. Your proposal and mission statement will be reviewed and a recommendation to accept or deny the organization will be made. If it is denied, the group can reapply under guidelines set by the approving committee.

How does a student organization receive funding?
All recognized and active student organizations may receive funding from the Office of Community and Residence Life. Limited funds are available each year, so it would be in an organization’s best interest to plan ahead, and ask for funds as soon as the need arises. A representative from the organization must file a funding request form, found in the Office of Community and Residence Life, to request a specific amount of funds for a specific event. A notice will go to the organization representative from the Office of Community and Residence Life, describing how the funds will be received, once approved.

Can a student organization hold fundraising events?
All student organizations are encouraged to raise funds for their organization. Any club or organization wishing to fundraise must be active and recognized by the Office of Community and Residence Life. In order to hold a fundraiser, an organization member must file a fundraising request form found in the Office of Community and Residence Life and conform to specific conditions. No more than two student organizations can raise funds at the same time. All monies raised must be deposited into the Community and Residence Life treasury and may be used exclusively by that organization for College-approved activities.

Can a student organization reserve rooms and audiovisual equipment on campus?
A student organization has the right to reserve rooms on campus for the purpose of club meetings or events only. Individual students cannot reserve space for their own use, nor for unrecognized student organizations. Rooms in the Campus Center (excluding the Presidents’ Dining Room and Classrooms STC 101 and 102) and spaces in the residence halls including any of the Commons must be reserved through the Office of Community and Residence Life at communitylife@pmc.edu. All other rooms must be reserved by the organization’s advisor through the Special Events Office at (617) 731-7640.

Audiovisual equipment can be reserved for a student organization, if a member fills out a request form found in the Business Office. When completing an A/V request form, please be sure to indicate the club name and advisor for the organization. Student organizations may not request large-screen video production without prior approval from the Director or Assistant Director of Community and Residence Life.

Posting Policy
Student Organizations are encouraged to publicize their events and club meetings. All publicity must include the name of the sponsoring organization and be approved by the club advisor and the Director or Assistant Director of Community and Residence Life. Please note that unapproved publicity will be removed. Publicity materials cannot be posted on glass windows in any building or on the painted walls in the Campus Center. Please post all materials on bulletin boards, the columns in the Campus Center and the brick walls in the classroom buildings and Residence Halls. All table tents must be placed in the napkin dispensers in the dining hall. Students who wish to publicize their organization event off campus must submit publicity materials to the Director of Media Relations and Publications at least two weeks prior to the event. Publicity represents Pine Manor College and must be in good taste. Any reference to the consumption of alcoholic beverages may not be written or suggested in any form of publicity.

Club/Organization Resources
Student Club/Organization Guides are available in the Office of Community and Residence Life and on the web at:
http://www.pmc.edu/Websites/pmc/Images/student_activities/ClubOrganizationGuide.pdf
Important programming forms may also be found in the Office of Community and Residence Life and on the web at:
http://www.pmc.edu/student-programming-forms

ATHLETICS

Varsity Sports
http://www.pmc.edu/athletics
Pine Manor College has varsity teams in soccer, cross-country, volleyball and tennis in the fall, basketball in the winter, and softball and lacrosse in the spring. Teams compete under NCAA Division III guidelines. Students must carry a minimum of 12 credits per semester and be in good academic standing in order to compete. Members of varsity teams are eligible to earn one academic credit for each completed semester of participation. Physical education credits do not accumulate toward a student’s grade point average.

PMC’s varsity sports are designed to promote leadership, teamwork, individual potential, socio-cultural and competitive values. Our varsity teams compete within the Great Northeast Athletic Conference (GNAC) and are eligible for post-season tournaments sponsored by the GNAC as well as the National Collegiate Athletic Association (NCAA). In 2001, the Gator softball team won the GNAC championship.
Physical Education
In addition to varsity sports, Pine Manor offers physical education credit in self-defense, yoga, and first aid. (See the Pine Manor College academic catalog for a complete listing of physical education courses and other athletic activities.)

Intramural
Pine Manor offers leisure sports that include faculty/staff/student games in basketball, volleyball, soccer, softball, and tennis.

Recreational Opportunities
The College has six outdoor tennis courts, two platform tennis courts, a cross-country trail, a soccer field, a softball field and recreational facilities in the gymnasium, which include an athletic training room, and fitness room.
Participation in athletic activities is voluntary. If a student is injured in the course of such activity, responsibility for payment of expenses incurred in treatment of the injury will be her own, and not that of Pine Manor College.

HEALTH SERVICES
Ronnie White, APRN-BC, ANP, Director
Phone: (617) 731-7171
FAX: (617) 731-7559
Web site: http://pmc.edu/wellness-center

The staff at the Health and Wellness Center provides out-patient care and health promotion services for Pine Manor College students. Arrangements for emergency and specialty medical care may be made upon request through Health Services. Because we are committed to the concept of wellness and because the college years are an ideal time to establish healthy behaviors that could have a positive impact on the rest of your life, we offer programs geared to helping you achieve good health and well-being. Our professional staff consists of nurse practitioners and a part-time physician.

CLINIC HOURS
The Health and Wellness Center is open Monday-Wednesday from 9:30am to 4:30pm, Thursday from 9:30am – 7:00pm, and Friday from 9:30am – 1:00pm, during the fall and spring semesters, when classes are in session. The clinic is closed on holidays, during breaks, and the summer months. Students are strongly encouraged to schedule an appointment in advance or may be seen on a walk-in basis. The College physician is available at the Health Center during specifically scheduled clinic hours. Appointments are required and may be made by calling (617) 731-7171. There is no overnight health facility on campus.

WELLNESS CENTER
The Wellness Center, established in 1998 through a grant from the Liberty Mutual Group, assists students in emphasizing positive ways to improve the quality of their lives. The Center offers meeting space, a meditation room, a health education resource room and library. The library contains a variety of brochures, books, journals, newsletters and other reference materials covering health-related topics. Visit the Wellness Center in the Health and Wellness Center if:
• you're writing a paper or preparing a speech and want to use a health issue as a topic
• you have a need for clear, concise medical and lifestyle information
• you want to learn more about taking care of your health and would like some self-care information
• you need a quiet place to meditate or listen to relaxation tapes
• you'd like to search out health information on the Internet or use our interactive CD-ROMs designed for self-analysis of health behaviors, including "Alcohol 101"
For more information, call (617) 731-7171.

ELIGIBILITY
All full-time students who are enrolled in the current semester are eligible for care at the Health and Wellness Center. Students are NOT required to have PMC Health Insurance to use our on-campus health and counseling services.

FEES
There is no charge for professional services at the Health and Wellness Center. There is a minimal fee for emergency contraception. Any lab charges will be billed by Quest Labs to your insurance company. These charges and any co-pays, like those for prescriptions, are the full responsibility of the student.

SERVICES AVAILABLE
Web site: http://pmc.edu/wellness-center

• Routine medical care, assessment, and treatment
• Wellness Resource Center and Library
• Referral to outside healthcare providers or specialists as needed
• Routine gynecological examinations, including PAP smears
• Contraception services and counseling (including emergency contraception)
• STD (sexually transmitted disease) screening, counseling and treatment
• Pregnancy testing, counseling and referral
• Physical examinations
• Health and wellness promotion programming
• Crutches and heating pads are available on loan

HEALTH INSURANCE
Web site: http://pmc.edu/wellness-center

Massachusetts law requires that all full-time and three-quarter-time college students be covered by health insurance. Whether a student is covered by PMC Health Insurance or another policy, a parent’s policy, a health maintenance organization (HMO) or preferred provider organization (PPO), it is the student’s responsibility to know and understand the terms and limitations of her coverage. A student should carry her insurance ID card at all times. Copies of the Pine Manor College Student Health Insurance brochure are available on the above website, at the Health and Wellness Center and the Bursar’s Office. Documentation of health insurance is a prerequisite for registration.

MEDICAL RECORDS
All students must have a completed Health Report on file at the Health and Wellness Center. Massachusetts law requires that all full-time college students provide documentation of immunity for measles, mumps, rubella, tetanus, diphtheria, Hepatitis B, and meningitis in order to register and attend class. A tuberculin test, within the six months prior to registration, is required for students considered at high risk. Varicella vaccine is strongly recommended for those students who have not had Chicken Pox. Students are responsible for updating their health and immunization form when appropriate.

CONFIDENTIALITY
Student medical records are confidential. No information is released without a student’s written consent, except as required by law or in life-threatening situations. Faculty, administrators and parents do not have access to student medical records.

EMERGENCY AND AFTER-HOURS CARE
Web site: http://pmc.edu/wellness-center

• For a serious, potentially life-threatening emergency, call Campus Safety at (617) 731-7777. Campus Safety will arrange transportation by ambulance to a hospital emergency room.
• If you have an urgent health problem that requires attention when the clinic is closed, several options are listed below.
Off-Campus Healthcare Options
Beth Israel Deaconess Medical Center
Emergency Room: (617) 754-2450
Open 24 hours
Health Information Line: 1-800-667-5356
Physician and Health Care Referral Service.
New England Baptist Hospital
125 Parker Hill Ave, Boston, MA
Ambulatory Services: (617) 754-5248
Walk-In Clinic: Mon.–Fri. 9 am–6 pm
Weekends and Holidays 10 am–4 pm
Brigham & Women’s Hospital
75 Francis Street, Boston, MA
Emergency Room: (617) 732-5636
Open 24 hours
Physicians Referral Line: 1-800-294-9999
Newton-Wellesley Hospital
2000 Washington Street, Newton, MA
Emergency Department: (617) 243-6193
Care Finder: (617) 243-6566
Physician and health care referral service.
Rape Crisis
Brigham & Women’s Hospital
75 Francis Street, Boston, MA
Emergency Room: (617) 732-5636
Beth Israel Deaconess Medical Center
330 Brookline Ave, Boston, MA
Rape Crisis Intervention Program:
(617) 667-4645
Boston Area Rape Crisis Center (BARCC)
(617) 492-RAPE
TRANSPORTATION
For non-emergency transportation to access medical care when the clinic is closed, call Campus Safety at (617) 731-7777 to contact the Administrator-on-Call.
COUNSELING SERVICES
Martha Glover, LICSW - Director
Personal counseling services, available at the Health and Wellness Center, provide support for students who are dealing with the stresses of college life and other personal concerns. The Counseling Center provides programming and discussion groups that address various issues including healthy relationships, stress management, substance abuse, body image, homesickness, and depression. The counseling staff consists of licensed clinicians, counseling psychology interns and a consulting psychiatrist. Full-time students are allowed 10 sessions per semester at no cost. The staff can also assist with referrals if a student prefers to be seen off-campus or if the needs of the student exceed the services that are available on campus. An appointment may be made by calling the Health & Wellness Center at (617) 731-7171.

COMMUNITY AND RESIDENCE LIFE
Pine Manor College values the kinds of educational opportunities inherent in the Community and Residence Life program. We believe that a living community is a rich learning environment. The experience of living in a residence hall with up to 30 other young women, sharing ideas, managing and learning to resolve conflict, advocating for one’s rights while respecting the rights of others, and eventually gaining independence, are all valuable components capable of transforming lives. In addition, we understand the importance of friendships and relationships in the personal development of women. Current research in human development reveals that women learn best in an environment in which they feel accepted and encouraged to share feelings and opinions. Our Community and Residence Life program fosters opportunities for residents to reflect on their own values and beliefs in a supportive atmosphere with a variety of opinions and perspectives. Students are housed in villages comprised of five small buildings or halls, each accommodating no more than 30 women. Members of the Community and Residence Life Staff organize programs and activities in the villages and residence halls to foster the mission and educational outcomes of the institution.

Community and Residence Life Staff
The Director of Community and Residence Life oversees the development and integration of programming, based on student development theory and wellness principles. The Director of Community and Residence Life works closely with the Assistant Director of Community and Residence Life, the Graduate Assistant for Community and Residence Life and student leaders to identify and address current student interests, issues and concerns. The Director of Community and Residence Life supervises the Community Advisors (CA) and oversees the campus housing systems and is responsible for developing and implementing all policies and procedures, and facilitates the judicial process. The Director of Community and Residence Life is a liaison to the Admissions Office, Campus Safety and Environmental Services. Community Advisors (CA’s) serve as liaisons between the Office of Community and Residence Life and students. Community Advisors (CA’s) assist with resident student concerns and issues; respond to violations of the College policies; provide resources and referrals; coordinate educational and social programming with residents; and serve as role models in academic and personal behavior.

Accessible Housing/Housing Accommodation
We are committed to working with students regarding accessibility and accommodation issues. Students with accessibility or accommodation concerns should contact the Director of Community and Residence Life. Any student with accessibility concerns or special accommodation needs must complete a Housing Accommodation Request Form, available in the Office of Community and Residence Life. The Housing Accommodation Request form must be completed by the student and the student’s primary care provider or other medical professional if applicable; the Health and Wellness Center staff cannot complete the Housing Accommodation Request Form for students. The Housing Accommodation Request Form must be completed each year and returned to the Director of Community and Residence Life.

Behavior
The College reserves the right to terminate a student’s housing if she fails to comply with College policies, and/or violates any law, bylaw or regulation and/or is in violation of the Code of Conduct and/or Statement of Community: including but not limited to excessive noise, destruction or defacement of property, or actions that interfere with the rights of other residents. Any conduct (whether or not specifically listed) that is unacceptable, disruptive, or otherwise interferes with the orderly operation of the College, or which endangers the health and safety of one’s self and/or others will be evaluated in accordance with the College policies, Code of Conduct and/or Statement of Community.

Consolidation
Student room rates are based upon the expectation that each room will maintain full occupancy. If at any time a student is living in a double occupancy room without a roommate the student may be required to participate in the Room Consolidation process. Consolidating students who do not have roommates provides the college with the ability to accommodate more students in a variety of ways. In the event that a student is required to consolidate the Office of Community and Residence Life will contact the student in writing, through college email or letter, with
information about the consolidation process. The Office of Community and Residence Life retains the rights to any vacant space within a room and has the option to assign a student to that space without notice. Unoccupied spaces must always be kept clear of obstruction and property and should be ready to accept a roommate at any time. Failure to comply with the consolidation policies may result in disciplinary action or loss of housing privileges.

Fire Safety
Please refer to Campus Policies.

Furniture
Residence hall rooms are furnished by the College with the following: bed frame and standard size (twin) mattress, dresser, desk, desk chair and data jack for each student. In addition each room is equipped with one phone jack and one telephone with on campus calling capabilities. Furniture must stay in the room throughout the entire academic year. The student is responsible for these furnishings throughout the academic year and will be assessed any charges for replacement and/or repair. Lounge and/or common area furniture may not be used in student rooms and may not be moved by students out of the designated lounge and/or common area. If lounge furniture is encountered in a student room the student(s) will be fined $150 and the furniture will be removed. Due to regulations of Fire Code students may not bring their own mattresses; this includes but is not limited to fabric mattresses, air mattresses, etc. If there is a specific reason that necessitates a student bringing her own mattress that student should contact the Director of Community and Residence Life to make appropriate accommodations and ensure compliance with the Fire Code.

Interim Suspension
A student on interim suspension from the residence halls, for reasons including but not limited to a pending judicial hearing, must vacate her room according to the information provided by the Director of Community and Residence Life and/or Office of Student Life. The student must return her key and identification card to the Director of Community and Residence Life and/or Office of Student Life at the time the interim suspension goes into effect.

Inventory
Students will be held responsible for the condition of their rooms and residence halls and will be charged for missing and/or damaged items. Upon check-in all residents should ensure that they receive a Room Condition Report (RCR). The Room Condition Report is an inventory or detailed list of the furnishings within each room and the condition of each item. It is the resident’s responsibility to verify the content of the Room Condition Report and then return it to their Community Advisor or to the Office of Community and Residence Life. Missing residence hall furniture or equipment from common areas and/or damage charges to common areas are the shared responsibility of all of the residents of the hall and/or village.

Keys
A key is issued to each resident upon arrival on campus. This key opens the student’s room door. Keys must be returned to the Office of Community and Residence Life upon any change in residency status. In the event of a room change, keys will be exchanged when a Change of Occupancy Form is approved by the Director of Community and Residence Life. A student may hold both sets of keys for up to 48 hours while she moves into her new room. If a student loses a key or has a key stolen, she should make a report to the Office of Community and Residence Life. The College may change any lock that has a reported theft or loss of keys. Students will be charged $100.00 for changes to lock cores and $25.00 for each replacement key.

Laundry
Laundry rooms are located in East 3, South 3, and West 3; each are equipped with four washers and five dryers. The laundry facilities are to be used by current resident students only. Uses of the facilities are on a pay-per-use basis and will accept both prepaid card and coin payment at the posted rate. A change machine available for student use is located in the Campus Center and laundry cards may be purchased from the Office of Community and Residence Life. Any difficulties with the laundry should be reported to the Office of Community and Residence Life or emailed to Laundry@pmc.edu. Any student who abuses the laundry system may face suspension of laundry privileges and disciplinary action.

Lockouts
A student who is locked out of her room or residence hall building will need to call Campus Safety (ext. 7192) during the hours of 12 midnight to 6:00 pm, or the Community Advisor on-duty between 6:00 pm and 12 midnight. There is a $10.00 charge for each lockout which can be paid in cash or will be billed to the students account. Students must present their student ID either prior to or upon gaining access to their room.

Maintenance
If a student should notice that a repair is needed in their room the student should report their concern to their Community Advisor or to the Office of Community and Residence Life at ResidenceLife@pmc.edu. The students request will then be submitted to Maintenance using the College work order system. Once the request has been submitted to the work order system the Maintenance Department, under the supervision of the Business Office, is responsible for the prioritization and completion of all request.

Nonpayment of Fees
Students who do not pay room and board charges will not be allowed to enter into or remain in College housing. (Note: All resident students are required to purchase the board plan.)

Painting
Students are not permitted to paint their rooms in the residence halls. During the summer months, maintenance personnel will inspect and paint rooms as needed.

Pets
For reasons of health and sanitation animals and pets of any kind are prohibited from the residence halls at all times. The only exceptions to this rule are fish in an aquarium (not to exceed a 15-gallon capacity per room) and service pets. Students who keep pets in their rooms or who have pets “visiting” will face fines and/or disciplinary action. Any animals found in the halls must be removed immediately and turned over to the MSPCA.

Propped Doors
Any exterior residence hall door found propped open will result in a $150.00 fine. Any Commons door found propped will result in a $150.00 fine. All fines will be allocated to the responsible individual(s) if identifiable or will become the shared responsibility of all the residents of the hall and/or village.

Quiet Hours/Courtesy Hours
Every student has the right to study, learn and live in a quiet comfortable community. Therefore reasonable quiet for study, consideration for roommates, neighbors and for those sleeping is expected. Each hall or village establishes its own quiet hours; enforced by the Community and Residence Life staff. When noise outside of a room or common area is audible it may result in disciplinary action. The College endorses the concept that it is an individuals’ right to study in the residence halls and a privilege for students to socialize at appropriate times. Therefore, 24 hour courtesy hours are always in effect. South 3 is a designated Quiet Building where residents have chosen to comply, and are responsible for their guests compliance, with the quiet hours of the building (7pm-10am daily). During reading days and final examination periods, 24 hour quiet hours will be enforced in all residence halls. When asked by another student or a staff member to reduce the noise level, students are required to immediately comply as a courtesy to fellow community members. These policies are in effect for all residence halls and the courtyards and outdoor areas of the villages.

Right of Entry
Authorized representatives of the College reserve the right to enter student rooms without notice for purposes of inspection; inventory; verification of occupancy; to abate a public nuisance; maintenance and repair; housekeeping; health and safety issues; and/or to uphold interests to the College’s mission. The College also reserves the right to inspect and to allow law enforcement authorities the right to inspect a student room and its contents without notice; advance notice will be given when possible and practical, when probable cause exists to indicate any violation of policy. The College is not liable for damage and/or loss from such entry.
Room Changes
Room and roommate assignments for new students are made for the full academic year. The experience of living with a roommate, learning to compromise and discuss issues is a valuable facet of a student’s total educational experience. Students who experience difficulties with roommates are encouraged to work out their differences and come to an agreeable consensus. Community Advisors, student leaders and other resources are available to facilitate this process. In the event that circumstances do not warrant an amicable solution, either party may apply for a room change, only after mediation has been attempted, by contacting the Office of Community and Residence Life. The College cannot guarantee that all requests will result in a room change and while the College will make a reasonable effort to accommodate a student’s request, the College reserves the right to refuse a room change. Any unauthorized change(s) in occupancy could carry a fine of $150 and possible further disciplinary action. The College reserves the right to make room and roommate assignments and to terminate the housing contract when there has been a violation. The College may also change room assignments whenever this appears to be in the best interest of the student(s) and/or the College community. There is a “Room Freeze” or moratorium the first three weeks of each semester and following the last day of classes each semester; this means that no room changes will occur during this time.

Room Damage Deposit
All resident students will be charged $250.00 as a damage deposit per academic year. Any assessments for damages to College property will be charged against this deposit. The College reserves the right to charge fees against the damage deposit based on the condition of the room, building and/or village throughout the year and/or at the time of departure. Any unused balance will be credited to the student’s account at the end of the academic year. Any charges in excess of the damage deposit will be billed and due immediately. The College reserves the right to require a student to replenish her damage deposit if it is depleted.

Room Selection
At the end of each April returning students are invited to participate in the residence hall room selection process to determine a student’s room assignment for the upcoming fall semester. Rising seniors are given priority in this process, followed by rising juniors and rising sophomores. Students gather at a specified time, based on randomly assigned lottery numbers, and choose their rooms in order of these numbers. Specialty housing is designated at this time and is included in the available housing options. Information regarding the room selection process is distributed to students each spring.

Single Room Waiting List
The Office of Community and Residence Life maintains a single room waiting list. The single room waiting list begins immediately following Room Selection for each academic year. This list allows the Office of Community and Residence Life to offer single rooms to students on a priority basis as determined by the single room waiting list. Students who have accessibility and/or accommodation needs and who have submitted a completed Housing Accommodation Request Form to the Director of Community and Residence Life may be given priority.

Storage
Students are expected to remove all personal belongings from the campus at the end of the academic year or whenever they are no longer residential students. Storage is not available on campus. Many students use the services of local, private storage companies. Students are responsible for removing all personal possessions when they vacate their rooms. Any possessions left in campus housing facilities after the voluntary or involuntary termination of the License Agreement will be considered abandoned, may be discarded by the College, and will result in an additional charge for removal. Students may also face disciplinary action which could include loss of housing privileges. The College assumes no responsibility for damage or loss of personal belongings.

Student Property
The College assumes no responsibility for damage or loss of personal belongings. As stated in the Housing Contract: Occupant will be responsible for carrying her own personal property insurance. Except as otherwise provided by law, the College shall not be liable for any damage or injury (direct, consequential or otherwise) to any property or any person in, on or about the Living Space, the Residence Hall or any other the College facility.

Students should insure their property. The safekeeping of student property is solely the responsibility of each individual student, and no reimbursement from the College can be expected for the loss or damage of such property. Student rooms should be locked at all times and valuables secured. Students are urged to confirm coverage under their parents’ homeowners’ insurance policy and to make arrangements for additional coverage if necessary.

Telephones
Each residence hall room is equipped with one phone jack and one telephone. Students will be provided the telephone number for their room from the Office of Community and Residence Life. Students may decide to attach an answering machine or employ the use of their own analog telephone. The telephone provided in each residence hall room must remain in the room and is considered a fixture of the room, loss or damage of the provided telephone will result in a fee for replacement or repair. The telephone may be used to make calls to any extension on campus including other residence halls and staff/faculty offices, additionally students are able to receive calls from any location off campus, at no cost to the student. In order to make calls outside of campus the use of a calling card or credit card must be employed; students cannot elect to subscribe to an outside telephone service provider. As each student selects their own private calling method for off campus dialing the College will not adjudicate disputes regarding telephone bills. Telephone fraud involving the use of false or stolen credit cards, non-payment of collect calls, billing to a College number, and other such incidents are illegal and will be subject to disciplinary action; additionally the College will cooperate with the telephone company and/or federal and state authorities. It is a crime under both federal and state laws for anyone to make obscene or harassing phone calls. The College will cooperate with the telephone company and/or federal and state authorities to address such incidents should they occur.

Vacation Housing
The College closes for Thanksgiving, winter, spring, and summer vacations. During some of these periods the College is able to offer the opportunity for vacation housing. In these cases students interested in housing during the vacation period must complete an application, must be financially cleared and be approved by the Director of Community and Residence Life. Special housing may be granted to students completing internships or those who are a great distance from home. Students allowed to remain on campus during these vacations will be charged, may be housed together in one building without access to their semester rooms, dining services may not be provided and guests are not permitted. All College policies remain in effect during vacation periods, and any additional policies will be distributed to students who are approved for vacation housing.

Withdrawal
A student who withdraws, is suspended, expelled or is otherwise dismissed from the College is required to complete a Change of Occupancy Form, remove her belongings from her residence hall room and return her key and identification card to the Director of Community and Residence Life within 24 hours from the time of withdrawal, suspension or dismissal unless special arrangements have been approved by the Director of Community and Residence Life. A student will be considered a resident student, including but not limited to financial obligations, until a Change of Occupancy Form has been submitted to the Director of Community and Residence Life.
COMMUTER STUDENTS

The Commuter Club, Commuter Community Advisor, and Commuter Student Staff Advisor are all resources designed to assist commuter students. The Commuter Student Staff Advisor works with club members to introduce new commuters to the special services available to them and to support and advocate for commuter student issues.

Information for commuter students:

On the first floor of the Campus Center, commuter students are welcome to use the tea pantry, a mini-kitchen, to make coffee, refrigerate bagged lunches, etc.

Lockers are available for commuter students in the basement of the Campus Center. The Office of Student Life issues lockers to students free of charge.

The PMC newsletter and calendar are distributed via e-mail and/or internet. Extra copies are available in the Office of Community and Residence Life.

Commuter student mailboxes are located in the Campus Center. Each commuter student is provided with a mailbox. Mailboxes should be checked regularly for official notices and messages from friends, faculty and administrators.

Student employment information is maintained by the Career Services Office and the Financial Aid Office. Listings concerning work in exchange for room and board with local private residents are available through the Office of Student Life. The Office does not screen or endorse any listing.

If the College is closed because of bad weather, an announcement will be made in the morning on the following: WBZ 1030 AM and Channel 4, WBZ-TV, by 7 a.m.

Commuter students must register their cars for an annual fee. If a commuter student wishes to park her car overnight, she must obtain a temporary overnight permit from Campus Safety.

MULTICULTURAL, SPIRITUAL AND INTERNATIONAL STUDENT SERVICES

Multicultural Services

Pine Manor College acknowledges the various aspects that impacts one’s culture and worldview. The Office of Multicultural Services focuses on culture as it relates to ethnicity/place of origin, gender, disability, sexual orientation and class. The Coordinator of Multicultural Services will work with student groups, provide resources to support other department goals within the college, as well as provide appropriate programming and training during the academic school year.

International Student Services

The International Student Services Office works to provide general guidance and regulatory advising to International Students in maintaining their F-1 Student Status, as defined by the United States Government. This includes working with various on-campus departments to ensure that students are fully aware of their responsibilities and options while living and studying here at Pine Manor College and in the U.S.

International Student Club (ISC)

The ISC at Pine Manor College is a group of international and American students. The International Student Club serves as a connection for new students who may find themselves lonely upon their arrival in the US. It introduces current students to new students. It is one of the many places to make friends with people from other countries or even your own country.

Spiritual Affairs

Pine Manor College provides resources for students wishing to sustain and/or feed their Spiritual Life while pursuing their studies. This occurs by making the Meditation Room available for times of prayer, meditation and quiet time for interested members of the community, providing methods for students to reflect on their spiritual journeys in light of their different faiths backgrounds, as well as acknowledging sacred days during the religious calendar.

To book the Meditation Room, please contact the Community and Residence Life Office via e-mail at: CommunityLife@pmc.edu.

CAMPUS SAFETY

Pine Manor College recognizes that campus safety enhances effective study, work and recreation. Therefore, the College Campus Safety Department provides a wide range of assistance, including: transportation; shuttle service; fire safety and detection; crime prevention; on-campus escort service to students, faculty, staff and visitors; and enforcement of the policies and regulations of the College and the bylaws of the town of Brookline. The Campus Safety Department is responsible for responding to calls for assistance, facilitating the movement of persons and vehicles around the campus, recording criminal activity occurring on campus and reporting this activity to the Brookline Police. Pine Manor College realizes that crime prevention is not the sole responsibility of the Campus Safety Department, but is an ongoing community effort.

In conjunction with the Office of Student Life, Campus Safety provides educational programming, a regular security activity report and security alerts, when necessary, to members of the PMC community to increase awareness of actual or potential hazards on and off-campus. Detailed information about security policies can be found in the “Safety and Security Information” booklet or on the PMC website.

Shuttle and Escort Services

The Pine Manor College Shuttle Schedule is available online at http://www.pmc.edu/shuttle-schedule

For more shuttle information please call (617) 731-7625.

Non PMC students who wish to ride the shuttle must be accompanied by their student host at all times including driving to and from the College. However, if the shuttle is full only PMC students will be allowed on the shuttle. Children are not allowed to ride on the shuttle bus.

On campus escorts for personal safety are available between the hours of 6:00 pm and 6:00 am for the entire year at no charge.

The Information Commons

The Information Commons in the Annenberg Library loft is a staffed Windows area for use by the entire campus. Policies for use of the Information Commons are available at the Commons service desk.

E-Mail and Internet Access

All students have free Pine Manor College e-mail accounts and access to the Internet through the College network. Faculty will use your Pine Manor e-mail address to communicate with you throughout the year. Your network and e-mail account are activated when you register for classes. An informational brochure is distributed to all new students and is also available in the Information Commons. See the College’s policy on appropriate use of the Internet and e-mail services as well as the College’s Code of Computing Ethics.

Web Space

Each student is provided 25mb of Web space on the College’s public Community Web site at community.pmc.edu. These Web services are activated upon request. Information is available at the Information Commons.

Residence Hall Network Access

All residence halls are wired for high-speed network connectivity. Through the network you may access e-mail, and other Internet services. You will need an Ethernet cable to connect to the network. More details are available in the Student Guide to Computing provided with your network account details.

COMPUTER SERVICES

Computer Labs

There are computer labs available for student use in all academic buildings and the library. Some classroom labs are available to students in a particular course, while others are open to all. There also are general-use PCs located in the Campus Center and in all Village Commons. Visit the Information Commons in the Annenberg Library loft for a list of labs, their locations and hours of operation as well as locations for the use of your laptop computer. The Office of Institutional Technology and the Library conduct workshops for students, faculty and staff throughout the year at no charge.

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CODE OF CONDUCT

I. SCOPE AND PURPOSE
This Code of Conduct applies to all students enrolled in any course or program at Pine Manor College, whether on a part-time or full-time basis as degree students or non-degree students. This Code is also applicable to College-sponsored or supervised activities off campus where students are serving as representatives of the College and to off-campus conduct by students which, in the judgment of the Vice President for Student Services, may affect the interests or bear upon the reputation of the College.

Consistent with the College’s mission, the purpose of the Code is to:
1. Establish standards of personal conduct.
2. Provide for the advancement of knowledge and the development of ethically sensitive and responsible persons.
3. Recognize that students are adults and as such their relationship with the College community should reflect this.
4. Ensure fair treatment of students without regard to their race, color, national origin, gender, age, handicap, sexual orientation or political or religious beliefs.
5. Recognize that students are members of society and the College community.

The Student Code of Conduct is not intended to create contractual rights for students or to impose limits on the College’s flexibility, as a private institution, to impose or to withhold discipline as the College deems appropriate in its discretion. This Code may be modified at any time during the year or in the future by the Vice President for Student Services. Notice of any changes will be circulated in advance of their effective date.

II. PROSCRIBED CONDUCT
The following conduct is proscribed:
1. All forms of dishonesty, including, but not limited to, furnishing false information, forgery and altering or misusing documents.
2. Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings or other College activities.
3. Abuse or harassment, physical, verbal or otherwise, of any person on the College premises or at Pine Manor-sponsored or supervised functions. This includes, but is not limited to, abuse or harassment based upon such factors as race, color, national origin, gender, handicap, age, sexual orientation or political or religious beliefs.
4. Behavior or activity that may endanger the safety of oneself or others, including, but not limited to, the possession and/or use of firearms, fireworks, weapons or hazardous chemicals or materials.
5. Vandalism or damage, destruction or defacement of property.
6. Theft of College property or the property of any person.
7. Possession, abuse or use of any controlled substance without medical authorization or providing or selling controlled substances to third parties.
8. False reporting of an emergency including, but not limited to, the false report of a bomb, a fire or other emergency, and filing a false report of any type with a college official.
9. Unauthorized presence in or forcible entry into a College facility or College-related premises, including building roofs, fire escapes, student rooms or College offices.
10. Unauthorized use of College property, equipment or keys.
11. Unauthorized or underage use or distribution of alcoholic beverages in campus facilities, especially in outdoor areas and in common areas such as lounges and hallways.
12. Violation of guest or residence hall policies.
13. Failure to follow directions given by a College official.
15. Violations of local, state or federal law or bylaws.
16. Violation of College policies and regulations, written or unwritten.
17. Alteration, forgery or misuse of any college document, including, but not limited to, a student identification card.
18. Harassment of any kind.

The above enumeration of proscribed activities is not intended to be all-inclusive or to limit the types of inappropriate conduct that may subject a student to sanctions or disciplinary action. Rules and regulations of the College, residence hall and departments that are not enumerated above or excluded below are incorporated herein by reference. Such rules and regulations may be communicated to students in publications and posted notices including, but not limited to, the Student Handbook, Academic Catalog, contracts and other official publications. Notwithstanding the above, this Code does not cover violations of academic rules and regulations in which violations are addressed directly by the Academic Ethics Code.

THE JUDICIAL PROCESS

I. SANCTIONS AND DISCIPLINARY ACTIONS

A. Considerations in Imposing Sanctions
Discipline or sanctions, ranging from no further action to expulsion, may be taken in response to an allegation of a Code violation by a student. Conditions may be attached to these actions depending upon the nature and severity of the violation, the degree to which the student has participated or been involved in the situation, her motivations and intent in connection with the infringement, any record of past violations and compliance with sanctions previously imposed. Factors relevant to individual situations may be considered. Prior precedents are not binding upon the College, i.e., sanctions may be different in similar cases.

B. Sanctions or Disciplinary Alternatives
The following sanctions or disciplinary actions may be imposed separately or in combination. However, other sanctions or disciplinary actions not specifically listed below may also be imposed.
1. No Action: A determination that a student not be disciplined or sanctioned. This determination may be made after an initial investigation of an allegation of a Code violation by the Director of Community and Residence Life or by the Community Council following a hearing.
2. Mediation: An allegation of a Code violation is resolved through discussions between the involved parties without submitting the allegation to the Student Conduct Board. The Director of Community and Residence Life at his/her discretion must approve mediation.
3. Disciplinary Notice: A written notice that a student’s conduct has violated the Code and that subsequent violations of the Code, similar to or different from any prior violation, may result in the need to take more serious action against the student or immediate imposition of specific sanctions, including those recited in the notice.
4. Termination of Privileges: A temporary suspension or permanent revocation of student privileges within the College (e.g., loss of guest privileges) that is imposed after a finding of a Code violation.
5. Restitution: An option that may be imposed upon a student found to have violated the Code to pay for damage caused to property or to perform a specified public service in lieu of receiving a more severe level of discipline. (The failure to comply in a timely manner with a restitution sanction shall constitute an additional violation of the code.)
6. Disciplinary Probation: A period of review and observation of the student’s conduct, which may be accompanied by restrictions upon the student’s participation in College events and/or the imposition of certain conditions with which the student must comply.
in order to avoid more severe discipline as a result of a Code violation. Failure to comply with conditions imposed during the probationary period will constitute grounds for taking more serious disciplinary action against the student, including immediate suspension or expulsion.

7. Suspension: A period of time when the student will not be permitted on College owned or leased property or allowed to participate in College sponsored or supervised activities as a result of a Code violation. This may include, but is not limited to, suspension from classes and intercollegiate athletics.

8. Expulsion: A student is dismissed or required to withdraw on a permanent basis from the College as a result of a Code violation. In the event of expulsion, the matter may be appealed to the President in writing within three days.

II. PROCESS FOR CONSIDERING COMPLAINTS OF CODE VIOLATIONS

The following process is established to consider complaints regarding alleged violations of the Student Code of Conduct. The goal of this process is to investigate the facts and circumstances of a complaint and, if appropriate, to impose discipline or sanctions warranted by those facts and circumstances.

A. The Complaint

Any member of the College community, including the Director of Campus Safety, may file a complaint against any Pine Manor student by submitting in writing to the Director of Campus Safety the following information:

1. The name(s) of the student who is the subject of the complaint.
2. A clear explanation of the nature of the complaint.
3. The name(s), address(es), and telephone number(s) of witness(es) (if any).
4. The name(s), address(es), and telephone number(s) of those filing the complaint.

B. Enforcement Authorities

The persons responsible for enforcing the Student Code of Conduct include the Vice President for Student Services, the Director of Community and Residence Life, Assistant Dean of Student Life and the Community Council. Any questions regarding the interpretation or application of the Code of Conduct will be resolved by the Vice President for Student Services, whose decision will be final and is not subject to appeal, except in the event of expulsion, in which event the matter may be appealed to the President.

C. The Director of Campus Safety Preliminary Review

When a complaint is filed with the Director of Campus Safety, the Director will review the facts surrounding the complaint. Following this review, the Director will decide at his/her discretion whether or not the complaint should be dismissed or referred to the Community Council or, in consultation with the Judicial Officer, determine whether it should be mediated. If the complaint is not dismissed or mediated, it will be referred to the Community Council or Judicial Officer.

D. Judicial Officer

The Director of Community and Residence Life is the Judicial Officer, whose role is to oversee and administer the judicial process. The Assistant Dean of Student Life shall serve as an alternative Judicial Officer. After reviewing the complaint, the Judicial Officer will decide at his/her discretion whether or not the complaint should be dismissed, mediated or referred to the Community Council. The Judicial Officer also has the option of addressing the alleged violations without mediation or a referral to the Community Council. The Judicial Officer or alternative Judicial Officer may use the fact-finding process as a means of trying to mediate disputes. If the complaint is not dismissed, mediated or addressed directly by the Judicial Officer, it will be referred to the Community Council.

E. Administrative Disposition without a Hearing

In cases where a student admits to the conduct in question, the Judicial Officer will determine the appropriate sanction. The sanction is not subject to appeal.

F. Notification of Results of Review

The student(s) involved in making the complaint or who is/are the subject(s) of the complaint will be notified of the outcome of the review by the Judicial Officer. This does not mean that the student(s) will receive information regarding the details of any sanction(s) or other disciplinary action(s).

G. Community Council

1. Introduction

All complaints of alleged violations of the Student Code of Conduct, which are not dismissed after preliminary investigation or resolved through mediation or otherwise addressed by the Judicial Officer, will be submitted by the Director of Community and Residence Life to the Community Council. A violation of the Student Code of Conduct may be addressed under the Judicial Process without regard to a student’s arrest or criminal prosecution or the timing thereof.

2. Authority

In all matters that are not disposed of by the Judicial Officer through an administrative hearing or otherwise, the Community Council shall make specific recommendations as to whether the Student Code of Conduct has been violated. In cases in which Code violations have been found, the Community Council may (subject to the review and appeal process described below) recommend to the Judicial Officer the imposition of sanctions or disciplinary actions. The Judicial Officer will be responsible for enforcing or implementing those sanctions or disciplinary actions that the College, in its discretion, decides are appropriate under the circumstances.

3. Membership

The Council shall be comprised of faculty members, College administrators and students, through a campus-wide nomination process. The Assistant Director of Community and Residence Life or other designee of the Judicial Officer shall serve as Chairperson of the Council. The Chairperson will participate in the Council’s deliberations, but will not vote when the Council determines whether a violation has occurred or recommends sanctions or discipline, except in the event of a tie vote. When a case is presented for review, the Council shall be convened by the Judicial Officer and, at a minimum, a panel consisting of one faculty member, one College administrator and two students from the Council will be called to review the case.

4. Challenging a Community Council Member

If the complaining student, or the student who is the subject of the complaint, believes that one or more members of the Council reviewing the complaint has a conflict of interest, or should otherwise be disqualified from serving on the panel for good cause, she shall notify the Judicial Officer in writing immediately and, in any event, at least 72 hours prior to the review of the complaint. The determination of the Judicial Officer regarding whether any conflict of interest exists, and consequently grounds for disqualification, shall be final.

5. Advocates

The person initiating the complaint and the student who is the subject of the complaint may bring an advocate to attend the hearing. The Advocate must be selected from a panel of appointed College staff members. The advocate may:

a. Advise the student(s) in the preparation and presentation before the Community Council;

b. Accompany the student to the Council’s meeting;

c. Have access to materials that are provided to the student being advised; and
d. Advise the student at reasonable intervals during the Council Meeting, at the discretion of the Council. The Advocate may not address the Council directly, nor may the Advocate question any witness. The student(s) must notify the Judicial Officer in writing of the name of the Advocate a minimum of 72 hours prior to the meeting.

6. Conferences Prior to the Meeting of the Community Council
   a. The student who is the subject of the complaint will be invited to attend a conference with the Judicial Officer prior to the meeting of the Council through a letter that explains the charges that are being brought against her.
   b. The purpose of this conference will be for the Judicial Officer to familiarize the student who is the subject of the complaint with the procedures followed by the Council and to allow the student to ask any questions about the hearing process.
   c. The student will be responsible for attending the conference after receiving the complaint letter. If the student fails to attend the conference or to arrange in advance to reschedule the pre-hearing conference at a time that is acceptable to the Judicial Officer, the conference will be held in the student’s absence. Students are responsible for understanding the Council’s procedure and asking for clarification or explanation of those procedures prior to the hearing.

7. Witnesses
   The accused student(s) is allowed to bring witnesses to the hearing. The student(s) must submit in writing to the Judicial Officer who the witnesses are and their relevance to the case at least 72 hours before the hearing for approval. Witnesses are only present in the hearing when they are called in to explain what they witnessed and to answer questions. The determination of the Judicial Officer regarding whether testimony is repetitive or irrelevant is final and not subject to appeal.

8. The Community Council Meeting
   The following procedures will govern hearings: (We will endeavor to hold the hearing within seven business days of the filing of the complaint.)
   a. All individuals present will be introduced, and their respective roles will be identified.
   b. The Council Chairperson will present the complaint, citing, where applicable, the specific regulation(s) that was/were allegedly violated.
   c. The accused student(s) will respond in a brief fashion.
   d. The person(s) initiating the complaint, the Director of Campus Safety or his/her designee presents any relevant information, where applicable. The person initiating the complaint and witnesses will present relevant information in a succinct manner. Witnesses and documents may be presented. The Council may pose questions to the person(s) initiating the complaint and witness(es). The student(s) who is/are the subject of the complaint may be allowed to pose pertinent questions through the Council or, if the Chairperson permits, directly to the individuals.
   e. The accused student(s) will present a relevant response to the complaint in a succinct manner. Witnesses and documents may be presented. The Council may pose questions to the witness(es).
   f. The Director of Campus Safety or his/her designee, where applicable, the person initiating the complaint and the student(s) who is/are the subject of the complaint, will be allowed to present summation statements.
   g. All participants are expected to act in a courteous fashion and to respect the protocols established by the Chairperson. Interruptions, name-calling, threats or other rude or inappropriate behavior may result, at the discretion of the Judicial Officer, in sanctions being imposed on the offending party. Such sanctions may include, without limitation, dismissal of a complaint, prohibiting a party from participating in a hearing, testimony being excluded, etc.
   h. The Judicial Officer will attend the hearing. The Judicial Officer does not vote. The Judicial Officer is present to ensure that stated procedures are followed.
   i. Formal rules of evidence or of civil procedure shall not apply. In any question regarding procedure, the Judicial Officer shall provide an interpretation and/or ruling.
   j. The College will endeavor to hold a hearing within seven business days after the filing of a complaint. The failure to do so within that time frame (e.g., at the end of a semester or during study periods or finals) shall not constitute a violation of these procedures.

9. Recommendations of the Council
   a. At the conclusion of the meeting, the Council will decide by majority vote whether it believes that it is more likely than not that a violation(s) of the Code has occurred.
   b. If the Council decides that a violation(s) has occurred, the Council will, by majority vote, recommend to the Judicial Officer specific sanctions or disciplinary actions. Sanctions handed down in prior cases are not binding upon the Council. The Council views each case as distinct. More than one sanction may be imposed for any single violation. Sanctions include, but are not limited to, loss of College housing, loss of cocurricular privileges, community service, restitution, probation and suspension of privileges, and suspension or expulsion from the College.

10. Notification
    a. The Judicial Officer will meet with the student(s) who is/are the subject of the complaint to inform her/them of the Council’s recommendation and his or her concurrence with its recommendation in whole or part and any additional disciplinary action as soon as is practical.
    b. The meeting will be followed by a letter that confirms the decision(s) and outlines the procedures available to the student to request reconsideration.

11. Requests for Reconsideration
    a. If the student(s) who is/are the subject of the complaint wish(es) to request reconsideration of the Council’s recommendation(s), such request(s) shall be made in writing to the Vice President for Student Services within three days after receiving notice of the decision(s).
    b. A request for reconsideration should include a clear statement explaining the nature and circumstances of the request, citing the reasons why the decision(s) should be reconsidered. The only grounds for reconsideration are the discovery of new information that could not be discovered in the exercise of reasonable diligence in advance of the hearing or material prejudicial error in the hearing process or in the charge. The specific nature or severity of sanctions is not grounds for appeal.
    c. The Vice President for Student Services will act on the request for reconsideration either by:
       • accepting the decision
       • by remanding the matter to the Council for further consideration
       • by reversing or rejecting the decision in whole or in part
    d. The Vice President for Student Services may proceed with or without meeting the student(s) requesting reconsideration. The determination of the Vice President for Student Services is final except in the decision of expulsion when the Vice President sustains that sanction. In that case, a student may, within three days of the date of the Vice President’s decision, request reconsideration by the President of the College. The President of the College will act on the request for reconsideration based solely upon a review of the grounds for reconsideration specified in b above either by:
       • accepting the decision;
       • by remanding the matter to the Council for further consideration; or
       • by reversing or rejecting the decision in whole or in part.
e. Unless a request for reconsideration is filed in a timely manner in accordance with the procedures specified above, the decision shall be deemed a final decision by the College. If a request for reconsideration is filed with the Vice President for Student Services in a timely manner in accordance with the procedures specified above, subject to a student’s right to appeal to the President following a decision of expulsion and the Vice President for Student Services has upheld that decision, the decision, as upheld or modified in whole or in part, shall constitute a final decision by the College.

f. The President’s review of a decision is not subject to appeal.

12. Record Keeping
   a. Expulsion or suspension from the College is the only sanction that will be noted on a student’s permanent record.
   b. All hearings will be tape-recorded. The tapes will be held for one year after the case is concluded. The tapes are considered property of the Community Council and Judicial Officer. They are used solely in the event of an appeal.

H. Provisions for Interim Suspension

When a student is considered by the Vice President for Student Services to be a threat to either person(s) (including the individual herself), property, or the orderly functioning of the College, the Vice President may immediately suspend her from either the residence hall, the College or both. The Vice President will meet with the student(s) to inform her of the suspension. The Vice President will inform her that the Vice President may be contacting her parents to inform them about the suspension. The Vice President will encourage the student(s) to call her parents before the Vice President does so.

This interim suspension will remain in effect until the Vice President determines at his/her discretion that the threat no longer exists or until the Community Council process (including any request for reconsideration) is completed, whichever is sooner. The interim suspension will be reviewed after three business days. The Vice President may also impose conditions short of suspension to address a particular situation. An interim suspension may be converted to a permanent suspension or expulsion, or may be modified, for example, to permit a student to attend classes. The Vice President may determine to suspend or to impose conditions at her sole discretion subject only to review of that decision by the President of the College.

I. Delegation of Authority

The Vice President, the Director of Campus Safety, and the Judicial Officer may, in her/his discretion, delegate all or part of her/his authority and responsibility under the above Sections I and II to another College official.

ACADEMIC POLICIES

ACADEMIC ETHICS AND INTEGRITY POLICY

Members of an academic community have a responsibility to present work that is truly their own. Cheating and plagiarizing the work of others are serious offenses that undermine the spirit of truth in all areas of college life.

It is the responsibility of the instructor in a particular class to clarify specific applications of the Academic Ethics Policy.

A. Plagiarism

Plagiarism is intentionally or unintentionally using someone else’s words or thoughts, without giving proper credit. Examples include, but are not limited to:

1. A direct quotation must be acknowledged and documented properly. The sources of information must be outlined in a list of works cited.
2. The source of all paraphrased or summarized material must be acknowledged.
3. The work of others, whether in the form of ideas, laboratory results, artistic work, computer programs, etc., must be acknowledged.
4. False or misleading citations of sources constitute plagiarism.

B. Cheating

Cheating is attempting to present as one’s own, work that one has not performed, or using improper means to pass an examination. Examples include, but are not limited to:

1. The sharing of unauthorized information regarding specific content of examinations is not allowed, nor is the use of books, notes or other material without the instructor’s permission.
2. The discussion of any aspect of the examination before all students have completed it.
3. Students may not speak or otherwise communicate with one another in English or any other language or manner during an examination.
4. A student may not submit work she has not done herself. This includes papers, projects, homework assignments, computer programs, etc.
5. Submission of the same paper or assignment, or material portions thereof, for more than one course is not allowed, except by both instructors’ approval and in accordance with criteria established by each of them.
6. The falsification of research data.
7. Preventing student or faculty access to course material. This includes mutilating or stealing library material or disabling computer equipment or databases.
8. Using electronic devices such as cell phones or calculators to store information or materials that are not authorized by the instructor.

C. Other violations may include:

1. Failure to follow any other explicit regulation or expectation announced by the instructor, and/or circulated to each student, is a violation of the Academic Ethics Policy. It is the responsibility of the student to confer with an instructor when procedures are unclear.
2. It is a violation of the Academic Ethics Policy to falsify a signature on any official College document.
3. It is a violation of the Academic Ethics Policy to alter the contents and/or intent of any official College document.
4. It is a violation of the Academic Ethics Policy to intentionally or knowingly help or attempt to help another to violate any provision of this policy.
D. Rights and Responsibilities

1. Student Rights
   a. Students have the right to be treated fairly, impartially and promptly in matters related to Academic Ethics.
   b. If a student disagrees with a faculty member’s actions under the Academic Ethics Policy, and is unable to arrive at a satisfactory resolution in discussions with that faculty member, she has the right to request in writing a hearing before the Academic Ethics Council. Procedures for Academic Ethics Council hearings are available from the offices of Academic Affairs and the Registrar.

2. Student Responsibilities
   a. Students must sign a statement during registration indicating that they have read, understand and will abide by the Academic Ethics Policy.
   b. Students have the responsibility to adhere to appropriate rules of documentation.
   c. Students have the responsibility to notify an instructor of any knowledge of suspected academic dishonesty and are responsible for informing a faculty member or an academic administrator of alleged violations. The student should also expect the instructor to uphold the Academic Ethics Policy and to follow the procedures described below.

3. Faculty Responsibilities
   Faculty must enforce the regulations and procedures in the Academic Ethics Policy, and take appropriate action in case of violations, as briefly described below.

4. Faculty Procedures
   The faculty member first meets with the student suspected of violating the Academic Ethics Policy in order to determine the facts of the situation and to hear the student’s explanation. If the faculty member believes an infraction has occurred, within five business days of the incident, the faculty member or the Registrar should be notified. Letters detailing academic ethics violations are removed and destroyed upon the student’s completion of the Baccalaureate degree, or six years after she has left the College.

5. Academic Ethics Council Hearing Requests
   If the student disagrees with the contents of the faculty member’s letter or wishes to appeal the faculty member’s decision, she may then request the matter be considered by the Academic Ethics Council by submitting a written request to the Office of the Vice President of the College within five days of the faculty member’s letter. A hearing of the Academic Ethics Council will be convened upon receipt of such dispute. Notice of the hearing shall be sent to a College official who is designated by the College as a Student Advisor for the purposes of Academic Ethics Council hearings. The role of the Student Advisor is to review with the student the procedures to be followed by the Academic Ethics Council and to provide support during the hearing if the student requests that the Student Advisor do so.

   Hearing procedures are available from the Office of the Dean of the College.

6. Course Withdrawal
   A student may not withdraw from a course to prevent action under the Academic Ethics Policy.

ACADEMIC WARNING, PROBATION, SUSPENSION, AND DISMISSAL

INSTRUCTOR’S WARNING
   When, in the judgment of an instructor, a student has been excessively absent, late in handing in work or has failed to satisfy other course requirements, an Instructor’s Academic Warning is sent to the student with a copy to the advisor and the Coordinator of Academic Programs, as appropriate.

MIDTERM GRADES
   Midterm grades are issued to students after the sixth week of classes each semester. Any grade of C- or below is referred to as a mid-term warning. Grades are sent to the student, with copies to the advisor and the Integrated Advising Team as appropriate. Students are expected to meet with their instructors and advisor to discuss mid-term warnings.

ACADEMIC ALERT
   Any first-year student who has a GPA between 1.5 and 1.99 at the end of her first semester will be placed on academic alert, rather than academic probation, during her second semester. Academic alerts will be used only for first-year students in their second semesters. A student on academic alert will not be subject to the restrictions imposed under academic probation. However, she will be required to meet regularly with her advisor to discuss her academic work and progress in order that she can successfully raise her cumulative GPA to at least a 2.0. If at any point during the semester she fails to meet with her advisor according to an agreed-upon schedule, or if she receives multiple mid-semester warnings, then the student will be immediately removed from academic alert and placed on academic probation. If a student does not achieve a cumulative GPA of at least a 2.0 by the end of her second academic semester, she will be placed on academic probation, subject to all appropriate restrictions.

ACADEMIC PROBATION
   All students must maintain a 2.0 cumulative GPA and a 2.0 semester GPA to be in good standing except as provided above. If either the semester or the cumulative GPA falls below 2.0, the student will be placed on academic probation. This policy applies to full- and part-time students. Special students whose GPA falls below 2.0 may be denied permission to register. If the GPA falls below the required level, the student will be placed on probation for one semester. Should the student not attain the required GPA during the probationary semester, she may be suspended. International students must make satisfactory progress toward the degree to remain in compliance with “duration status” requirements as defined by Immigration and Naturalization Services.

   Students on probation may not enroll in more than four 4-credit courses, cross-register, take a course for CR/NCR, undertake a Directed Study or play a varsity sport (following NCAA regulations).

   First-year students on probation may not participate in an internship. The Academic Review Board notifies students in writing when probation is imposed, stating the terms of probation and the conditions under which probation will be removed or under which the student will be academically suspended.

   Academic records of students on probation are reviewed at the end of each semester by the Academic Review Board. Probation is removed when the semester and cumulative GPA is satisfactory, provided a student has successfully completed a minimum of 12 credits. Grades earned at Pine Manor Summer Sessions affect a student’s cumulative GPA. If the summer school grades raise the cumulative GPA above a 2.0, the student may be removed from probation.

   Attendance at another college’s summer session does not affect a student’s GPA or remove her from probation.

   The College reserves the right to inform parents that their daughter has been placed on academic probation.
ACADEMIC SUSPENSION AND DISMISSAL
A student on academic probation is eligible for academic suspension if the semester GPA falls below the required minimum of 2.0 for a second consecutive semester. In addition, students who receive a GPA of 0.00 in any semester, or who complete only one course, are subject to suspension. A student may not enroll for the semester (fall, spring or summer) following her academic suspension. Nor may she reside on campus during the time of her suspension. After this required suspension, the student may petition for readmittance to the College, and she must achieve a satisfactory GPA in the semester of her return or be dismissed by the Academic Review Board. Such dismissal may be automatic and without appeal.

The student has a right to appeal the Board’s decision regarding suspension to the Dean of the College. The appeal must be sent by the student, in writing, within five business days of the day that the Board’s letter was postmarked. The appeal should contain any new information or extenuating circumstances that the student feels would mitigate the decision of the Board.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES
In accordance with Section 504 of the Rehabilitation Act of 1973, PMC is committed to providing reasonable accommodations to students with documented disabilities. Students with disabilities who wish to request academic accommodations must meet with the Director of the Learning Resource Center. Students are advised that they must also submit appropriate documentation of their disability from a certified professional to request academic accommodations. New students seeking accommodations should meet with the Director of the Learning Resource Center during the Orientation period. Continuing students should consult with the Director at the beginning of each semester to determine the appropriate accommodations for that semester.

CLASS ATTENDANCE AND ABSENCES
Students are expected to attend classes regularly and in conformity with instructors’ policies. Faculty cite expectations in both their syllabi and in class. Absence from class does not constitute withdrawal.

An absence of two weeks or more from the campus in any one semester must be reported to the Integrated Advising Team. It is the student’s responsibility to report the absence before the two-week absence is completed. A two-week absence is defined as two five-day class periods in a week.

The College complies with the policies and procedures set forth in Massachusetts General Laws which provide that:

Any student in an educational or vocational training institution, other than a religious or denominational educational or vocational training institution, who is unable, because of her religious beliefs, to attend classes or to participate in any examination, study or work requirement on a particular day shall be excused from any such examination or study or work requirement, and shall be provided with an opportunity to make up such examination, study, or work requirement which she may have missed because of such absence on a particular day provided, however, that such makeup examination or work shall not create an unreasonable burden upon such school. No fees of any kind shall be charged by the institution for making available to the said student such opportunity. No adverse or prejudicial effects shall result to any student because of her availing herself of the provisions of this section. Students must notify their instructor or internship supervisor in writing, in advance of the day they will not be in attendance because of religious beliefs.

CLASS CANCELLATION OR DELAYED OPENINGS
When weather conditions lead to class cancellation or delayed openings, announcements will be made on WBZ Radio 1030 AM and Channel 4, WBZ-TV. The decision to cancel classes for the day will be made early enough to be on the 7:00 am news. This decision is reached by the Vice President for Finance and Administration, upon consultation with other key administrators. Students should not contact the administration nor assume classes are canceled in advance of the official announcement.

ACADEMIC CATALOG
The Academic Catalog is an important resource describing programs of study and related academic policies and procedures. All students are responsible for knowing the information contained in the catalog, including applicable dates, regulations and policies. The catalog is distributed to all students by the Registrar’s Office and is available online.

COMPUTER CODE OF ETHICS
The Computer Code of Ethics frames ethical and responsible use of Pine Manor College’s technology resources including computers, campus network, e-mail and information services, and connections to the Internet from College-owned or student-owned computers. In defining proper use of our technology resources, the code protects both the individual user and the College from legal actions and associated liabilities. The cooperation and full participation of all members of the PMC community is required to maintain the openness and flexibility in computing, which is part of the Pine Manor College educational experience. It is essential that all community members understand and abide by these guidelines. Individuals who violate these guidelines may be referred to the College’s disciplinary process and subject to possible civil or criminal liability. In addition, violations may result in suspension of network privileges. These principles comprise the Pine Manor College Computer Policy and Code of Ethics:

1. Most computer software and other intellectual property are protected by copyrights and/or patents. As such, these products may not be downloaded, duplicated, shared or distributed without the express permission of the manufacturer, distributor, or artist. It is illegal to download, share or make copies without permission. Just as the College pays for the rights to all software used on College-owned machines and music broadcast via WPMC radio, it expects users to purchase software and music for their personal use. Failure to do so can expose both users and the College to legal actions by the owner of the rights to the software or content in use.

2. Computer viruses and similar programs deliberately degrade system or network performance and capabilities, and destroy or misuse data, software and hardware. The intentional introduction of these types of programs into the PMC computing environment is an act of vandalism and is a violation of the law. Members of the community must guard against such acts and immediately report any knowledge of them to College authorities.

3. Security or similar “hacking” software or hardware tools can allow unauthorized, illegal access to resources, degrade system or network performance and capabilities, and destroy or misuse data, software and hardware. The installation or use of such tools on College-owned or student-owned computers, or the introduction of such tools or activities into the College network or across it to the Internet is not allowed. Members of the community must immediately report such activities to College authorities. Those engaging in these activities will be subjected to the College’s disciplinary process and subject possible civil or criminal liability.

4. As an academic community, Pine Manor thrives on the free and open exchange of information. Members of the Pine Manor community must consider others when employing telephone or computer technology and guard against language, statements, images or sound files that might be viewed as obscene or offensive to those with whom they wish to communicate. Violation of this guideline may result in loss of network privileges.

5. The computer facilities and services at Pine Manor College are to be used by students, faculty and staff in pursuit of the College’s educational mission. They are not to be used for commercial and non-Pine Manor-related activities without express permission.

6. It is the obligation of users of the College’s computing facilities to protect those information resources and assets that are their direct responsibility. This means respecting the privacy of other users and protecting one’s own privacy. Security passwords, files and computer output are all considered private property and may not be copied or inspected by any other user without the express permission of their creator/owner. In addition, any unapproved access or alteration of College records (e.g., transcripts) is forbidden. Users may be held responsible if a computer system violation takes place using their password or computer.
CONFIDENTIALITY OF STUDENT RECORDS
The Family Educational Rights and Privacy Act of 1974
The Family Educational Rights and Privacy Act of 1974 (frequently referred to as FERPA or the Buckley Amendment) is a federal law that requires the College to maintain the confidentiality of student educational records and is intended to be a safeguard against unauthorized release of information contained in student education records. This act applies to all enrolled students, former students and alumni. It does not apply to students seeking admission.
Under the provisions of the act, it is the right of the student to inspect and to review without charge her educational records. Educational records are defined as records regarding a student that are maintained by the College. Not included in this definition are:
• Confidential letters of recommendation written before January 1, 1975.
• Campus safety records.
• Financial records submitted to the College by the parent(s) of a student.
• Those parts of education records that reveal confidential information about another student.
• Records created by a member of the faculty or an academic or administrative official of the College for his/her private use.
• Records to which a student has waived her right to access.
• Alumnae records compiled from information after the student has graduated.
Records for each student are maintained in the Registrar’s office located in the Ferry Administration Building. The records in the Registrar’s office include applications, transcripts, transfer credit evaluations, correspondence, grade reports, forms completed by the student, etc.
To inspect or review her records, a student must submit a written request to the Registrar’s office. The request will be honored within 45 days of receipt. If requested, copies of a student’s record are available to the student for a fee to cover the cost of duplicating. The College has the right to deny a student a copy of the following records:
• An original transcript for any student for which a financial “hold” exists (a “hold” is imposed if the student fails to pay term bills, fees or fines).
• A copy of an original transcript from another institution.
Within the PMC community, academic and administrative officials, including personnel of the Registrar’s office, are permitted access to student educational records. It is the responsibility of the Registrar’s office to keep a log that verifies the name of each person other than academic and administrative officials who have viewed the record, the reason and the date of access. Students have the right to see this log.
A student’s records are not accessible to parties outside the College without written authorization from the student. Exceptions include:
• Officials of institutions to which students seek to enroll or have enrolled.
• Persons or organizations providing students financial aid.
• Accrediting agencies carrying out their accreditation function.
• Parents of students who declare the student a “dependent for federal income tax purposes.”
• Persons acting in compliance with a judicial order.
• Persons acting in an emergency in order to protect the health or safety of students or other persons.
• Federal and state educational officials acting pursuant to their official duties.
• Organizations conducting educational testing research.
• Alleged victims of any crimes of violence who seek from the College the results of any disciplinary proceedings conducted by the College against the alleged perpetrators of such crimes with respect to such crimes.
Upon request, a student has the right to receive an interpretation of her educational records from the Registrar’s office. A student who believes that her educational records contain information that is inaccurate or misleading or otherwise violates the privacy or other rights may contest the information in question by submitting a written request to the Registrar. If the correction or clarification is not made, the student has the right to a hearing before the Dean of the College. The student also has the right to place in her records a statement disputing or clarifying the records.
A student has the right to waive her right of confidentiality and any and all restrictions on access to her education records. The College may request a student to waive her right to access to her education records, but the student may not be required to do so.
Under FERPA, the College may publish a students Directory Information, which may include name, name of parent(s)/guardian(s), telephone number, dates of attendance, degrees earned, dates of degrees, awards/honors/scholarships, major, sports and activities, height and weight of members of athletic teams, adviser, concentrations, and computer user name.
The College may disclose any of those items without prior written consent unless notified in writing to the contrary. Students wishing to withhold the disclosure of any aspects of the “Directory Information” must file a “Request to Prevent Disclosure of Directory Information” form with the Registrar’s office.
If the College should fail to comply with any of the requirements of the Family Educational Rights and Privacy Act or the regulations there under, the student may submit a written complaint to the Family Policy and Regulations Office, U.S. Department of Education, Washington, DC 20202.

EXTRA WORK
No individual student is allowed to try to raise a grade on a test, or to raise an average by taking a second test, or by doing any kind of extra work. However, an instructor may choose to make such options available to an entire class.

FINAL EXAMINATIONS
Final examinations are scheduled by the Registrar. A student is expected to take examinations as scheduled. Students may request that a final exam be rescheduled only when they have three or more exams on the same day. In such instances, they should report to the Registrar’s office three weeks before final exam week begins to reschedule one exam. Under no circumstances are students allowed to take final exams early or to reschedule exams other than through the Registrar’s office. Travel conflicts are not considered grounds for rescheduling or missing an exam. Any unexcused absence from a final exam results in a failing grade of zero on the exam.

GRADE REPORTS AND TRANSCRIPTS
Grade reports are issued by the Registrar at the end of each semester and summer session. Copies may be sent to parents upon written request to the Registrar’s Office and in accordance with the Family Educational Rights and Privacy Act of 1974. Students may order transcripts of their academic record at the Registrar’s Office upon written request and payment of $5 per copy payable to Pine Manor College and satisfaction of financial obligations to the College.

GRADE GRIEVANCE POLICY
A student who wishes to protest a grade on an exam, on an assignment, or in a course should:
1. Discuss and attempt to resolve the issue with her instructor.
2. If the disagreement is not resolved after discussion with the instructor, she should consult with the instructor’s supervisor who would be the appropriate Division Chair.
3. The Division Chair will hear the student’s concerns and will consult with the instructor in an effort to resolve the complaint. The Chair may ask another faculty member in the same or related discipline to review the materials.
4. If the Chair is unable to do so, the student may submit a written petition stating the reason for the protest to the Committee on Academic Standards (a subcommittee of the Curriculum Committee). The Committee will gather information from the student, the faculty member and the Chair about the grade protest and about the previous attempts to resolve the issue. It will then make a decision and notify all parties (within two weeks, if the protest is filed during the academic year or two weeks after the start of the next semester). The decision of the Committee on Academic Standards is final and not subject to appeal.
5. A grade may not be protested after one full calendar year from the date the grade was issued.
GRADUATION
Students may complete degree requirements at the end of any semester or summer session. The College confers degrees only at Commencement and recognizes May, August and December as graduation dates. Students must submit an application for graduation to the Registrar’s Office by the date indicated in the current academic calendar. This application confirms the student’s major, degree and spelling of name as it will appear on the diploma. Diplomas cannot be ordered for students who do not submit this application. Submission of this form generates a degree audit, which advises the student of her status with regard to completion of degree requirements.

LAST WEEK OF CLASSES
The following activities are acceptable during the last week of classes each semester (the last week means the five class days before the reading period). At the start of each semester, faculty are required to give students a course syllabus so that no question can arise regarding course obligations. During the last week the following regulations apply:
1. If a student is having a final examination in a given course:
   a. No term paper or term project may be declared due in that course later than the first class meeting of the final week.
   b. The instructor may give an hour test, but only if it covers just the final portion of the course.
   c. If the final exam is a take-home, it may not be declared due earlier than the first day of examinations.
2. If you are not having a final examination:
   a. The instructor may not give an hour test that covers the semester’s work, i.e., is in lieu of a final.
   b. You may not have a term paper or term project due later than the first class meeting of the final week.
   c. A final paper, in class or outside, is permissible in a writing course, as is a final speech or presentation in a performing arts course, or a portfolio review in a visual arts course.
3. A student may not turn in missing work:
   a. After the final examination, if there is one in the course.
   b. After the last class meeting, if there is no final examination.
Exceptions to this rule must be approved in writing in advance by the Office of Academic Affairs.

LEAVE AND WITHDRAWAL POLICIES

LEAVE OF ABSENCE
A student in good academic standing may take a leave of absence from the College for a maximum of two consecutive semesters by completing a leave of absence form available in the Registrar’s Office. All leaves of absence must be approved in advance by the appropriate College offices. Students taking a leave of absence, who have received long-term loans, must consult their local lender for information about repayment obligations. Students receiving financial aid through Pine Manor College must consult the Office of Financial Aid (see Financial Aid). Students who have been on a leave of absence wishing to return to the College must write a letter of request to the Registrar’s Office, and must be in good financial standing in order to be re-admitted to the College.
Students are reminded that PMC grants and scholarships may be applied only to study at the College. These funds cannot be used for study abroad, study in Washington, DC, study at any other college in the U.S., or in any off-campus program. International students must consult the Director of International Student Affairs about visa status and eligibility for the I-20 during a leave of absence.
Each student is responsible for obtaining the advance approval of the Registrar to receive credit for courses taken while on leave. The student is also responsible for discussing these courses with her faculty advisor to determine whether these courses will apply toward their degree.

WITHDRAWAL FROM THE COLLEGE
Students who wish to withdraw from the College must schedule an exit interview with a designated College official. Information regarding the withdrawal process is available in the Registrar’s office.
A student who withdraws voluntarily from the College may apply in writing to the Registrar for re-admission. A student who has withdrawn for medical and/or psychological reasons will not be considered for re-admission until a letter from her physician and/or psychiatrist is received by the Office of Student Life. Students who withdraw due to academic suspension must apply to the Academic Review Board for re-admission.
Students who are accepted for re-admission and return to the College after an absence of more than one calendar year must follow the major requirements of the Catalog of the year of reentry.

STUDENT STATUS
Students may enroll at Pine Manor College as degree or nondegree students.

DEGREE STUDENTS
Degree students are those who are admitted as matriculated students. Degree students may enroll as full-time or part-time students. Full-time students are those enrolled for a minimum of 12 credits each semester.

SPECIAL STUDENTS
Special students are those who are enrolled in credit courses under certain circumstances (e.g., a reduced load). High school students may enroll for credit in Pine Manor College courses as special students with permission of the Registrar and the instructor of the course(s) they wish to take. After high school graduation, if the student is accepted at PMC, up to 32 credits earned at PMC as a special student may be applied to her degree.
CAMPUS POLICIES

DRUG AND ALCOHOL AWARENESS POLICY AND PROGRAM

The College is committed to creating and maintaining a campus environment that is free of illicit drug use and where all laws relating to alcohol are observed. In compliance with the Drug-Free Schools and Communities Act Amendments of 1989 and other relevant state and federal laws, the College has developed the following Drug and Alcohol Awareness Policy and Program. This policy will be distributed annually to all students, faculty and staff. The College will review its program every two years to determine its effectiveness; to implement needed changes; and to ensure that disciplinary sanctions are consistently enforced.

STANDARDS OF CONDUCT

All students who are 21 or older who choose to drink are required to do so responsibly. The College will make an ongoing effort to educate students about responsible drinking from a health, safety, and legal standpoint, and students must accept responsibility as follows:

- There shall be no alcoholic beverages delivered to College residence halls by liquor stores or others. Students may not have kegs or beer balls.
- There shall be no alcoholic beverages consumed in public areas of College residence halls or outside of College residence halls except for College-sponsored events.
- Students 21 or older may keep alcohol in their residence hall just as long as it is in reasonable amounts and is used responsibly. If consuming alcohol, the student must keep the door closed and must ensure that any guests (including other students) in the room are 21 or older.
- Guests of students must honor all College policies, including these Standards of Conduct, and it is the responsibility of the student to notify her guests accordingly. If a student or her guests are planning to drink alcohol while on campus, a designated driver should be chosen early in the evening. If guests are too intoxicated to drive, do not let them drive. Plan to send them home in a taxi, take away their car keys, call Campus Safety, or have them sent to Campus Safety.

Violations of the Standards of Conduct Include but Are not Limited to:

- Possession or consumption of alcohol by an underage individual.
- Purchasing or providing alcohol for minors.
- Irresponsible drinking including provision of alcohol to an underage or intoxicated individual.
- Abusive or destructive behavior related to alcohol, including drinking games and intoxication requiring medical or staff attention.
- Violating residence hall policies relating to alcohol.
- Having an open alcoholic beverage container in an unauthorized location.
- Providing falsified identification to obtain alcohol.
- Having underage guests in a dorm room where alcohol is being consumed.

DISCIPLINARY SANCTIONS

The following are guides for sanctions to be imposed for violations of the Standards of Conduct. They may be departed from in the College’s discretion. They are in addition to sanctions for any other violations of College policies or regulations.

FIRST OFFENSE:

- Alcohol 101/Educational Program.
- Student is placed on probation for a full year. Probation may be carried over to the following academic year.
- Depending on severity, possible parental notification, loss of privilege to consume alcohol on campus and other sanctions as deemed appropriate.

SECOND OFFENSE:

- Educational project and/or community service.
- Student is referred to the Counseling Center for assessment, and counselor will make recommendations.
- Student is placed on probation for a full year. Probation may be carried over to subsequent academic years.
- Depending on severity, possible parental notification, loss of privilege to consume alcohol on campus and other sanctions as deemed appropriate.

THIRD OFFENSE:

- $100 fine for use of College resources.
- Counseling Center reassessment.
- Possible referral to other drug/alcohol services at student’s own expense.
- Loss of campus housing (refer to Academic Catalog for refund policies).
- Student is placed on probation for one or more years. Probation may be carried over to subsequent academic years.
- Parental notification.
- Suspension from the College.

FOURTH OFFENSE:

- $200 fine (for the use of College resources).
- Parental notification.
- Possible referral to other drug/alcohol services at student’s own expense.
- Student is placed on probation for one or more years. Probation may be carried over to subsequent academic years.
- Suspension or expulsion from the College.

GOOD SAMARITAN POLICY

If a student voluntarily seeks assistance from a Pine Manor College staff member for an intoxicated individual or herself, and the student voluntarily seeking assistance has violated the College’s alcohol policies, any sanctions that could be imposed will be reviewed in such light, taking into account the totality of the circumstances.

If a student seeks help when she is in need of intervention for possible alcohol or drug abuse, any sanctions that could be imposed will be reviewed in light of her commitment to help herself, taking into account the totality of the circumstances.

LOCAL, STATE, AND FEDERAL SANCTIONS

The sale, distribution, use or possession of illicit drugs and alcohol (to or by individuals under the age of 21) violates local, state and federal law. Conviction may result in fines and imprisonment, and may result in suspension or expulsion from the College, dismissal from College employment or other sanctions. A felony drug or alcohol conviction may bar an individual from entering certain fields of employment.

SUMMARY OF MASSACHUSETTS DRUG AND ALCOHOL LAWS

This summary of the Massachusetts laws relating to alcohol and drug use should serve as a reference guide for Pine Manor College personnel and students. The legal drinking age in Massachusetts is 21.

PURCHASING ALCOHOL

By persons under 21 years of age: a person under 21 years of age may not purchase alcohol, nor may that person be in possession of alcohol in a public place. A person may not lie about his or her age to purchase alcohol, or present false identification, or make arrangements with someone of legal age to buy alcohol for her. Punishment for violation of this section is mandatory license suspension for three months. (See Massachusetts General Laws, Chapter 138, Section 6, 34A.)
For persons under 21 years of age: A person over 21 years of age may not buy alcohol for a person under 21 years of age, unless their relationship is that of parent and child. Punishment for violation of this section is a fine of $1,000 or imprisonment for not more than six months, or both. (See M.G.L., Ch.138, Section 34.)

In light of this provision, Pine Manor College is prohibited from providing alcohol to persons under 21 years of age at College-sponsored events. Thus, proof of age will be required at these events.

SERVING ALCOHOL
To persons under 21 years of age: Any person, with or without a license to serve alcohol, may not serve someone who is under 21 years of age. Violation of this section may result in a fine of $1,000 or six months imprisonment, or both. (See M.G.L., Ch. 138, Section 34.)

A licensed person who serves someone under 21 may be held civilly liable for injuries that are caused by the person under 21. (See M. G. L., Ch. 138, Section 34.)

To intoxicated persons: Any person licensed to serve alcohol may not serve intoxicated persons. To do so may result in civil liability for injuries caused by the intoxicated person. (See M.G.L., Ch. 138, Section 69.)

By unlicensed persons: It is unlawful for unlicensed persons to serve alcohol to persons under age.

ALCOHOL AND/OR DRUGS AND DRIVING
Transporting alcohol: It is unlawful for a person under 21 years of age to knowingly drive a car with alcohol in it or carry alcohol on her or his person unless accompanied by a parent. Conviction is punishable by mandatory suspension of driver’s license for three months. (See M. G. L., Ch. 138, Section 34C.)

Operating a vehicle under the influence of alcohol or other drugs: If arrested, the driver will be detained by the police and read his or her rights. The vehicle will be towed and the driver taken in a police cruiser to the police station for a Breathalyzer test. Refusal to take this test will result in automatic suspension of license for up to 13 months. If the Breathalyzer test registers over .05 but below .08, the driver will not be held, but there will be a presumption of driving under the influence.

If the test registers .08 or over, the driver will be held, and there will be a presumption of driving under the influence. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant having a Breathalyzer of .08 or above is immediately suspended for up to 13 months.

For persons under 21 years of age, there will be a presumption of driving under the influence if the test registers over .02. The driver will be kept in the police lockup until bailed out. Upon arraignment, the license of the defendant will immediately be suspended for 180 days. Drivers under 21 refusing or failing a Breathalyzer must complete an alcohol education program, regardless of the outcome of their criminal case, or suffer a 180-day license loss.

In addition, the law mandates a $100 fine dedicated to the Trust Fund for Head Injury Treatment Services; allows out-of-state convictions to be used to calculate repeat offenses; and allows a court to look back ten years to calculate repeat offenses.

A first offense carries with it either a jail sentence of not more than two-and-one-half years, a fine of $500 to $5,000, and suspension of license for one year; or probation with mandatory participation in an alcohol education program paid for by defendant and suspension of license for 45 to 90 days (21 days for drivers under 21).

A second offense carries with it either a jail sentence of a minimum of 30 days to two-and-one-half years, a fine of $600 to $10,000, and two-year license suspension; or two years’ probation, a 14-day confinement in an alcohol treatment program paid for by the defendant, and suspension of license for two years.

A third offense carries a mandatory, minimum 150-day to five-year jail sentence (felony status), which may be served in a correctional facility designed for alcohol treatment programs; a fine of $1,000 to $15,000, and suspension of license for eight years.

A fourth offense carries a mandatory, minimum one- to five-year jail sentence (felony status), a fine of $1,500 to $25,000, and suspension of license for ten years.

A fifth offense carries a mandatory, minimum two- to five-year jail sentence (felony status), a fine of $2,000 to $50,000, and revocation of license for life.

HOMICIDE BY MOTOR VEHICLE
Anyone who operates a motor vehicle while under the influence of intoxicating liquor and who operates that vehicle recklessly or negligently so as to endanger and who, by any such operation, causes death shall be punished by imprisonment at the state prison for not less than two-and-one-half or more than ten years and fined not more than $5,000, or jailed for not less than one year or more than two-and-one-half years and fined not more than $5,000. Suspended sentences and probation are prohibited.

DRUGS
Drug abuse is a serious legal and medical problem, and all members of the College community should be encouraged to seek assistance for themselves or others from the appropriate College services, such as the Office of Student Life or the Health and Wellness Center.

Massachusetts General Laws, Chapter 94C, prohibits the unlawful manufacture, possession, distribution, dispensation, or use of controlled substances. If a person is arrested and charged by the state with violations of these laws, in accordance with the schedule of crimes (classes of felonies and misdemeanors) and related penalties, they will be indicted, tried, or convicted.

The majority of Massachusetts drug laws are felonies. In some cases, it is illegal to knowingly be in a place where someone is keeping certain drugs or be in the company of someone who is in possession of certain drugs.

SHARING OR SELLING PRESCRIPTION DRUGS
Students who are found to be sharing, selling, or trading prescription medications, or abusing or misusing their own prescription medications will be subject to sanctions ranging from Disciplinary Probation to suspension or expulsion from the College.

SUMMARIES OF THREE DRUG ENFORCEMENT LAWS
An Act Providing for Drug-Free Schools
Effective July 11, 1989, anyone convicted of dealing drugs within 1,000 feet of an elementary, vocational, or secondary school will face a mandatory two-year prison sentence. It will not matter whether the dealer knew he or she was near a school, whether it is a public or private school, or whether the school is in session. The law pertains to drug distributors, manufacturers, or persons possessing a controlled substance with the intent to distribute it. A fine of up to $10,000 may also be imposed but not in lieu of the two years of imprisonment.

An Act Providing for Suspension of a License to Operate a Motor Vehicle upon Conviction of Violation of the Controlled Substance Act
This law provides that a conviction of any drug offense shall result in the loss of the right to drive for a period of up to five years. A minor who does not yet have a driver’s license at the time of his or her conviction can lose the right to obtain a license until reaching age 21. An Act Further Regulating the Misuse of Driver’s Licenses and Identification Cards
This law makes a broad spectrum of activities related to false identification cards or licenses punishable by a fine or imprisonment. These activities include, but are not limited to, making, using, or carrying a false identification card or license; using the cards or license of another; and furnishing false information in obtaining a card or license. In addition, a conviction on any of these charges will result in an automatic one-year suspension of the license to drive.
HEALTH RISKS ASSOCIATED WITH ALCOHOL AND OTHER DRUG ABUSE

Given the academic, social and other pressures inherent in college life, many students seek relief from stress through use of alcohol or other drugs. Habits of substance use formed in college often lay the groundwork for future addictions.

EFFECTS OF ALCOHOL ABUSE

The following section describes some of the effects and potential consequences of alcohol and other drug use.

Alcohol is a depressant drug that slows the nervous system. Its physical effects include:

- increased heart rate
- loss of muscle control, leading to slurred speech and poor coordination
- hangover, fatigue, nausea, headache
- blackouts (memory loss)
- unconsciousness

Mental effects include:

- impaired judgment (of space and time)
- poor concentration, impaired thinking and reasoning processes
- loss of inhibitions and exaggerated feelings of anger, fear, anxiety

Potential consequences of alcohol abuse include:

- alcoholism
- damage to brain cells
- blackouts (memory loss)
- poor concentration
- death (as a result of accidents or alcohol poisoning)

Special problems associated with alcohol abuse include:

- social conflicts
- accidents and injuries
- vandalism
- sexual assault and violence
- increased risk of contracting sexually transmitted diseases, including HIV
- drinking and driving

Drinking and driving kills or seriously injures thousands of drivers and pedestrians each year, most of them young people. Even small amounts of alcohol can be deadly when mixed with driving.

Trouble with the law–vandalism, violence, or serious crime–can result from the impaired judgment stemming from alcohol abuse. The consequences can include arrest, a police record, and possibly a prison sentence for offenders, as well as suspension or expulsion from the College.

Family problems can cause or be compounded by alcohol abuse. There are over 30 million people who have grown up in families with alcohol related problems, with approximately 12 to 15 percent of college students with this background. There is increased vulnerability without intervention that results in a four times greater risk in becoming alcoholic.

MIXING ALCOHOL AND OTHER DRUGS

The combination of two drugs can have unexpected, dangerous results. One can intensify the effect of another, and a combination can produce totally different effects than either drug taken alone. Even a simple cold remedy taken with alcohol may be dangerous.

Depressants taken in combination, such as a mixture of alcohol and barbiturates, are very dangerous—they can cause coma and death.

Sharing needles with someone who is infected with the HIV virus (human immunodeficiency virus) can result in the transmission of HIV, possibly causing AIDS.

Those students concerned about their own substance use or worried about a friend can seek assistance with complete confidentiality at the Health and Wellness Center or Counseling Services.

KEY ISSUES FOR WOMEN

Women feel the effects of alcohol more quickly and stay intoxicated longer than do men, due to physiological differences. Women are more likely to get drunk faster when they are premenstrual due to hormonal level changes during the menstrual cycle. Due to these physiological differences, the definition of binge drinking for women is four or more drinks (rather than five or more for men) in one sitting in the past two weeks.

Studies show that 75 percent of men and at least 55 percent of women involved in a sexual assault had been drinking or taking drugs before the attack.

Women who drink during pregnancy may give birth to babies with fetal alcohol syndrome or fetal alcohol effects, a pattern of irreversible abnormalities that include mental retardation, prenatal and postnatal growth deficiencies, and joint defects. These abnormalities can occur with as little as two drinks per day.

Sixty percent of college women who acquired a sexually transmitted disease including AIDS, had been drinking at the time of infection.

Two thirds of all legal drug prescriptions in the United States are written for women. An estimated 2 million women have taken drugs daily for a year or more.

Ninety percent of alcoholic women were physically or sexually abused as children.

Among college women, there is a strong link between dieting and eating disorders and problem drinking.

Alcohol Poisoning—A Medical Emergency

Passing out doesn’t mean sleeping it off! How can you tell if someone is about to become a victim of alcohol poisoning?

And if they are, what can you do to help?

SIGNS AND SYMPTOMS:

- Unconscious or semi-consciousness.
- Slow respiration (breaths) of eight or fewer per minute or lapses between breaths of more than eight seconds.
- Cold, clammy, pale or bluish skin. In the event of alcohol poisoning, these signs and symptoms will most likely be accompanied by a strong odor of alcohol. While these are obvious signs of alcohol poisoning, the list is certainly not all-inclusive.

APPROPRIATE ACTION:

- If you encounter a person who exhibits one or more of the signs and symptoms, do what you would do in any medical emergency—CALL Campus Safety at (617) 731-7777. Campus Safety will contact appropriate emergency personnel.
- While waiting for emergency transport, gently turn the intoxicated person on his/her side and maintain that position by placing a pillow in the small of the person’s back. This is important to prevent aspiration (choking) should the person vomit. Stay with the person until medical help arrives. If a person appears to be “sleeping it off,” it is important to realize that even though a person may be semi-conscious, alcohol already in the stomach may continue to enter the bloodstream and circulate throughout the body. The person’s life may still be in danger. If you are having difficulty in determining whether an individual is acutely intoxicated, contact Campus Safety immediately. You cannot afford to guess.

COUNSELING AND TREATMENT

The College encourages any student, faculty or staff member who may have problems or may know of someone else who has a problem with the use of illicit drugs or abuse of alcohol to seek professional counseling and/or treatment. The College has counselors and support groups available to all members of the Pine Manor community in need of counseling, a referral, education or information.
The Health and Wellness Center has counselors available for counseling services and referral on a confidential basis, at (617) 731-7171. In addition, off-campus counseling and treatment resources are available for students and employees. A list of certain counseling, treatment, rehabilitation and reentry programs available to students and employees is set forth in a document entitled “Counseling, Treatment, Rehabilitation and Reentry Programs,” which is available upon request from the Registrar.

COMMONWEALTH OF MASSACHUSETTS JURY SERVICE
According to the Office of the Jury Commissioner of the Commonwealth of Massachusetts, “Every U.S. Citizen 17 years of age or older who is a Massachusetts resident or an inhabitant for more than 50% of the time is eligible to serve as a juror. If you are a resident of another state but a student at a Massachusetts college, you are an inhabitant for more than 50% of the year and, therefore, eligible to serve as a juror in Massachusetts.”

It is not unusual for students residing in Middlesex County to be summoned to serve as trial jurors. Jury service, on a short-term basis, can provide students with a good opportunity to fulfill one of their important responsibilities as members of the community.

Students should carefully read all materials they receive with their summons to service, which contain helpful information about confirming, postponing, rescheduling, or relocating service, and address many of the most frequently asked questions. Jury duty is an important legal obligation, and those who fail to respond are subject to criminal prosecution.

Students who must miss class in order to fulfill their jury service requirement should notify each of their instructors of the summons and make arrangements to complete any missed work. Students may be required to furnish their summons notice or the certificate of service when making these arrangements.

If you have any questions about jury duty, including confirming, postponing, rescheduling, or limiting your service, please consult the Student’s Guide to Jury Duty brochure or contact the Office of the Jury Commissioner (1-800-THE-JURY/1-800-843-5879). Further information can be found on the Office of Jury Commissioner’s website at www.massjury.com.

FIRE CODE AND REGULATIONS
The College must enforce Town of Brookline fire codes and pass periodic inspections in order to retain its residential hall license. For these reasons, the following policy has been adopted.

• Smoking in all College buildings is prohibited.
• The following items are prohibited: halogen lamps, lava lamps, extension cords, multi-outlet adapters, space heaters, holiday string and ropes lights, candles with or without wicks, open flames, incense, iron and all cooking appliances (except for microwaves).
• Microwaves and 4-cubic-foot refrigerators are permitted and, like all heavy drawing devices, must be plugged directly into the wall outlet. When in use, they cannot be kept in the closet.
• A fuse and surge-protected power strip may be used. It must be plugged directly into the wall, and each piece of equipment must be plugged directly into the power strip. No more than one strip may be plugged into each dual wall outlet.
• Personal heat-producing items (hairdryers, curling irons, etc.) must be plugged directly into the wall outlet and unplugged when not in use.
• Placing combustible materials (mattresses, bedding, laundry, trash, paper, posters, tapestries, etc.) over or adjacent to electrical cords or outlets is prohibited.
• Closets may not be used as kitchen/entertainment centers.
• To avoid “spaghetti” wiring and/or pinched wires, all excess cord must be neatly coiled. There can be no wires running across the floor or under throw rugs.
• Decorations of any kind cannot be affixed to the ceiling.
• Tapestries and other fabrics are allowed on walls only, provided they are stretched over wooden frames (such as those used to stretch canvas).
• Heat vents/radiators in rooms, hallways and doorways must be kept clear of obstructions (boxes, furniture, etc.).
• Students may not bring their own mattresses; this includes but is not limited to fabric mattresses, air mattresses, etc. If there is a specific reason that necessitates a student bringing her own mattress that student should contact the Director of Community and Residence Life to make appropriate accommodations and ensure compliance with the Fire Code.

Representatives from the College may inspect rooms without notice to verify that students are adhering to this policy. Additionally, representatives from the Town of Brookline may periodically inspect any room without notice to insure that the necessary safety precautions are being followed. Students found to be in violation of this policy may be cited, fined and have their property confiscated. Please remember that this policy is being implemented for the safety and well-being of the entire community.

GUEST POLICY
Visitors to the college and its residence halls, whether friends, family members or non-resident students, are the responsibility of the resident student whom they are visiting. All visitors must be escorted by the PMC student they are visiting at all times, and must follow all college rules. Students are responsible for knowing college rules and relaying relevant information to their guests.

All guests are expected to enter and register at the front Campus Safety Booth by presenting their current driver’s license, passport, or state issued ID. It is the responsibility of the student to announce their guest(s) to Campus Safety online prior to the arrival of their guest(s). A nonresident is not allowed to enter a village until the student he/she is visiting is present for escort. Each resident student is responsible for completing the “Announce Your Guest(s)” form online. Students must register their guest before 12:00 midnight. Students will not be able to register their guest online or at the front booth between 12:00 midnight and 10:00 am. Guests that are registered online before 12:00 midnight will be allowed to visit their host student. Students cannot call campus safety over the telephone to give permission for a guest to be let on campus. Students are responsible for signing in all guests (the term “guest” for residence hall policy includes nonresident PMC students) with Campus Safety each day their guest is on campus. Each student can sign in a maximum of two guests up until 11:00 p.m. After 11:00 p.m. each student is allowed only one guest. On specific days when student organizations sponsor dances, parties, etc., the guest limit will be one guest per student. If a student signs in another student’s guest under her own name, the student who signed in the guest assumes responsibility for the guests’ behavior and must accompany the guest at all times. A student on social probation cannot sign in guests, nor can she have other students sign in her guest(s).

Each student is allowed to have a guest a maximum of two overnights per seven day period, provided she has her roommates’ consent, and the arrangement respects the rights of all students involved. Overnight guests are considered anyone staying in the villages at any time between 11:00 p.m. and 10:00 a.m. who is not a PMC resident.

All guests must be pre-registered and must check in with campus safety at the front booth. The guest(s) will be issued a guest badge that they must have on their person at all times while they are on campus. It is the responsibility of the student to make sure that their guest(s) have registered properly with Campus Safety and that their guest(s) have their guest badge on their person at all times while on campus. Guests must present their guest badge when requested to do so by Campus Safety or another PMC official. Failure to do so may result in the loss of guest privileges for the student host and may also subject the student to action within the judicial system. In addition, the guest may be escorted off campus if not properly registered. If a student wishes to have an overnight guest for more than two nights in a seven day period she will need written permission from the Director of Community and Residence Life. All guests are subject to the approval of the Vice President of Student Services, Director of Community and Residence Life and/or the Director of Campus Safety. Overnight guests must be 18 years of age or older.
VEHICLE/ACCESS TO PMC

I. It is the responsibility of all Student(s) entering the campus to register their guest(s) with Campus Safety at all times. All students, parents and visitors are required to come to a complete stop at the front booth and must present their current Pine Manor College Identification Card, driver’s license, passport or state issued ID before being admitted to campus. The driver of the vehicle must have a current valid driver’s license in their possession in order to drive on campus. Campus Safety retains the right to deny access to any guest. The officer will scan each I.D. and enter the date, time, and destination. Caution: the gate at the front booth comes down automatically after each vehicle passes through.

II. Students guests must park their vehicle in the Guest Parking Lot. All guests will be issued a guest badge that they must have on their person while on campus.

III. All pick-ups and drop-offs must be done at the front booth

NOTE: It is the responsibility of each student in the vehicle to ensure that any guest in the vehicle is properly signed in with Campus Safety. Students are reminded that it is also their responsibility to monitor the activity and conduct of their guest(s) at all times while they are on campus. All guests are required to park in the Guest Parking Lot and must properly display a valid parking pass on the dashboard. Any vehicle in violation is subject to being ticketed and / or towed at the owner’s expense. Tickets that are issued to a guest that are not paid in 3 business days will become the responsibility of the student host and if remain unpaid will be billed to the student’s account.

The PMC Guest Policy was revised May 2010.

HAZING/RITE S OF INITIATION

PMC defines hazing as “any activity expected of someone joining a group that humiliates, degrades, abuses or endangers, regardless of the person’s willingness to participate. This does not include activities such as a rookie carrying the balls, team parties with community games, or going out with your teammates, unless an atmosphere of humiliation, degradation, abuse or danger arises.”

Hazing, as defined above, is strictly prohibited at PMC and is unlawful in the Commonwealth of Massachusetts (269:17, 18). Any PMC student-athlete found to have taken part in hazing and/ or failing to report a known incidence of hazing will be dropped from the roster of her athletic team for the remainder of the playing season, and may be subject to the College’s judicial process.

Pine Manor hazing policy will be in accordance with the laws of the Commonwealth of Massachusetts at all times. (See below for the Commonwealth statute on hazing.). Student organizations and individual students found in violation of Massachusetts hazing laws will be subject to disciplinary action.

In accordance with General laws Chapter 536, Section 19, the College has developed the following procedures:

1. At the time of registration, the president of each student group, team, or organization shall receive a copy of the law and will be required to sign a statement acknowledging that he or she has received such copy of the law, that he or she shall distribute a copy of this law to every member, pledge, or applicant for membership of the organization, and that the group, team, or organization understands and agrees to comply with the provisions of this law.

2. This statement will be kept in the group, club, or organization’s permanent file in the Student Affairs Office.

3. The Student Affairs Office will make available to each group, team, or organization as many copies of the law as necessary both when the group, team, or organization registers for the year and throughout the year as necessary to ensure that the organization can comply with its responsibilities as outlined in Section 19 of the law.

GENERAL LAWS OF MASSACHUSETTS

Chapter 269: Section 17. Hazing; organizing or participating; hazing defined. 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. (Amended by 1987, 665.)

Chapter 269: Section 18. Failure to report hazing.

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. (Amended by 1987, 665.)

Chapter 269: Section 19. Copy of secs. 17—19; issuance to students and student groups, teams, and organizations; report.

Section 19. Each institution of secondary education and each public and private institution of postsecondary education shall issue to every student group, student team, or student organization which is part of such 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, 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 postsecondary 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 postsecondary education shall file, at least annually, a report with the regents 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 regents 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. (Amended by 1987, 665.)

**HOUSING LICENSE AND MEAL PLAN AGREEMENT FOR PINE MANOR COLLEGE RESIDENT STUDENTS**

This License Agreement between Pine Manor College, Inc. (hereinafter referred to as the “College”), a non-profit corporation organized under the laws of the Commonwealth of Massachusetts, and the undersigned student and said student’s parent/guardian (hereinafter referred to respectively, as “Occupant” and as “Guarantor”) sets forth the agreement made this day between the parties hereto for the provision of residence facilities and food services by the College to Occupant and the agreement of Occupant to pay therefore and to abide by certain rules for the use thereof. This Agreement is for a full academic year (approximately 36 weeks) (hereinafter referred to as the “License Period”) unless sooner terminated as herein provided. The undersigned Occupant and Guarantor shall be jointly and severally liable for all room and board fees for the License Period, as provided herein.

I. RESIDENTIAL SERVICES

A. Living Accommodations

The College will provide Occupant with dormitory-style residential facilities, including living space and sanitary facilities, which may be shared with one or more persons. Occupant may state her room preference, but the College reserves the right to place the Occupant in living space based on availability at the time of receipt by the College of this Agreement executed by Occupant and Guarantor and the Reservation Fee set forth in Section V.B.

1. During the term of this Agreement, Occupant will be entitled to occupy the living space assigned or area living space substituted by the College in its discretion. This License Agreement is non-transferable.

2. The College will furnish the living space with furniture, which at the commencement of occupancy will be in a condition equivalent to reasonable institutional standards.

3. Occupant will be responsible for the daily maintenance of her personal living space, including furnishings (the “Living Space”) and will be assessed for the cost of any repair to the Living Space and its furnishings in excess of ordinary wear and tear. Such assessment will be made on a pro rated basis between Occupant and other occupants of the Living Space.

4. Occupant is responsible for his/her conduct and the conduct of guests while in the facilities of the College, and hereby agrees to hold the College harmless from any liability arising out of Occupant’s actions or negligence or the actions or negligence of any guest or invitee of Occupant.

5. Occupant will be issued a key to her Living Space upon receipt of the Occupancy Charge set forth under Section V.B. (2) below and the Security, Key, Cleaning and/or Lock Replacement Deposit required by Section V.I. Occupant shall be responsible for locking her Living Space whenever it is unoccupied and shall ensure the safety of the other occupants of the residence hall in which such Living Space is located (the “Residence Hall”) by (a) not permitting other students to use or reproduce key(s) and (b) admitting to the Residence Hall only fellow residents or guests in accordance with guest policies outlined in the Student Handbook or students who are in good standing with the College.

B. Meal Service

This Housing License and Meal Plan Agreement is also a contract for board. All resident students must participate in a full board meal plan. Meal plans are non-transferable.

II. CONDITIONS OF OCCUPANCY

A. In consideration of the College’s agreement to provide the residence services described herein, Occupant agrees to the following additional terms regarding use and occupancy of the College’s facilities (please see additional conditions outlined in the Student Handbook):

1. Occupant shall, at all times, abide by the standards of good conduct and good citizenship and will act so as to respect the privacy, property and safety of other occupants of the Residence Hall, of other the College facilities and of the neighbors in the community.

2. Occupant has read, understands and accepts the rules and regulations with respect to the use and occupancy of College facilities that have been provided to the Occupant. Occupant agrees to perform, observe and abide by all of such rules, regulations and restrictions set forth in this Agreement, in the Student Handbook or posted to the College’s e-mail system or on notice boards in the Residence Halls. For reference purposes, the above-mentioned rules, regulations and restrictions include, but are not limited to: drugs and alcohol, damage to property, fire drills, fire egress, use of fire escapes and roofs, curfews, housekeeping, guests, inspection of premises, laundry, disciplinary procedures and study conditions. Occupant shall not use candles (with or without wicks), heating and cooking appliances of any kind (except those permitted by the College), space heaters, electric blankets, halogen lamps, sun lamps, irons, or, to the extent they disturb others, electric or electronic musical instruments. Occupant will comply with all other fire and safety laws and regulations.

3. Occupant will cooperate at all times with persons engaged in the administration, care and cleaning, and supervision of the Residence Halls and other College facilities.

4. Occupant will comply with all state and federal laws as well as the By-laws of the Town of Brookline, and will respect the rights and privacy of the neighbors in the community.

5. Occupant will continue to be a student in good standing, carrying a minimum of 12 credits.

6. The commercial use of the Living Space or the Residence Halls by any student is strictly prohibited.

7. Occupant will be responsible for carrying her own personal property insurance. Except as otherwise provided by law, the College shall not be liable for any damage or injury (direct, consequential or otherwise) to any property or any person in, on or about the Living Space, the Residence Hall or any other the College facility.

8. The goal of the College’s Office of Community & Residence Life is to provide a pleasant living experience, which contributes to the student’s learning experience without creating disturbing noise levels, which could adversely affect the rights of roommates, other residents of the Residence Hall, or neighbors. For this reason, the noise level of all sound-producing equipment such as stereos, radios, televisions, etc. and noise in general will be strictly controlled. Therefore, the Occupant will be permitted to bring sound-producing equipment into her room only upon the understanding that the use of such equipment is a privilege and on the condition that roommates, other residents of the Residence Hall and neighbors are not subjected to unreasonable disturbance. The determination that the volume or noise is “reasonable” will be at the discretion of the Director of Community & Residence Life, Administrator on Call, Community Advisor, or College Safety Officer. If a staff member determines that the Occupant is in violation of this policy, the Occupant may have the item/equipment confiscated by any of the staff members mentioned above, be required to remove such equipment, and/or cease the noise. In addition the Occupant may be subject to disciplinary action.

9. Occupant may occupy the Living Space two days prior to the first day of classes in any semester. New students may occupy rooms beginning on the first day of Orientation. At the end of a semester, rooms may be occupied up to twenty-four (24) hours after Occupant’s last scheduled exam or until the official stated closing time of the residence hall, whichever comes first. Occupants are responsible to make alternative living
arrangements after those times. Residence Halls and campus dining facilities are closed during vacation periods and Occupant is not permitted to remain in the Living Space during these times. In limited cases approved by the Director of Community & Residence Life in writing and subject to a charge determined by the College, Occupant may be permitted to occupy a Living Space (which may be other than the Living Space to which she is otherwise assigned) when the Residence Halls are otherwise closed.

10. Animals and pets are prohibited from all residence halls, with the exception of fish in an aquarium (not to exceed a 15-gallon capacity per room).

11. Removal of College furniture or property from public areas or student rooms will result in appropriate fines, disciplinary action and/or criminal prosecution. The College does not provide storage for room furniture or personal belongings.

12. The College reserves the right, without prior notice, to inspect, reassign rooms and to take any other steps necessary or advisable for reasons of health, safety, and the conduct of its residence hall program. In the event a vacancy should occur, Occupant agrees to accept whatever roommate maybe assigned by the College. If Occupant refuses to accept an assigned roommate, the Occupant may be reassigned or be subject to disciplinary measures.

B. Occupant agrees that a determination by the College that the Occupant has failed to comply with the above-described regulations shall be reason for the College to declare the Occupant in default and to terminate this Agreement as provided in paragraph III.B. hereof. Upon such declaration of default, the College may, in its sole discretion, order Occupant to leave the Living Space and remove all personal belongings within 24 hours. Such a notice shall be given in writing to the Occupant. The Occupant may, in addition, face disciplinary action.

III. Termination

A. This Agreement is a legally binding agreement for the License Period. The undersigned Occupant and Guarantor agree to be jointly and severally responsible for all Occupancy Fees and other fees hereunder for the full License Period, whether or not the College as a result of a default by the Occupant terminates this Agreement.

B. Disciplinary Termination

The College shall have the right to terminate this Agreement by giving Occupant 24 hours notice in writing to vacate the Living Space in the event the Occupant fails to observe any of the conditions of Occupancy stated above or any other provision of this Agreement. In the event of a termination under this Section III.B. all sums due to the College for the full License Period shall promptly be due and payable to the College, and the College shall not be required to refund any funds already received by it. Notwithstanding anything to the contrary provided herein, the College shall have the right to terminate this Agreement on less than twenty-four hours notice and to remove the Occupant from the Living Space immediately if the Occupant is determined to be a danger to herself or to others.

C. Non-disciplinary Termination

In the event that the Occupant shall become physically or mentally incapacitated and is required to withdraw from the College pursuant to the determination of a licensed doctor of medicine, the Occupant must petition to terminate this Agreement through the Vice President for Finance and Business.

D. Termination by College

The College shall have the right to terminate this Agreement because of any cause beyond its control, including but not limited to, fire, natural catastrophe, strike, war or civil disturbance, or by virtue of the order of any federal, state, or municipal authority, including revocation or non-renewal of necessary licenses. In the event of such termination, the College shall refund a portion of any payments already received by it, in accordance with any formula determined to be reasonable by the College. Such formula need not be based solely on a per diem formula and shall include consideration of administrative expenses incurred by the College. In no event shall the College be liable to Occupant or Guarantor in excess of the amount, if any, determined hereunder to be due to Occupant as a refund.

IV. ACCEPTANCE OF THE PREMISES

A. Occupant and Guarantor hereby acknowledge that they have satisfied themselves as to the condition of the College’s facilities, that they have inspected or been given the opportunity to inspect representative living space, and that they accept the descriptions of such facilities set out in the latest applicable College brochures as accurate. Occupant is required to complete a Room Condition Report upon checking into and out of a Living Space.

B. Occupant and Guarantor agree that the College shall have a continuing right to substitute comparable living space in any other facility for the Living Space licensed to Occupant hereunder. The College may exercise this reserved right at any time, in its sole discretion, and such exercise shall not waive or terminate the obligations of Occupant or Guarantor hereunder. The College shall be solely responsible for reasonable expenses incurred by Occupant, if any, in connection with such substitution.

C. Occupant and Guarantor hereby acknowledge that, except as expressly provided herein, the College has made no representations and warranties in connection with this agreement of the Living Space or meals to be provided to the Occupant hereunder.

V. LICENSE PERIOD

A. License Period

The License Period shall begin on August 30, 2010 and ends on May 11, 2010.

B. Payment Terms

1. Occupancy Charge: A fee of up to see below (the “Occupancy Charge”) for the License Period referred to above shall be paid for the Living Space described below. The Occupancy Charge is due prior to the first day of classes.

   Double $12,254.00/academic year ($6,127.00/semester)
   Single $14,354.00/academic year ($7,177.00/semester)

   Singles are an additional $2,100.00/academic year or $1,050.00/semester

VI. SECURITY DEPOSIT

A. A Security, Key, Cleaning, Painting and/or Lock Replacement Deposit (the “Deposit”) of $250 shall be paid when the Occupancy Charge is paid.

B. The Deposit shall be retained by the College, and charges for any damages or loss caused by Occupant shall be set-off against the Deposit, provided that the Deposit shall not limit in any way the liability of Occupant for damages caused by Occupant as provided in paragraph I.A.3. The College may require the Occupant to Supplement the Deposit if all or any portion is applied by the College.

C. A failure by Occupant to return a key upon check-out will result in a $125.00 charge for a single room or $150.00 charge for a double room.

D. Due to the nature of the Residence Hall environment as a community environment, Occupant and other occupants of her Residence Hall collectively will be held financially responsible for damage done to common areas of their floor, hall, building and/or village.

E. The remaining balance of the Deposit shall be refunded within 60 days after the end of the License Period, if charges for damages are not outstanding and if the Occupant is otherwise not in default under this or any other Agreement with the College.

VII. SEVERABILITY

A. In the event any provision of this Agreement is determined to be unlawful or unenforceable, such provision shall be deemed severable and all other provisions hereof shall be deemed to be fully effective.
VI. AGREEMENT OF GUARANTOR

A. In order to induce the College to provide the above-described residence services for the Occupant, the undersigned Guarantor, being the parent and/or guardian of the said Occupant, or otherwise agreeing to be liable for the obligations of the Occupant hereunder, hereby consents to the terms and conditions herein set forth.

B. In consideration of the College’s agreement to enter into the Agreement with the Occupant, the undersigned Guarantor does hereby guarantee the prompt and faithful fulfillment of the Occupant’s obligations hereunder and hereby waives notice, demand and all other surety ship defenses in connection herewith.

C. In addition, the undersigned Guarantor agrees to cooperate with the College in assuring the Occupant’s full compliance with all terms, conditions and financial obligations of this Agreement.

INTERNATIONAL STUDENTS

Immigration Rules and Regulations

The following is a brief description of immigration rules and regulations. Please consult the International Student Handbook for a more comprehensive resource regarding immigration concerns. The Director of International Student Affairs is available for you if you have questions or concerns.

IMMIGRATION INFORMATION

Perhaps one of the most difficult facets of being an international student is keeping up with immigration regulations and procedures. Understanding immigration might be difficult at first, but with patience, and regular contact with the International Student Advisor, you will eventually feel more comfortable. As a citizen from a different country studying in the United States, it is important that you read everything carefully and familiarize yourself with the information below. Remember, maintaining your legal status is your responsibility at all times. By signing your I-20 form, you indicate that you have read and understand all of the rules and regulations of your F-1 visa status. You will be held responsible for these rules while you are in the US. Your immigration paperwork is one of the most important sets of documents you have while you are here studying and traveling. Make sure all documents are in a safe and secure place at all times.

To make sure that you understand and are aware of the purpose of each of the documents in your possession, the following section contains a brief description of your documents. The Director of International Student Affairs must be allowed to copy these documents in order to comply with the US Citizenship and Immigration Services (USCIS) regulations. Be sure to present your documents (i.e., I-94 card, passport, F-1 visa, Form I-20) to the Director of International Student Affairs upon your arrival to PMC, even if you are a returning student.

IMMIGRATION DOCUMENTS

Passport

A passport is a travel document issued by your country of citizenship or residence. It states your identity and nationality and shows the date of issuance as well as the date of expiration. Your passport allows you to enter designated countries and a return to your country.

When you are in the U.S., you must make sure that your passport remains valid six months into the future. If your passport is about to expire, contact the country’s consular office or embassy in the U.S. to apply for an extension or a new passport. If you lose your passport, contact your consular office or embassy immediately to replace it.

F-1 Visa

A visa is a stamp in your passport that permits someone to enter to the United States. The type of visa you applied for and received at the US embassy or consulate defines what you are allowed to do while in the U.S. An F-1 student visa may be granted to someone who is considered to be a full-time student seeking temporary entry in order to study. Each visa states the visa number, location and date of issuance, visa type (F-1 students, B-2 tourist, etc.), the number of entries into the US permitted with that particular visa (most are multiple entry visas), and the expiration date.

Your visa may expire while you are in the US. It is used only to enter the country. If, however, you are leaving the US, and your visa has expired, you must contact the consulate or embassy in your country of origin in order to request another F-1 visa. It is not possible to apply for a new visa in the US.

If you are academically suspended from Pine Manor College, you will fall out of F-1 student status and your visa, as your I-20 becomes invalid. You may not remain within the United States if you are not pursuing a full course of study at Pine Manor College or another institution.

I-94 Arrival/Departure Record

The I-94 is a very important document and should be kept in a very safe place along with your passport. I-94 document is given to all nonresident aliens entering the United States. I-94 is divided into three portions: Instructions, arrival record, and departure record. At the port of entry arrival record is kept by BCIS; departure record is returned to the student and usually stapled into the passport.

The I-94 verifies your permission to remain in the US until a given date. The I-94 card shows the date and location of your entry into the US, the visa type under which you are admitted to the country, and the date you are expected to leave the US.

Most students entering the US with the F-1 visa will find the notation “F-1 D/S” on the I-94. D/S permits an individual to remain in the US to complete his or her program within the dates on the I-20.

When you leave the US, you will surrender the Departure Record portion that is stapled in your passport (never remove this yourself). A new I-94 will be issued when you return to the US. If you lose this card (I-94), you will need to apply for a replacement. Make sure you contact the Director of International Student Affairs as soon as possible to pick up the necessary forms and discuss the application procedure if you need to replace the I-94. The process is one that can take between four to six weeks. This card is absolutely necessary for departure from the United States, i.e., holiday, winter and spring breaks.

I-20 Certificate of Eligibility for Non-Immigrant (F-1) Student Status—For Academic and Language Students

An I-20 can be issued by Pine Manor College to student applicants who meet admission and financial requirements. The I-20 from Pine Manor College enables students to apply for an F-1 visa and allows entrance to the U.S.

You are always responsible for maintaining your status and to keep your I-20 valid at all times. Do not let it expire or lose it. Your I-20 must be signed once a year by Designated School Officials at Pine Manor College.

Make sure to sign the I-20 and it is very important that all information on the I-20 is typed correctly. Check to see if your name is spelled correctly, your birth date, country of birth, citizenship, and sponsor in section 8 is accurate and that your major is noted in section 5. If you change majors while you are enrolled, you must get a new I-20 to reflect this change. The date typed in section 5 as your completion date must always be in the future. If you notice that your date of completion is about to expire, see the Director of International Student Affairs to find out if you are eligible for an extension of stay or whether you must apply to USCIS to be reinstated to student status.
I-20 TRANSFER PROCEDURES

Students currently residing in the United States who are authorized to attend another institution or English language program on an F-1 visa may wish to transfer to Pine Manor College and you must follow the procedures outlined below:

1. Complete all Pine Manor College transfer admissions procedures.
2. If accepted to Pine Manor College, notify your current institution that you intend to transfer to Pine Manor College.
3. Ask the Director of International Student Affairs at your current institution to complete the bottom portion of the Transfer Verification Form and mail it to the International Student Office at Pine Manor College.
4. Director of International Student Affairs at your current school must enter into SEVIS your intent to transfer to Pine Manor College and the “transfer release date.”
5. Pine Manor College will issue a new I-20 for you until after “Transfer Release Date” entered into SEVIS by your current school as well as until Pine Manor College International Student Office has the following documents from you:
   - Completed Transfer Verification Form
   - A copy of your unexpired passport
   - A copy of your I-94 Arrival/Departure Record
   - Copies of previous I-20s issued to you by other institutions.
6. If all documents are in order, the Director of International Student Affairs will process your transfer by endorsing page 1 of your PMC I-20. The Director of International Student Affairs will return the I-20 to you. This becomes your current, valid I-20; keep it together with all your previous I-20s. The advisor will notify the Bureau of Citizenship and Immigration (BCIS) of your transfer to Pine Manor College through SEVIS.
7. You must report to the International Student Office at Pine Manor College no later than 15 days after the start date on your Pine Manor College I-20 and request that we complete the transfer process. Failure to report to our office within this time period is a violation of your nonimmigrant status. Bring new PMC I-20 and passport with you.

VIOLATION OF STATUS AND REINSTATEMENT TO F-1 STATUS

Reinstatement is the procedure followed in order to regain documented F-1 student status once you have lost your student status (considered to be out of status).

Falling out of status can occur in a number of ways including, but not limited to: dropping below 12 credits, not enrolling for a semester but remaining in the US, working without authorization, failing to complete the transfer or program extension procedures in time and expiration of documents (I-20, I-94). Please note that the status violation must have resulted from circumstances beyond the student’s control, such as injury, illness, natural disaster or neglect of the International Student Advisor.

To be reinstated to student status, you will need to make an appointment with the International Student Advisor, bringing with you the documentation you have concerning your current status in the United States. If you have worked off campus without authorization and/or if you have been out of status for more than five months, you are ineligible for reinstatement.

For reinstatement, you will need to complete an application, which will be sent to USCIS for adjudication. While your application is being processed by USCIS, you may continue your full time studies, however your privileges and benefits as an F-1 student will be suspended at PMC and at any school to which you might transfer until you are reinstated. That means you are not eligible for any type of off-campus employment, a school transfer or change of academic level notification procedure to BCIS, or an extension of time to complete your academic level. If USCIS rejects your application for reinstatement, you will be given a set date to leave the US. For this reason, it is very important that you maintain your F-1 status.

CHANGE OF VISA STATUS

If you are in the U.S. on a non-immigrant visa status other than F-1 and plan to enroll in Pine Manor College, you must contact to the International Student Advisor. Please make sure to bring all the immigration documents to the Director of International Student Affairs to figure out whether or not you are eligible to change your non-immigrant visa status to F-1.

If you are eligible to change your non-immigrant status to F-1, there are two ways of changing from one non-immigrant visa type to F-1 visa status if you are currently in the U.S.:

One method is to obtain an I-20 from PMC, travel outside the US, and apply for an F-1 visa stamp at a US embassy or consulate in your home country. Then you may re-enter the US using the F-1 visa and supporting documents (I-20, acceptance letter from PMC, financial documentation). Upon successful reentry, you will be in F-1 status.

The second method is to apply to US Citizenship and Immigration Services to change your status while remaining in the US. The application must be completed by you and the International Student Advisor. The application process should be started as soon as possible after your acceptance. The application is mailed to USCIS for a decision and USCIS will take about two months to review your application.

TRAVEL OUTSIDE THE UNITED STATES

When you travel outside the US, you must have the Director of International Student Affairs sign the back of your I-20 in order to reenter the US. This signature indicates to USCIS that you are in legal F-1 student status with the school that issued the I-20. In order to receive a signature, you must be registered as a full time student if leaving during a semester or pre-registered for the next semester with intent to return to PMC if leaving at the end of the semester.

Required Documents for to reenter into the US:

- A Valid Passport at least 6 months into the future.
- I-94 card
- A Valid Visa
- SEVIS I-20 with recent signature
- All previous Forms of I-20 (to show your history).
- Evidence of financial support documentation.
- Proof of course registration
- Official transcript from PMC (optional)
- If you are on OPT, a valid Employment Authorization Card.
- If you are on OPT, signature from the Director of International Student Affairs and a letter from your employer stating that you have the job, the job description and the dates of employment (which will need to match your EAD!). (If you are near the end of your OPT, it is not likely that you will be allowed to re-enter the US for this purpose.)

Required Documents in your return to Pine Manor College for international student registration:

- Passport
- F-1 visa
- I-20 Form
- I-94 card
- Bank statement and verification of financial support form
PARKING

Campus Safety sets forth the traffic and parking regulations for Pine Manor College, which have been implemented in the interest, safety and convenience of every member of the community, as well as of visitors. These regulations are in effect 24 hours a day, except as noted, and apply to all students, faculty, staff and visitors. It is the responsibility of each vehicle operator to know and comply with these regulations. Special parking regulations will be posted during snow emergencies.

REGISTRATION OF VEHICLES

1. Vehicles operated/parked on the campus must be registered with Campus Safety and display a valid parking decal or pass at all times. Changes must be reported immediately to the Director of Campus Safety.

2. Parking decals can be purchased at the Campus Safety Department in the Ashby Campus Center. The annual fee for resident student parking decals is $150.00 and $100.00 for commuters. This fee is payable by cash, check, charge or can be billed to the students account during the first week the vehicle is on campus. We require that you bring your driver’s license and vehicle registration with you when registering your vehicle.

3. When purchasing a decal, the vehicle must be registered to either the student or a family member.

4. All vehicles on campus must be currently registered through the Registry of Motor Vehicles and properly display their inspection sticker and plate(s). In addition all vehicles must be insured and be fully operable.

5. Resident and commuter students who do not purchase a decal but wish to park their vehicle on campus must purchase a daily temporary parking pass for $5.00 each day. Students may only purchase a total of 10 daily passes per semester. Students bringing any vehicle on campus for more than 10 days per semester must purchase a decal.

6. Any vehicle that does not display a decal or pass may be ticketed or towed at the vehicle owner’s expense.

7. Fraudulent registration or the display of a stolen, altered or counterfeit decal or pass is grounds for disciplinary action. Cases will be referred to the proper College authority, and parking privileges may be revoked or denied. Registrants will also be required to pay the appropriate parking fee.

GENERAL PARKING INFORMATION

All parking on campus is by permit only. This applies to visitors to the College, as well as members of the College community.

Parking is on a first-come, first-served basis. The issuance of a parking permit does not guarantee the registrant a space. The issuance of any parking permit is at the discretion of the Director of Campus Safety or her/his designee.

RESIDENT STUDENT PARKING

All returning resident student vehicles will display a blue parking decal and will park in a specifically designated student parking lot. First-year resident student vehicles will display a yellow parking decal and will not be permitted to park in South or East Commons parking lots or in the parking area beside South 1 and 2 across from the Health and Wellness Center. These areas are reserved for returning resident student vehicles only.

COMMUTER STUDENT PARKING

Vehicles displaying a red commuter student decal may park in the marked spaces in the Ellsworth Hall parking lot or in the commuter student parking area behind the Dane Science Building between 7:00am to 11:00 pm daily.

RESERVED 15 MINUTE STUDENT PARKING ONLY

Only students are allowed to use parking spaces that are marked “Reserved Parking for Students Only 15 Minutes”. Students’ vehicles that are parked in these spaces for more than 15 minutes will be ticketed and / or towed at the owner’s expense.

VISITOR PARKING

All visitors to the residence halls must properly display a guest parking pass on the dashboard of their vehicle so that it may be easily read from outside of the vehicle. The Guest Parking Lot for all visitors to the residence halls is to the rear of the Southwest lot by the tennis courts. It is the responsibility of the student host to ensure that their guest(s) park in the guest parking lot.

Monday through Friday, all overnight visitor’s vehicles are to be removed by 7:00 a.m. unless a special guest pass, approved by the Vice President for Student Services and issued by the Director of Campus Safety is displayed on the vehicle.

It is the responsibility of all students to ensure that their guests are in compliance with all traffic and parking regulations. The College reserves the right to have unregistered vehicles towed from campus at the owner’s expense.

DRIVING REGULATIONS

The maximum speed limit on College roads or in parking lots is 10 mph. This limit is in effect 24 hours a day throughout the year. The operation of a motor vehicle is prohibited on any lawn, unpaved area, sidewalk or village courtyard area, except as specifically authorized. In addition to any regulations contained herein the provision of the motor vehicle laws of the Commonwealth of Massachusetts also apply.

GENERAL PARKING REGULATIONS

Failure to comply with the directive, signal or request of Campus Safety personnel may result in the ticketing or towing of the operator’s vehicle. Please pay parking violations within three business days or it will be billed to the student’s account. Any questions or concerns with the violation should be directed to the Director of Campus Safety during this period. Appeals forms are available at the Campus Safety Operations Office and at the Front Booth. Campus parking privileges may be revoked at the discretion of the Director of Campus Safety.

SEXUAL ASSAULT

The Office of Student Life, Campus Safety Office, Community and Residential Life staff and Health and Counseling Services work together to provide support for victims of sexual assault and relationship violence and to promote awareness. Programs include presentations for first-year students discussing relationships and sexuality, a workshop for resident students defining abusive and healthy relationships, and training for residence life and Campus Safety staff members about working with victims of sexual assault and relationship violence.

Students who are victims of on-campus sexual assault or incident of relationship violence are encouraged to contact the Campus Safety Department for immediate assistance. Students who are victims off-campus are encouraged to contact the Brookline Police Department, other local law enforcement authorities or the Office of Student Life for assistance. The Office of Student Life and the Campus Safety Department are available to assist victims in notifying law enforcement authorities if a student seeks their assistance. Law enforcement authorities and College staff will assist a victim of sexual assault in getting medical care, counseling and other appropriate assistance. Victims of sexual assault and relationship violence are not required to pursue formal criminal complaints or College disciplinary proceedings. However, College policy requires College officials who learn about an incident to urge the victim to report it to law enforcement authorities.

Among the options available to a student who is a victim of sexual assault or relationship violence are on- and off-campus mental health services, immediate relocation to a different residence hall (for students living in on-campus housing), and changes to a victim’s academic schedule, if such changes are reasonably available. The Student Life staff are available to assist victims with their academic concerns following an assault.
Students accused of rape, acquaintance rape or other sex offenses (forcible or non-forcible) are subject to interim suspension and disciplinary action in accordance with the Student Code of Conduct contained in the Student Handbook, whether or not criminal charges have been filed or are being pursued by the alleged victim, and without regard to the pendency of such criminal proceedings. A student found to have committed a sexual assault is subject to disciplinary sanctions, including, but not limited to, loss of College housing and suspension or expulsion from the College. Both the alleged victim and alleged assailant are entitled to the same opportunities to have others (with the exception of an attorney) present during an on-campus disciplinary proceeding and to be informed of the outcome of any campus disciplinary proceeding that involves an allegation of sexual assault. Students can obtain assistance and support following an assault from the sources listed on the back of this brochure.

**SEXUAL HARASSMENT POLICY**

A. Statement of Philosophy

Pine Manor College is committed to providing an environment that is free of discrimination and all forms of harassment or coercion that impede the academic freedom, security or well-being of any member of our community. The College respects the dignity and worth of all members of the PMC community, and sexual harassment of students, staff and faculty is unacceptable conduct that will not be tolerated. Furthermore, any discriminatory actions, words, or comments based on an individual’s sex, race, ethnicity, sexual orientation, age or religion will not be tolerated. It is the policy of Pine Manor College that no member of the College community (faculty/students/staff) may sexually harass another. Sexual harassment (both overt and subtle) is a form of misconduct that is demeaning to another person, undermines the integrity of PMC, and is strictly prohibited.

B. Definition of Sexual Harassment

In Massachusetts, the legal definition for sexual harassment is this: “sexual harassment” means sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. submission to or rejection of such advances, requests or conduct is made either explicitly or implicitly a term or condition of employment or as basis for employment decisions; or
2. such advances, requests or conduct have the purpose or effect of unreasonably interfering with an individual’s work performance by creating an intimidating, hostile, humiliating or sexually offensive work environment.

Prohibited acts of sexual harassment can take a variety of forms ranging from subtle pressure for sexual activity or conduct to physical contact. At times, the offender may be unaware that his or her conduct is offensive or harassing to others. Examples of conduct that could be considered sexual harassment include:

1. persistent or repeated unwelcome flirting, pressure for dates, sexual comments or touching;
2. sexually suggestive jokes or gestures directed toward another or sexually oriented or degrading comments about another;
3. preferential treatment of an employee, or a promise of preferential treatment to an employee, in exchange for dates or sexual conduct; or the denial or threat of denial of employment benefits or advancement for refusal to consent to sexual advances;
4. the open display of sexually oriented pictures, posters, or other material offensive to others; and
5. retaliation against an individual for reporting or complaining about sexually harassing conduct.

All employees are encouraged to express displeasure at any conduct that might be sexually harassing, to tell the individual engaging in the conduct that it is unwelcome, to report that conduct, and to use the complaint procedure set forth in this policy. Such behaviors may interfere with an individual’s performance, create an intimidating environment, or indicate discriminatory hostility.

C. Individuals Covered Under the Policy

This Policy covers all members of the College community, including faculty, staff and students. The College will not tolerate sexual harassment engaged in by nonemployees or people attending official or unofficial College functions.

If anyone is the victim of sexual harassment by a nonemployee or visitor, he or she should call the Campus Safety Department, which may escort the individual off campus and/or take any further appropriate action. You may also bring the matter to the attention of the College pursuant to the procedures set forth in this policy. If any person’s behavior is illegal (e.g., disturbance of the peace, vandalism, sexual assault, etc.), he or she is subject to arrest. The best way to reduce sexual harassment is for all members of the community to make it clear that such behavior is not acceptable at PMC. The College encourages reporting all incidents of harassment regardless of who the offender may be, in accordance with section D below.

D. Complaints of Harassment

If any College employee or student believes that he or she has been subjected to sexual harassment or other unlawful harassment, he or she is encouraged to clearly and promptly notify the offender that his or her conduct is unwelcome. The employee or student also has the right to file a complaint with the College. This may be done orally or in writing. If a staff or faculty member of the College has a complaint of harassment, it should be brought to the attention of either the Director of Human Resources at (617) 731-7143, Vice President for Finance and Administration at (617) 731-7098 or the Dean of the College at (617) 731-7106.

If a student has a complaint of harassment, it may be brought to the attention of the Vice President for Student Services at (617) 731-7195. A student may also bring the complaint to either the Director of Community and Residence Life at (617) 731-7136, or the Dean of the College at (617) 731-7106.

In many cases, attempts to resolve complaints of harassment can be accomplished through conciliation, mediation, and other informal means, and the results of such attempts shall be reduced to writing. However, pursuing such informal means is not a prerequisite to the formal procedures set forth herein.

All persons receiving complaints will refer them to the Director of Human Resources or other appropriate individual.

E. Investigation of Formal Complaints

1. Confidentiality

   Any allegation of harassment brought to the attention of the College will be promptly investigated. Confidentiality will be maintained throughout the investigatory process to the extent practical and appropriate under the circumstances, although it cannot be guaranteed.

2. Investigation by Investigators

   Complaints will be investigated by the Director of Human Resources, unless the College determines another person should be the investigator. The College may appoint a person or persons not employed by the College to conduct the investigation.

3. Investigation Process

   The investigation process shall ascertain all facts in connection with the alleged incident and may include discussions with all involved parties, identification and questioning of witnesses and other appropriate actions. When the investigation is completed, the College will, to the extent appropriate, inform the reporting individual and the person alleged to have committed the conduct, of the results of that investigation.
4. Protection Against Retaliation
   The College will not retaliate against any individual who makes a report of harassment, nor permit any employee or student to do so. Retaliation is a very serious violation of this policy and should be reported immediately. Any individual found to have retaliated against an individual for reporting sexual or other unlawful harassment, or against anyone participating in the investigation of a complaint, will be subject to appropriate disciplinary procedures as described below.

5. Resolving the Complaint
   If it is determined that inappropriate conduct has occurred, the College will act promptly and take measures to end the harassment, and if appropriate, the College may require counseling or may impose disciplinary action. Such disciplinary action may include, but not be limited to, withholding of a promotion, written reprimand, reassignment, suspension without pay, termination, or dismissal from the College.

F. Agencies to Contact
   The state and federal agencies empowered to enforce anti-discrimination laws, including those prohibiting sexual harassment, are set forth below together with their addresses and telephone numbers:

State Agency:
The Massachusetts Commission Against Discrimination (MCAD)
Boston Office: 1 Ashburton Place
Room 610
Boston, MA 02108
617-727-3990
Springfield Office: 424 Dwight Street
Room 220
Springfield, MA 01103
413-739-2145

One Congress Street, 10th Floor
Boston, MA 02114
617-565-3200

Questions About Sexual Harassment Policy
   Any questions regarding this policy should be directed to the Director of Human Resources at (617) 731-7143.

STUDENTS AT RISK
   The College reserves the right to remove a student from a residence hall if College officials (the Vice President for Student Services or her designee) have reason to believe that the individual is psychologically, emotionally or physically at risk to herself or to others. The student may be allowed to return only after written evaluation by a licensed psychologist/psychiatrist and consultation with the Vice President for Student Services (and/or her designee). In some cases of risk, serious emotional crisis or incidents of alcohol overdose, substance abuse, bulimia, anorexia, emotional breakdown or other similar behavior, a student may be required to agree to and uphold a behavioral contract in order to continue to live in the residence halls and/or continue being a PMC student. The terms of this contract might include the maintenance of a regular relationship with a professional counselor and/or participation in a program designated by a psychiatrist, physician or any combination of helping professionals.

ASHBY CAMPUS CENTER

ATRIUM
   The open area that leads into the Campus Commons is called the Atrium. In this area, you will find tables and chairs, a seating area with skylights, advertisements for campus events on a special board and an ATM. A stop in this area should be a daily one for students to pick up mail.

CAMPUS COMMONS
   The Campus Commons is a place to watch coffeehouse performers or gather with friends. The soft seating found in the room makes it the perfect place for an afternoon of reading or relaxing. There are such amenities as a television, laundry card and coin machines, vending machines, and campus computers. The room is available by reservation for community events.

CENTER FOR INCLUSIVE LEADERSHIP AND SOCIAL RESPONSIBILITY
   Located on the main floor of the Campus Center, the Center for Inclusive Leadership and Social Responsibility (CILsR) is a resource for Pine Manor College students, staff, faculty and members of the greater community who wish to learn more about Pine Manor College’s mission to prepare women for inclusive leadership and social responsibility (ilsr) in their workplaces, families and communities. A student may wish to visit the CILsR if she is interested in: working in the CILsR (in the office and/or conducting youth outreach programs), planning or attending mission-related programs throughout the year, volunteering or working with our community partners, or finding out about PMC’s service-learning opportunities including Alternative Spring Break.

COMMUTER LOCKERS
   Commuter students may reserve a locker in the locker area in the lower level of the campus center. Lockers may be reserved through the Office of Student Life.

COMMUTER STUDENT LOUNGE
   This lounge provides a comfortable place specifically for commuters to relax between classes and meet friends. With lots of bright light and comfortable seating, the lounge is situated in the heart of the Campus Center to help forge a connection between commuters, the Student Life staff and the community.

DINING SERVICES
   The RFoC, Real Food on Campus Residential Restaurant is the place to satisfy all of your cravings. Meet your friends or colleagues for breakfast, lunch or dinner at our comfortable all-you-care-to-enjoy location. Our expertly trained chefs are continuously creating new great tastes as they come along. We feature traditional American cuisine, international fare, ethnic foods, special themed meals, healthy lifestyle stations, as well as numerous vegan and vegetarian options. As a part of our commitment to health and wellness we offer nutritional information on all of our menu items. The Dining Room is open weekdays for continuous dining, with hot entrées served during peak meal times. On the weekends and holidays brunch and dinner are served. There is a wide variety of choices to satisfy your palate, including an extensive salad bar which features locally grown seasonal produce, a deli bar, a soup and bread station, a pizza and pasta bar, hot home-style entrées, an action station with daily specials prepared in front of you by one of our professional chefs, and desserts to satisfy everyone’s sweet tooth. Weekly features include “make your own” stations with choices such as a taco bar, pasta sauté, wok bar and sundae bar. Monthly theme meals are developed in conjunction with the Student Life Office to offer the community a special and entertaining dining experience. No food or china is permitted to leave the residential restaurant at any time. Students that abuse this policy will be subject to disciplinary action. If you are unable to attend a meal you have the option to order a boxed meal in advance. Our professional staff is available at any time to assist with special dietary restrictions or answer your questions. Please visit www.pmccampusdish.com for more information and to view the online menus.

Residential Restaurant Hours
Monday–Thursday 7:30 am–7:30 pm
Friday 8:00 am – 7:00 pm
Saturday and Sunday
Brunch: 11 am –1 pm
Dinner: 5:00 pm–6:30 pm

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STUDENTS AT RISK
   The College reserves the right to remove a student from a residence hall if College officials (the Vice President for Student Services or her designee) have reason to believe that the individual is psychologically, emotionally or physically at risk to herself or to others. The student may be allowed to return only after written evaluation by a licensed psychologist/psychiatrist and consultation with the Vice President for Student Services (and/or her designee). In some cases of risk, serious emotional crisis or incidents of alcohol overdose, substance abuse, bulimia, anorexia, emotional breakdown or other similar behavior, a student may be required to agree to and uphold a behavioral contract in order to continue to live in the residence halls and/or continue being a PMC student. The terms of this contract might include the maintenance of a regular relationship with a professional counselor and/or participation in a program designated by a psychiatrist, physician or any combination of helping professionals.
Having a friend visit? No problem, guest rates are as follows:
Breakfast $5.25
Lunch $6.50
Dinner $7.50
Brunch $6.50

PM Late Night & Café 400
The PM Late Night and Café 400 are the places you can use your Declining Balance Dollars (DBDs) for comfort food in a fun and relaxed atmosphere, such as soups, salads, sandwiches, coffee, sweets and much more. Having the option to dine in or take it to go makes getting what you want convenient. Log on to www.pmc.campusdish.com to view the menu, and print a copy to keep it handy for when you need it!

PM Late Night Hours:
Monday - Friday 8 pm – 11 pm
Closed Holidays

Cafe 400 Hours:
Monday – Thursday 9:30 am – 3 pm
Friday 9:30 am – 2:30 pm
Closed Holidays

GALLERY
This hallway, which runs alongside the Residential Restaurant, is a great place to learn more about campus events. The bulletin boards for Dining Services and Community Advisors are located here.

MAIL SERVICES
All PMC students are required to have an on-campus mailbox located on the ground level of the Campus Center. Communication regarding academic, student life and general college information is provided through on-campus mailings to student mailboxes. For the mail room processes, sorts and distributes all external incoming mail. From the hours of 9:00 am to 2:00 p.m., students may access packages through the mail office located behind the mailboxes. The outgoing mailbox is located in front of the Annenberg Library. New students will have their assigned mailbox information distributed during Fall Orientation. Students will keep their mailboxes for the duration of their time at Pine Manor College.

MEDITATION ROOM
The Meditation Room is available to the community for the purpose of exploring spiritual development, contemplative thought, meditation, prayer and other activities that quiet the mind and nourish the soul. With a high ceiling, large windows, comfortable seating and fireplace, the room has an atmosphere of peaceful resonance, where community members may choose to conduct and attend services, meditate and seek comfort and sanctuary in times of crisis. The room is neither a chapel, nor is it “just another meeting room.” This nonsectarian, nondenominational room is reserved for the expression and exploration of various spiritual perspectives. To reserve this room, please contact the Office of Community and Residence Life at CommunityLife@pmc.edu.

STUDENT LIFE CONFERENCE ROOM
Upstairs on the second floor of the campus center, this meeting room, seats 8–10 people, offers student groups a space to meet around a table. Clubs and organizations may reserve it with approval of the Director of Community and Residence Life.

ROOM RESERVATION POLICY
To reserve the Presidents’ Dining Room, call the Special Events Office at (617) 731-7640. To reserve space in the Campus Center (with the exception of the Presidents’ Dining Room, STC 101, and STC 102), the Meditation Room, Student Life Conference Room, and space in the Residence Halls including any of the Commons please contact the Director of Community and Residence Life at CommunityLife@pmc.edu.

ACADEMIC AFFAIRS

CAREER SERVICES & EXPERIENTIAL LEARNING
The mission of the Office of Career Services & Experiential Learning Center is to provide services, programs, events, and resources that will guide students in learning and decision making about career opportunities, and to prepare them for internships and job searches. By introducing students to the career exploration process in their first year, we build a relationship with each student that continues throughout her undergraduate experience. Through a variety of services and programs including, individual counseling, workshops, internships, and career events, students are actively encouraged to take an active role to:
• explore their values, interests, life and career goals;
• research career fields that reflect life and professional values and interests;
• participate in internships and service-learning opportunities;
• learn resume preparation, cover letter writing, and interviewing skills.
The Career Center events and programs includes: Alumnae Career Roundtable, Senior Internship Reception, and workshops on resume writing, job search, and graduate school.
Career Services & Experiential Learning Center
3rd Floor, Ferry Building
Linda Walden, Director
617-731-7154
www.pmc.edu/career-services

DEAN OF THE COLLEGE
The Dean of the College is responsible for supervising, coordinating and developing academic programs, including the Portfolio Program and advising. The Dean also oversees faculty appointments, professional development and promotions of academic personnel. The Registrar’s Office, the Library, the Learning Resource Center, Career and Internship Services, the Child Study Center and the Academic Program Coordinators report to this office. The Dean is responsible for the Academic Administrative Affairs budget. She chairs academic planning and coordinates committees, such as the Academic Planning Committee and the Assessment Committee.

ENGLISH LANGUAGE INSTITUTE
Pine Manor College English Language Institute (ELI) offers coeducational English language classes for students who wish to improve their English Language proficiency for academic, professional, or personal purposes. English programs offered include: Intensive, Semi-Intensive, University Preparation, Professional Studies (which enables students to audit PMC courses and take English classes), and a Summer Program which combines English study with on and off campus educational, social, and cultural activities and excursions. Grammar, Reading/Writing, Speaking/Listening, TOEFL preparation, and Pronunciation are subjects that are covered in the various programs. Weekly start dates with flexible duration from 2-50 weeks are offered. Please review our website at www.pmc.edu/eli for more details and student testimonials about the program. For more information, please contact pmc_eli@pmc.edu or call 617-731-7145.

LEARNING RESOURCE CENTER
The Brown Learning Resource Center (LRC) is an academic support center open to all students. Professional tutors offer individual tutoring in writing, mathematics, biology, reading, study skills and time management. Call for an appointment, or stop by the Center located in the Annenberg Communications Center, opposite the Library.
The LRC also provides guidance, academic skills assistance and test-taking and other academic accommodations for students with documented disabilities. Students with disabilities who wish academic accommodations must meet with the LRC Director. Students are advised that they must also submit appropriate documentation of their disability from a certified professional to the LRC Director to support their request for academic accommodations.

STUDENT LIFE CONFErrence rOOM
The Brown Learning Resource Center (LRC) is an academic support center open to all students. Professional tutors offer individual tutoring in writing, mathematics, biology, reading, study skills and time management. Call for an appointment, or stop by the Center located in the Annenberg Communications Center, opposite the Library.
The LRC also provides guidance, academic skills assistance and test-taking and other academic accommodations for students with documented disabilities. Students with disabilities who wish academic accommodations must meet with the LRC Director. Students are advised that they must also submit appropriate documentation of their disability from a certified professional to the LRC Director to support their request for academic accommodations.

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LIBRARY
The Annenberg Library offers a comfortable and inviting environment for study and research. Open 75 hours per week during the regular academic year, library facilities include: The Learning Commons; the Class of 1912/Rauch Instructional Materials Room, containing curriculum materials and instructional aids in support of teacher certification; the Moncrief Special Collections Room; group study and conference rooms; and a 24 hour study space.

The Library currently holds over 65,000 volumes, and subscribes to a wide array of journals and periodicals in a variety of formats, including print, microform and electronic full text. The Library’s extensive collection of print and electronic sources fully supports the curriculum of Pine Manor College. Electronic resources include LexisNexis Academic, Ebscohost, CountryWatch, Gale Info-trac and many others. The Reference staff provides both individual and group instruction to assist students with both their assignments and the development of good research and study skills. Librarians work closely with Faculty to develop innovative instructional programs that support of classroom activities. Reference librarians are always available to provide assistance in the use of Library resources.

The Learning Commons is the center for information discovery, teaching and learning. Located in the Library Loft, the LC consists of approximately thirteen personal computers providing access to the Internet, the online library catalog, electronic databases, image editing tools, e-mail, and office productivity software such as Microsoft Word, Excel and Powerpoint. It is staffed by the Information Literacy Librarian who is skilled in answering both research and software instruction questions. The website for the Learning Commons can be found on the Library web page.

The Library is a member of the Minuteman Library Network (MLN), a consortium of 35 public and 7 college libraries. Pine Manor ID card holders enjoy borrowing privileges at each MLN institution. MLN membership provides the Pine Manor community with access to a wide range of resources. The shared web-based catalog offers an easy interface for finding current information on the location of over 6 million items, including books, periodical, and audiovisual materials. Materials borrowed from other MLN libraries are delivered to Annenberg on a daily basis and may be picked up at the Library’s Circulation Desk.

The Library is also a member of OCLC, an international network of libraries though which it is possible to request materials not held by MLN. Requests to borrow materials may be placed via Annenberg Library’s Interlibrary Loan office.

The Annenberg Library and Communications Center also houses the Hess Art Gallery, the Brown Learning Resource Center, WPMC (a student-run radio station), a video studio, and the Kresge Lecture Hall. Please contact the Library at (617) 731-7081 for more information about any Library service, or visit the Library webpage at http://pmc.edu/library

STUDY ABROAD AND OFF-CAMPUS
Pine Manor College encourages students to expand their education by spending a year, a semester, or a summer in an off-campus or study abroad experience. Study abroad provides students with cultural enrichment, personal development, and intellectual challenge.

Students may enroll directly in a foreign university or in American college.

Pine Manor College, along with 70 other colleges and universities, participates in the Washington Semester Program at American University. This program offers intensive experience through course work, seminars, research projects and internships with committees, agencies and interest groups in Washington, DC. Students concentrate in one of the following areas: Foreign Policy, Journalism, Economic Policy, Justice, Arts and Humanities, American Studies, Art and Architecture, and American National Government and Politics. Students interested in off-campus or study abroad should contact the Career Services & Experiential Learning Center (617) 731-7154 for further information.

REGISTRAR
The Office of the Registrar is responsible for registration and records. Information about course offerings, schedules, adding and dropping courses, final exams, grades, transcripts, transfer credit, addresses, leaves of absence and withdrawals is located here. Students anticipating graduation must inform this office at least two semesters prior to graduation in order to receive a degree audit. The Registrar certifies that students have completed degree requirements.

ADMINISTRATIVE DEPARTMENTS

ADMISSIONS
The Admissions staff facilitates the enrollment of new students to Pine Manor College. PMC students are invited to assist the Admissions Office in attracting new students to the College by referring friends and relatives or by participating in Admissions activities, including our Ambassador program. Please see our Campus Visits coordinators for more information.

ALUMNAE RELATIONS
The Alumnae Relations Office’s purpose is to maintain strong connections and facilitate communication between the College and its diverse community of more than 10,000 alumnae.

The Alumnae Relations office is responsible for maintaining the alumnae database and providing services to members of the alumnae community. The office provides opportunities for alumnae to stay involved with the College and each other through events, conferences, and publications. Alumnae Relations works closely with the College to ensure that alumnae are aware of all the resources available to them and that their contributions are recognized.

FINANCE AND ADMINISTRATION
The primary function of the Office of Finance and Administration, under the direction of the Vice President Finance, Business and Facilities is to oversee and maintain the financial and administrative functions of the College. This office, in a support role, provides relevant and pertinent financial information and includes the Finance and Accounting Department managed by the College Controller, and the Student Accounts Department, and the Accounts Payable and Purchasing Departments. The Student Accounts Department, in the person of the College Bursar, is responsible for the preparation of all student billings, including student tuition, housing and fees. The Purchasing Department, in the person of the Business Manager, is responsible for the procurement of all goods and services rendered at the College.

CENTER FOR INCLUSIVE LEADERSHIP AND SOCIAL RESPONSIBILITY
The Center for Inclusive Leadership and Social Responsibility (Cilsr) at Pine Manor College is committed to fostering leadership that is inclusive of all people, utilizes many work styles and is directed toward a common good. The Cilsr seeks to promote new models of leadership; to facilitate the participation of women in leadership and organizational change; to build community partnerships that offer benefits to the partner organizations, Pine Manor, and the greater community; and to extend Pine Manor College’s mission of preparing women for socially responsible leadership beyond the boundaries of campus.

The Cilsr is a hub of activity for girls and women of all ages and backgrounds, reaching out to the community while providing teaching and learning opportunities for PMC students, faculty and staff. Programs planned or supported by the Cilsr include a multi-week summer leadership program for middle school girls; weekend leadership conferences for high school girls; multiple early college awareness programs in partnership with area school districts; service-learning opportunities in a number of courses each semester; an Alternative Spring Break in March; and a national awards program for women leaders. Students are encouraged to participate in these activities in a number of ways, such as working in the Cilsr, participating in service-learning opportunities, volunteering to work with one of our many community partners, participating in the Center’s mission-related programs throughout the year, or planning/facilitating their own mission-related programs for the community. The Center is supported through gifts from foundations, corporations and individuals.
DEVELOPMENT: ANNUAL GIVING AND MAJOR GIFTS PROGRAM
The Development Office is responsible for planning, coordinating and executing the College’s fundraising programs. Through the Annual Giving Program, alumni, trustees, parents, faculty, staff and other friends contribute gifts that support the College’s operating costs and supplement the costs of a Pine Manor education that are not fully covered by tuition. Students are invited to participate in Annual Giving activities such as phonathons, and the senior class traditionally presents a class gift to the College at Commencement.

The College also conducts Major Gifts and Planned Giving Programs to secure bequests and to raise large gifts and foundation grants for financial aid, academic programs, student life, athletics, the arts, the library, and special building projects.

HOUSEKEEPING SERVICES
The Housekeeping Department handles the maintenance of all exterior campus facilities. Resident students should see their Community Advisor regarding issues of hall or village grounds. Students should direct other grounds-related issues to the Office of Community and Residence Life and/or the Business Manager in the Office of Finance and Administration.

FINANCIAL AID
The Financial Aid Office provides support and guidance to PMC students and their families to determine their individual financial aid eligibility. More than ninety percent of PMC students receive financial aid. A process called verification is sometimes required by the federal government. This means that for those students randomly selected, the government requires additional information before making funds available. We encourage families to read all information received from this office carefully, and follow through by submitting all required documents. We offer and encourage financial counseling to help students and their families in determining their best individual payment option. Although the financial aid office has an open door policy, there are certain times during the academic year that it is recommended you set up an appointment with a financial aid administrator. Special workshops such as how to apply for special scholarships are offered and are strongly recommended that students attend.

GROUNDS
The Grounds Department handles the maintenance of all exterior campus facilities. Resident students should see their Community Advisor regarding issues of hall or village grounds. Students should direct other grounds-related issues to the Office of Community and Residence Life and/or the Business Manager in the Office of Finance and Administration.

HUMAN RESOURCES
The Human Resources Office plans and coordinates programs and policies related to the College’s employees. Responsibilities include maintaining personnel files and employment records, providing leadership in recruiting and retention, wage and salary programs, employee relations, performance evaluations, staff benefits and ensuring compliance with all federal and state laws and regulations relating to Human Resources. Job opportunities can be found on the Pine Manor College Web site and are posted throughout the Ferry Administration Building.

INSTITUTIONAL TECHNOLOGY
The Office of Institutional Technology (IT) serves the computing, classroom presentation and special events media needs of the Pine Manor College community. The Office supports several functional areas, including administrative and academic computing, classroom and computer labs, and technical training. A brochure outlining IT services is available in the Information Commons.

MAINTENANCE
The Maintenance Office handles the interior repair of campus facilities. If you are a residential student and have a request for house or Commons maintenance, see your Community Advisor. All other student requests or concerns regarding maintenance issues should be directed to the Office of Community and Residence Life; or, for emergency maintenance service, to the Business Manager in the Office of Finance and Administration.

MEDIA RELATIONS AND PUBLICATIONS
This office serves as the information source for PMC’s external communications through major publications, such as the alumnae magazine, the Bulletin, the College viewbook and the College’s Academic Catalog. The office disseminates press releases on PMC events and initiatives to the media, and produces brochures, reports and advertisements for the College.

The office also hires photographers for special campus events and provides graphic design support, including the College Web Site, for the campus community.

PRESIDENT’S OFFICE
The President of the College, through her leadership with the community, is directly responsible for advancing the mission and goals of the College, the direction and coordination of all aspects of planning for the College, the formation and implementation of College-wide policies, and encouragement of communication among all College constituencies. The President’s Office is supported by the Executive Vice President for Planning and Operations and the Administrative Assistant to the President. The President is also supported by the Board of Trustees, a legal entity of volunteer members with responsibilities for the governance of the College as a corporation. Together, the President and the Board of Trustees work to define the College’s mission, establish long-range plans and ensure strong academic and co-curricular programs, as well as sound financial management.

SPECIAL EVENTS AND CONFERENCES
The Special Events Office is responsible for booking all outside events held on College property, including weddings, bar/bat mitzvahs, special occasion parties and barbeques. The office is also responsible for reserving rooms for College events and meetings. All rooms are covered in this system except those in the Campus Center (which are handled by the Office of Community and Residence Life). The Presidents’ Dining Room, located in the Campus Center, is covered by Special Events.
AREAS OF INTERESTS

Music
Boston Conservatory of Music
8 Fenway St., Boston
(617) 536-6340
Boston Pops and Symphony Orchestra
Symphony Hall
301 Mass Ave., Boston
617-266-1492
www.bso.org
Harvard University Concert Series
Harvard University, Cambridge
(617) 495-2791
www.harvard.edu
New England Conservatory of Music
290 Huntington Ave., Boston
(617) 585-1100
www.necmusic.edu
Newton Symphony Orchestra
P.O. Box 590540; Newton, MA
(617) 965-2555
www.newtionsymphony.org

Theatre
American Repertory Theatre
Loeb Drama Center, 64 Brattle St., Cambridge
(617) 547-8300
www.amrep.org
Colonial Theatre
106 Boylston St., Boston
(617) 426-9366
Emerson’s Cutler Majestic Theatre
219 Tremont St., Boston
(617) 824-8000
www.maj.org
Huntington Theatre Company
264 Huntington Ave., Boston
(617) 266-0800
www.huntingtontheatre.org
Lyric Stage
140 Clarendon St., Boston
(617) 585-5678
New Repertory Theatre
321 Arsenal Street; Watertown, MA
(617) 923-7060
www.newrep.org
Shubert Theatre
265 Tremont St., Boston
(617) 292-5183

Wheelock Family Theatre
200 The Riverway, Boston
(617) 879-2000
www.wheelock.edu/theatre/

Dance
Art of Black Dance and Music
32 Cameron Ave., Somerville
(617) 666-1859
Boston Ballet
19 Clarendon St., Boston
(617) 695-6950
www.bostonballet.com
Boston University Dance Theatre
915 Commonwealth Ave, Boston
(617) 353-2748
www.bu.edu

Performance Halls
Berklee Performance Center
136 Mass Ave., Boston
(617) 747-2474
Boston Symphony Hall
301 Mass Ave., Boston
(617) 266-1492
Jordan Hall
30 Gainsborough St., Boston
(617) 585-1260
Wang Center for the Performing Arts
270 Tremont St., Boston
(617) 482-9393
www.gildea.com/wang-center/

Museums and Public Spaces
Arthur M. Sackler Museum
485 Broadway, Cambridge
(617) 495-9400
www.artmuseums.harvard.edu
The Boston Athenæum
10 ½ Beacon St., Boston
(617) 227-0270
www.bostonathenaeum.org
Boston Public Library
700 Boylston St., Boston
(617) 536-5400
www.bpl.org/

Boston Tea Party Ship and Museum
Congress St. Bridge, Boston
(617) 338-1773
historictrips.com/boston/teaparty
Busch-Reisinger Museum
32 Quincy St., Cambridge
(617) 495-2317
www.artmuseums.harvard.edu/collection/busch-reisinger
Computer Museum
1 Science Park, Boston
(617) 723-2500
www.tcm.org
Faneuil Hall Marketplace
State St., Boston
(617) 338-2323
Fogg Art Museum
32 Quincy St., Cambridge
(617) 495-9400
www.artmuseums.harvard.edu
Institute of Contemporary Art
100 Northern Ave., Boston
(617) 266-5152
Isabella Stewart Gardner Museum
280 The Fenway, Boston
(617) 566-1401
www.isabella-stewartgardner.org
MIT Museum
265 Mass Ave., Cambridge
(617) 253-1900
www.mit.edu
Museum of Afro-American History
46 Joy Street, Beacon Hill
(617) 742-5415
www.africamuseum.org
Museum of Fine Arts
465 Huntington Ave., Boston
(617) 262-9300
www.mfa.org/home.html
Museum of Science
1 Science Park, Boston
(617) 723-2500
www.mos.org
New England Aquarium
Central Wharf, Boston
(617) 973-5200
www.neaq.org
Newton Arts Center
61 Washington Park, Newton
(617) 964-3424

The Great Outdoors
Arnold Arboretum
125 Arborway, Boston, MA
(617) 524-1718
www.arboretum.harvard.edu
Franklin Park Zoo
One Franklin Park, Boston
(617) 541-5466
www.zooweb.org
Myopia Polo
435 Bay Road, South Hamilton
(978) 468-7956

Sports
Boston Bruins
TD Garden
100 Legends Way, Boston
(617) 262-9300
www.bostonbruins.com
Boston Celtics
226 Causeway (4th floor), Boston
866-423-5849
www.bostonceltics.com
Boston Red Sox
Fenway Park, Boston
(617) 226-6000
www.redsox.com
New England Patriots
Gillette Stadium, Foxboro
(508) 543-8200
www.patriots.com
Information Centers

Bostix Ticket Booth
Faneuil Hall Marketplace, Boston
(617) 262-8632
www.bostix.org

Greater Boston Convention and Visitor’s Bureau
Two Copley Place, Suite 105
(617) 536-4100
www.bostonusa.com

Film and video

Mugar Omni Theatre
Science Park, Boston
(617) 723-2500
www.mos.org/

Remis Auditorium
Museum of Fine Arts
465 Huntington Ave., Boston
(617) 369-3306
www.mfa.org/

Religion

There are many churches and synagogues in the Chestnut Hill/Brookline area. Some are listed here, and all denominations are represented in the Greater Boston area.

Church of the Redeemer
(Episcopal)
379 Hammond St., Chestnut Hill
(617) 566-7679

Church of St. Ignatius Loyola
(Catholic)
28 Commonwealth Avenue
Chestnut Hill (at Boston College)
(617) 552-6100

St. Lawrence’s Church (Catholic)
774 Boylston St., Chestnut Hill
(617) 566-3131

Temple Beth Zion (Conservative)
1566 Beacon St., Brookline
(617) 566-8171

Temple Kehillath Israel
(Conservative)
384 Harvard St., Brookline
(617) 277-9155

Temple Ohebei Shalom (Reform)
1187 Beacon St., Brookline
(617) 277-6610

The United Parish of Brookline
(Baptist, Congregational, Methodist)
210 Harvard St., Brookline
(617) 277-6860

Young Israel of Brookline
(Orthodox)
62 Green St., Brookline
(617) 734-0276

Churches and synagogues are listed here, and all denominations are represented in the Greater Boston area.

HOTELS IN THE BOSTON AREA

Boston Harbor Hotel (D)
70 Rowe’s Wharf
Boston, MA 02110
(617) 439-7000

Boston Park Plaza Hotel (D)
50 Park Plaza at Arlington Street
Boston, MA 02116
(617) 426-2000

Charles Hotel
at Harvard Square (W)
One Bennett Street
Cambridge, MA 02138
(617) 765-4515

Colonnade Hotel (D)
120 Huntington Avenue
Boston, MA 02115
(617) 424-7000

Copley Marriott Hotel (D)
110 Huntington Avenue
Boston, MA 02116
(617) 236-5800

The Fairmont Copley Plaza Hotel (D)
138 James Avenue
Boston, MA 02116
(617) 267-5300
800-826-7539

The Eliot Hotel (D)
370 Commonwealth Avenue
Boston, MA 02215
(617) 209-4344

Four Seasons Hotel (D)
200 Boylston Street
Boston, MA 02116
(617) 338-4400

Holiday Inn (W)
1200 Beacon Street
Brookline, MA 02446
(617) 277-1200

The Inn at Harvard (W)
1201 Massachusetts Avenue
Cambridge, MA 02138
(617) 491-2222
800-528-0444

Lenox Hotel (D)
61 Exeter Street
Boston, MA 02116
(800) 225-7676

Newton Marriott Hotel (W)
2345 Commonwealth Avenue
Newton, MA 02466
(617) 969-1000

Omni Parker House Hotel (D)
60 School Street
Boston, MA 02108
(617) 227-8600

Ritz Carlton Boston Common Hotel (D)
10 Avery Street
Boston, MA 02117
(617) 574-7100
800-241-3333

Sheraton Needham Hotel (W)
100 Cabot Street
Needham, MA 02494
(781) 444-1110

Wellesley Motor Inn (W)
978 Worcester Road
Wellesley, MA 02482
(617) 236-7073

Westin Hotel (D)
Copley Place
10 Huntington Avenue
Boston, MA 02116
(617) 262-9600
800-228-3000

Westin Hotel (W)
70 Third Avenue
Waltham, MA 02451
(781) 290-5600
(D) Downtown Boston
(W) 5-8 miles west of Boston
1. Heath Street Gatehouse
2. Campus Safety/Information Booth
3. Haldan Hall
4. Annenberg Library and Communications Center
5. Abercrombie Fine Arts Wing
6. Dane Science Building
7. Ashby Campus Center Dining Hall, Bookstore, Student Mail
8. Women’s Health and Wellness Center
9. South Village
10. West Village
11. East Village
12. Southwest/ELI
13. Hedley Soccer Field
14. Barn
15. Ann Pappajohn Vassiliou Child Study Center
16. Ellsworth Hall Center for the Performing Arts
17. Gymnasium Green Dunn Fitness Room, Dance Studio, Training Room
18. Kellogg Platform Tennis Courts
19. Softball Field/Hockey Field
20. Pond
21. Richard Deutsch Cross-Country Course/Fitness and Ski Trail
22. Ferry Administration Building
23. Tennis Courts
P Parking

CAMPUS MAP

CALENDAR YEARS

2010

January 2011

February 2012
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<th>SATURDAY &amp; SUNDAY</th>
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Ramadan begins at sundown

Nisfu Sha'ban begins at sundown
trepidation – apprehension; involuntary trembling. He entered the dimly lit cave with trepidation.

pre- (before) – prelude, preposition, premonition, premature, predict, predecessor, preview, premier, precedent

Quote of the Week
“Take the first step in faith. You don’t have to see the whole staircase, just take the first step.” – Martin Luther King, Jr.

NOTES
<table>
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<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td></td>
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<td>1</td>
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<tr>
<td>Labor Day</td>
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<td>Rosh Hashanah begins at sundown</td>
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<th>THURSDAY</th>
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<th>SATURDAY &amp; SUNDAY</th>
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<tr>
<td>2</td>
<td>3</td>
<td>Laylat al-Qadr begins at sundown</td>
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<td>13</td>
<td>14</td>
<td>Yom Kippur begins at sundown</td>
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<td>20</td>
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<td>First Day of Autumn</td>
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**Quote of the Week**

“I try to avoid looking forward or backward, and try to keep looking upward.”

– Charlotte Bronte

<table>
<thead>
<tr>
<th>30 Monday</th>
<th>Classes Begin Convocation</th>
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<tr>
<td>1 Wednesday</td>
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<td>2 Thursday</td>
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<td>3 Tuesday</td>
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<td>4 Saturday</td>
<td>Laylat al-Qadr begins at sundown</td>
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<tr>
<td>5 Sunday</td>
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</table>

**Sultry** – hot and humid. He could not adjust himself to the sultry climate of the tropics.

**Semi** (half) – semitone, semicircle, semweekly, semianual, semiformal, semiconscious, semifinal

www.thezonelive.com  www.eventlink.com  80  81
### Quote of the Week

“A ship in harbor is safe, but that is not what ships are built for.”

— William Shedd

<table>
<thead>
<tr>
<th>MONDAY</th>
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<tbody>
<tr>
<td>Labor Day</td>
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<tr>
<td>Labor Day (no classes)</td>
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<tr>
<th>TUESDAY</th>
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<td>annotate – comment; make explanatory notes. The director chose to annotate the script for the benefit of the actors.</td>
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<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>Rosh Hashanah begins at sundown 4:00 PM - Soccer vs Mitchell (Soccer Field)</td>
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<tr>
<td>7:00 PM - Volleyball vs Newbury (Gym)</td>
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<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>9</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eid al-Fitr begins at sundown</td>
<td></td>
</tr>
<tr>
<td>Deadline for December 2010 degree candidates to submit Graduation applications</td>
<td></td>
</tr>
<tr>
<td>Last day to DROP or ADD a course</td>
<td></td>
</tr>
<tr>
<td>Last day to register to audit a course 5:30 PM - Tennis vs Newbury (PMC Courts)</td>
<td></td>
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</tbody>
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<table>
<thead>
<tr>
<th>FRIDAY</th>
<th>10</th>
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</thead>
<tbody>
<tr>
<td>7:00 PM - Volleyball vs Regis (Away)</td>
<td></td>
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</table>

<table>
<thead>
<tr>
<th>SATURDAY</th>
<th>11</th>
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</thead>
<tbody>
<tr>
<td>11:00 AM - Cross Country vs Roger Williams (PMC)</td>
<td></td>
</tr>
<tr>
<td>11:00 AM - Tennis vs Mount Ida (Away)</td>
<td></td>
</tr>
<tr>
<td>12:00 PM - Soccer vs Rivier (Away)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>SUNDAY</th>
<th>12</th>
</tr>
</thead>
<tbody>
<tr>
<td>Quote of the Week “A ship in harbor is safe, but that is not what ships are built for.” — William Shedd</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>NOTES</th>
<th></th>
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</thead>
</table>
### Quote of the Week

“We could never learn to be brave and patient, if there were only joy in the world.” – Helen Keller

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**Monday, September 13**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:30 PM</td>
<td>Soccer vs Newbury (Soccer Field)</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Volleyball vs Mass Maritime (Away)</td>
</tr>
</tbody>
</table>

**Tuesday, September 14**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>3:00 PM</td>
<td>Tennis vs UMass Boston (Away)</td>
</tr>
</tbody>
</table>

**Wednesday, September 15**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>4:00 PM</td>
<td>Soccer vs St. Joseph’s (ME) (Soccer Field)</td>
</tr>
</tbody>
</table>

**Thursday, September 16**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 PM</td>
<td>Tennis vs Lesley (Away)</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Volleyball vs UMass Dartmouth (Away)</td>
</tr>
</tbody>
</table>

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**Friday, September 17**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 AM</td>
<td>Tennis vs Suffolk (PMC Courts)</td>
</tr>
<tr>
<td>11:15 AM</td>
<td>Cross Country vs UMass Dartmouth (Away)</td>
</tr>
<tr>
<td>12:00 PM</td>
<td>Soccer vs Wells (Soccer Field)</td>
</tr>
<tr>
<td>TBA</td>
<td>Volleyball vs Lasell (Newton, MA)</td>
</tr>
<tr>
<td>TBA</td>
<td>Volleyball vs St. Joseph’s (ME) (Newton, MA)</td>
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</tbody>
</table>

**Saturday, September 18**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 AM</td>
<td>Tennis vs Lesley (Away)</td>
</tr>
<tr>
<td>7:00 PM</td>
<td>Volleyball vs UMass Dartmouth (Away)</td>
</tr>
</tbody>
</table>

**Sunday, September 19**

**NOTES**

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**Scrupulous** – conscientious; extremely thorough. I hired a scrupulous young woman for the position.

- **-fy (make)** – beautify, fortify, simplify, magnify, glorify, testify
refurbish – renovate. The plan to refurbish the old building was met with much enthusiasm.

sub- (under, below) – subterranean, subway, subtract, substandard, subordinate, submarine, submerge, subterfuge, substantial, subtle

refurbish – renovate. The plan to refurbish the old building was met with much enthusiasm.

21 TUESDAY
7:00 PM - Volleyball vs Emerson (Gym)

22 WEDNESDAY
First Day of Autumn
4:00 PM - Soccer vs Albertus Magnus (Away)
4:00 PM - Tennis vs Albertus Magnus (PMC Courts)

23 THURSDAY
7:00 PM - Volleyball vs Mitchell (Away)

24 FRIDAY
Early Semester grades are due

25 SATURDAY
1:00 PM - Tennis vs Emmanuel (Away)
1:00 PM - Volleyball vs Norwich (Gym)
3:30 PM - Soccer vs Simmons (Away)

26 SUNDAY

Quote of the Week
“The man who wants to lead the orchestra must turn his back on the crowd.”
– James Crook

NOTES
emollient – soothing remedy. He applied an emollient to the sunburned area.

super- (over, above) – supervise, superb, superior, supercede, superscript, superfluous, supercilious, supernatural, superintendent

emollient – soothing remedy. He applied an emollient to the sunburned area.

3:30 PM - Soccer vs Emerson (Soccer Field)

Quote of the Week
“Never mistake knowledge for wisdom. One helps you make a living; the other helps you make a life.” – Sandra Carey

NOTES
"Leadership is practiced not so much in words as in attitude and in actions."

– Harold Geneen

cauterize – burn or sear a wound. The blood vessels needed to be cauterized in order to stop the bleeding.

-ous (full of, having) – gracious, nervous, pompous, courageous, vicious

Deadline for May 2011 degree candidates to submit Graduation Applications
3:30 PM - Tennis vs St. Joseph’s (CT) (PMC Courts)
4:00 PM - Soccer vs St. Joseph’s (CT) (Soccer Field)

7:00 PM - Volleyball vs Becker (Gym)

11:00 AM - Cross Country vs St. Joseph’s (ME) (Away)
12:00 PM - Soccer vs Norwich (Away)
12:00 PM - Tennis vs Johnson & Wales (Away)
12:00 PM - Volleyball vs Rivier (Gym)
4:00 PM - Volleyball vs Simmons (Gym)

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<table>
<thead>
<tr>
<th>Date</th>
<th>Notes</th>
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<tbody>
<tr>
<td>MONDAY</td>
<td>Columbus Day (Observed)</td>
</tr>
<tr>
<td></td>
<td>2:00 PM - Soccer vs Mount Ida (Soccer Field)</td>
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<tr>
<td></td>
<td>2:00 PM - Tennis vs Simmons (Away)</td>
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<tr>
<td></td>
<td><strong>Quote of the Week</strong></td>
</tr>
<tr>
<td></td>
<td>“Truth is powerful and it prevails.” – Sojourner Truth</td>
</tr>
<tr>
<td>TUESDAY</td>
<td>Columbus Day (no classes)</td>
</tr>
<tr>
<td></td>
<td>7:00 PM - Volleyball vs Lesley (Gym)</td>
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<tr>
<td>WEDNESDAY</td>
<td>4:00 PM - Soccer vs Mass Maritime (Soccer Field)</td>
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<tr>
<td></td>
<td>7:00 PM - Volleyball vs Daniel Webster (Away)</td>
</tr>
<tr>
<td>THURSDAY</td>
<td>7:00 PM - Volleyball vs Daniel Webster (Away)</td>
</tr>
<tr>
<td>FRIDAY</td>
<td>10:30 AM - Cross Country vs Western New England (Away)</td>
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<tr>
<td></td>
<td>12:00 PM - Soccer vs Suffolk (Soccer Field)</td>
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<tr>
<td>SATURDAY</td>
<td>2:00 PM - Soccer vs Mount Ida (Soccer Field)</td>
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<tr>
<td></td>
<td>2:00 PM - Tennis vs Simmons (Away)</td>
</tr>
<tr>
<td>SUNDAY</td>
<td>10:30 AM - Cross Country vs Western New England (Away)</td>
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<td></td>
<td>12:00 PM - Soccer vs Suffolk (Soccer Field)</td>
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<tr>
<td></td>
<td>7:00 PM - Volleyball vs Lesley (Gym)</td>
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<tr>
<td></td>
<td>2:00 PM - Soccer vs Mount Ida (Soccer Field)</td>
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<tr>
<td></td>
<td>2:00 PM - Tennis vs Simmons (Away)</td>
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</table>

**gratis** – free. The company gave one trip gratis to every salesman.
**Quote of the Week**

“When you cease to dream, you cease to live.”

– Malcolm S. Forbes

**tawdry** – cheap and gaudy. He won a few tawdry charms at the carnival.

-**mor-**, -**mort-** (mortal, death) – mortal, immortal, morality, mortician, mortuary, mortify, mortgage

**Family Weekend**

12:00 PM - Volleyball vs Mount Ida (Boston, MA)
1:00 PM - Soccer vs Johnson & Wales (Away)
2:00 PM - Volleyball vs Suffolk (Boston, MA)

7:00 PM - Volleyball vs Southern Maine (Gym)
**Quote of the Week**

“To tend, unfailingly, unflinchingly, towards a goal, is the secret of success.”

– Anna Pavlova

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<table>
<thead>
<tr>
<th>Monday</th>
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<tr>
<td></td>
<td>3:30 PM - Soccer vs Southern Vermont (Away)</td>
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<tr>
<td></td>
<td>7:00 PM - Volleyball vs Emmanuel (Gym)</td>
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<tr>
<td><strong>adamant</strong> – unyielding, firm in opinion. The teacher was adamant about homework being done.</td>
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<thead>
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<th>Tuesday</th>
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<tr>
<td></td>
<td>7:00 PM - Volleyball vs Elms (Away)</td>
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<td></td>
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</tr>
<tr>
<td><strong>syn-</strong> (together) – synthetic, synchronize, synthesis, synchronous, syndicate, syndrome, synonym, synopsis, syntax</td>
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<table>
<thead>
<tr>
<th>Wednesday</th>
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<tbody>
<tr>
<td></td>
<td>TBA - Soccer vs Daniel Webster (Away)</td>
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<tr>
<th>Thursday</th>
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<tbody>
<tr>
<td></td>
<td>7:00 PM - Volleyball vs Eastern Nazarene (Away)</td>
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<tr>
<td><strong>NOTES</strong></td>
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<table>
<thead>
<tr>
<th>Friday</th>
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<tbody>
<tr>
<td></td>
<td>Midterm grades due in Registrar’s Office</td>
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<table>
<thead>
<tr>
<th>Saturday</th>
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<tbody>
<tr>
<td></td>
<td>11:00 AM - Cross Country GNAC Championship (TBA)</td>
</tr>
<tr>
<td></td>
<td>1:00 PM - Volleyball vs St. Joseph’s (CT) (Away)</td>
</tr>
<tr>
<td></td>
<td>3:00 PM - Volleyball vs Albertus Magnus (Away)</td>
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<table>
<thead>
<tr>
<th>Sunday</th>
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<tbody>
<tr>
<td></td>
<td>Halloween</td>
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</table>

<p>| Quote of the Week | “To tend, unfailingly, unflinchingly, towards a goal, is the secret of success.” — Anna Pavlova |  |
| Notes |  |
| <a href="http://www.thezonelive.com">www.thezonelive.com</a> | <a href="http://www.eventlink.com">www.eventlink.com</a> |</p>
<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td>1</td>
<td>Election Day</td>
<td>2</td>
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<table>
<thead>
<tr>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>SATURDAY &amp; SUNDAY</th>
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<tbody>
<tr>
<td>4</td>
<td>5</td>
<td>6</td>
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</table>

7 Standard Time returns

8 Veterans Day

9 Eid al-Adha begins at sundown

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30
**Quote of the Week**

"It is better to ask some of the questions than to know all the answers."

– James Thurber

<table>
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<tr>
<th>1</th>
<th>MONDAY</th>
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**un-** (not) – unfit, unequal, undone, unequivocal, unearned, unconventional, uncooked, unharm, unattended

<table>
<thead>
<tr>
<th>2</th>
<th>TUESDAY</th>
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<tbody>
<tr>
<td>Election Day</td>
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**effulgent** – brilliantly radiant. The windows of the skyscraper reflected the effulgent rays of the setting sun.

<table>
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<th>3</th>
<th>WEDNESDAY</th>
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<th>4</th>
<th>THURSDAY</th>
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<th>5</th>
<th>FRIDAY</th>
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**un-** (not) – unfit, unequal, undone, unequivocal, unearned, unconventional, uncooked, unharm, unattended

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<tr>
<th>6</th>
<th>SATURDAY</th>
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<table>
<thead>
<tr>
<th>7</th>
<th>SUNDAY</th>
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<tbody>
<tr>
<td>Standard Time returns</td>
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</tbody>
</table>
Quote of the Week

“Just don’t give up trying to do what you really want to do. Where there’s love and inspiration, I don’t think you can go wrong.” – Ella Fitzgerald

**archy** (chief, first, rule) – monarchy, oligarchy, hierarchy, anarchy, patriarchy

*invalidate* – weaken; destroy. She wanted to invalidate his argument with facts contradicting what he’d said.

8 **MONDAY**

Academic Advising and Registration for Spring 2011 begins

9 **TUESDAY**

Invalidated – weaken; destroy. She wanted to invalidate his argument with facts contradicting what he’d said.

10 **WEDNESDAY**

11 **THURSDAY**

Veterans Day
Veteran’s Day

12 **FRIDAY**

13 **SATURDAY**

TBA - Cross Country New England Region Division III Championship % (TBA)

14 **SUNDAY**

**NOTES**
The old man grew wary of his daughter’s motives.

-ician (specialist) – technician, musician, beautician, physician, statistician, clinician, electrician

---

**Quote of the Week**

“I am what time, circumstance and history have made of me, certainly, but I am also much more than that. So are we all.” – James Baldwin

---

**Eid al-Adha begins at sundown**

7:00 PM - Basketball vs Curry (Away)

---

**Deadline to change CR/NCR option to letter grade**

Last day to withdraw from a course and receive a grade of “W”

---

**NOTES**
**Quote of the Week**

“People will forget what you said, people will forget what you did, but people will never forget how you made them feel.” – Maya Angelou

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<table>
<thead>
<tr>
<th>Monday</th>
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<tbody>
<tr>
<td><strong>22</strong></td>
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</table>

**juxtapose** – place side by side. Comparison will be easier if you juxtapose the two items.

<table>
<thead>
<tr>
<th>Tuesday</th>
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<tbody>
<tr>
<td><strong>23</strong></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving recess begins after last class</td>
<td></td>
</tr>
<tr>
<td>6:00 PM - Basketball vs Mitchell (Away)</td>
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<tr>
<th>Wednesday</th>
<th></th>
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<tbody>
<tr>
<td><strong>24</strong></td>
<td></td>
</tr>
<tr>
<td>Residence Halls close at noon</td>
<td></td>
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<table>
<thead>
<tr>
<th>Thursday</th>
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<tbody>
<tr>
<td><strong>25</strong></td>
<td></td>
</tr>
<tr>
<td>Thanksgiving</td>
<td></td>
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<tr>
<td>Thanksgiving Day</td>
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<table>
<thead>
<tr>
<th>Friday</th>
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<td><strong>26</strong></td>
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**-itis** (infection) – appendicitis, tonsillitis, bursitis, arthritis, gastroenteritis, colitis

<table>
<thead>
<tr>
<th>Saturday</th>
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</thead>
<tbody>
<tr>
<td><strong>27</strong></td>
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<table>
<thead>
<tr>
<th>Sunday</th>
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<tbody>
<tr>
<td><strong>28</strong></td>
<td></td>
</tr>
<tr>
<td>Residence Halls Re-open at noon</td>
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</table>

**NOTES**

- Residence Halls Re-open at noon

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- Thanksgiving recess begins after last class
- 6:00 PM - Basketball vs Mitchell (Away)
- Residence Halls close at noon
- Thanksgiving
- Thanksgiving Day

---

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<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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<tbody>
<tr>
<td></td>
<td>Hanukkah begins at sundown</td>
<td>1</td>
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<tr>
<td>Muhamram begins at sundown</td>
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<td>6</td>
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<td>8</td>
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<tr>
<td>13</td>
<td>14</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>First Day of Winter</td>
<td>20</td>
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<td>20</td>
<td>21</td>
<td>22</td>
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<td>Christmas</td>
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<td>Kwanzaa begins</td>
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<td>New Year's Eve</td>
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Muharram begins at sundown
Hanukkah begins at sundown
Christmas
Kwanzaa begins
New Year's Eve
**Quote of the Week**

"Minds are like parachutes – they only function when open."

– Thomas Dewar

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<table>
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<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td><strong>29 MONDAY</strong></td>
<td>Classes resume 7:00 PM - Basketball vs Bay Path (Gym)</td>
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<tr>
<td><strong>30 TUESDAY</strong></td>
<td>obtuse – lacking in intellect. Because he was so obtuse, he could not follow the teacher’s reasoning.</td>
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<tr>
<td><strong>1 WEDNESDAY</strong></td>
<td>Hanukkah begins at sundown 7:00 PM - Basketball vs Wentworth (Gym)</td>
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<td><strong>2 THURSDAY</strong></td>
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<tr>
<td><strong>3 FRIDAY</strong></td>
<td>-cise- (cut) – excise, incisors, incision, incisive, precise, concise, decision</td>
</tr>
<tr>
<td><strong>4 SATURDAY</strong></td>
<td>1:00 PM - Basketball vs Gordon College (Gym)</td>
</tr>
<tr>
<td><strong>5 SUNDAY</strong></td>
<td>Quote of the Week “Minds are like parachutes – they only function when open.” – Thomas Dewar</td>
</tr>
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**NOTES**
**Quote of the Week**

“The future belongs to those who believe in the beauty of their dreams.”

– Eleanor Roosevelt

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<td>Muhammed begins at sundown 7:00 PM - Basketball vs New England College (Away)</td>
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<td>sedentary – inactive, characterized by too little exercise. She led a sedentary life filled with TV watching.</td>
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<td>MONDAY</td>
<td>Final Examinations Begin</td>
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<tr>
<td>TUESDAY</td>
<td>thwart – prevent from taking place. He felt that everyone was trying to thwart his plans.</td>
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<tr>
<td>WEDNESDAY</td>
<td>Residence Halls close at noon</td>
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<td>THURSDAY</td>
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**Quote of the Week**

“Great things are not done by impulse, but a series of small things brought together.” – Vincent Van Gogh

**-logy** (study, science) – biology, anthropology, geology, neurology, entomology, philology, mythology
**Monday**

**Tuesday**

First Day of Winter

**Wednesday**

**Thursday**

**Friday**

Christmas

**Saturday**

Kwanzaa begins

**Sunday**

**Quote of the Week**

“Do not seek to follow in the footsteps of the wise. Seek what they sought.”

– Matsuo Basho

**Dictionary**

inundate – flood. The celebrity was inundated with requests for his autograph.

-dict- (say) – dictionary, predict, malediction, dictation, dictator, interdict, contradict, edict, verdict, predict, benediction, abdicate

inundate – flood. The celebrity was inundated with requests for his autograph.
Quote of the Week
“Snowflakes are one of nature’s most fragile things, but just look at what they can do when they stick together.” – Vesta Kelly

-Neo- (new) – neologism, neophyte, Neolithic, neoclassic, neonatal

Loquacious – talkative. He is very loquacious and spends hours on the telephone.
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<th>SATURDAY &amp; SUNDAY</th>
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**Quote of the Week**

“One man can be a crucial ingredient on a team, but one man cannot make a team.” – Kareem Abdul-Jabbar

<table>
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<th>Day</th>
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<tbody>
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<td>MONDAY</td>
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<tr>
<td>TUESDAY</td>
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<tr>
<td>WEDNESDAY</td>
<td>4:30 PM - Basketball vs Wheelock (Away)</td>
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<td>THURSDAY</td>
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<td>FRIDAY</td>
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<td>SATURDAY</td>
<td>1:00 PM - Basketball vs Rivier (Gym)</td>
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<td>SUNDAY</td>
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</table>

**ad-** (to) – adhesive, adapt, addendum, addition, adherent, advent, advocate

**repugnance** – loathing. She looked at the criminal with repugnance.
rescind – void. Because of public resentment, the legislature had to rescind the new law.

-centri- (center) – centrifugal, centripetal, centrist, concentric, decentralize, eccentric

Residence Halls open for new International Students

“`A creative man is motivated by the desire to achieve, not by the desire to beat others.” – Ayn Rand
### Quote of the Week

“The greater danger for most of us is not that our aim is too high and we miss it, but that it is too low and we reach it.” – Michelangelo

<table>
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<th><strong>MONDAY</strong></th>
<th><strong>TUESDAY</strong></th>
<th><strong>WEDNESDAY</strong></th>
<th><strong>THURSDAY</strong></th>
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<tbody>
<tr>
<td><strong>Martin Luther King, Jr. Day</strong>&lt;br&gt;Martin Luther King Day; Community Events&lt;br&gt;Returning Student Check-in 5:30 PM - Basketball vs Simmons (Away)</td>
<td><strong>Classes Begin</strong></td>
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**taut** – tight. They pulled the rope taut for a firm hold.

**[430x290]**

**duc**, **duct** – induce, seduce, produce, reduce, conduct, ductile, abduct, induct, product, reduction, deduction, reproduction

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<td><strong>TBA - Basketball vs Albertus Magnus (Away)</strong></td>
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<th><strong>NOTES</strong></th>
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### Quote of the Week

“I change myself, I change the world.”  
– Gloria Anzaldúa

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**grandiose** – imposing, pompous. The professor’s grandiose manner overwhelmed his students.

-spir- (breath) – spirit, conspire, inspire, aspire, expire, perspire, respiration, aspirator

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<th>January 24</th>
<th>Monday</th>
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<th>January 25</th>
<th>Tuesday</th>
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<th>January 26</th>
<th>Wednesday</th>
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<th>January 27</th>
<th>Thursday</th>
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| Last day to audit a course  
Last day to DROP or ADD a course  
TBA - Basketball vs Emerson (Gym) |

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<tr>
<th>January 28</th>
<th>Friday</th>
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<tr>
<td>Internship Contracts Due</td>
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<th>January 29</th>
<th>Saturday</th>
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<td>3:00 PM - Basketball vs Norwich (Away)</td>
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- Mawlid al-Nabi begins at sundown
- Valentine’s Day
- Presidents’ Day
- Chinese New Year
- Groundhog Day
- Washington’s Birthday
- Lincoln’s Birthday
- Valentine’s Day
- Presidents’ Day
**Quote of the Week**

“It takes courage to grow up and turn out to be who you really are.”

— e.e. cummings

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**maniacal** – insane; raving mad. His maniacal laughter frightened the children.

**-fer:** (carry) – transfer, infer, refer, defer, ferry, confer, aquifer, auriferous

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<table>
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<th>1 TUESDAY</th>
<th>2 WEDNESDAY</th>
<th>3 THURSDAY</th>
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<tbody>
<tr>
<td></td>
<td>Groundhog Day</td>
<td>Chinese New Year</td>
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<td>TBA - Basketball vs St Joseph’s (ME) (Gym)</td>
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<th>4 FRIDAY</th>
<th>5 SATURDAY</th>
<th>6 SUNDAY</th>
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<td>1:00 PM - Basketball vs Emmanuel (Away)</td>
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**NOTES**

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www.thezonenlive.com

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www.eventlink.com
**Quote of the Week**

“To love what you do and feel that it matters – how could anything be more fun?” – Catharine Graham

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**TUESDAY**

TBA - Basketball vs Lasell (Gym)

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**FRIDAY**

Early Semester grades are due

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**SATURDAY**

Lincoln’s Birthday
1:00 PM - Basketball vs College of New Rochelle (Gym)

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**NOTES**

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**Monday**

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**Tuesday**

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**Wednesday**

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**Thursday**

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<tr>
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<td>Valentine’s Day</td>
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<tr>
<td><strong>Tuesday</strong></td>
<td>TBA - Basketball vs Mount Ida (Away)</td>
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<tr>
<td><strong>Saturday</strong></td>
<td>1:00 PM - Basketball vs St Joseph’s (CT) (Gym)</td>
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**Quote of the Week**

“I don’t know what the future may hold, but I know who holds the future.”

— Ralph Abernathy

**-dom** (quality, realm) – kingdom, freedom, wisdom, stardom, chiefdom

**remiss** – negligent. He is remiss in his obligation if he doesn’t give a contribution.
### Quote of the Week

"The character of every act depends upon the circumstances in which it is done." – Oliver Wendell Holmes, Jr.

### Compatible

Compatible – in harmony with. They were compatible neighbors, never arguing over anything.
MARCH 2011

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Ash Wednesday
Daylight-Saving Time begins
St. Patrick’s Day
First Day of Spring
### Quote of the Week

“I was always looking outside myself for strength and confidence, but it comes from within. It is there all the time.” – Anna Freud

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</table>
genealogy – family tree, lineage. He was proud of his genealogy and referred to his ancestors often.

- photo- (light) – photograph, photometer, photon, photogenic, photosynthesis

quote of the Week
“Always do right. This will gratify some people and astonish the rest.”
– Mark Twain

Notes
The big secret in life is that there is no big secret. Whatever your goal, you can get there if you’re willing to work.” — Oprah Winfrey

**Notes**
“If I have ever made any valuable discoveries, it has been owing more to patient attention, than to any other talent.” – Isaac Newton
**Quote of the Week**

“Learning is not attained by chance, it must be sought for with ardor and attended to with diligence.” – Abigail Adams

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<th>Date</th>
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<tr>
<td>28 MONDAY</td>
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<tr>
<td>29 TUESDAY</td>
<td>3:30 PM - Softball vs Lesley (Away)</td>
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<td>30 WEDNESDAY</td>
<td>Community Learning Day</td>
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<td>31 THURSDAY</td>
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</table>
| 1 FRIDAY | April Fools’ Day  
3:30 PM - Softball vs Norwich (Softball Field) |
| 2 SATURDAY | 12:00 PM - Softball vs St Joseph’s (ME) (Softball Field) |
| 3 SUNDAY | 12:00 PM - Softball vs Johnson & Wales (Away) |

---

**-penta- (five)** – pentagram, pentagon, pentameter, pentathlon, pentarchy, pentahedron

**affable** – pleasant. Although our principal is firm, she is an affable individual.
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Passover begins at sundown

www.thezonelive.com

www.eventlink.com
### Monday

- Advising and Registration begins

---

### Tuesday

- mores – customs, morals. Mores differ among social groups, depending on accepted traditions.

---

### Wednesday

- 3:30 PM - Softball vs St Joseph’s (CT) (Away)

---

### Thursday

- Quote of the Week
  “Many of life’s failures are people who did not realize how close they were to success when they gave up.” – Thomas Edison

---

### Friday

- Deadline to change CR/NCR option to letter grade
- Last day to withdraw from a course and receive a grade of “W”

---

### Saturday

- 12:00 PM - Softball vs Suffolk (Softball Field)

---

### Sunday

- 12:00 PM - Softball vs Mount Ida (Softball Field)

---

**NOTES**
**Quote of the Week**

“You can stand tall without standing on someone. You can be a victor without having victims.” – Harriet Woods

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<tr>
<td>Nebulous – cloudy; vague. Your theories are too nebulous; please clarify them.</td>
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| Tuesday |

| Wednesday |

| Thursday |

| Friday |

| Saturday |

| Sunday |

| Notes |
**Quote of the Week**

"Let me tell you the secret that has led me to my goal. My strength lies solely in my tenacity." – Louis Pasteur

**burly** – big and sturdy. He easily hoisted the logs atop his burly shoulder.
crevice – crack, fissure. The mountain climbers found footholds in the tiny crevices in the mountainside.

re- (back, again) – return, report, review, retract, regain, reiterate, retell, revive, revise, regenerate, regurgitate

crevice – crack, fissure. The mountain climbers found footholds in the tiny crevices in the mountainside.

Quote of the Week  “When I dare to be powerful, to use my strength in the service of my vision, then it becomes less and less important whether I am afraid.” – Audre Lorde

NOTES
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<td>Cinco de Mayo</td>
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Memorial Day (Observed)
Quote of the Week

“The foolish man seeks happiness in the distance, the wise grows it under his feet.” – James Oppenheim

alleviate - relieve. Aspirin should alleviate the pain of your sore throat.

-ward (in the direction of) – westward, backward, toward, downward, leeward, landward

Notes

Mother’s Day

Final Examinations Begin

Reading Day

Cinco de Mayo

Reading Day

Last day of classes
**Quote of the Week**

“No person is your friend who demands your silence, or denies your right to grow.” – Alice Walker

**docile** – teachable; obedient. As docile as he seems, the lion was once very ferocious.

-hypo- (below, beneath) – hypodermic, hypocrite, hypotenuse, hypothermia, hypothesis

**Teachable; obedient. As docile as he seems, the lion was once very ferocious.**

Residence Halls close at noon for underclass students

“Commencement”

“Commencement”
<table>
<thead>
<tr>
<th>Monday</th>
<th>Residence Halls close at noon for graduating seniors</th>
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<tr>
<td>Tuesday</td>
<td>Dexterous – skillful. The dexterous magician entertained the crowd with his sleight of hand.</td>
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**Quote of the Week**

“Our lives improve only when we take chances – and the first and most difficult risk we can take is to be honest with ourselves.” – Walter Anderson
winsome – charming. She was elected homecoming queen because of her winsome attitude.

-hood (order, condition) – manhood, adulthood, parenthood, falsehood, sisterhood

Quote of the Week

“Mistakes are the portals of discovery.”
– James Joyce

NOTES
JUNE 2011

1. Flag Day
2. First Day of Summer
3. Father's Day

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**Quote of the Week**

“I think a hero is an ordinary individual who finds strength to persevere and endure in spite of overwhelming obstacles.” – Christopher Reeve

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<thead>
<tr>
<th>SAVORY</th>
<th>tasty. The family feasted on Aunt Helen’s savory fried chicken.</th>
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<tr>
<td>neuro-</td>
<td>(nerve) – neuron, neurosurgeon, neuretis, neurology, neuralgia, neurotomy</td>
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**NOTES**

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176  www.thezonelive.com

3  FRIDAY

4  SATURDAY

5  SUNDAY

30  MONDAY

3  TUESDAY

1  WEDNESDAY

2  THURSDAY

5  SUNDAY

www.eventlink.com  177
“You’re not obligated to win. You’re obligated to keep trying to do the best you can every day.” – Marian Wright Edelman

**Quote of the Week**

- **Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday, Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday**

**NOTES**
-**noxious** – harmful. The building was evacuated because of the noxious gases.

-**hema**- (blood) – hematic, hematite, hematology, hemATOMA, hemal, hematosis

---

**Quote of the Week**

“Work while you have the light. You are responsible for the talent that has been entrusted to you.” – Henri-Frédéric Amiel
Furtive – stealthy. The girl gave a furtive glance to the teacher’s open grade book.

proto- (first) – protoplasm, prototype, protocol, protagonist, protozoan, proton, protohuman, protomorphic

Quote of the Week

“Use what talents you possess: the woods would be very silent if no birds sang there except those that sang best.” – Henry Van Dyke

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Independence Day

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Ramadan begins at sundown
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Laylat al-Qadr begins at sundown