

STUDENT HANDBOOK

2009-2010

Saint Anselm College

This **Student Handbook** has been compiled after consultation with representatives of the Saint Anselm College Administration, Faculty and Student Senate. The Student Handbook is the official statement of College policy concerning student life. It is as accurate as the time of its printing, July 2009. The College reserves the right to change the terms, processes, and procedures at any time without prior notice. Reasonable attempts to communicate these changes will be made.

TABLE OF CONTENTS

General Information	Page
Academic Affairs and Administrative Offices	
Academic Regulations and Graduation Requirements	
Office of Campus Ministry	
Student Affairs	
Athletic Department	
College Health Services	
Dana Humanities Center	
Meelia Center for Community Service	
Multicultural Center and Education Services	
Residential Life and Education	
Student Activities and Leadership Programs	
Community Standards	
College Organizations	
Institutional Policy Statements	
Controlled Drug and Alcohol Policies	
On the Acceptable Use of Saint Anselm Computing Resources	
On Communicable Disease Policy	
On Official Communication with Students	
On the Use of Electronic Devices	
On Sexual Assault	
On Harassment	
On Smoking	
General Emergency Procedures	
Index	

GENERAL INFORMATION

THE MISSION STATEMENT OF THE COLLEGE

Saint Anselm College is a Catholic liberal arts college in the Benedictine tradition. The College offers students access to an educational process which encourages them to lead lives that are both creative and generous. Saint Anselm challenges its students to engage in the fullest experience of a liberal arts education, to free themselves from the strictures of ignorance, illiteracy and indecision and to dedicate themselves to an active and enthusiastic pursuit of truth. It is through an appreciation of the several kinds of truth - scientific, technical, poetic, philosophical and theological - that students may learn to challenge both personal and social problems.

Saint Anselm seeks to admit students who are capable of benefiting from the liberal arts education it offers. The College stands open to receive students of every race, national origin, and creed. Indeed, the College seeks to enroll a student body which reflects a variety of racial and cultural backgrounds. As a Catholic, Benedictine institution, Saint Anselm observes and promotes Christian and Catholic standards of value and conduct. The College accepts and retains students on the condition that they respect and observe those standards.

Statement on Discrimination

Saint Anselm College actively seeks a diversity of students. Policies, activities, services and facilities at Saint Anselm College do not exclude any person on the basis of race, color, religion, or national origin. Consequently, the College voluntarily complies with the federal Civil Rights Act and regulations.

In accordance with Title IX of the Education Amendments of 1972, with the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992, Saint Anselm College does not discriminate on the basis of sex or handicap in the education programs or activities which it operates. Non-discrimination in education programs and activities extends to employment therein, and to admission thereto. The Director of Financial Planning is designated to coordinate compliance with the above provisions.

OFFICERS OF ADMINISTRATION

		Tel. Ext.
Chancellor	Rt. Rev. Matthew Leavy, O.S.B.	0
President	Rev. Jonathan DeFelice, O.S.B.	7010
Executive Vice President	Dr. Suzanne K. Mellon	7150
Vice President for Academic Affairs/Dean of the College	Rev. Augustine Kelly, O.S.B.	7250
Associate Dean of the College	Dr. Duane Bruce	7250
Assistant Dean of the College/Dean of Freshmen	Dr. Mark Cronin	7250
Vice President for Administration	Ms. Patricia R. Shuster	7020
Vice President for College Advancement	Mr. James Flanagan	7221
Associate Vice President/College Advancement	Ms. Janet Kolkebeck	7375
Assistant Vice President/Alumni and Programs	Ms. Patricia Guanci Therrien	7202
Assistant Vice President/Individual Gifts	Mr. John Gennetti	7210
Vice President for Enrollment Management and College Marketing	Mr. Bradley F. Poznanski	6023
Assistant Vice President/Communications and Marketing	Ms. Anne Botteri	7240
Vice President for Finance/Treasurer	Rev. Mark Cooper, O.S.B.	7100
Associate Vice President for Finance	Ms. Margaret Bourque	7103
Assistant Vice President/Auxiliary Services	Mr. William Furlong	7121
Vice President for Student Affairs	Dr. Joseph M. Horton	7600
Dean of Students	Dr. Alicia A. Finn	7600
Associate Dean of Students	Mr. Andrew Litz	7600
Assistant Dean of Students	Rev. Mathias Durette, O.S.B.	7600
Academic Advisement Director	Ms. Anne Harrington	7465
Academic Resource Center Director	Dr. Joseph Catanese	7193
Athletics Director	Mr. Edward Cannon	7800
Business Office Accounting Director	Mr. Richard Vigneau	7102
Dean of Admission	Ms. Nancy Davis Griffin	7500
Campus Events Director	Mr. Robert P. Shea	7710
Campus Ministry Director	Ms. Susan S. Gabert	7231
Career Education Services Director	Mr. Samuel Allen	7490
Chapel Art Center Director	Rev. Iain MacLellan, O.S.B.	7470
Chief Information Officer	Mr. Adam Albina	7266
College Health Services Director	Ms. Maura Marshall	7028
Dining Services Director	Ms. Rosemary Stackpole	7750
Financial Aid Director	Ms. Elizabeth Keuffel	7110
Financial Planning Director	Mr. Robert Baron	7199
Human Resource Director	Ms. Kathleen M. Parnell	7020
Institution Research Director	Ms. Hui-Ling Chen	4203
Librarian	Mr. Joseph Constance, Jr.	7300
Multicultural Student Center Director	Ms. Oluyemi Mahoney	6028
Physical Plant Director	Mr. Donald Moreau	7350
Registrar	Ms. Mary Ann Ericson	7400
Residential Life and Education Director	Ms. Sue Weintraub	7600
Safety and Security Director	Mr. Donald Davidson	7290
Student Activities & Leadership Programs Director	Mr. Matthew Goodwin	7364
Study Abroad Program Director	Mr. Donald Cox	7371

CAMPUS PAY PHONES

Academic and Recreational Buildings

Coffee Shop 627-3040
Davison Hall 623-9957
Gadbois Hall 623-9092

CAMPUS GUIDE

Abbey Church

Upper Church
Lower Church
Lady Chapel
Byzantine Chapel
Abbey and College Archives

Alumni Hall

North Wing -

Ground Floor:

Classrooms
Faculty Offices

First Floor:

Dean of Students
Registrar
Residential Life and Education
Vice President for Student Affairs

Second Street:

Residence Hall

Third Street:

Residence Hall

High Street:

Faculty Offices

South Wing -

Alva deMars Megan Chapel Art Center
Fine Arts Department

Center Section -

Ground Floor:

Classrooms
Crier
Debate Team
Financial Aid
Information Technology
Residential Life and Education
Yearbook

First Floor:

Admission
Dean of the College
Executive Vice President
President

Second Floor:

Alumni Relations and Advancement Programming
Business Office
College Communications and Marketing
Treasurer
Vice President for College Advancement
Vice President for College Marketing and Enrollment
Management
Vice President for Finance/Treasurer

Third Floor:

Classics Department
Classrooms 6 to 11

Human Resources
Mathematics Department

Fourth Floor:

Classrooms 12 to 17
Language Laboratory
Modern Languages Department

Bradley House

Faculty Offices

Cardinal Cushing Center

Ground Floor:

Academic Resource Center
ATM
Campus Activities Board
Campus Ministry Romero Center
Health Services
Mail Center
Meelia Center for Community Services
Student Activities and Leadership Programs
Yearbook

First Floor:

Multicultural Center & Education Services
Student Lounges, North Lounge
Student Government

Second Floor:

Academic Advisement
Career Education Services

Carr Activities Center

Anselmian Athletic Club
Athletic Department
Exercise Rooms
Fitness Center
Intramural Sports Facility
Mens and Womens Locker Rooms
Racquetball Courts
Weight Room

Daley Maintenance Center

Campus Safety and Security
Physical Plant

Dana Center for the Humanities

Campus Events
Classrooms 1D-6D
Humanities Office
Koonz Theater

Davison Hall

Dining Hall
Food Services

Gadbois Hall

Classrooms 1G to 207G
Nursing Department
Nursing Laboratories

Geisel Library

Library Staff Offices
Main and Special Collections

Goulet Science Center

Classrooms
Faculty Offices
Laboratories

Jean Building

Bookstore

Joseph Hall

Business and Economics Department
Education Department
History Department
Internship Coordinator

New Hampshire Institute of Politics**Poisson Hall**

First Floor:

Classrooms 104 to 109

Second Floor:

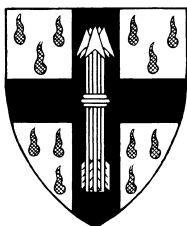
Computer Center
Information Technology Offices
Institutional Research

Stoutenburgh Gymnasium

Athletic Coaches Offices
Varsity Sports Facility

West Wing

Coffee Shop
Pub



ABBHEY SHIELD

The Saint Anselm shield designed by Mr. Pierre de Chaignon la Rose of Harvard University incorporates the personal coat of Saint Anselm of Canterbury and the first seal of the State of New Hampshire. The shield was executed in 1927 to be the official shield of the monastery at Saint Anselm which was raised to the status of an Abbey that year. The personal coat of arms of Saint Anselm, Archbishop of Canterbury (1033-1109), has a sable cross set on a field of silver, with three drops of blood in each quadrant. A sheaf of five arrows taken from the first shield of the State of New Hampshire forms the central element of the shield. These five arrows represent the five original counties of the State.

Hence, the Abbey shield can be interpreted as Saint Anselm of New Hampshire.

COLLEGE LOGO

The Saint Anselm college logo is the central element used in identifying the College. The logo consists of the date "1889" below the Abbey shield with name of the College in a select font placed either above or to the right of the shield and date. There are three variations of the logo used to represent the College.

COLLEGE COLORS

The official colors for Saint Anselm College are Dark Blue and White.



NICKNAME

The nickname of the athletic teams is the "Hawks".

MOTTO

The motto of the College is "Initium Sapientiae Timor Domini," ("The fear of the Lord is the beginning of Wisdom"). This phrase is taken from Psalm 111, verse 10 and also appears in the Book of Sirach, Chapter 1, verse 16.

The motto reflects the monastic origins of the College, in which the monk sees God as the source and origin of all wisdom. "Fear" is to be understood as reverence and awe of God's majesty. Saint Benedict in the Prologue of his Rule for Monks calls the monk to a monastery to teach him the fear of the Lord (RB, Prologue, line 12).

ACADEMIC AFFAIRS AND ADMINISTRATIVE OFFICES

OFFICE OF THE PRESIDENT

Rev. Jonathan P. DeFelice, O.S.B., President

Location: Alumni Hall/First Floor

Telephone: 603-641-7010

Box 1729

The office of the President of the College is located on the first floor of Alumni Hall. The President maintains an "open-door" policy so that any student who wishes to do so may see him without appointment.

If the President is not readily available, an appointment can be made with the administrative assistant.

Office of the Executive Vice President

Suzanne K. Mellon, Ph.D., RN

Location: Alumni Hall/First Floor

Telephone: 603-641-7150

Box 1699

The Executive Vice President serves as the chief operating officer of the College and is second in command to the President. The Executive Vice President leads strategic and master campus planning, chairs the Planning and Budgeting Committee and oversees the implementation and assessment of departmental programs and services. All annual committee appointments are issued by the Executive Vice President after consultation with the President and in accordance with the policies approved by the Board of Trustees.

OFFICE OF THE DEAN OF THE COLLEGE

Rev. Augustine Kelly, O.S.B., Dean of the College

Duane Bruce, Ph.D., Associate Dean of the College

Mark W. Cronin, Ph.D., Assistant Dean of the College/Dean of Freshmen

Location: Alumni Hall/First Floor

Hours: Monday thru Friday - 8:30 a.m. to 4:30 p.m.

Telephone: 603-641-7250

Box 1730

The Office of Dean of the College is responsible for the academic life of the students, and implements policies on class attendance, standards of academic progress, notification of deficiencies and

honors, advisement in course work, policies on disputed grades, leaves of absence, withdrawal from the College, and the assignment of academic notations (W, WF, I, F).

In addition, the Assistant Dean advises students regarding the Reserve Officers Training Corps (ROTC).

ACADEMIC REGULATIONS

Registration

All students must register at the times indicated in the College calendar. Those who fail to register on the appointed dates will be charged a fee for late registration. Students may register for no more than five courses in any one semester. Five courses per semester for eight semesters (a total of forty semester courses) are required for the baccalaureate degree and constitute the normal student course load. Academic work undertaken at other accredited collegiate institutions subsequent to enrollment at Saint Anselm must have the prior written approval of the Dean of the College or of the Registrar. Credit will be granted only for those courses which have been approved by the Registrar and for which a grade of "C" or better is earned. Students who complete fewer than five courses per semester will be required to supplement their work by attendance at summer school or additional semester sessions. Unless otherwise indicated, each course is scheduled to meet the equivalent of three fifty-minute class "hours" per week.

Class Attendance

1. Students are expected to attend every class meeting, grammar lab and recitation of the courses in which they are enrolled. However, students may accumulate class absences amounting to the number of class meetings per week. These "allowed absences" should be used for absences necessitated by circumstances such as a brief illness, a personal obligation that conflicts with a class, or participation in College sponsored events. Absences beyond these "allowed absences" may have a negative impact on grades.
2. Students are expected to be familiar with and to abide by their professors' policies on making up exams or assignments missed because of absences.
3. Students have the responsibility to notify the office of the Dean of the College in cases of prolonged absences and to provide documentation explaining the reason(s) for the absences.
4. Students should be aware that they cannot accumulate an unlimited number of documented absences without risking their standing in classes. There are circumstances in which missed work cannot be made up and in which the number of absences, including documented absences, make withdrawal from classes the appropriate action.

Withdrawal from Classes

From the beginning of the semester until early in the second week, a student may withdraw from a course through the Office of the Registrar without a grade penalty. After that, during the remainder of the first half of the semester, a student may withdraw from a course without grade penalty by completing a withdrawal form with his or her academic advisor. During the second half of the semester, until two weeks prior to the end of the semester, the student may withdraw from a course by completing a withdrawal form with his or her academic advisor. The professor teaching the course from which the student is withdrawing advises the Dean on whether a W or WF is appropriate. The WF is transcribed and has a negative effect on GPA.

A student may not withdraw from a course during the last two weeks of the semester, e.g., the last two weeks of classes.

Withdrawal from the College

A student desiring to withdraw from the College should consult with both the assigned academic advisor and the appropriate Dean. Students receiving financial aid must have an exit interview with the director of financial aid. The form for withdrawal from the College is available in the Office of the Registrar. It must be signed by the student and returned to the Registrar. The last date of class attendance, as indicated on the College withdrawal form, will be used to calculate tuition refunds, when applicable.

Readmission

Students who separate from the College, whether by formal withdrawal procedure or otherwise, and who wish to return to Saint Anselm on either a part-time or full-time basis, must apply to the Dean of the College and be accepted for readmission before they become eligible to register for additional course work at Saint Anselm. Course work undertaken without having been formally readmitted to the College will not usually be credited toward fulfillment of graduation requirements. Students who interrupt their program of studies at Saint Anselm are subject to the academic regulations and degree requirements in force at the time of their return to the College.

Leave of Absence

A student may apply to the Dean of the College, the Dean of Students, or to the Registrar for a leave of absence from the College. Students receiving financial assistance must have an exit interview with the director of financial aid before making application for a leave and limit the time of leave to a single semester. A leave of absence for students not receiving financial assistance is granted for a specific period of time, usually not more than two semesters. Applicants for a leave must have no outstanding debts at the College. A student on leave may apply for an extension. To insure transferability of credits taken at other institutions during a leave of absence, students must obtain prior written approval of the courses from the Dean of the College or the Registrar. Courses undertaken without such approval are not transferable to Saint Anselm College. Provided that notification of the intention to resume studies at Saint Anselm has been received by the Dean of the College at least one month in advance of the semester of return, a student on leave may return to the College at the end of the leave without applying for readmission.

Grades and Notations

The designations A, A-, B+, B, B-, C+, C, C-, D+, D, D-, E, HP, LP, P, NP are employed to indicate the quality of student work. "A" indicates excellent work; "B" indicates above-average work; "C" indicates average work; "D" indicates below-average work; "E" indicates failure; the symbols "+" and "-" indicate intermediate levels; "HP" indicates High Pass; "LP" indicates Low Pass; "P" indicates Pass; "NP" indicates No Pass. The designations "HP", "LP", "P" and "NP" are used only in grading some internship and clinical area programs.

Notations that may be assigned by the Office of the Dean of the College are: I, W, WF, and F. "I" indicates incomplete work because of illness or other serious reason reported to and accepted by the Dean of the College; "W" indicates withdrawal from a course with permission of the Dean; "WF" indicates the withdrawal from a course at a time when the student's work is below passing quality; "F" - indicates insufficient attendance to warrant a passing grade.

Grade Reports

At the end of each semester, grades are posted using the Campus Information System (CIS). Students are urged to check the grade report for accuracy. Errors should be reported to the Registrar immediately.

Appealing a Final Grade

When a student wishes to appeal a final grade assigned by an instructor, the following procedure must be initiated within ten days after the beginning of the next semester.

1. The student will confer with the instructor who assigned the grade.
2. If the discussion with the instructor proves unsatisfactory, the student will confer with the chairperson of the department of which the professor is a member.
3. If the discussion with the chairperson of the department proves unsatisfactory, the student may appeal the case to the Dean of the College.
4. If the appeal to the Dean of the College proves unsatisfactory, the student, as a final appeal, will request the Dean to call a meeting of the instructor, the chairperson of the department, and the Dean of the College. The student may present evidence supporting the request for a change in grade. Final decision of the issue will be made by the Dean of the College.

Change of an Officially Recorded Grade

Except in the case of clerical or machine error, an officially recorded grade may be changed only by means of a written request to that effect, signed by the instructor and filed in the Office of the Dean of the College. A change of grade which is submitted later than sixty school days after the close of the semester for which the grade was given will not be honored by the Office of the Registrar.

Course Repeat Policy

1. A student is allowed to repeat once up to three courses in the major in which the student has earned a grade of C- or below. When a passed course is repeated, the course will count only once toward the required graduation course count.
2. All earned grades will appear on the student's permanent academic record. When a course in a student's major is repeated, both grades remain on the transcript and are computed in the cumulative grade point average, but only the higher grade is computed in the major grade point average.

Transcript of College Record

An official transcript of the College record will be issued by the Office of the Registrar only after receipt of a written authorization by the student. A transcript is official when it bears the impression of the seal of the College and the signature of the Registrar. Transcripts will be issued only when all financial accounts have been settled.

Cumulative Grade Point Average

In computing a student's cumulative grade point average (gpa), numerical values are assigned to each letter grade as follows: A: 4.00; A-: 3.67; B+: 3.33; B: 3.00; B-: 2.67; C+: 2.33; C: 2.00; C-: 1.67; D+: 1.33; D: 1.00; D-: 0.67; E: 0.00; F: 0.00; WF: 0.00.

The cumulative grade point average is derived by totaling the grade points received, and dividing that total by the number of courses carried.

All grades, and all notations of W, WF or F, remain on the student's permanent record and are included in the computation of the

cumulative grade point average. Grades received at other institutions are not included in the computation of the cumulative grade point average.

Dean's List of Scholars

Students who register for and complete five courses of study at the College during a given semester and who achieve in that semester a grade point average of 3.0 are eligible for inclusion in the Dean's List of Scholars. In all five courses, students must receive letter grades that compute in determining the gpa.

Statement on Academic Honesty

Since the assignments, papers, computer programs, tests and discussions of college course work are the core of the educational process, the College demands the strictest honesty of students in their various academic tasks. To ensure that the standards of honesty essential to meaningful accomplishment in the classroom are maintained, the College sets forth the following clarification of academic dishonesty and sanctioning procedures.

The following actions are examples of academic dishonesty and subject to sanctions:

Examinations and Assignments

1. Copying from another student's examination paper or allowing another to copy from one's own paper during an examination.
2. Using unpermitted material (notes, texts, calculators, etc.) during an examination.
3. Revising, without the instructor's knowledge, and resubmitting a quiz or examination for regrading.
4. Giving or receiving unpermitted aid on a take-home examination or on any academic assignment.

Plagiarism

1. Plagiarism means the presentation by a student of the work of another person as his or her own. It includes wholly or partially copying, translating, or paraphrasing without acknowledgement of the source.
2. Since the wording of a student's paper or computer program is taken as his or her own work, paragraphs, sentences, or even key phrases clearly copied from a book, article, essay, lecture, newspaper, program, another student's paper, notebook or program, or any other source, may be included only if presented as quotations and the source acknowledged.
3. Similarly, since the ideas expressed in a paper, report, or computer program are accepted as originating with the student, a paper or program that paraphrases ideas taken from a book, article, essay, lecture, newspaper, program, another student's paper, notebook, or program, or any other source may not be submitted unless each paraphrased source is properly cited. A student may incorporate in his or her paper, report, or program, without citation, ideas from texts, discussions, lectures or other programs only, when over time, a true synthesis of those ideas has made them his or her own.
4. A student may make use of the particular skills of a proofreader or typist, but wholesale corrections and revisions of a course paper or computer program by these individuals are not allowable. The student alone is responsible for any errors or omissions in material submitted as his or her own work.
5. No paper or computer program may be submitted for credit if it has been or is being used to fulfill the requirements of another course, in whatever department, unless permission to coordinate work has been granted by both professors.
6. No student shall allow his or her paper or program in outline or finished form to be copied and submitted as the work of another; nor

shall a student prepare a written assignment or program for another student to submit as that student's work.

7. Students should be prepared up to one month beyond the due date of a paper or program to submit all notes, drafts, and source information which might be requested by an instructor, chairperson, or committee investigating the authenticity on that work. The failure to produce such material upon request may be considered prima facie evidence of plagiarism.

Procedures

1. If an instructor has reason to believe that a student has plagiarized, the instructor shall inform the student and discuss the circumstances.
2. After such discussion, the instructor shall:
 - (a) decide that no further action is necessary; or
 - (b) require that the work be resubmitted with appropriate changes; or
 - (c) give the student a failing grade in the work submitted; or
 - (d) give the student a failing grade in the course. In this instance, the instructor will notify the department Chairperson, the Dean, and the student of the intent to fail that student in the course for which the work was done. Documentation supporting the charge is to be available upon request by the parties concerned. Further the Dean, having been informed of the particulars of the case, may decide to extend the sanction to include:
 - suspension from the College for the remainder of the semester; or
 - suspension from the College for a period of not more than one year; or
 - expulsion from the College.

The Dean shall inform the student in writing of a decision to suspend or expel.

3. If the instructor's decision is that set out in 2 (a), (b), the matter shall be considered closed. If the decision is that set out in 2 (c), the student may appeal using the normal process for appealing a grade. If the decision is that set out in 2 (d), the student may appeal in writing to the Dean.

4. The student shall have ten days to appeal a decision to suspend or expel.

5. If the student elects to appeal the decision of the Dean in cases dealing with suspension or expulsion from the College, the Dean shall convene a College review board consisting of three faculty members (two of whom shall be from the department involved) and two students. The committee shall invite the student and the instructor to address it but shall deliberate in private.

6. If the College review board is convened, it shall make a written report to the Dean. The report may recommend a sanction.

7. The Dean shall make the final decision regarding sanction and shall inform the student immediately in writing of that decision.

The Student Right to Know and Campus Security Act

In compliance with the Student Right to Know and Campus Security Act, information is made available regarding graduation rates and campus crime statistics in the following offices:

Graduation Rates – the Office of the Registrar

Graduation Rates for Student Athletes – the Athletics Office

Institutional Security Policy and Campus Crime Statistics –
Campus Security Office; Office of the Dean of Students

Standards of Progress

Wide opportunities are available for student advisement, both within the departments and from the Office of Academic Advisement. However, each student is solely responsible for selecting courses which satisfy departmental requirements for a major, as well as the general requirements for graduation. Both sets of requirements are set forth in the College catalogue. Students are responsible for familiarizing themselves with this information. Exemption from, or exception to, any published requirement is valid only when approved in writing by either the Registrar or the Dean of the College.

The following guidelines are used by the Office of the Dean of the College to evaluate less than satisfactory progress.

- Warning is the likely consequence of:
 - two grades in the D category in one semester, or
 - one grade in the D category and a failing grade in one semester,
 - or a failing grade in consecutive semesters or unsatisfactory scholarship as reflected in the semester grade point average.
- Probation is the likely consequence of:
 - three grades in the D category in one semester, or
 - two grades in the D category and a failing grade in one semester, or
 - two grades in the D category in one semester following a semester with one or more failing grades, or
 - two grades in the D category in one semester following a semester with two grades in the D category, or
 - two failing grades in one semester, or unsatisfactory scholarship as reflected in the grade point averages of two consecutive semesters.
- Dismissal is the likely consequence of:
 - four grades in the D category in one semester, or
 - three failing grades in one semester, or
 - one or more grades in the D category and two failing grades in one semester, or
 - the accumulation of five grades below the C category in two consecutive semesters, or
 - unsatisfactory scholarship (e.g., two grades in categories below the C category) during a semester of probation, or
 - failure to obtain a 2.00 grade point average in the major field of concentration by the end of the sixth or any subsequent semester.

Academic warning or probation ceases at the end of the semester for which it has been imposed, provided no further action is taken by the Office of the Dean of the College.

A student who has been dismissed for academic reasons is usually not eligible for readmission to the College and may not register for additional course-work creditable toward a degree at Saint Anselm College without the written permission of the Dean of the College. Appeal of an academic dismissal may be made to the Dean of the College. The appeal must be made in writing and be received in the Office of the Dean within ten calendar days of the date of the letter of dismissal.

Students who have not maintained an acceptable scholastic standing may not run for elective office in student organizations, participate in intercollegiate athletic contests or represent the College at public events.

Class Standing

For sophomore standing, a student must have completed successfully at least ten courses; for junior standing, a student must have completed successfully at least twenty courses; for senior standing, a student must have completed successfully at least thirty courses and be eligible for graduation at the next Spring commencement.

REQUIREMENTS FOR GRADUATION

Requirements for the baccalaureate degree are satisfied upon successful completion of forty semester courses, at least thirty of which must be of "C-" grade or higher.

Candidates or degrees must have an average of 2.00 or higher in the departmental and ancillary courses of the major field of concentration.

Only those seniors who have met all graduation requirements are eligible to participate in the commencement exercises.

Exemption from, or exception to, any requirement for a degree is valid only when approved in writing by either the Registrar or the Dean of the College.

A more detailed listing of required and recommended courses will be found under the departmental headings.

Candidates for degrees must spend eight full semesters at Saint Anselm College, unless the time has been shortened by the granting of advanced standing to students transferring from other institutions, or by summer courses taken with the approval of the Dean of the College or the Registrar. The entire senior year must be spent at Saint Anselm College.

For students who have matriculated full-time, the expectation is that requirements for the degree will be completed within eight years from the date of initial enrollment. Courses in specialized areas will not be recognized towards requirements for the degree after eight years.

No student will be recommended for graduation who has not satisfied the faculty and administration of the College as to uprightness of character and sufficient accomplishment in scholarship.

An application for degree and intent to graduate form must be completed and submitted to the Registrar's office.

Bachelor of Arts

The following are required for the degree of Bachelor of Arts:

1. English 103-104
2. Humanities I, II, III, IV.
3. Two semesters of a same foreign language (ancient or modern) beyond elementary work.*
4. Two semesters of a same laboratory science course.
5. Three courses in Philosophy (Philosophy 105, 107, and an elective).

6. Three courses in Theology (Theology 100, and two electives).
7. A major field of concentration in accordance with departmental regulations.
8. A comprehensive examination in the major field of concentration.

*International Students who hold F-1 visa or whose legal domicile is not in the United States and whose first language is not English are considered to have fulfilled the aims of the language requirement.

Bachelor of Science

NOTE: Nursing courses in the nursing sequence apply only to the Bachelor of Science in Nursing degree and may not be used to fulfill the requirements for a Bachelor of Arts degree.

The following are among the requirements for the degree of Bachelor of Science in Nursing:

1. Education 315
2. English 103–104
3. Humanities I, II, III, IV
4. Biology 107, 317, 331-332, 344, 346
5. Psychology 101
6. Sociology, 101, 212
7. Three courses in Philosophy (Philosophy 105, 107, and an elective).
8. Three courses in Theology (Theology 100, 371 and an elective).
9. Three unrestricted electives.
10. Courses in Nursing in accordance with departmental regulations.
11. A comprehensive examination.

Graduation Honors

According to the degree of academic excellence, graduates may be awarded the distinctions of cum laude, magna cum laude, summa cum laude. Candidates for the distinction cum laude must have a grade-point average of 3.0; for the distinction magna cum laude, a grade-point average of 3.4; for the distinction summa cum laude, a grade-point average of 3.7.

OFFICE OF THE REGISTRAR

Ms. Mary Ann Ericson, Registrar

Rev. Benet Phillips, O.S.B., Associate Registrar

Location: Alumni Hall/North Wing

Telephone: 603-641-7400

Fax: 603-656-6297

Box 1732

Annual Notice to Students

Annually, Saint Anselm College informs students of the Family Educational Rights and Privacy Act of 1974, as amended (FERPA). FERPA was designed to protect the privacy of education records, to establish the right of students to inspect and review their education records, and to provide guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Policy Compliance Office of the U.S. Department of Education concerning alleged failures by the institution to comply with the Act.

Local policy explains in detail the procedures to be used by the institution for compliance with FERPA. Copies of this policy can be found in the office of the Registrar. For example, as stipulated under FERPA, students have a right to review their academic records

maintained in the Registrar's office. Students wishing to exercise this right must submit a written request, asking the Registrar to designate an appointed time for the review. The written request for review becomes a permanent part of the student's records. The Registrar's office also maintains a "Directory of Records" which lists all education records maintained on students by this institution.

Questions concerning the Family Educational Rights and Privacy Act (FERPA) may be referred to the Office of the Registrar.

Student Directory Information

Under the terms of FERPA, Saint Anselm College designates the following categories of student information as public or "Directory Information." Such information may be disclosed by the College, at its discretion, for any purpose unless the student specifically requests otherwise on the form provided, or by submitting written notification to the office of the Registrar.

CATEGORY I: Student's name, address (local and permanent), telephone numbers(s), campus e-mail address, dates of attendance, full or part-time enrollment status, class membership (anticipated year of graduation).

CATEGORY II: Previous institutions attended, major field of study, awards, honors (including Dean's List), degree(s) conferred (including dates).

CATEGORY III: Past and present participation in officially recognized sports and activities, physical factors (e.g., height, weight of athletes), photographs, hometown, date and place of birth.

Students are given the opportunity to restrict Directory Information each year. Forms for this purpose are available in the Registrar's office. If the student restricts the release of Directory Information, it is so noted in the student's academic record, as well as on the College's database system, and NO Directory Information can be released on that student until/unless the student provides subsequent written permission. Written requests for Directory "Hold" must be provided to the Registrar within two weeks of the first day of class for the fall or spring semester.

Students who elect a "Hold" on Directory information while they are students at Saint Anselm College will need to provide a written release prior to graduating if they wish the College to provide confirmation of enrollment to prospective employees, etc.

Saint Anselm College assumes that the failure on the part of any student to request specifically the withholding categories of "Directory Information" indicates individual approval for disclosure.

Change of Name, Address, Telephone Number

It is the student's responsibility to notify the Office of the Registrar of any change in name, address, telephone number or other similar information. Changes reported to the Registrar will be forwarded to other appropriate College offices and officials.

Registration for Courses

The registration process for approaching semester's courses involves two stages: 1) During the period of pre-registration, students discuss course selection with an assigned advisor in their major or with an advisor assigned through the Office of Academic Advisement. This stage is formalized by the advisor's signature on the registration form. 2) Students confirm their registration on line using the Campus Information System (cisportal.anselm.edu).

Grade Reports

At the end of each semester, grades are posted using the Campus Information System (CIS). Students are urged to check the grade report for accuracy. Errors should be reported to the Registrar immediately.

Change of Enrollment Status

If a student moves from full-time to part-time enrollment status, there are ramifications ranging from potential cancellation of health insurance benefits and on-campus housing, to adjustments in financial aid. Before finalizing a change of status, a student should review consequences with the Registrar.

Academic Transcripts and Records

Currently enrolled students may request a personal and unofficial copy of their academic record by coming in person to the office of the Registrar during normal business hours (8:30 a.m. - 4:30 p.m.) or through the CIS portal. Student transcripts intended for use by third parties (e.g. another college or university, as support for future employment, applications for financial assistance, etc.) are considered as official copies and normally are sent directly by the Registrar to the intended third party upon receipt of the student's written request. Requests for official transcripts must be made in writing. In order to assure students' right to privacy, requests for academic information by third parties (unless accompanied by a signed release form) or telephone requests by students cannot be honored. Transcripts will not be released unless/until a student's financial obligation to the College has been satisfied.

Administrative Communication with Students

Students are issued a campus post office box number, campus voice mail, and campus e-mail address. The Registrar, faculty, and staff who need to reach students generally do so through these mail options. In order to insure access, it is the student's responsibility to regularly review and maintain campus voice and e-mail accounts.

On-Line Information

The office of the Registrar maintains pages on the College's website. Included on the website are the contents of the College Catalogue, Course Schedule information as it becomes available for the fall and spring terms, as well as the Summer School sessions. Information related to transcript requests and requests for off-campus study may also be found on the website. Students are encouraged to access the College website – www.anselm.edu – for related information.

GEISEL LIBRARY

Joseph W. Constance Jr., College Librarian

Location: Geisel Library

Hours: College Year:

Monday - Thursday	8:00 a.m. - 12:00	midnight
Friday	8:00 a.m. - 11:00	p.m.
Saturday	12:00 p.m. - 11:00	p.m.
Sunday	11:00 a.m. - 12:00	midnight
Vacations and Summers:		
Monday-Thursday	8:00 a.m. - 4:30	p.m.
Friday	8:00 a.m. - 2:00	noon
Weekends & Holidays	Closed	

Telephone: 603-641-7365

Box 1746

Handicap Access: Elevators are available to all levels of the library. Inquire at front desk.

Overview

The Geisel Library plays a central role in the academic life of the College by supporting the teaching and research needs of the students, faculty members, and the Benedictine community. The collection includes over 240,000 volumes and is available in open stacks seven days a week during the academic year. The library also

receives 1,000 periodical and serials titles in print with an additional 35,000 accessible via full text on-line services. Extensive files of American and foreign periodicals and newspapers dating back to the early eighteenth century are also online and available in various online and macro formats.

The library was first erected in 1960 thanks to a generous gift from Joseph H. Geisel. In 1973, a 15,000 square foot addition was constructed to accommodate a growing body of teaching and research materials. During the 1991-1992 academic year the library experienced its most dramatic change to date with an expansion of some 20,000 square feet. As a result of this most recent renovation the library now encompasses some 60,000 square feet which includes greatly expanded student study areas, a large periodicals reading room, a new faculty study, and enough room to house over 300,000 volumes.

All library resources can be accessed via the library website. These include the online catalog, research databases, and online full-text journals.

Reference Services

The Reference department is located on the main floor of the library. Its purpose is to assist and instruct students in the use of all library resources. An Interlibrary Loan service is also available for patrons to request materials from cooperating libraries. The Reference desk is staffed by library professionals and paraprofessionals who are trained to assist students and faculty in their research efforts. Formal classes in library instruction are also offered in conjunction with cooperating faculty members in all academic departments. Each year the Reference staff provides a basic orientation program for all incoming freshmen during the first semester that is followed by a more in depth program during the second semester of the freshmen English program.

Circulation Policy

To ensure that library materials are available to ALL authorized borrowers...

- Books circulate for four (4) weeks upon presentation of valid identification.
- Renewals are possible provided the book is not needed by another patron. Phone and on-line renewals are accepted. Call extension 7300.
- The library reserves the right to limit the number of books that can be checked out to one borrower if it becomes apparent that the material is needed by several readers.
- Reference materials, periodicals, reserve readings and some AV or special collection materials do not circulate.
- Reserve readings may be used in the library only and for 2-hour intervals. A Saint Anselm College I.D. must be presented at the Circulation desk.
- Fines will accrue daily for all overdue items. Borrowers will be billed for materials not returned within 21 days. Charges will include fines replacement costs plus non-refundable processing fees.
- The library reserves the right to revoke library privileges to anyone who has accrued excessive library charges or who willfully damages library property.

Please Remember

- The Circulation desk closes 15 minutes before the posted library closing time.
- Materials may also be borrowed directly from other NH college and university libraries.
- Check at the Circulation desk for any item not found in the stacks. If

necessary, a thorough search will be conducted and you will be notified when the item has been found or recalled.

Senior Honors Papers

Each year the library honors senior students who have authored research papers which reflect excellence in scholarship. The library places a bound copy of each paper in the library collection and presents another bound copy to the honored student. Seniors are encouraged to strive for this very special honor. For further information contact the College Librarian.

Courtesies

The library is a place for quiet study and research. Group study rooms are available on the upper level. Those who persist in loud or extended conversations will be asked to leave the library. Mobile phone usage is not allowed.

To protect the library's collections, food and beverage may not be brought into the library. The library is a "No Smoking" area. The use of chewing tobacco is also prohibited.

The library reserves the right to inspect all cases, bags and parcels. Willful theft or mutilation of library material will result in a \$100.00 fine and disciplinary action by the Dean of Students.

ACADEMIC RESOURCE CENTER

Joseph Catanese, Ed.D., Director

Location: Cushing Center/Lower Level

Hours: Monday - Thursday	8:30 a.m. - 12:00	midnight
Friday	8:30 a.m. - 8:00	p.m.
Saturday	10:00 a.m. - 8:00	p.m.
Sunday	12:00 p.m. - 12:00	midnight

Telephone: 603-641-7017

Box 1607

The Academic Resource Center (ARC) offers students assistance in developing or refining the academic skills that lead to college success. The ARC's professional and student-staff provide services such as learning skills instruction, personal learning assistance, writing support, and peer tutoring. The Academic Resource Center also serves as a computer center with 20 PC workstations and wireless Internet connectivity for laptop computers. The ARC is equipped with large tables for individual and small group study and tutoring. The adjacent classroom and Collaborative Learning Space provide settings for practicing and recording class presentations, conducting review sessions, workshops, seminars, individual tutorial sessions and small group presentations.

College Achievement Program (CAP) is a non-credit, 10 week course which meets once a week during the fall semester. Based on Stephen R. Covey's *7 Habits of Highly Effective College Students*, the program helps students become more effective at managing the new demands of college life and the challenging Saint Anselm curriculum. The weekly class meetings will include lessons and activities in self-management, goal setting, proactive behaviors, leadership, and balanced living. Students learn how to develop good time management skills and how to strengthen their grasp of such essential study skills as note-taking, critical reading, and exam preparation. Since the course is tailored to the first-year curriculum, students apply the skills they are developing and strengthening in CAP to the class materials they are studying in their other courses. Consequently, CAP does not add to fall semester workload; rather, it helps students effectively manage that work load.

The Peer Tutor Program is designed to provide all Saint Anselm students quality academic assistance free of charge by offering individual or small group tutorials in most courses. This program supplements the assistance provided by faculty members. Peer tutors are Saint Anselm sophomores, juniors, and seniors employed by the Academic Resource Center. All peer tutors have been recommended by faculty and have participated in ongoing staff development workshops. Currently, over 90 students tutor across the curriculum. With over 1,500 tutoring sessions held each year, the Peer Tutor Program has become a vital academic support service at Saint Anselm College. Individual and small group tutorial sessions are normally about one hour long. Tutors often hold weekly review sessions and reviews prior to exams. Requests for tutorial assistance are made online at www.anselm.edu/administration/arc/programs

The goal of the **Writing Assistance Program** is to help students *help themselves* become better writers. Writing assistants do not evaluate or correct essays. Rather, they assist students at various stages of the writing process from brainstorming to proofreading. They will discuss essay topics, review drafts, and encourage students to revise their work. Writing assistants work with students to help them develop composing and revising strategies they can apply in all writing assignments. Writing assistants are available at the Academic Resource Center (ARC) day and early evening hours Sunday through Thursday. Drop-in service is available, but appointments are recommended. Stop by the Writing Center at the ARC to reserve time in advance. For Writing Center hours, visit: www.anselm.edu/administration/arc/Programs/Writing+Assistance+Program/

OFFICE OF ACADEMIC ADVISEMENT

Anne E. Harrington, Director
Location: Cushing Center/Top Floor
Hours: 8:30 a.m. - 4:30 p.m.
Telephone: 603-641-7465
Box 1747

One of the central functions of the Office of Academic Advisement is to help students define and achieve their education goals, whether those goals are as simple as choosing the correct elective courses during pre-registration or as complex as selecting and applying to graduate schools.

The Office of Academic Advisement, in collaboration with the faculty of the academic departments, provides multi-faceted individual and group advising services and activities. Students with a declared major are assigned a faculty member from their major department; undeclared students are assigned a faculty member from the "undeclared advising team." The office also offers support services for students who are choosing or changing a major while defining academic and career goals.

Each semester the Office of Academic Advisement offers a variety of services including workshops on major selection, graduate and law school planning and GRE preparation classes. Individual appointments with the Director of Academic Advisement are available for students to discuss major selection, graduate and law school planning, and the application process, personal statement review, and other academic related issues.

This office houses a resource library of graduate and professional school materials, study guides, financial aid information, and graduate and professional school catalogs. In addition, application forms for the Graduate Record Examination (GRE), Law School Admission Test

(LSAT), and Graduate Management Test (GMAT) are available in the Office of Academic Advisement.

Services for Students with Disabilities

The Office of Academic Advisement arranges for academic accommodations for students with disabilities. Students with appropriately documented disabilities who are enrolled at Saint Anselm College may be eligible for reasonable accommodations. It is the student's responsibility to contact and submit documentation of a disability to the Office of Academic Advisement. Students should allow three weeks for the evaluation and decision on the documentation submitted.

Academic accommodations at Saint Anselm College may include extended time for exams, a distraction reduced environment, help with note-taking, special seating arrangements, and the use of tape recorders in class.

Appeals Process

A student may appeal the decision of the Office of Academic Advisement within ten days of the decision.

Appeals are directed to the Director of Academic Advisement and must be in writing and state the reasons for the appeal and the desired resolution. The description must include specific facts to support the appeal. A determination of the appeal will be made within ten days of the request.

The student may appeal the decision of the Director of Academic Advisement to the Dean of the College. The appeal must be in writing; it should state the reasons why the decision of the Director of Academic Advisement is being appealed and the desired resolution. The appeal should be sent to the Dean of the College within ten days of receiving the decision of the Director of Academic Advisement. The Dean of the College will make a final determination of the appeal and inform the students of the determination within ten days of receiving the appeal.

Although the College will make reasonable efforts to comply with these timelines, circumstances such as access to information, availability of personnel, and school breaks may justify an extension of time.

Alva deMars Megan CHAPEL ART CENTER

Rev. Iain MacLellan, O.S.B., Director
Location: Alumni Hall/South Wing
Telephone: 603-641-7470
Box 1718

The Alva deMars Megan Chapel Art Center organizes specially curated and traveling art exhibitions throughout the academic year. The Center also hosts receptions, lectures, concerts, poetry readings, and classroom discussion groups within this artful setting to facilitate the integration of art with academic disciplines. Each spring the Chapel Art Center initiates a "Call for Entries" for student artwork required or inspired by Fine Arts courses at Saint Anselm College. Works are juried and selected by art professionals for the *Juried* student exhibition held at the end of each academic year.

OFFICE OF THE TREASURER

Rev. Mark Cooper, O.S.B., V.P. of Finance and Treasurer
Peg Bourque, Associate V.P. of Finance and Assistant Treasurer
William Furlong, Assistant V.P. Facilities & Auxiliary Services
Robert Baron, Director of Financial Planning
Richard J. Vigneau, Director of Accounting

Gillian Sheehan, Business Office Manager
Location: Alumni Hall/Second Floor
Hours: Monday - Friday 9:00 a.m. to 4:00 p.m.
Telephone: 603-641-7105
Box 1733

General Expenses

Students are required to pay, in advance, at the beginning of each semester the total fees to be incurred during the semester. Thus, payment of the tuition, residence fee, and other fees must be satisfied in full by August 3, 2009, before the beginning of the academic year, and by January 4, 2010, before the beginning of the second semester. In keeping with this policy, assignment to classes and housing will only be made after prior approval from the Office of the Treasurer. Any additional charges that may be incurred during the semester will be billed as they become payable.

Bills are generated in the student's name and are mailed to the student's permanent address unless the student notifies the College, in writing, to do otherwise. The College is not responsible for bills that are undeliverable for any reason, and it is the student's responsibility to request a duplicate tuition bill in time to meet the due date in the event that the original bill is not received.

For fiscal reasons, the College must anticipate that all financial obligations to the College will be paid in full. Failure to meet these obligations may result in an Administrative Dismissal from the College.

The tuition and fee schedule is posted in the College catalogue under the heading of General Expenses. All fees are subject to review and change at any time by the Board of Trustees. Should an individual begin as a non-matriculated student and change his/her status to matriculated, that student is then responsible for paying the difference between the cost of non-degree and matriculated course work for all non-matriculated courses taken. In other words, the student must pay the equivalent of eight semesters of full-time tuition for all Saint Anselm College course work before being granted a Saint Anselm College degree. Please note that financial aid cannot be awarded retrospectively.

All traditional residence hall students must pay the full residence fees, which include room and board. Students living in apartment housing may purchase a meal plan through the College's Dining Services. Students must furnish their own bed linen, blankets, and towels. Books and stationery supplies may be obtained at the College bookstore. The annual cost of books and supplies may approximate \$1,000. However, variations will occur, depending upon the student's course selection and major field of study.

Any account not paid on time will be subject to an interest charge on the unpaid balance. A registration hold will be placed on any student who has an unpaid balance, and the student will not be allowed to complete the registration process for the next semester until the balance is paid in full. Accounts over 120 days past due may be referred to a collection agency. Overdue accounts that are referred to a collection agency shall incur and be assessed the agency's fee. This fee will be added to the overdue balance at the time of assignment to the agency. Transcripts and diplomas will not be released for any student whose account is in arrears or for any student who is in default on a federal loan. Graduating seniors will not be permitted to participate in graduation ceremonies if all financial obligations have not been met.

All full-time students are required to carry accident and health/sickness insurance and will be billed for automatic enrollment in the school insurance plan. Students who are already covered under comparable coverage may waive out of the plan by accessing the insurance company's website at www.CrossAgency.com/saintanselm

and following the instructions on the "Online Student Health Waiver" link. The online waiver must be completed by August 27, 2009. After this date you will not be eligible to waive the insurance or have the charge removed from your bill. Further information can be obtained from the Office of the Treasurer or College Health Services.

Parents or guardians of students are reminded that the College is not responsible for the loss of personal effects. Homeowner's policies should be investigated for this type of insurance coverage. Further details can be obtained from the Office of the Treasurer.

Refund Policies

Account Refunds

Refunds are issued on a credit balance statement only. A credit balance statement occurs when a student's account is credited with disbursed financial aid and/or payments that exceed the total fees for the semester. All requests for refunds must be submitted in writing to the Business Office. An account refund will be made payable to the student unless the College is instructed otherwise in writing. When the credit balance results from the deposit of proceeds from a parent loan, the refund will be made payable to the parent and mailed to the parent's home address then on file with the College, unless the parent requests otherwise in writing. A minimum of two weeks should be allowed for processing.

Withdrawal from the College

For financial planning purposes, the College must expect that students will complete the semester/academic year for which they are enrolled. A student who withdraws, or requests a leave of absence from Saint Anselm College, must complete a form, which can be obtained from the Registrar, indicating thereon the official date of withdrawal and the date of the last documented academically-related activity. Before beginning the withdrawal process, financial aid recipients are advised to consult with the Director of Financial Aid regarding refund eligibility and the effect the withdrawal may have on Satisfactory Academic Progress requirements. The student should also consider the negative financial implications of such a decision.

Refunds for students who separate from the College, either through official withdrawal procedures or otherwise, will be determined as follows:

Tuition and Institutional Aid

Within the first two weeks of the semester	80%
Within the third week of the semester	60%
Within the fourth week of the semester	40%
Within the fifth week of the semester	20%
Beyond the fifth week	0%

Housing

Within the first four-week period of the semester	75%
Within the second four-week period of the semester	50%
Within the third four-week period of the semester	25%
Beyond the twelfth week of the semester	0%

Resident Meal Plan

Refunds are computed on a daily basis according to the amount remaining in the student's declining balance account.

Federal Financial Aid

Saint Anselm College complies with the refund policies contained in the Higher Education Amendments of 1998 under which the College is required to return Title IV funds (Perkins Loans, Supplemental Educational Opportunity Grants, Pell Grants, Guaranteed Student Loans, state loans and/or grants) on a per diem basis when the

student withdraws before 60% of the payment period has been completed.

State aid and outside scholarships will be refunded to the appropriate agencies in accordance with their respective policies. Alternative education loans will be returned to the lender on the same percentage basis as Tuition and Institutional Aid. A student with an alternative loan who has an outstanding balance as a result of the refund calculation may be able to retain a greater percentage of the loan than that used in the refund calculation.

Withdrawal from Individual Classes

A student who drops a class during the first two weeks of the semester as a result of which there is a change in status, e.g. from full-time (4 to 5 classes) to three-quarter-time (3 classes) or part-time (2 classes), will receive a tuition refund of 80% of the full-time tuition charge. The student will then be charged 80% of the per class cost multiplied by the number of classes being taken. Financial aid recipients should be aware that this will have an effect on their financial aid award. When a student withdraws from a class after the initial two-week refund period, there will be no tuition adjustment and the student's enrollment status will not change.

Early Termination of Housing Contract

In order to contract for College housing, students must be classified as full-time students. A full-time student is a student taking four or more classes each semester. Students contract with the College for housing for a period of one academic year (both semesters). The contract remains in effect for the entire academic year unless one of the following occurs: graduation, official withdrawal from the College, academic suspension from the College, or mutual consent of the parties to the housing contract.

Mutual consent of the parties to the housing contract may occur when:

- * A student changes his/her status from full-time to part-time (fewer than four classes).
- * The student desiring to remain in housing must request permission, in writing, from the Office of Residential Life and Education. This request may be denied.
- * The student desiring to vacate housing must also request permission, in writing, from the Office of Residential Life and Education before the second Friday of December. Failure to so notify the Office of Residential Life and Education may result in the student incurring a housing withdrawal fee.
- * A student requests, for reasons other than above, an early termination of the housing contract at the end of the first semester. This request must be made, in writing, to the Office of Residential Life and Education before the second Friday of December. Failure to so notify the Office of Residential Life and Education may result in the student incurring a housing withdrawal fee.
- * A student requests, for reasons other than above, an early termination of the housing contract during the course of the first or second semester. This request must be made, in writing, to the Office of Residential Life and Education.

In any eventuality, a student will not be released from the housing contract until the student has removed all personal possessions and left the premises clean, and a member of Residential Life and Education has completed and signed off on the Room Condition Form pertaining to the student's room or apartment. The effective date of release from the contract will be determined by the date of completion of the Room Condition Form. The student will be charged for the room or apartment from the beginning of the semester up to the effective date of release. Fees are computed on a pro-rated monthly basis.

OFFICE OF INFORMATION TECHNOLOGY

Adam Albina, CIO

aalbina@anselm.edu

Carol Richards, Administrative Assistant carichar@anselm.edu

Location: Poisson Hall/Second Floor

Telephone: 603-641-7850

Box 1711

The Office of Information Technology (OIT) develops and promotes the use of the technology resources belonging to the College community. OIT implements a team-oriented approach to advance the use of a wide variety of technology services for the benefit of students, faculty, staff, administrators and the monastic community. The Office of Information Technology and its staff are located on the 2nd floor of Poisson Hall.

Our facilities include two student computing centers — the Academic Resource Center (ARC) public lab which is located at Cushing Center, and the Weiler Computing Center (WCC) located in the Goulet Science Center.

The College maintains Classroom A in the Academic Computing Center, a computer classroom located on the 2nd floor of Poisson Hall which consists of 30 Windows XP PCs and is used primarily by our Computer Sciences and Business and Economics Departments for specialized applications. Classroom A has laser printers available to students for printing. The classroom is scheduled through the Office of the Registrar. When the classroom is not in use, it is available to the campus community for general use.

The Weiler Computing Center (WCC), located on the 2nd floor of Goulet Science Center and has 2 labs, each containing 20 computers — the PC computing lab running Windows XP and the MAC lab. These labs are primarily used by the sciences departments for various disciplines and studies. When not used as classrooms, these computing centers are available to the campus community for general use.

The Academic Resource Center public lab, located in the basement of Cushing Center, has 15 Windows XP computers available for use by students for research, papers, and email. The ARC has laser printers and several Apple Macintosh computers available to students for printing.

OIT provides student help desk services to provide assistance to students who may experience computing problems. Through a technical student workforce called HawkNET, students can receive technical assistance with a wide variety of computing issues. The goal of HawkNET is to assist students and simultaneously provide education to users to help prevent future problems. HawkNET technicians can be reached by dialing xHAWK (x4295) on any campus phone

OIT provides computer-based and video-based presentation services to the College community, including several computer platforms for the production of multimedia programs and computer graphic slides and overheads. Video services consist of VCR, DVD, camcorders, and digital photography for playback and other recording services. We also provide editing and duplication services. Students may use these services to enhance their presentations and to do research.

Other services provided include: phone, voicemail, cable TV, and Internet access to all students, faculty, and administrators. Each resident hall is wired for high speed Internet access, CATV and community phones.

Technology Fee

The technology fee pays for products and services that the College could reasonably expect students to buy on their own to enhance their academic studies, provide collaborative tools and entertainment. The

fee helps fund our support and maintenance costs of providing students with access to data, cable and video services, as well as absorb existing fees for basic phone service. It gives us the opportunity to continue to grow our student-based technology resources without impacting other areas that serve our students. Because the level of service varies between resident and nonresident status, fees are adjusted accordingly.

Student Policies And Procedures For Telephone Service

The College provides community phones.

Long distance phone service is provided to each full-time resident student through the use of a unique Forced Authorization Code (FAC). This six digit code is yours for your entire stay at the college. It is important that you do not give this code to anyone because you are responsible for all calls made with your code. FAC codes are provided by request through the Help Desk.

If you receive a telephone statement containing questionable charges, you should immediately notify the Office of Information Technology. This will allow your FAC to be cancelled and a new one issued so that you will not incur fraudulent charges. The office will investigate the suspicious calls and issue a credit if appropriate. A \$10.00 fee will be imposed upon request of a new FAC.

Payment of Phone Bills

Long-distance out of state calls are currently a flat rate of 15 cents per minute no matter time of day or distance. Long distance in-state calls can range from 10 to 24 cents per minute depending on time of day. International rates vary by country.

Students' phone bills can be sent to either their campus mailbox or to their home address. Payment is due by the 20th of each month and should be made by check and mailed to **P.O. Box 1733**. Any account not paid within 60 days will be considered delinquent and result in a late charge of \$10.00. The FAC will be deactivated until the outstanding balance is paid.

Students whose phone bill exceeds a \$200.00 limit will have their FAC deactivated until the telephone bill has been brought below \$50.00.

Calling Card Usage

Students are able to use calling cards provided all account/billing information is to their home phone number and address.

Resident students are provided with both local and long distance telephone service through the campus telephone system and are not permitted to open any personal telephone accounts using their dorm room phone number as a "bill to" address. Should this happen, the student will be liable for any charges billed to the college. The account will be cancelled and an administrative fee will be charged to the student.

OFFICE OF SAFETY AND SECURITY

Donald Davidson, Director

Location: Daley Maintenance Center

Telephone: Traffic Office: 603-641-7290

Security Office: 603-641-7260

Box 1740

Parking Permit Requirements & Motor Vehicle Regulations

All students, faculty and staff are required to purchase a parking permit prior to bringing their vehicle to campus and are expected to obey all parking rules and regulations. Students must purchase a new permit every academic year. Faculty and staff will be required to obtain new permits periodically.

Parking permits are available on line at ThePermitStore.com or through the College website, Office of Safety and Security link. A PIN # is required for all transactions. Your PIN # is the six-digit number, without the letter, on the back of your student ID.

Annual permit fees are as follows:

- * Resident freshmen - \$110.00 plus \$4.95 handling charge
- * All other students - \$65.00 plus \$4.95 handling charge
- * Temporary Permits - \$10.00 a week; 2 week limit per permit; 2 permit limit per year
- * Faculty and Staff – 1st permit is free, additional permits \$4.95 handling charge

Permits must be displayed on the driver's side of the vehicle on the passenger rear window; pick-up trucks on the rear windshield on the driver's side of the vehicle. Vehicles that have tinted side windows must place the permit on the lower front windshield on the driver's side. Please remove all expired permits from your vehicle. The permit authorizes the use of the appropriate designated parking facilities only. Failure to activate or properly display the permit is a violation. To activate your permit, link to ThePermitStore.com upon receipt of your permit and follow the instructions on the insert included with your permit.

Permits are physically transferable from one vehicle to another, provided the permit registrant owns both vehicles. Permits and PIN #s may not be shared between two individuals nor can they be transferred from one individual to another.

When a student or staff member obtains a new vehicle, he/she must link to ThePermitStore.com and enter the new vehicle information prior to physically transferring the permit and bringing the new vehicle on campus.

If a student has an additional vehicle he/she wishes to register, they may do so only after purchasing a **current full-year permit**, and must contact the Office of Campus Safety and Security to request pre-qualification for the second permit.

A permit does not guarantee a parking space in any particular lot. Please be aware that all student lots are first-come, first-serve.

Bernard Court permits are restricted in number due to a limited amount of parking spaces. Once the allotment is issued, residents of that complex must contact the Office of Campus Safety and Security at 641-7290 to be pre-qualified for a Resident permit and must park in the appropriate designated lots for that permit, not in Bernard Court.

Saint Anselm College, its employees or agents are not responsible for damage done to, or theft of, motor vehicles while on college property. Vehicles and property cannot be guaranteed protection against loss of any kind. Owners should take all precautions necessary to protect their vehicles and their contents. Always lock all vehicle doors and store valuables in the trunk.

Designated student parking areas

Overnight parking is allowed in the following lots ONLY:

1. Benedict Court Lot: Residents of Benedict Court ONLY.
2. Baroody Lot: Located behind Baroody Hall. Resident Freshman must park in this lot or the appropriate section of THE KAVANAUGH extension lot, at all times.
3. Bernard Court Lots: Bernard Court Permit residents ONLY. (Except for spaces designated for Faculty/Staff). No parking along roadway. Any vehicle parked in this lot without a Bernard Court Permit may be towed without notice at the owner's expense.
4. South (JOA) Lot: Located between Davison and Joan of Arc Halls (Except for spaces designated Faculty / Staff).
5. Saint Mary Hall: Residents of Saint Mary Hall ONLY. No parking along roadway.

6. Falvey/Collins House and Comiskey Dirt Lot: Residents of Falvey/Collins Houses ONLY. No parking along roadway.
7. Kavanaugh Lot: Located behind Dana Lot. (Except between the "No Parking" signs).
8. Kavanaugh Extension Lot: Roadway along the back side of the baseball / football fields, which extends off of the Kavanaugh Lot. Resident Freshman must park in this lot or the Baroody Lot at all times.

Campus Safety & Security officers will provide an escort from remote lots to dormitories for female students who are uncomfortable walking on campus late at night. Simply call the main number, 641-7000, and request that the operator ask the officer on duty to provide you with the escort. Remain on the phone until the operator confirms the escort.

Overnight parking (after 2:00 a.m.) is NOT allowed in the following lots. Any vehicle parked in these lots after 2:00 a.m. may be towed without notice at the owner's expense.

1. Dana Lot: Located adjacent to the Dana Center.
2. Half-Hour Lots: All parking spaces in front of dorms are designated for drop-off and pick-up of individuals and items and are restricted to a half-hour time limit. Only lined spaces may be utilized in front of dorms.
3. East Lot: A Faculty / Staff Lot located along Rundlett Hill Road, opposite the rear of the Carr Center and Stoutenburgh.
4. N.H Institute of Politics.
5. West Lot: A Faculty / Staff Lot located behind the Coffee Shop / Pub.
6. Visitor Lot: A Faculty / Staff /Visitor Lot located beside Alumni Hall.

DESIGNATED FACULTY/STAFF PARKING AREAS

There is no overnight parking (after 2:00 am) permitted in any faculty/staff parking lots. All vehicles left overnight must be parked in the student section of the South (JOA) lot.

Any student vehicles parked in a faculty/staff lot may be towed without notice at the owner's expense.

1. West Lot
2. Cushing Center Lot
3. Goulet Lot
4. East Lot
5. Poisson Lot
6. Jean Lot (as designated by signs) aka: Visitors' Lot, Bookstore Lot
7. Chapel Arts Lot
8. Bernard Court Staff Lot (designated area facing Alumni Hall indicated by signs)
9. Dana Staff Lot (located behind the Dana Center)
10. N.H. Institute of Politics (designated area for Faculty/Staff)
11. Davison Staff Lots (located at the Baroody Hall end of the South Lot and behind Davison Hall, indicated by signs)
12. South Staff Lot (located at the Gadbois Hall end of the South Lot, indicated by signs)

Students are allowed to park in Faculty / Staff Lots only between the hours of 5 PM and 2 AM.

CAMPUS MOTOR VEHICLE REGULATIONS

Motor vehicle regulations are in effect throughout the year to include summer housing, conference times, all breaks, weekends and holidays. Vehicles must be parked in designated parking areas during these times.

1. The registrant of the vehicle will be held responsible for parking and traffic violations in which his/her vehicle is involved, regardless of who is operating the vehicle at the time of the violation. (It is, therefore, the

responsibility of the registrant to advise all those who operate his/her vehicle on campus property of all college regulations.)

2. Waiver of regulations by any member of the college community or a campus safety officer is not acceptable as an appeal for violations.
3. All resident freshmen are restricted to parking in either the Kavanaugh Extension Lot or the Baroody Lot at all times.
4. Faculty, staff and students are prohibited from parking in the Visitor Lot.
5. Campus roads are one-way with the exception of the following:
 - * Rundlett Hill Road
 - * Lambert Lane
 - * the Kavanaugh Extension Lot roadway
 - * the Davison roadway
 - * Bernard Way
6. Parking along all campus roads, including in front of the Abbey Church, is prohibited.
7. The speed limit on all campus roads and in all parking lots is not to exceed 15 mph.
8. Any vehicle parked overnight (after 2:00 a.m.) in any lot other than those previously indicated or on any campus road will be ticketed.
9. Any disabled vehicle left overnight in an unauthorized lot must be reported to Campus Safety and Security.
 - * Campus Safety & Security can be reached through the campus phone system by dialing 641-7000.
 - * Simply request that the answering service operator notify the officer on-duty that your vehicle is disabled.
 - * You must provide your name, campus address, phone number where you can be reached in the event your vehicle must be moved, vehicle information (make, model, license plate) and the location of your vehicle.
 - * Notes left on windshields are not acceptable.
 - * In the case of snow removal, all disabled vehicles must be moved to an appropriate overnight lot or said vehicle will be towed at the owner's expense.
10. No student or staff vehicles may be left on campus during breaks without permission from the Office of Safety and Security. Once permission has been granted, any vehicles left on campus during holiday, weekends or breaks must be parked in a student designated spot in the South (JOA) Lot. Any vehicle left in any other lot on campus is subject to towing at the owner's expense.
11. Operating a motor vehicle on any campus land other than designated paved roadways and lots will result in the issuance of a violation for reckless operation of a motor vehicle.
12. Parking spaces in front of dorms are only for half-hour parking to load or unload vehicles.
 - * This is strictly enforced due to the limited number of spaces available.
 - * If these spaces are full, you will not be permitted to park along the road or on the grass, etc. You will have to use your designated parking lot until a more proximate space is available.
13. Visitors and guests wishing to park on Saint Anselm College property must obtain a visitor pass from the Office of Campus Safety and Security or a Campus Safety Officer.
 - * Visitor permits are to be hung from the mirror with the date of expiration, and approved parking lot clearly visible through the windshield.
 - * Visitors will be authorized to park in the South (JOA) Lot, Kavanaugh Lot or the Baroody Lot.
 - * It is the responsibility of the student / employee to inform his or her guest of all campus rules and regulations.

14. Students living in Benedict Court must park in student spaces. If no spaces are available, students must use the Kavanaugh Lot on campus.

15. Handicap parking:

- * In order to park in a designated handicap parking space, a permit issued by the State Motor Vehicle Department, Campus Health Services or Campus Safety & Security to the specific individual currently operating the vehicle must be displayed.
- * Any person in violation of this regulation will be issued a citation.
- * This violation carries an \$80.00 fine.

16. The roadway that runs in front of the Dana Center and Davison Hall is a designated fire lane / pedestrian walkway. **This roadway is a no parking zone at all times.** This regulation will be strictly enforced.

17. It is unlawful for any student, faculty, staff or guest to ride in the back of an open truck.

18. Any student or employee who needs temporary special parking privileges must make his or her request directly to the Director of Safety and Security for approval. Until approval is received, no special parking privileges are allowed.

19. Students on official business or employed at any college facility must park in their designated student parking area and walk to the particular facility or office.

PARKING FINES & FEES

Fines are:

- * \$30.00 per offense for students, faculty and staff with a parking permit
- * \$50.00 per offense for students, faculty and staff without a parking permit
- * \$80.00 for parking in a handicap spot without a valid placard or license plate

Vehicles without permits that accumulate THREE (3) or more tickets will be towed at the owner's expense.

Fines not paid within 10 days of the ticket date will be billed to the student's tuition billing address and subject to normal interest charges. There are two methods of payment:

- * Checks or cash may be paid in person at the College's Business Office in the envelope issued with the ticket.
- * Credit/debit cards only may be paid on-line at ThePermitStore.com.

TOWING

Any vehicle belonging to a student whose privilege to park or operate a motor vehicle on campus has been **revoked** will be towed immediately if seen on campus property.

Any vehicle parking on campus property that has received 3 or more tickets for "Parking without a Valid Permit" will be placed on a tow list and subject to towing at the owner's expense.

Any vehicle parked in the following areas may be towed without notice at the owner's expense:

- * Blocking the entrance to a lot or walkway.
- * Blocking a dumpster.
- * Blocking access to a fire hydrant.
- * Parked in a campus roadway or fire lane (such as, but not limited to, Bernard Circle, Brady / Bertrand Circle, Croydon Court, in front of the Abbey Church).
- * Parked on the grass, dirt or sidewalk.
- * Parked in an area that prohibits or hinders the safe passage of emergency vehicles and/or other vehicles.
- * Parked in areas restricted by gates, barricades or chains.
- * Parked in a staff lot (students), or unauthorized lot or area.
- * Parked in the Bernard Court Lot without the appropriate permit
- * Parked overnight (after 2:00 a.m.), in any lot other than those

previously listed.

If snow removal or clean-up is necessary:

- * Any vehicle parked in an unauthorized overnight parking lot or other unauthorized area will be towed at the owner's expense.
- * Any vehicle blocking or partially blocking a designated overnight parking lot or any other parking area that requires snow removal or clean-up, or any vehicle parked in such a way as to prohibit snow removal or clean-up, will be towed at the owner's expense.
- * All disabled vehicles must be moved to an appropriate overnight parking lot or will be towed at the owner's expense.

Vehicles left on campus by staff or students over a break that have not been granted permission by the Office of Safety and Security may be towed at the owner's expense.

Saint Anselm College is not responsible for any damages incurred by towing, as an independent company does the towing.

REVOCAION OF PRIVILEGES

The privilege to park and operate a vehicle on campus property may be revoked and the student's privilege placed on permanent removal status by the Director of Safety and Security, or the Dean of Students, due to continued disregard for motor vehicle regulations to include, but not limited to:

- * The accumulation of 10 or more violations during the academic year.
- * Flagrant violation of the regulations. Reckless driving – on or off campus.
- * Driving while intoxicated – on or off campus.
- * Any violation or combination of violations that jeopardizes the safety of the college community.
- * Failure to purchase a permit after being towed for same.

Resident students will receive written notification in their campus box, and non-resident students at their home address, if their privilege to park or operate a motor vehicle on campus property has been revoked.

Students who have been notified that their privilege to park or operate a vehicle on campus has been revoked must move their vehicle off-campus by the date indicated.

If the vehicle is found on campus property after the revocation date, it will be towed at the owner's expense and the student may be subject to further disciplinary action.

TICKET APPEALS

A citation may be appealed online by linking to ThePermitStore.com, selecting the citations icon and following the listed procedure.

An appeal must be submitted within 10 days of the date the ticket was issued, after which time the ticket enters the billing process. **All appeals filed after the 10 day time span will be rejected.**

Any appeal from a person who does not have a valid permit will be rejected.

Handicap Citations: Appeals will be considered **only** from those who possess a valid State, Campus Health Services, or **Safety and Security** issued handicap placard or plate registered in their name.

A response to the appeal will be e-mailed to the address listed in your iParq account as soon as possible. If you are not satisfied with the decision, you may submit a written request to have the appeal reviewed to the Traffic Board of Review. The procedure for doing so is outlined below.

Visitors who receive traffic violations while on campus may return violation notices to the traffic office during business hours prior to leaving campus. Office hours are Monday through Friday, 8:00 AM to 4:00 PM.

TRAFFIC BOARD OF REVIEW PROCEDURE

The Traffic Board of Review convenes to adjudicate requests for review of traffic citation appeals.

The Board is composed of three members - an administrator, a faculty member and a student.

The administrative officer shall be appointed by the Executive Vice President. The faculty member shall be appointed by the Executive Vice President, after consultation with the Director of Safety & Security and the Faculty Senate President. The student member shall be appointed by the Executive Vice President, after consultation with the Director of Safety & Security and the Student Body President. The Chair is elected annually by the members of the Board.

A written request must be filed with the Office of the Director of Campus Safety and Security within ten (10) days of the date the appeal was rejected. Said request must include the following information:

- * name
- * automobile registration number
- * SAC permit number
- * nature of the offense(s)
- * reason(s) for requesting the appeal be reviewed

Students may deliver their written request in a sealed envelope to the Office of Safety & Security. It is the responsibility of the Director of Safety and Security to notify the Chair that a review has been requested by forwarding the written request the Chair of the Board.

After an initial review of the case, the Board may decide that there are insufficient grounds for reconsideration of the appeal and, subsequently, dismiss the case. If a majority of the Board members decide to hear the case, the person requesting the review may, at the discretion of the Board, be asked to appear at the hearing. In the event of a hearing, a member of the Office of Safety and Security will be consulted.

All three Board members must be present at each hearing and render a decision by a majority of the board members. The Chair will communicate the decision reached by the Board to the Director of Safety and Security and the appellant.

Based on experience and information gained from the hearing, the Board may suggest to the Director of Safety and Security areas where clarification of the regulations may be in order.

The decision of the Board is final.

MAIL CENTER

Deborah Macdonald

Location: Cardinal Cushing Center

Window Hours: Monday - Friday 9:00 a.m. – 3:45 p.m.

Telephone: 603-641-7025

Fax: 603-641-7189

The campus Mail Center is located on the ground floor of the Cushing Center and provides mail and package services for the entire College community.

Although the Campus Mail Center is not a branch of the U.S. Post Office, we are able to perform some postal services and more. Some of the services that we do provide are: postal services including stamp sales, inbound and outbound services with UPS and FedEx, on campus mail distribution, and the sale of packaging materials and envelopes.

All students are issued a campus mail box number, which is assigned for the duration of the students' academic career here at Saint Anselm College. There is a one time non-refundable fee of \$5.00 for the rental of the box and the first key. Lost keys can be replaced at a cost of

\$5.00. For security purposes, no mail will be delivered to anyone over the window counter. In order to get your mail, you must use your key. Parcels will be delivered over the counter with a valid ID only and a signature will be required.

It is extremely important that the student's name and the campus mailbox number be used on ALL correspondence. Mail or parcels that do not have that information on them may be returned as undeliverable. Mail or parcels addressed solely to the parent or guardian of a student may not be identifiable and may be returned. Because the Campus Mail Center is not a branch of the U.S. Postal Service, mail addressed as such (P.O. Box) may be returned by the U.S. Post Office as undeliverable.

There are a few types of items that we will not accept for delivery or shipment at the campus Mail Center: hazardous or flammable materials, live animals, and extremely large items such as auto parts or furniture.

For more detailed information please visit our web site at: www.anselm.edu/administration/mailcenter

DINING SERVICES

Rosemary Stackpole, Director

Location: Davison Hall

Telephone: 603-641-7750

Box 1734

Hours of Student Meals:

Weekdays: Monday - Friday 7:00 a.m. to 7:00 p.m.

Weekends: Saturday & Sunday 7:00 a.m. to 6:00 p.m.

Please refer to Dining Service brochure for additional information.

The Coffee Shop and Pub

David Hamel, Manager

Location: West Wing

Telephone: 603-641-7022

Box 1712

Hours: Monday – Friday 8:00 a.m. to midnight

Saturday 4:00 p.m. to midnight

Sunday 6:00 p.m. to midnight

Pub Hours:

Monday - Friday 4:00 p.m. to midnight

Saturday 4:00 p.m. to midnight

Sunday 6:00 p.m. to midnight

THE COLLEGE BOOKSTORE

Vicky Cassidy, Manager

Location: Jean Building

Telephone: 603-624-4790

Box 1743

The College Bookstore is managed by Follett Higher Education Group, Inc. The Bookstore provides the campus community with course materials, general reading books and references, school supplies, health and beauty and convenience items. Textbooks may be purchased in the bookstore or online at www.stanselm.bkstr.com or www.folett.com

Bookstore Policies:

1. The Bookstore accepts payment by: Cash, MC/Visa, Discover, Amex, debit, personal checks and student debit accounts.

2. Special orders are accepted.
3. Textbook returns are limited to the first week of classes. Thereafter, textbooks may be returned within 24 hours from the date of purchase. Textbooks must in original purchase condition and original receipt is required for all returns or exchanges.
4. The Bookstore buys books back every day during regular business hours and offers the highest possible price. Picture ID is required.
5. Students in possession of merchandise not paid for and students selling back stolen books will be reported to the Dean of Students. Consequences and sanctions will be in accord with those found in the "Community Guidelines and Standards" section (pg. 146).

OFFICE OF CAMPUS MINISTRY

Susan S. Gabert, Director
Rev. Anselm Smedile, O.S.B., Assistant Director
Rev. Bernard Disco, O.S.B. Campus Minister
Joycelin Tremblay, Campus Minister
Rev. Bede Camera, O.S.B., Director of Music
Fran Deleault, Administrative Assistant
Location: Lower Church and Cardinal Cushing Center/Ground Floor
Telephone: 603-641-7130
Box 1748

Campus Ministry, rooted in the Gospel of Jesus Christ, proclaims and nourishes our faith in God through prayer and work to encourage lives that are creative and generous. Motto: "Bringing faith and life together in Christ".

Here at Saint Anselm College, Campus Ministry offers its faculty, staff, students and alumni opportunities to enter into the spiritual life, fellowship and Christian community that are at the core of our Catholic and Benedictine identity.

We encourage you to take advantage of the many opportunities you have here to deepen your love for, and relationship with Jesus Christ, to explore different forms of prayer and styles of worship, and to deepen your understanding of how God's love and grace are at work in your life. Campus Ministry offers opportunities in four main areas: Sacramental/Liturgical, education, spiritual development and social justice.

We invite you to participate in the many programs and services Campus Ministry offers. Whether you are Roman Catholic, part of another faith tradition, or are uncertain about your faith, Campus Ministry is here to journey with you. Campus Ministry at Saint Anselm can enrich your time on campus. We welcome your participation in our programs and look forward to meeting you.

Programs and Services: (in brief) for more information please see our webpage – www.anselm.edu/administration/campus+ministry/

Sacramental and Liturgical Ministry

- Eucharistic Celebrations
- Christian Initiation (Confirmation, Eucharist, Baptism)
- Sacrament of Reconciliation
- Sacrament of Marriage
- Liturgical Ministers
- Choir

Christian Service and Social Justice

- Thanksgiving, Christmas, and Lenten Service projects
- Spring Break Alternative
- Fair Trade Fare
- Summer and Post Graduate Volunteers
- Road for Hope

Spiritual Development Programming

- Prayer groups
- Scripture study groups
- Retreats
- Pastoral/Spiritual direction
- Vocational Discernment
- Mass cards/prayer requests
- Adoration

Educational Programming

- Faith Seeking Understanding dinner discussions
- Hunger Banquet
- Abbey tours
- Religious Education teachers
- Theology on Tap

For a list of local non-catholic churches, synagogues and mosques please visit our webpage listed above or stop in to the Campus Ministry Office.

Schedule of Masses (when College is in session)

Wednesday: 10:00 p.m. Lady Chapel, Lower Abbey Church
 Weekdays: 5:15 p.m. Monastic Community Mass, Abbey Church
 Saturday: 11:50 a.m. Monastic Community Mass, Abbey Church
 Sunday: 11:00 a.m. Monastic Community Mass, Abbey Church
 7:00 p.m. Abbey Church

(when College is not in session)

Daily: 8:30 a.m. Conventual Mass, Abbey Church

Schedule of Monastic Prayer (when College is in session)

Daily:	6:00 a.m./Sunday 7:10 a.m.	Morning Prayer
Daily:	12 noon	Daytime Prayer
Weekdays:	7:05 p.m.	Vespers
Weekends:	5:30 p.m.	Vespers
Saturday:	7:30 p.m.	Vigils

(when College is not in session)

Daily:	6:00a.m./Sunday 7:10 a.m.	Morning Prayer
Daily:	12 noon	Daytime Prayer
Daily:	5:30 p.m.	Vespers
Daily:	7:30 p.m.	Compline

CAREER EDUCATION SERVICES

Samuel Allen, Director
Carol Sacchetti, Assistant Director
Shelli Vogeley, Administrative Assistant
Location: Cardinal Cushing Center/Second Floor
Hours: Monday - Friday 8:30 a.m. - 12:00 p.m.
1:00 p.m. - 4:30 p.m.
(evening hours as announced)

Telephone: 603-641-7490
Box 1749

Career Education Services (CES) primary purpose is to foster students' career planning and job search readiness through involvement in activities that promote career exploration and decision making and to provide greater access to employers and the world of work. CES serves all students, and students are encouraged to visit the office early in their college experience to identify services that will be most valuable in developing an educational plan that will be beneficial for obtaining their post graduate goals.

Individual career counseling and a computerized career planning system (FOCUS II) and personality type inventory (Exploring You) are

available to help students with career decision making by identifying their personal skills, values, and interests and matching these with appropriate occupational areas. The Office works in conjunction with academic advisement systems to help students in graduate school planning and choosing majors.

Along with individual advisement, a series of workshops are scheduled each month to assist students in pursuing their career or post graduate plans. Topics include resume writing, job search strategies and interviewing skills. Career library resources are available to further aid students in identifying potential employers and careers as well as an extensive array of information and links on the CES homepage. The career library resources also hold information on volunteer opportunities, internships, summer jobs, part-time jobs and full time professional employment.

CES seeks to utilize a variety of alumni and employers for participation in on-campus recruitment, panel discussions, career nights, informational interviews and shadowing experiences. The New Hampshire College and University Council (NHCUC) offers an annual job fair. Students are encouraged to participate in regional career fairs and alumni sponsored career nights to develop networks of employer contacts and to expand geographical preference areas.

MEELIA CENTER FOR COMMUNITY SERVICE

Professor Daniel F. Forbes, M.S.W., Director

Location: Cardinal Cushing Center/Ground Level

Telephone: 603-641-7108

Box: 1627

Since 1989 the Meelia Center for Community Service has mobilized the talent and energy of the Saint Anselm College community to help address problems facing Greater Manchester. Each year more than 800 students, faculty and staff volunteer more than 18,000 hours of service. The student staff of the Meelia Center facilitates the placement and support of volunteers and service-learners at more than 40 non-profit agencies throughout the academic year.

What Are My Options?

At Saint Anselm College the service options are nearly limitless. Volunteers will find challenging opportunities in the schools, childcare centers, nursing homes and after school programs that rely on Saint Anselm volunteers. Other students are drawn to work with adjudicated delinquents, in adult correctional facilities or performing outreach to homeless teens. You can teach English to recently arrived refugees or provide support to those coping with HIV-AIDS. No service need is too small or too large. If it fits a student's schedule and matches their interests, chances are the Center can help students connect with where they are needed.

Weekly Volunteers

Each semester nearly 100 students volunteer two to three hours per week at one of 35 community sites. One can choose an existing service option or the Center will help any student develop a new one. The Meelia Center will help with transportation and ensure that the students are provided with effective orientation, supervision and support throughout their service commitment. In most cases there will be more than one Saint Anselm student at the service site. Friends and roommates frequently volunteer together, while many others become friends during the experience.

Service Events

Students can volunteer for single-day events, ranging from two to six hours. Many events are held right on campus, and they allow students

who are involved in other extracurricular activities the opportunity to volunteer. The service events draw diverse campus groups together in volunteer activity. Annual service events include the Annual Charity Whiffle Ball Tournament, Special Olympics Swim Meet, Valentine's Day Dance, Children's Holiday Festival and many more.

Service Learning

Service learning allows students the option to take important academic concepts learned in class, and then apply them through significant service to the community. Saint Anselm College leads New Hampshire campuses in service learning, with thirteen academic departments offering a service learning option in over 30 courses. Each semester about 10% of the student body chooses service learning option in one of their courses.

Student Leadership Opportunities

The Meelia Center provides the opportunity for students to become leaders in support of community service activity. Work-study eligible students may work for the Center as their on campus employment. Student leadership can take place at the Center or right in the community, and can range from direct service to office management.

Students frequently begin their work at the Center as office assistants, where they take requests for service from the community, help volunteer applicants to define their service options and assist the coordinators in their recruitment efforts. Most of the student employees are coordinators or serve on the Service Events team. On-site coordinators are assigned to one of the Center's 14 community partnerships. They help to recruit, place and support the Saint Anselm volunteers who perform their community service at the site. Coordinators are trained to respond to the needs of students and the community, and to move the campus and community into deeper involvement. The Meelia Center serves an additional 30 agencies with the help of three affiliate's coordinators. These students facilitate the placement and support of volunteers at the agencies they manage. Service Events coordinators employed by the Center coordinate all of the one-day service events, and help to manage the office itself. For example, the assistant director, office manager and transportation coordinator are all students. Students begin their work at the Center in a role in which they are comfortable, and frequently will take on more responsibility as their interest and skills grow.

For more information on the Meelia Center for Community Service and volunteer opportunities available at Saint Anselm College visit our web site at <http://www.anselm.edu/administration/meeliacenter>.

STUDENT AFFAIRS

The mission of the Office of Student Affairs stems from the College's mission statement, acknowledging the importance of students engaging in the "fullest experience of a liberal arts education". As partners in the educational process, non-academic student services must enhance and support the academic mission of the College. The services provided by the departments reporting to the Vice President of Student Affairs and to the Dean of Students provide essential elements contributing to the richness of the total educational program at Saint Anselm.

The student life program, in keeping with the general mission of the College, seeks to promote Christian standards of value and conduct, recognizing the uniqueness, value and dignity of each human person. The student life program at Saint Anselm College seeks to cultivate an appreciation of the worth of a good life, nurtured by the values offered in a liberal arts context. Integrating values of Christian living with a strong liberal arts emphasis, Saint Anselm College offers each student access to an educational process which will enable the graduate to lead a resourceful, creative and generous life.

Saint Anselm College offers an environment for this self-discovery which reflects two very special and related contexts: the Catholic and the Benedictine. In his Apostolic Constitution on Catholic Universities, Pope John Paul II delineates the highest expectations and ideals for the intellectual and spiritual nature of Catholic higher education. The following vision from this document synthesizes the spirit that motivates the student life program at Saint Anselm College, emphasizing the importance of the individual and the community in one's search for the truth:

"A Catholic University pursues its objectives through its formation of an authentic human community animated by the spirit of Christ. The source of its unity springs from a vision of the dignity of the human person and, ultimately, the person and message of Christ which gives the institution its distinctive character. As a result of this inspiration, the community is animated by a spirit of freedom and charity; it is characterized by mutual respect, sincere dialogue, and protection of the rights of individuals. It assists each of its members to achieve wholeness as human persons; in turn, everyone in the community helps in promoting unity, and each one, according to his or her role or capacity, contributes towards decisions which affect the community and also towards maintaining and strengthening the distinctive Catholic character of the institution."

Also central to the College's identity is the Benedictine Tradition which sustained and motivated the founders of Saint Anselm College. The student life program manifests Benedictine values in the formation of a community built upon respect for individual persons. In keeping with the spirit of respect for God's work as manifested in others and in our environment, the exercise of good stewardship among staff and students is highly regarded. The student life program seeks to maintain a rhythm and balance, paralleling Benedictine life, which nourishes self-discovery within the context of one's relation with God. The core of the student affairs mission at Saint Anselm College is, therefore, reflected in an environment and in programs which help students discover for themselves their capacities for growth in all aspects of their lives, and consistent with Christian and Benedictine principles.

OFFICES OF STUDENT AFFAIRS AND DEAN OF STUDENTS

Joseph M. Horton, Ed.D., Vice President for Student Affairs

Alicia A. Finn, Ph.D., Dean of Students

Andrew S. Litz, M.B.A., Associate Dean of Students

Rev. Mathias Durette, O.S.B., Assistant Dean of Students

Linda T. Diaz, Administrative Assistant

Location: Alumni Hall/North Wing

Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.

(evening hours as announced, or necessary)

Telephone: 603-641-7600

Box 1731

The Student Affairs unit is an integral part of the educational program of Saint Anselm College. Its purpose is to foster and promote the goals of the College within the context of specific areas of student life which complement the academic portion of the collegiate experience.

The Student Affairs staff wishes to support and challenge students in their development toward becoming fully mature and liberally educated members of society. The Vice President for Student Affairs, Dean of Students, and staff serve as intermediaries between students and the College administration. There are resources for assistance and information in a wide variety of areas; they work closely with individual students and with student organizations to plan and implement programs and activities to achieve that integrated educational experience which the College espouses. An "open-door" policy is maintained and each staff member is available for all the students, residents and commuters alike.

Specific areas are addressed elsewhere in this handbook: Athletics (page 23), College Health Services (page 26), Dana Center (page 27), Multicultural Center and Education Services (page 28), Residential Life and Education (page 28), and Student Activities (page 31).

The Office of Dean of Students is also responsible for the advancement of a community of respect and for the promotion of the College's Community Standards, found on pages 32-34.

ATHLETIC DEPARTMENT

Ed Cannon, Director

Location: Carr Activities Center and Stoutenburgh Gymnasium

Telephone: 603-641-7800

Box: 1727

Associate Director of Athletics

Assistant Director of Athletics

Athletic Trainer

Assistant Athletic Trainer

Director of Intramurals/Rec/Fac

Sports Information Director

Office Manager

Administrative Assistant

Equipment Manager

Men's Sports Coaches:

Baseball

Basketball

Assistant Basketball

Cross Country

Football

Assistant Football

Golf

Ice Hockey

Lacrosse

Donna Guimont

Eric Sabean

Neil Duval

Mike Sirois

Eric Sabean

Ken Johnson, Jr.

Meg Pfalzgraf

Courtney McGrath

Wake Stillman

Barry Rosen

Keith Dickson

James Moore

Paul Finn

Patrick Murphy

Rob Eggerling

Frank Driscoll

Ed Seney

Rick Senatore

Ski	Melissa Caflich
Soccer	Peter Ramsey
Tennis	Roberta Cullity

Women's Sports Coaches:

Basketball	TBD
Assistant Basketball	TBD
Cross Country	Paul Finn
Ski	Melissa Caflich
Soccer	Tony Wallis
Softball	Greg Joseph
Tennis	Roberta Cullity
Volleyball	Keith Schoonover
Lacrosse	Christine Hodgdon
Field Hockey	Kate Gaudreau
Ice Hockey	Kerstin Matthews

Mission Statement

Saint Anselm College, a Benedictine co-educational institution, includes within its overall mission the goal of developing the mind, body and spirit of its students. The College also encourages students to develop leadership skills that are essential in addressing a wide range of challenges. Acknowledging the primacy of the academic welfare of all students, the Department of Athletics and Recreation addresses these goals in three principal ways.

* Through teamwork, practice and competition, students develop confidence and poise along with a strong work ethic. These attributes are transferable to one's life beyond Saint Anselm College.

* Through athletic and recreational activities, students learn self-discipline and control by adhering to ethical codes of conduct. These activities also promote a healthy lifestyle, sportsmanship and the spirit of amateurism.

* Through participation in athletics, students develop the Benedictine spirit of camaraderie and community, extending beyond Saint Anselm College.

The Department offers these opportunities through participation in recreational and personal fitness activities, intramural sports, and intercollegiate competition.

Vision

The Department of Athletics and Recreation strives to foster a commitment to excellence, a strong sense of teamwork and a dedication to good sportsmanship and fair play. In addition, we seek to offer an environment that fosters healthy competition among students in a common enterprise that fosters a sense of camaraderie and common purpose. Finally, we provide opportunities for personal growth and a commitment to life long activities that will contribute to the physical and emotional well being of the individual mission. Responding to the varied and changing needs of students at every level of athletic accomplishment is the sole purpose of the department's intramural and recreational programs. Because of the large number of students, faculty and staff which intramural and recreational programs service, those programs are given attention and emphasis proportionate to their impact.

Intercollegiate Program

Saint Anselm College offers a wide variety of sports on the intercollegiate level for men and women. Programs span the entire academic year. In an effort to maintain a high level of excellence, the College is a member in good standing of the National Collegiate Athletic Association (NCAA) Division II, The Eastern Collegiate Athletic Conference (ECAC), the Northeast-10 Conference, and the New England Intercollegiate Ski Conference. Programs being offered for intercollegiate competition are:

Fall:	MEN - Soccer, Cross Country, Football WOMEN - Soccer, Cross Country, Volleyball, Field Hockey CO-ED - Golf
Winter:	MEN - Basketball, Ice Hockey, Skiing WOMEN - Basketball, Ice Hockey, Skiing,
Spring:	MEN - Tennis, Baseball, Lacrosse WOMEN - Tennis, Softball, Lacrosse

Intramural & Recreation Program

In an attempt to offer activities which would appeal to the entire student body, intramural athletics offers a wide variety of activities. Emphasis is placed on participation rather than ability in intramural activities.

The following is a tentative list of intramural and recreational activities that will be offered during the current academic year. Registration for any and all activities is mandatory prior to the beginning of scheduled events. Information regarding particular programs will be posted on the Intramural Bulletin Board downstairs in the lower level of the John Maurus Carr Activities Center.

Intramural and Recreational Sports

TEAM – Softball, Flag Football, Co-ed Volleyball, Basketball, Ice Hockey, Floor Hockey, Indoor Soccer, Co-ed ultimate Frisbee
RECREATIONAL – Typical activities: Tennis Instruction, Tennis Tournaments, Racquetball Clinics, Racquetball Tournaments, Whiffleball Tournament, Wallyball Tournament, Golf Instruction, Fitness Clinic, 5-on-5 Basketball Tournament, and Learn-to-Play Clinics

To Participate in Intramurals and Recreation

All full-time students, faculty and staff, with a current and valid I.D. of Saint Anselm College, are eligible.

- TEAM sports are organized by the students themselves and submitted on Intramural Department Roster Forms to the Director of Intramurals.
- INDIVIDUALS may sign up for all intramural and recreational activities in the Recreation Office in the Carr Center.

A schedule of activities, published in the Recreational and Intramural Sports Calendar, can be obtained in the Recreation Office and will be posted at appropriate places on campus. The Athletic Office is located downstairs in the Carr Center.

Facilities

Stoutenburgh Gymnasium – basketball/volleyball court, 4 offices, 13 locker rooms, equipment/laundry room, training room
Carr Activities Center – 3 multipurpose courts for a variety of activities such as basketball, volleyball, tennis, floor hockey, rollerblading, running, 13 offices, multi-level fitness center, varsity weight room, 3 locker rooms, 3 racquetball courts, aerobic room
Grappone Stadium – football
Sullivan Park at Kavanagh Field – baseball diamond
South Athletics Fields – 3 practice fields, 1 with lights, softball diamond, 1/4 mile walking/running track, support building with a concession stand, restroom and first aid room
Melucci Field – soccer/lacrosse stadium
Thomas F. Sullivan Arena – ice arena
Tennis Courts – 6

Students may be asked to show a valid College I.D. card to use all College athletic facilities.

Use of the Gymnasium and the Carr Center requires proper attire. It is mandatory that athletic clothing be worn. STREET CLOTHES ARE NOT ALLOWED WHILE USING THE ATHLETIC FACILITIES! No black soled shoes!

Admission to Home Contests

The College strongly encourages students to support their intercollegiate teams. Most home contests are played on the Saint Anselm College campus. There is no admission charge to students who present a valid College identification card at basketball, football and hockey regular season games.

Varsity Awards Ceremony

The Annual Awards Ceremony is the culmination of the athletic year. The ceremony is sponsored by the Athletic Department in conjunction with the Athletic Committee. Listed below are the varsity letter criteria and the special athletic awards presented annually. The ceremony is held just prior to the end of the second semester.

Varsity Letter Criteria

In all varsity intercollegiate sports for men and women, student-athletes will earn a varsity letter if they practice, compete and complete the length of the season and upon recommendation of the coach. In all sports, a player must complete the season as a member of the team in which he/she is a candidate for a letter, unless for medical reasons he/she misses a portion of that season. In addition, any senior who has shown exceptional determination and diligence, although not otherwise qualified for a letter, will receive special consideration by the coaches.

All those recommended for a varsity letter must be approved by the Athletic Director and the Athletic Committee.

Varsity Team Awards

1st and 2nd year – Varsity Letter Winner - Certificate

3rd year – A junior or senior who receives a varsity letter for three years in the same sport is eligible for a third year award. (athletic sportswear)

4th year – A senior who receives a varsity letter for four years in the same sport is eligible for a fourth year award. (watch)

All those recommended for a third and fourth year award must be approved by the Athletic Director and Athletic Committee.

Athletic Awards

Senior Varsity Student Athlete Award

Presented to that senior(s) who, in the opinion of the Athletic Department staff, has displayed both outstanding academic achievement and athletic accomplishment in varsity intercollegiate athletics. (individual award - name on plaque)

Anselmian Athletic Club Athlete Of The Year

The recipients, one male and one female, must be in good standing (minimum overall GPA of 2.0 as verified by the Academic Dean), and have made a significant athletic achievement in their sport. An eight-person committee of staff, coaches and athletic club members will determine the recipients. (individual award - name on plaque)

Women's Tennis – MVP

Presented to that tennis team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Women's Volleyball – MVP

Presented to that volleyball team member who, in the opinion of the coach, was the most valuable player. (name on plaque)

Men's Cross Country – Phillip J. Shacklett MVP Award

Presented to that varsity cross-country team member, who in the opinion of the coach, has made the greatest contribution to cross-country. (name on plaque)

Women's Cross Country – MVP

Presented to that varsity cross-country team member, who in the

opinion of the coach, has made the greatest contribution to cross-country. (name on plaque)

Golf – Raymond F. Lee MVP Award

Presented to that varsity golf team member, who in the opinion of the coach, was the most valuable golfer. (name on plaque)

Men's Soccer – John J. Tierney MVP Award

Presented to that varsity men's soccer team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Men's Soccer – John J. Corvo '77 Most Improved Player Award

Presented to the men's soccer team member, who in the opinion of the coach, showed the greatest progress in developing his skill over the course of the season. (name on plaque)

Women's Soccer – MVP

Presented to that soccer team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Men's Ice Hockey - MVP

Presented to that hockey team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Women's Ice Hockey - MVP

Presented to that hockey team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Women's Basketball – MVP

Presented to that team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Men's Basketball – Albert F. Grenert Coaches Award

Presented to that team member, who in the opinion of the coach, most typifies dedication, enthusiasm and contribution to the Saint Anselm College men's basketball program. (name on plaque)

Men's Basketball – Leonard S. "Lefty" Nelson MVP Award

Presented to that varsity men's basketball team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Baseball - MVP

Presented to that team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Men's Lacrosse – MVP

Presented to that lacrosse team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Men's Tennis – MVP

Presented to that tennis team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Men's Skiing – Thomas A. Melucci, Jr. Award

Presented annually to the varsity ski team member who demonstrated dedication to the sport, team spirit, selflessness, dedication, discipline and cooperation.

Women's Skiing – MVP

Presented to that ski team member, who in the opinion of the coach, was the most valuable skier. (name on plaque)

Men's Skiing – Robinson Swift Award – MVP

Presented to that ski team member, who in the opinion of the coach, was the most valuable skier. (name on plaque)

Softball - MVP

Presented to that softball team member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Field Hockey – MVP

Presented to that field hockey member, who in the opinion of the coach, was the most valuable player. (name on plaque)

Football - MVP

Presented to that varsity football team member, who in the opinion of the coach, has made the greatest contribution to football. (name on plaque)

Women's Lacrosse - MVP

Presented to that varsity lacrosse team member, who in the opinion of the coach, has made the greatest contribution to lacrosse. (name on plaque)

COLLEGE HEALTH SERVICES

Maura Marshall, ARNP.MSN, Director

Location: Cardinal Cushing Center/Ground Level

Telephone: 603-641-7028

Box 1722

The philosophy of the College Health Service is based on a holistic view of the individual person. The goal of the College Health Service is to maximize the wellness of each individual physically, emotionally, spiritually, intellectually, occupationally and socially.

College Health Services is equipped to provide students with medical care, personal counseling and educational programming in a variety of areas. Throughout the academic year, CHS will sponsor speakers, workshops, seminars, and DVD's on health-related topics. Because our approach is multi-disciplinary, (nurse practitioner-director, registered nurses, advanced registered nurse practitioners, physicians, and counselors) when an issue has both medical and counseling components, our staff members confer with one another to better coordinate care.

Information shared in a counseling or clinic session is privileged (confidential), is not part of the student's academic record, and will not be disclosed to any party outside of the Health Service without the student's prior written consent. *Please note: work-study students do not have access to records or any other confidential information.

Should a client wish information forwarded to other parties, we will provide verbal or written reports to a professional that is designated, once we have obtained a written release of information to do so. Confidentiality will be broken only if such disclosure is (a) necessary to protect a client or someone else from imminent physical danger; (b) in cases of apparent child or elder abuse; (c) in those rare instances when records are legally court ordered; or (d) when disease reporting is state mandated. Such exceptions to a client's rights of privileges are mandated by New Hampshire State Laws. In these cases, certain College officials, on a need to know basis, may also be notified and the client will be apprised of this notification.

Medical Services

Location: Cardinal Cushing Center/Ground Level

Hours: Monday – Friday: 8:00 a.m. – 6:00 p.m.

Thursday and Friday: 8:00 a.m. - 6:00 p.m.

Saturday and Sunday: 12 noon - 4:00 p.m.

Nurse Practitioner can be seen by appointment

Physician-staffed clinic held by appointment on Monday and Thursday

Telephone: 603-641-7028

Box 1722

In case of illness, resident students should report to College Health

Services. A full-time registered nurse is available during the above hours when school is in session. A nurse practitioner is available by appointment several days a week.

Medical services are available to all resident students and to those non-residents who have paid the optional health fee. In case of emergency, non-residents will be treated.

All consultations with health services staff are confidential and only the staff has access to student health records.

A consulting physician is available in Medical Services two days each week for those students who need assistance. At other times, students who are in need of medical care beyond the scope of services provided here will be assisted to obtain an appointment with our consulting physician in his/her Manchester office or another physician of choice. Those students must assume the cost of the office call. In addition, those students requiring laboratory tests, x-rays, hospital care, and special medications will be billed for those services by the provider.

Information on student health insurance for students taking 3 or more courses is available through the Business Office. All students are required to carry health insurance. The College is not responsible for the cost of illness/injury incurred while the individual is a student at the College.

The College Health Service requires a completed medical history, immunizations and physical examination of all new students. It is mandatory that the health record, received by the student at the time of acceptance, be completed and on file with the College before registration for classes.

Please feel free to visit College Health Services at any time if you have a particular health concern or question.

Note: From campus telephones Emergency # for ambulance, fire, police is "555"

From a cell phone "911"

Counseling Services

Location: Cardinal Cushing Center/Ground Level

Hours: Monday - Friday by appointment

Telephone: 603-641-7028

Box 1722

Emergency after hours: 603-471-8050

Consistent with the holistic philosophy of College Health Services, the primary goal of the counseling service is to foster the emotional development and wellness of the student. As a goal-directed and time-limited Counseling Service, we are available to provide individual and group counseling, as well as information, resources and referrals pertaining to mental health issues. The Counseling Service also provides outreach and educational programming to the residences and the community regarding mental health issues.

Students may call ext. 7028 or drop by College Health Services to make an appointment with a counselor. Also, Residence Life staff, faculty members, parents and friends are encouraged to refer students whom they believe will benefit from Counseling Services. These services are available to all Saint Anselm College students without cost. Information discussed with the counselors is confidential and is not a part of the student's academic record. For some students, a referral to an outside agency may be appropriate. In such instances, the student is responsible for expenses incurred.

Alcohol and Other Drug Education Program/C.H.O.I.C.E.S. – Creating Healthy Options in College (through) Educational (and) Support

This program is designed to create awareness and explore attitudes about alcohol and other drug use. The sessions are based on participative learning techniques such as web-based program, group discussions, debate, experiential exercises and critical thinking. Referrals or questions can be directed to Health Services at Ext. 7028. Any member of the College community is welcome to attend. Sanctioned students must complete the BASICS program. This is a two to three session harm reduction approach which consists of assessment and recommendations to reduce risky behaviors.

DANA HUMANITIES CENTER

Robert Shea, Director

Joseph Deleault, Production Manager

Marcia Burns, Administrative Assistant

Location: Dana Center

Office Hours: 9:00 a.m. - 5:00 p.m. weekdays

(plus nights and weekends as appropriate)

Telephone: 603-641-7710

**Box Office: 603-641-7700 10:00 a.m. - 4:30 p.m. weekdays
Box 1741**

The Dana Center is the nucleus for performing arts programs on the campus of Saint Anselm College. The Dana Center is the home of the Distinguished Artist Series that showcases national and international professional performing artists in a variety of disciplines: classical theatre, contemporary dance, classical and acoustic music, and international folk art. Performing Arts programs are offered as public evening concert performances, daytime student matinee performances, and as multi-day residencies with artists interacting with Saint Anselm College students.

The Dana Center is also home to the College's student theatre company, The Anselmian Abbey Players who offer musical theatre, classics of world drama, one-act plays, and special productions such as their original Family Weekend production.

The College's Humanities program is held at the Dana Center consisting of daily lecture presentations and intimate seminar meetings, as well as visiting artists and productions directly related to curriculum.

The Dana Center works with the Office of Student Activities to accommodate a variety of presentations sponsored by the Campus Activity Board and student government and is responsible for the administration of Saint Anselm College's Family Weekend celebration.

MULTICULTURAL CENTER AND EDUCATION SERVICES

Oluyemi Mahoney, M.S., Director

Location: Cardinal Cushing Center/Ground Level

Office Hours: 9:00 a.m. - 5:00 p.m.

(plus nights and weekends as appropriate)

**Telephone: 603-656-6028 E-mail: omahoney@anselm.edu
Box 1694**

Grounded in the Benedictine tradition of hospitality, the Multicultural Center serves as safe space where all Saint Anselm College students can drop in to meet new friends and enjoy relaxing conversation. It is our mission to empower students with the resources, skills and opportunities necessary for academic achievement, leadership development, and purposeful civic engagement. Through cross-cultural dialogues and examining the issues relevant to diversity and

social justice, we hope to nurture a generation of informed world citizens who find unity within our differences.

Campus events are scheduled throughout the year that increase awareness of the varied talents and backgrounds of our students, promote cultural enrichment, and enhance global education. Diversity at the college is celebrated at informal international coffees featuring food, music, and traditions from cultures represented by our students, at our annual Multicultural Day in September, during global awareness discussions in the Center, during our fall and spring New York City Museum bus trips, and at scheduled concerts and performances.

Overall the Multicultural Center strives to build community, support the academic mission of the institution, and offer opportunities to promote learning and leadership outside the formal academic curriculum.

RESIDENTIAL LIFE AND EDUCATION

Sue Weintraub, M.Ed., M.A., Director

Colleen Sasso, M.A., Assistant Director

Patricia Leahey-Hays, M.B.A., Area Coordinator

Katharine Strong, M.Ed., Area Coordinator, Residential Programs and Leadership

Michelle Aellen, Resident Director

William Cummings III, Resident Director

Zachary Irish, Resident Director

Peter Leung, Resident Director

Location: Alumni Hall/North Wing

Hours: Monday-Friday 8:30 a.m. - 4:30 p.m.

Telephone: 603-222-4006

Box 1731

Developing A "Christian Community of Respect"

In accordance with the philosophy of Saint Anselm College, life in the residence halls is intended to help every student develop a sense of personal responsibility for the rights of others. This means creating a "Christian community of respect" in the residence halls. To realize as fully as possible the purpose of student residences as places of study, rest and relaxation, each resident is expected and required to assume certain obligations. This section speaks to those obligations and the details necessary to achieving them responsibly. It is the responsibility of the Director to oversee the Residential Life and Education program; of the Dean of Students, to assure a community of respect is developed and supported.

Area Coordinator

The Area Coordinator assists in carrying out the mission and philosophy of the College and of the Office of Residential Life and Education. The Area Coordinator must be concerned with the growth and welfare of each individual and the community as a whole in order to assist students in adjustments to group living and campus life; and the provision of emotional support and resources as necessary. She/he should actively promote an atmosphere in the residence hall communities and on campus that is conducive to self-direction, academic achievement, social and cultural maturity, and self-discipline. The Area Coordinator should work to foster and encourage civic, ethical and professional responsibility. This responsibility includes providing student-centered leadership and direction to all students and staff living in his/her area, including the supervision of 1-2 Residence Hall Director(s) and 14-44 undergraduate paraprofessional Resident Assistants and Desk Attendants in traditional residence halls or apartment buildings. The Area Coordinator directly reports to the Director of Residential Life and Education.

Residence Hall Director

The role of the Residence Hall Director is that of a liaison between the Student Affairs Professional Staff, the Resident Assistants and resident students. The Residence Director serves as a behavior model, offering assistance and direction to RAs and students and is expected to subscribe to the professional standards and philosophy of the College. The Residence Director must be concerned with the growth and welfare of each individual and the group as a whole in order to assist students in adjustments to group living and campus life; and the provision of emotional support and resources as necessary. She/he should create an atmosphere in the residence halls and on the campus in general that is conducive to self-direction, academic achievement, social and cultural maturity, and self-discipline. The Residence Hall Director is responsible for overall operational management of a residence hall and supervision of undergraduate Resident Assistants and front desk staff.

Resident Assistants

Resident Assistants (RAs) are paraprofessional staff members and an integral part of the Office of Residential Life and Education. RAs are student leaders and have the most direct contact with resident students. RAs are assigned to a residence hall floor/area of approximately 40-60 students. Their primary responsibility is to act as a facilitator for this residence hall/building community and to enhance the social, educational, spiritual, intellectual, physical, vocational, cultural and environmental development of each of their residents. The RA assists in the articulation of the mission, philosophy, and policies of the Office of Residential Life and Education. The RAs represent the College and act as role models for students.

Residence Hall Environment

The Residential Life staff fosters a community of respect with attention to the Benedictine traditions and standards of our College mission. Residence halls are considered to be "home" for the students for the greater part of the year. Students are expected to be considerate of and respectful toward the other residents just as they are members of their own home.

If individuals are to achieve academic success, they must devote sufficient time to their studies. To be effective, students have to study each day in a place free from disturbing influences and unnecessary distractions. Residence halls are considered to be an environment conducive to studying, resting, relaxing, and a place to receive friends and family. Conducive to academic success cannot imply silence for study that a library or study lounge would provide.

If the room is to be suitable for rest, sleep and relaxation, a proper atmosphere must prevail in the residence hall, especially at certain times of the day. Accordingly, before each day of regularly scheduled classes, the period between 10 pm and 7 am is set aside for "Quiet Hours". These are hours that quiet must take precedence and residents can be assured an environment conducive to study and/or sleep. In addition, on the weekends, quiet hours begin at 1 am. These quiet hours are posted and will be maintained to help promote academic success.

Cooperation with the Residence Life staff is expected. However, if students disregard the privacy of others by abusing the use of television, stereos, radios, et cetera, they may be required to remove such items from College property. Should they show habitual disregard for others any time after a proper warning has been given, they could lose the privilege of living on campus.

Student Rooms

The Room Contract covers the entire academic year which begins two days before the official opening of classes in the fall, and ends on

the last day of final examinations in the spring. Student rooms for first year students and transfer students are assigned by the Director of Residential Life and Education. All upper-class students interested in living on campus for the following year need to go through the Housing Lottery and Room Selection process in the spring. Any and all room changes must be approved by the Director of Residential Life and Education.

Each student upon arrival is issued a lock combination to his/her room. If during the course of the year a combination needs to be changed, a student can make this request by contacting the Residential Life and Education office. The fee is \$10.00.

Housing Accommodations

In the event that a student requires accommodations in residence for a health related reason, the student will provide medical documentation of the health condition, which will be evaluated by the College's Health Services staff. The Health Services staff will then make a recommendation to the Director of Residential Life and Education concerning the appropriate accommodation.

Right to Privacy

The College recognizes a student's right to privacy in his/her room within the context of this educational institution and the regulations that govern it. However, if it is suspected or determined that College regulations are being violated, the Dean of Students staff and the Residence Life staff may enter a room unannounced in order to preserve proper decorum.

It is also understood, that in the normal course of their work, maintenance personnel and other authorized employees may enter student rooms to provide maintenance service or to respond to emergencies. This includes entry during recess periods to conduct inspections related to maintenance needs, health hazards and fire safety.

The College reserves the right to use any residence facility during vacation periods and at other times during the year for events approved by College authorities.

Room Care

Respect for and cooperation with the residence hall maintenance personnel is expected of all students. Such an attitude contributes to a positive environment and to the neatness expected in student quarters. It is foundational to a sense of stewardship.

The furnishings in the student rooms have been chosen because they can withstand normal use. Any damage to these items should be reported immediately to the Residence Hall Director or Resident Assistants. All College furniture is to remain in the student rooms as arranged by the College. Loft units are not to be disassembled. The College will not store its furniture to provide space for personal belongings of students.

Please note that in the interest of safety and health, window screens are not to be removed. Only in an emergency may a window be used as an entry or an exit.

The practice of the basic principles of personal hygiene are expected of all students living on campus.

Occupants who by their behavior exhibit serious disregard for the condition of their room and College property risk immediate forfeiture of the privilege of living on campus.

Room Condition Forms

At the beginning of the student's first year as a resident, a seventy-five dollar security deposit is required. This deposit will remain intact until the termination of residence, provided there are no outstanding charges against it.

Upon moving into a new room, the student is required to fill out a Room Condition Form, distributed and collected by the Resident Assistants which accurately reports the physical status of the room. Students authorized to change rooms or to move onto campus at the second semester are required to obtain and return these forms to their Resident Assistant. Neglect in following this procedure makes the student(s) involved responsible for any damage in the room.

If the individual concerned is not identified, charges for damages, as determined by the professional Residence Life staff, will be pro-rated among the roommates or among all of the residents in the residence hall, or any appropriate subgroup of residents.

Students billed for damage or other charges must make arrangements at the Business Office to pay the specified amount.

Room Refunds

The Business Office computes the fees for room by the month. The month during which you enter or leave the College is considered a full month. Money paid in excess of the computed charges will be refunded, but no refunds are available after December 1st or April 1st of each year. Students suspended or dismissed from the College are not eligible for refunds.

Occupancy Limitations

Due to concern for health and safety, no more than four times the capacity of a particular room will be allowed in that room at any time.

Visitors

Overnight guests are welcome at the College provided that the guest(s) are eighteen years of age or older, and the inviting students have made the appropriate arrangements with their Residence Hall Directors. All guests under the age of 18 years are also welcomed but must first register and be approved by the Director of Residential Life and Education. The following regulations apply to all overnight guests: 1) residents who occupy the room the guest will be residing are agreeable to have guests, 2) host student(s) register his/her guest(s) with the Residence Hall Director 24 hours before the arrival of the guest(s) and 3) the host student(s) inform the visitor of all College policies (e.g. social, housing and parking) prior to the guest's arrival on campus. Students who host visitors or overnight guests are responsible for the actions of their guests who, in turn, are expected to abide by the conduct required of Saint Anselm College students.

Housing Lottery and Room Selection

Students interested in campus housing for the following year are expected to submit a non-refundable \$300 room reservation deposit and complete and sign a Housing Contract Card no later than February 12, 2010. Without the deposit and Housing Contract Card, a student forfeits the privilege of living on campus during the succeeding year.

Students with confirmed contracts and on-time deposits will be given a computerized, random number associated with their year of graduation. Students interested in living together will be required to add their personal Housing Lottery numbers and average them. The averaged number will be used to designate selection order for living space. Information about the Housing Lottery and Room Selection process will be provided by the Office of Residential Life and Education in the late fall to early spring.

Fire Safety

The following information, regulations and suggestions are part of a preventive program intended to promote safe living and working conditions in the College residence halls and to eliminate those conditions which pose obvious danger to life as a result of fires and/or the inhalation of toxic fumes released by combustion.

1. The designated campus Fire Safety Officer is the Director of the Office of Safety and Security.
2. Each semester a fire safety inspection will be made of each room. Occupants will be given notice of existing hazards. Failure to correct those hazards within ten days may result in the loss of on-campus housing privileges.
3. At least once each semester fire drills will be conducted in each of the College residence halls. Full cooperation of all residents is expected.
4. The deliberate setting of a false alarm in a residence hall or in any campus building will be addressed with the strictest penalty.
5. The following items relate specifically to fire safety in the individual rooms:
 - a. Incandescent ceiling fixtures in student rooms have a maximum limit of 180 watts. This limit is not to be exceeded. Halogen lights are not permitted.
 - b. Extraneous flammable materials such as plastic, cloth, tires, chemicals, gasoline, paper and propane tanks may not be stored in the student rooms. Draping any flammable materials from the ceiling or placing them around light fixtures is prohibited.
 - c. Under the fire code, not more than 25% of room wallspace may be covered with poster or other flammable hangings.
 - d. Electric space heaters are absolutely prohibited in student rooms.
 - e. Electric heat-producing appliances (e.g. hot water pots, hair curlers and dryers) must bear the UL tag of approval, meet federal safety standards and be in good running order. Cooking appliances such as toasters, toaster ovens, frying pans, cannot be used in the student rooms. These UL approved items must be used only in the kitchenette areas. Hot plates are not permitted on campus.
 - f. Only one refrigerator is allowed in each room. It must be less than forty inches high and no larger than 2.5 cubic feet.
 - g. Use of extension cords and power strips should be kept to a minimum and be of the heavy duty type. All electrical cords are to be maintained in good condition and be UL approved. "Zip cords", inexpensive light duty type extension cords are not permitted.
 - h. Carpets with a foam or rubber backing are extremely dangerous because of the heavy smoke and toxic fumes which they produce upon combustion. Therefore, they are prohibited.
 - i. Lighted candles, incense, flame lights and fireworks of any type are not permitted in student rooms.
 - j. Rooms badly congested with additional furniture or allowed to degenerate to an extremely untidy condition are fire hazards. In these cases, students will be required to remedy the situation within three days.
 - k. Bicycles and other personal belongings are not to be stored in the hallways or stairwells of any building for safety reasons.
 - l. Windows should be kept clear to facilitate exit in the event of an emergency.
 - m. The use of personal propane, charcoal and/or wood grills is prohibited in and around residence halls and residential areas.
 - n. Campfires, bonfires or any open flame is prohibited.
6. Wooden loft systems of any kind unless furnished by the College are not allowed in student rooms for safety reasons.
7. When a fire alarm is sounded, all students must evacuate the building in an orderly manner. Students who do not leave during a fire alarm may be subject to disciplinary sanctions.
8. All buildings and facilities owned by Saint Anselm College are considered nonsmoking areas. Smoking is prohibited in all College residence halls, apartments and townhouses.

Intervisitation

Except during scheduled examination periods, members of the opposite sex are permitted in the residence halls and apartments/townhouses during the following hours:

Residence Halls

Monday – Thursday	5:00 p.m. - 11:00 p.m.
Friday	5:00 p.m. - 2:00 a.m. (Saturday)
Saturday	12 noon - 2:00 a.m. (Sunday)
Sunday	12 noon - 11:00 p.m.

Apartments/Townhouses

Sunday – Thursday	12 noon - 11:00 p.m.
Friday	12 noon - 2:00 a.m. (Saturday)
Saturday	12 noon - 2:00 a.m. (Sunday)

On weekdays, the main residential lounges are available for entertaining guests, including members of the opposite sex, from noon until 12 midnight when all guests are requested to leave the residence. On Friday and Saturday nights, lounge hours will be extended until 3 a.m. When there is a three day weekend, the intervisitation hours may be extended on Sunday at the discretion of the Dean of Students. The Dean of Students Office will post these changes.

Adequate and separate rest room facilities are provided for members of the opposite sex in each residence hall.

When entertaining friends in lounges or in student rooms, numbers should be limited to insure that guests are safely and comfortably accommodated in the available space. Gatherings that overflow into the hallways will not be tolerated. Residential Life staff members, responsible for maintaining good order in keeping with the stated social regulations, are authorized to terminate a social gathering should the number or actions of individuals result in unruliness.

All who participate in hall social gatherings must abide by the fire, safety, drug and alcohol policies set forth in this Handbook. Failure to comply with the stated intervisitation and the social policy of the College, or failure to cooperate with the Area Coordinators, Resident Hall Directors and/or Resident Assistants will make the offenders liable to sanctions which may be imposed by the Office of the Dean of Students.

Floor Meetings

Periodic floor meetings are scheduled by the professional Residential Life staff and/or Resident Assistants for the purpose of planning activities and to discuss matters of common concern. These sessions are important and help to promote spirit and unity among the residents of a floor or wing. All students are required to attend the initial meeting of the academic year and all subsequent meetings.

Lounges

Lounges are furnished for the use of all of the residents of the living area and their guests. Therefore, lounge furniture is not to be moved to student rooms. Students who do so will be subject to a substantial penalty.

TVs are provided in the lounges for the use and enjoyment of the residents. Tampering with the TV or the cable system is not permitted.

Lounges may be used for social gatherings on weekends with the prior approval of the Residence Hall Director.

Requests for use of the lounge by persons not residing in the residence may be granted only by the Director of Residential Life and Education.

Common Areas

There are areas with coin operated food and beverage dispensing machines and coin operated laundry equipment. These machines are for the convenience of all residents of the hall, and care should be exercised in their use. Your cooperation will be appreciated in

reporting immediately, to one of the Resident Assistants, any machine that is out of order. Willful damage or abuse of this equipment will be charged to the responsible student, along with appropriate sanctions; or, to all of the residents if the specific individual is not identified.

Weekends Off Campus

If you plan a regular or extended (until Monday) weekend away from campus, leaving your destination and/or telephone number with your roommate or Resident Assistants is good practice, and you are strongly encouraged to do so. While the College assumes no responsibility in such circumstance, the availability of that information could be extremely helpful in the event of a family emergency.

Vacation Periods

All residence halls and dining facilities are closed during the Thanksgiving and Christmas vacations, and during the spring and Easter recesses. All students requesting to stay on campus during breaks must submit a Permission To Stay form to Residential Life and Education for approval by the Director of Residential Life and Education. There is a cost of \$25 per night fee.

In each instance, all residence halls reopen at 9 a.m. on the day before classes reconvene.

Bernard Court/Benedict Court/Falvey House/Collins House

Separate handbooks are provided to the residents of Benedict Court, Bernard Court, Falvey House and Collins House. They are intended to supplement this *Student Handbook*.

Pets

For reasons of health and safety, pets are not permitted in residences unless required to assist visual impairment.

Student Activities and Leadership Programs

Matthew Goodwin, M.S.Ed., Director

Arlene Thompson, Administrative Assistant

Location: Cardinal Cushing Center/Ground Level

Telephone: 603- 641-7363

Box 1715

Mission: The Office of Student Activities & Leadership Programs will be a student centered environment which will support the development of students through positive social, cultural, intellectual, recreational, and leadership experiences.

We will create an environment which promotes self governance, values congruence, and a broader relational understanding of the community in which they live through interactive learning opportunities.

Core Values:

Integrity – Students will develop a greater understanding of the concepts of respect for others, accountability, honesty, and follow through in their work as leaders, event coordinators, and mentors/advisors to other students.

Risk – It is vital for every student to engage in experiences which safely test boundaries and help to develop critical and independent decision making skills. Students will be encouraged to participate in experiences that will challenge them intellectually, physically, and spiritually, leading to increased exploration of self and furthered discovery.

Relevancy – To stay up to date with our student's changing needs and interests, it is crucial for us to adapt and remain current. As experts in the field of student development and collegiate programming, we will continue to offer students a wide range of dynamic and diverse

experiences. Using trend data and professional development to drive our programming and decisions, we will continue to meet our student's expectations.

Respect – Our lives are enriched by interacting with others, and being active participants in a wide variety of experiences. We celebrate our own human diversity through these interactions and strive for the broadest representation of perspectives in all that we do.

The Office of Student Activities and Leadership Programs guides students in creating and maintaining successful organizations which are socially responsible, representative of the student body and reflective of the mission of Saint Anselm College. The Office serves as a key resource for student groups by advising them in organizational development and event programming. Student Activities and Leadership Programs also provides leadership training which allows students to complement their academic experience by developing critical thinking, decision making and problem solving skills.

Student leadership prepares undergraduates for active community involvement on all levels. Experience with student activities aids the development of skills and competencies necessary to becoming socially responsible leaders and provides for clarification of essential values. The Office of Student Activities and Leadership Programs assists in event planning and policy making to enable students to raise one another to higher levels of motivation and accomplishment.

COMMUNITY GUIDELINES AND STANDARDS

Identification Cards

Each student is issued an identification card certifying the he/she is in attendance at Saint Anselm College. This card is to be carried at all times and must be shown or surrendered when requested by Security, a College official, or any member of the Dean of Students staff. Only College identification cards will allow students to use Davison Hall, the Geisel Library, the Carr Activities Center, the Pub and entrance to varsity sports contests. It is useful for borrowing books from the Manchester Library. Any misuses of the card, such as transfer or tampering, is a serious offense and subject to judicial review. The loss of an identification card should be reported immediately to Davison Hall and a new card obtained at a cost of \$10.00.

Campus Events

For the benefit of students and faculty, a full schedule of social, cultural and educational events is presented throughout the academic year on campus. The one authentic calendar for campus events is located in the Office of Campus Events. Activities are entered on a calendar which is published every week.

Permission to hold dances, banquets, entertainment and all other social or club sport affairs must be obtained from the Director of Student Activities and the Dean of Students.

Soliciting and Commercial Activities

Outside businesses, organizations, or groups are not permitted to solicit or advertise materials to the student body without prior approval from the Dean of Students office. No student may engage in any commercial activity while on campus without the permission of the Dean of Students.

Protection of Lawns

Every member of the College community assumes the obligation of protecting and respecting the buildings and landscaped areas of the

campus. Convenient playing areas have been provided for various outdoor activities.

Security

Campus Safety and Security is charged with the protection of life, limb and property on campus. They may request identification cards of students found disturbing the peace or otherwise infringing upon the rights of other members of the College community. They may also seize control over items of contraband (e.g. alcoholic beverages and controlled substances).

EXPECTATIONS FOR COMMUNITY LIVING: THE COMMON GOOD

General Expectations

Saint Anselm College is a Catholic liberal arts college conducted by Benedictine monks. Any Saint Anselm College student is expected to be aware of, and sympathetic to, the basic Christian principles which form the foundation of the College's educational mission. Integral to the College's philosophy is the centuries-old Benedictine formula of education, the basis of which is mutual respect and cooperation between students, faculty and staff in order to achieve the purposes common to all.

Expectations for Individual and Community Welfare

Crisis, Mental Health or Significant Behavioral Episode. It has been our experience that occasionally a student may suffer from a behavioral, emotional or mental health problem to the degree that his or her conduct or condition may pose a direct threat to the health or welfare/safety of the student or others and/or that, if not addressed, may be detrimental to the best interests of the College community (e.g., the condition may impede the educational progress or well being of other students.) In such situations, the College reserves the right to take, in the sole judgment of College officials, whatever action it deems appropriate under the circumstances.

In order to assist the College in determining what action to take, the student may provide information from a certified, licensed mental health care provider concerning the student's condition and the professional opinion of the provider as to the student's ability to continue his/her matriculation or to re-enroll in a rigorous academic environment and/or to reside in a hall community. Furthermore, if requested by the Dean of Students or designee, the student must provide written consent for the health care provider to discuss the student's condition and prognosis with appropriate College officials or agents. The student also agrees to comply with any other reasonable request from the College that may assist the College in its review of the matter. The final determination of action shall be at the sole discretion of the College and for reasons deemed satisfactory to the College. Such action by the College may include, but is not limited to, the following:

1. Restricting the student from communication and/or contact with specified individuals or groups.
2. Restricting the student from certain portions of campus.
3. Restricting the student from involvement in specified organizations, events, or activities.
4. Revoking the student's College housing.
5. Withdrawing the student from a specified class or classes.
6. Not allowing the student to remain enrolled (e.g., enacting an interim suspension) unless the College is convinced that the student no longer poses a threat to himself/herself or others or that the student will not act in a manner that is detrimental to the best interests of the College.

7. Not allowing the student to continue his/her enrollment in a subsequent term in the case where the student has completed an academic term.

8. Withdrawing the student from the College. The involuntary withdrawal of a student shall be treated as a medical withdrawal for psychological reasons and not as a violation of the student conduct code. Students receiving such a medical withdrawal must receive permission from the College to re-enroll.

Interim Suspension. The College reserves the right to issue interim suspensions when student or community welfare and/or the academic or social/residential environment of the campus might be compromised.

With the safety and welfare of the College community in mind, it may be necessary that students with significant behavioral/emotional or psychological problems, who are disruptive of student life, or who are a danger to themselves be required to leave campus for a period of time. The interim suspension and the length of time will be designated by the Dean of Students after consultation with the Director of College Health Services or appropriate staff designee. An acceptable statement of the student's physical and emotional fitness, and ability to function as a student in a rigorous academic environment and to live in a community setting, must be approved by College authorities before the return of that student to campus will be considered.

Please contact the Dean of Students regarding any questions about the guidelines set forth above.

Community Standards

The Community Standards of the College are a means basic to the effective attainment of a sound Christian education. Students should be conscious that their actions reflect the good name and reputation of Saint Anselm College in the local community and State. It is expected that all students honor the College's Community Standards on and off campus. It is the responsibility of the staff of the Office of the Dean of Students to enforce the Community Standards and to impose the appropriate sanctions and consequences for misconduct.

Applicability of Policies to On and Off Campus Behavior

The following behavior are those for which a student is subject to sanctions and consequences:

1. dishonesty, such as knowingly furnishing false information to the College or to a College official; forgery, alteration, or misuse of the College documents, records or identification
2. theft of or damage to property of the College or of a member of the College community or of a campus visitor; theft of services (e.g. misuse of telephone service)
3. unauthorized entry to or use of College facilities, including residential areas
4. obstruction or disruption of teaching, research, administration, disciplinary procedures, interviews or other College activities including its public service functions or of other authorized activities on the College premises, and failure to act, comply or respond appropriately is considered disruptive behavior
5. verbal abuse or harassment of, or threat to harm any person on College-owned or College-controlled property or at College sponsored or supervised functions; physical abuse or injury or conduct which physically threatens or endangers the health or safety of any person
6. violations of College policies or of campus regulations, including regulations concerning: the registration of student organizations and their use of College facilities, the proper approval of events and fundraisers, and residential life policies and procedures
7. disorderly conduct; lewd, indecent or obscene conduct or expression either on or off campus

8. failure to comply with the directions of College officials, residence staff and security personnel in the performance of their duties

9. hazing in any form

10. actions or being in the presence of such actions, and which are in violation of the College's "Alcohol and Other Drug Policies" or the laws of the State of New Hampshire

11. intentionally or recklessly damaging or tampering with emergency equipment (e.g. exit lights, fire alarms, fire extinguishers, safety cameras) or violations of the fire safety regulations; arson

12. unauthorized possession, use or storage of any weapon, firearm or incendiary device (including fireworks) on College premises or at College sponsored functions

13. theft of or damage to College owned telephones or components of the telephone system; theft or unauthorized use of personal long-distance codes; misuse of the phone system (e.g. harassment); violations of the "Acceptable Use of Computing Resources" policy

14. conduct determined to be contrary and/or debilitating to the "development of a Christian community of respect"

Off-Campus Behavior

Because of the potential for off-campus behavior to affect the life and function of the College, and a student's relationship to it, the College reserves the right to apply its disciplinary policies and Community Standards to behavior occurring off campus, and to impose consequences and sanctions in the same manner it can for such behavior occurring on campus.

SANCTIONS AND CONSEQUENCES

Students who violate the Community Standards of the College are subject to one or more of the sanctions listed below. Students are not immune from state and local law while on campus and in some cases may be subject to proceedings in civil or criminal court as well as College disciplinary sanctions. In situations where students are arrested and charged with criminal felony, the College reserves the right to suspend a student, pending the outcome of the court appearance and/or resolution of the matter.

Warning

The student may receive a verbal or a written warning. A notation of this warning will be placed in the student's file.

Community Service Hours

The student may be assigned community service hours with either Physical Plant, Residence Directors, Food Service, Campus Ministry, Campus Events, Center for Volunteers or the local community.

Monetary Fine

The student may be subject to monetary fines.

Restitution

Restitution will be mandated when theft, vandalism or other disrespect for property, or disregard for staff's time is involved.

Educational Programming

The student may be required to attend and complete a defined educational program (e.g. Substance Abuse Education), or complete a designated written composition.

Failure to complete any assigned sanctions will result in sterner sanctions, including fines for incomplete hours, probation, or even suspension.

Social Probation

Social probation is a discipline meant to limit a student's activities so that he/she can better adjust to the demands of the College life. A

student on social probation is denied participation in certain activities until he/she proves himself/herself capable of mature incorporation into the College community.

Social probation may include, among other things, being banned from: the Pub; residential areas; College-sponsored social and athletic events; participation in varsity, intramural and/or club sports, or other College sponsored organizations or clubs.

Housing Probation

Housing probation places a student under the stern warning that at the next violation of College regulations, he/she may lose on-campus housing privileges and may be ineligible for on-campus housing for the next term.

When assigned, the sanction of housing probation will be in effect for a period no shorter than the academic year, or the remainder thereof. When assigned late in a given academic year, housing probation may extend into the following academic year.

Students who are on housing probation at the time of the College's lottery for preferred housing (Bernard Court, Benedict Court, Collins House, Falvey House, Raphael Hall) will have their probationary status reviewed by the Director of Residential Life and Education and the student's Residence Director to determine the student's eligibility for said lottery.

Loss of Housing Privileges

With the loss of housing privileges, a student must vacate his/her room at the designated time. The student loses eligibility for any housing on campus in the future. Students who have lost housing for disciplinary reasons will be aided with a "Commuter Living with Parent Budget" (see "Financial Aid Award" booklet).

Suspension

Suspension requires that a student vacate the College premises and/or abstain from participation in any College activity whatsoever for the stated term of the suspension. All academic work ceases with the imposition of suspension and may not commence until the sanction has been completed or lifted. Should a student prove unable to complete a semester's work due to suspension, that student may receive grades of W for all classes affected. There shall be no refund of tuition, room or other fees due or payable for the period of the suspension.

Dismissal

Dismissal is a permanent separation of the student from the College. The student will be barred from the College premises. Once dismissed, a student may not apply for readmission. The Dean of Students may dismiss a student from the College for blatant, flagrant and/or continual disregard of College rules and regulations.

Appeal Procedure

The student may request an appeal of a rendered decision, of either the Dean of Students, the Associate Dean of Students, Area Coordinator or Resident Director. A letter of request must be done within two class days of the rendered decision. The request for appeal must be made in writing to the Associate Dean of Students, who will, in turn, assign the request to the appropriate individual at the next administrative level. The letter must specify the exact nature of the appeal, namely:

- New evidence, unavailable at the time of the initial hearing, that could impact the outcome;
- Procedural error or conflict of interest that had a material impact on the outcome;
- Sanction is disproportionate to the severity of the violation (s).

The appropriate individual makes his/her own determination on whether or not the appeal will be granted. If an appeal is granted, the appropriate individual will determine the manner in which the appeal will be heard. In either case, their decision is final.

JUDICIARY BOARD

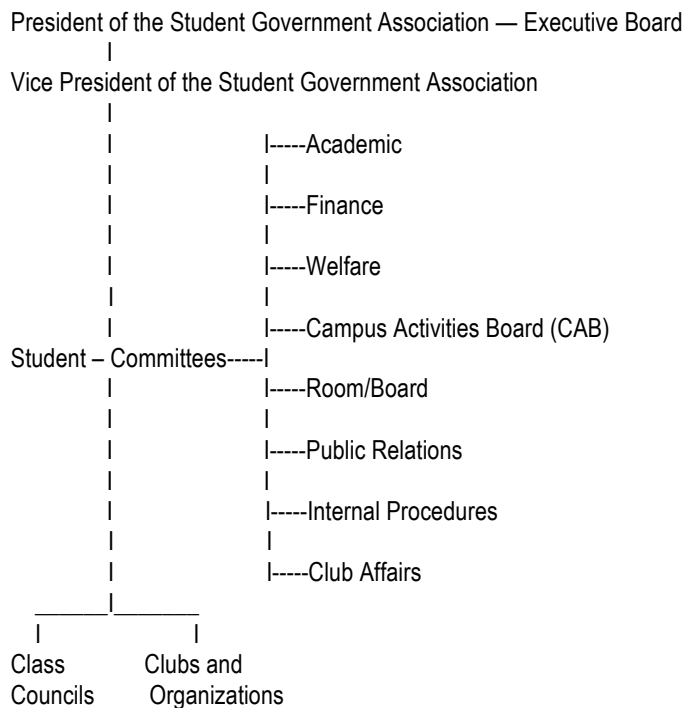
The Judiciary Board is comprised of representatives of the student body, faculty and administration. At the request of the Dean of Students, the Judiciary Board meets to review cases involving serious breaches of discipline which could result in a student's long term suspension or dismissal from the College. The Judiciary Board is an impartial body designed to ensure that such matters are heard and decided in a fair manner. Judiciary Board hearings are held with the accused student having heard beforehand the charges preferred.

Failure to comply with the sanctions of the Judicial Board will result in immediate suspension, and in some cases, dismissal. An explanation of the procedures of the Judiciary Board and the appeal process is available in the Dean of Students Office.

STUDENT GOVERNMENT

Student government means students organizing themselves for a common purpose. At Saint Anselm College, student government exists in the form of the Student Government Association (SGA), comprised of the Student Senate, the Class Councils, and Clubs and Organizations. The aim of the student government is to complement the essential aim of a college education: scholarship. The SGA organizes and unifies social, intellectual and cultural activities so that these become an important part of the liberal arts college education. Student government gives such qualities as initiative, cooperation and leadership an opportunity to develop.

STUDENT GOVERNMENT ORGANIZATIONAL CHART



The President of the student body serves as a link between students and the administration, and is elected by the student body.

The Vice-President is also elected by the student body and serves as president of the Senate, presiding over all senate meetings.

The Senate consists of the four class senators and the class presidents. These positions are elected from within their respective classes.

STUDENT GOVERNMENT OFFICERS

President of Student Body	Scott Campbell, Box 219
Vice President of Student Body	Connor P. O'Brien, Box 1407
Treasurer	Timothy Vaughan, Box 2179
Secretary of Student Government	Alexandra Noe, Box 1240
Chair Campus Activities Board	Meghan Cadigan, Box 214
Vice Chair Campus Activities Board	Erin Sullivan, Box 2065

THE STUDENT SENATE

The Student Senate exists to foster the recognition of the rights of the student body. Its responsibility is to act as a unified body that represents and governs the students. Within this sphere, the Senate endeavors to provide for student welfare, to ensure the necessary communication and understanding among the student body, the faculty, and the College administration, and to create an awareness of the obligation for responsible leadership placed on students as recipients of a Catholic education. The Senate regulates and integrates the social and cultural activities of campus organizations for the good of the whole College community. Finally, the Senate provides a medium for student thought and for constructive discussion of student issues and initiatives.

STUDENT SENATE AGENCIES

In many areas, the Student Senate performs its work through specialized agencies: commissions, boards, committees, etc. Membership in some of these agencies is not restricted to Senators. Students wishing to take an active part in student government will find participation in one of these agencies as an excellent means of doing so. The committees of Student Welfare, Academic Affairs, Finance, Residence Life Council and the Campus Activities Board (CAB) welcome members from the general student body.

CLASS COUNCILS

The purpose of the Class Council is to promote the best interest of each class. It is the function of each Class Council to organize class activities that promote class spirit and unity and to raise the revenue needed for future class activities. It is also the duty of the Class Council to secure the support and involvement of other members of their class in both class and school functions.

The Class Council is composed of the Class President, Vice-President, Secretary, Treasurer, Activities Chairperson, Fund Raising Chairperson, Senior Activities Chairperson and the four Senators.

The Class President, Vice-President, Secretary and the four Senators are elected by direct election. The Treasurer and the three chairpersons are nominated by the President but are subject to a confirmation vote by the entire Class Council. Class Council elections are held in February; the freshman Council elections are generally held in early October.

CLASS OFFICERS

Presidents	Senators	
Class of 2010	Lauren Chooljian, Box 312	Maura Huff, Box 877
Ben Bradley, Box 164	Erica Lessard, Box 1114	Kyle Marsden, Box 1182
Class of 2011	Regina Fderico, Box 507	Samuel Inman, Box 891
Ashley Pratt, Box 1555	John McDermott, Box 1198	Matthew Mobilia, Box 1287
Class of 2012	Mikaela Ferguson, Box 516	Elizabeth Maccarone, Box 1015
Craig Hooper, Box 911	Andrew Marden, Box 1054	Marissa Serafino, Box 1505

THE CAMPUS ACTIVITIES BOARD (CAB)

The Campus Activities Board is one of the seven committees of the student government and is the primary coordinator of entertainment and events for the student body. CAB programs various films, trips, comedians, lectures, musicians, concerts and specialty weekends such as fall, winter, and spring weekends.

ACTIVITIES FEE

The Activities Fee has been established to enable students to take part in all extra and co-curricular activities whether on campus or off campus, including free admittance to basketball and hockey games, lecture series and film festivals. Payment of the activities fee allows students use of the John Maurus Carr Activities Center.

The Activities Fee is mandatory for all full-time students at Saint Anselm College and is optional for part-time students. Part-time students interested in paying the Activities Fee should contact the Business Office.

CLUBS AND ORGANIZATIONS

Student organizations play an integral part in the life of the Saint Anselm College community. All members of College and Student Senate recognized organizations are required to honor the College's stated code of conduct whether on or off campus. Failure to respect this code may result in disciplinary action being taken against individuals or an organization as a whole.

The College name or any part thereof shall not be used by any student or group of students in connection with any public activity, except as authorized by the Dean of Students. Student organizations are not permitted to rent vehicles or any facilities in the College or organization's name without the expressed permission of the Dean of Students.

Abbey Players

The Anselmian Abbey Players, the College drama group, regularly offers plays and musicals throughout the year and offer Saint Anselm College students an excellent opportunity to participate in and to learn all phases of theatre production.

Alpha Phi Omega

The purpose of this organization is to assemble Saint Anselm College students in a national service group in the fellowship of principles derived from the Scout Oath and Law of the Boy Scouts of America; to develop leaders, friendship and provide service to humanity; and to further freedom that is our national, educational and intellectual heritage.

Applied Physics Club

The Applied Physics Club promotes the study and pursuit of knowledge in the fundamental science. This club seeks to educate members of the club as well as the campus and the community in a fun, hands-on application of physics and related fields.

Art Society

The purpose of this organization is to raise an appreciation for art on our campus and to bring together students with this common interest. In addition to showcasing student talent and artwork at several art shows over the year, the club participates in museum trips, movie nights of films which have outstanding artwork and design, and collaborating with other groups on campus to promote community awareness and a better appreciation for the arts.

Autism Awareness Society

The mission of the Autism Awareness Club is to educate as many people as possible about Autism, explain its devastating effects and help serve people with Autism within the community.

Black Student Coalition

The mission of this organization is to increase awareness of African-American culture on our campus as well as to plan activities that encourage social interaction and cultural exchange between students.

Chess Club

The Chess Club promotes chess playing on campus. Weekly meetings provide the opportunity for club members to practice and improve their skills, and club sponsored events like tournaments and exhibitions introduce members and non-members to competition chess. Seasoned players and beginners are welcome.

Classics Society

This organization is open to all students who express an interest in Greek or Roman culture. The society's main purpose is to offer its members an opportunity to learn more about classical civilization and the classical tradition through lectures, films, discussion groups, museum trips and various social events.

Crier

The Crier is Saint Anselm Colleges' independent student publication and is published bi-weekly. The objective of this newspaper is to provide a medium for information within the Saint Anselm community. Information is presented as unbiased and consistent with journalistic measure. The newspaper also provides a forum for the free exchange of students' ideas.

Criminal Justice Club

The organization's focus is based entirely on the student interest within Criminal Justice. The organization sponsors many speakers and lecturers from the local, state and federal law enforcement agencies. The organization hosts an annual Criminal Justice Career Fair on campus.

Dance Club

The purpose of this student organization is to provide interested students with an outlet for expression and education in dance. The Dance Club performs at various campus activities including sporting events and the annual talent show.

Debate Society

The Debate Society is a member of the Cross-Examination Debate Association (CEDA). Qualified debaters also have the opportunity to be admitted to Delta Sigma Rho Tau Kappa Alpha, the debate honor society.

Democrats

The purpose of the Saint Anselm College Democrats is to promote and create an awareness of the political issues of our nation, state, city and campus; stimulate greater familiarity with the American political system, develop interest in these aforementioned objects and to encourage active and regular involvement in the Democratic Party and in decision making within that party at all levels of government.

Education Club

The club's purpose is to promote the awareness of the education field. Further, the club aims to provide a means for the exchange of ideas; to provide academic and social interaction for the members, and to aid the Anselmian community in furthering their awareness of and participation in education related endeavors and activities.

Green Team

The Environmental Club works to raise campus awareness about environmental issues and the environment in general. Activities include but are not limited to speakers, clean-ups, and various Earth Day events. The Club hopes to increase the awareness, enjoyment

and appreciation of the beauty of nature, as well as to learn more about it.

History Society

The History Society strives to foster the appreciation of history and further its study as a discipline at the College. Annually, the society sponsors at least one name speaker and makes an award to a senior history student. The program varies according to interests and is open to the entire academic community. The society acts as an additional link between the history faculty and the majors and provides an open forum for discussions and innovations.

How's Life

The purpose of this organization is to create a positive social environment where students who value a healthy lifestyle and who choose to live substance free, will have the support of a community to nurture their personal wellness and growth. The group implements programming that will empower its members to gain confidence and leadership skills. These skills are used to provide wellness activities for the entire campus community.

International Relations Club

The basic purpose of the club is to foster a greater interest and awareness in international affairs and issues and to broaden students geographic horizons, i.e. to get students to "think in international terms". To do this, the club sponsors events for the Saint Anselm College community including speakers, films, presentations, seminars, and other such activities that are related to, and of importance to entire global community.

Irish/Celtic Society

The Irish/Celtic Society is an organization dedicated to the celebration and better understanding of Irish and Celtic culture. Open to students of all nationalities, the club enjoys the rich history and culture of Ireland and the other Celtic nations of Scotland and Wales. Along with music, dance and film, the club objectively examines the political and religious issues that are at the root of centuries of conflict.

Italian Club

The Saint Anselm Italian Club promotes Italian heritage and culture within the entire student body of the College. The Italian Club also provides students with the opportunity to participate in Italian culturally-oriented activities. This group is open to students of all nationalities.

Jazz Band

The Jazz Band promotes the study of the fine art of music in the most professional way possible, motivating the individual members in all musical fields, specifically jazz. The organization seeks to stimulate interaction among students and faculty through both formal and informal performances.

King Edward Society

The purpose of the King Edward Society is to instill an awareness of Christian charity among its members and the student body. The society fosters several programs which enable its members and encourages all students to participate in helpful and beneficial work both on and off-campus. Such functions as the Senior Citizen Dance and food drives, downtown work projects and service to students on campus constitute a portion of the practical aims. The King Edward Society also tries to promote a further sense of unity and pride within the society and among the student body.

Knights of Columbus

As a Catholic fraternal organization, Council 4875 offers students the opportunity for fellowship with those of the same religious belief, who

recognize the same duty to God, neighbor and family. Knights spend countless hours fund-raising for causes such as shelters, kitchens, and seminarians; Knights volunteer raking leaves, repairing shrines, altar serving at mass. To date, Council 4875 remains one of the strongest of the 140 college councils in North America. In short, membership in our College organization provides the student with ample opportunities to exercise positions of leadership and responsibility, and most importantly, to serve others in charity.

Koinonia

The mission of this women's volunteer organization is to promote the ideals of Christian service. First established as the Ladies of the Knight, but later renamed Chi Sigma, the society's main function is to work within the local community as an independent service organization. Annually, the women assist the Halloween Party at "Our Place" (a center for battered women), the Children's Fairs, Special Olympics Swim Meet and provide care packages during finals.

La Societe Francaise (French Club)

The French Club provides the Saint Anselm College Community with the opportunity to participate in French, culturally-oriented activities. Although no language skills are required for membership, the activities provide an ideal atmosphere for those who would like to utilize and further develop their language skills.

Mock Trial

The mission of Mock Trial is to provide a club through which students with diverse abilities such as public speaking, knowledge of the law or acting skills can utilize those abilities in a nationally competitive environment. Through teamwork and competent attorney coaching, students may learn the fundamentals of organization, public communication, and preparing for a trial with confidence and agility.

Model United Nations

The purpose of the Model United Nations is to introduce students of the College to the workings and opportunities found within the international system. The organization attempts to broaden the horizon of people and introduce the students to the different cultures and peoples present within the United Nations.

Music Society

The Anselmian Music Society was created to foster the art of music in response to an ongoing interest in music among the Anselmian community. The society's activities include showing movie musicals, sponsoring lectures/demonstrations, playing music in the Coffee Shop and ushering for Dana Center musical talents.

Muslim Student Association

This group's purpose is to promote friendship between Muslim students and the Saint Anselm College community as well as to promote Islamic culture and enhance Islamic image through displays, seminars, and festivals. The group actively participates in other student sponsored events on campus to help promote this relationship.

Organization for Life

Saint Anselm College Organization for Life is an organization whose members have been called together by their belief that all life is sacred, from the moment of conception to the moment of natural death. Their belief is there is no such thing as a human life not worth living, and, in a society where human life is rapidly becoming less valuable than material goods, they defend the lives of those least able to defend themselves: the elderly, the handicapped and especially the unborn. They advocate and strive to enhance the dignity of life and make every effort to educate the College community about the value

of that life. Their language and actions shall always be consistent with the principles of nonviolence.

Oxford Companions

The Oxford Companions is an organization of students interested in the exploration of literature as an art as well as an occupation. Guest and faculty speakers, dramatic readings and visits to the theater and historical sites are regularly featured. The organization encourages members to share their literary work and experiences by providing opportunities for presentation and group discussion. Membership is open to all students.

Philosophy Club

The Philosophy Club provides a weekly forum for students and faculty to discuss matters of philosophical importance. The Philosophy Club also provides opportunities for students and faculty to present papers to the academic community and attend conferences in the Greater Boston area.

Probe and Scalpel Society

This organization is composed of students who would like to share their interest in the field of science with their fellow students. The organization functions primarily as a forum for the exchange of current ideas in the field of science. The Probe and Scalpel Society achieves this aim by sponsoring guest speakers, film programs and open discussions on breaking technology. Field trips also are arranged to observe medical, dental and biological research as well as visits to nearby aquariums and museums.

Psychology Club

The purpose of the Psychology Club is to advance the science of psychology and to encourage, motivate and maintain scholarship of the individual members in all fields, particularly in psychology. The organization will stimulate interaction among students and faculty through both academic and social endeavors.

Quatrain

The Quatrain is the literary publication of the Saint Anselm College student body. During the 30 years it has served the College, the Quatrain has published the finest work of the academic community and has provided a forum for what is new and most expressive in the arts, including poems, short stories, photography and artwork. The Quatrain also provides a unique opportunity for students to assist in compiling, editing and publishing the work of their peers.

Radio Flyers Club

The purpose of this organization is to establish and maintain an FM broadcasting station for the use of the Saint Anselm College Community. The organization will also explore other broadcasting options for the College.

Red Key Society

The Red Key Society was founded in 1935 to serve Saint Anselm College by fostering a community consciousness and spirit, and in so doing, to bring into closer relationship the students of the College. The Red Key Society serves as the primary host organization for the College, supporting the athletic program and various functions which bring guests to the campus.

Republicans

This club is open to all interested students that wish to create an awareness and interest in the political issues of the nation, city and state. The club's purpose is to bring about a better understanding of the American political system and the Republican Party and to encourage active participation in the Republican Party at all levels of government.

Rescue Team

The Campus Rescue Team includes volunteers and certified EMT's in the State of NH, who respond to emergency situations on campus where there is a need for emergency medical attention. Volunteers are students who have received special training as first responders and who work in cooperation with Health Services and Security staffs.

Rugby Club-Men's

The Saint Anselm Men's Rugby Club features both a spring and fall schedule. Rugby is a growing sport all over New England demanding hard work and self-discipline from all its members. The Saint Anselm College Rugby Club is a member of the New England Rugby Union.

Rugby Club-Women's

The Women's Rugby Club has become one of the fastest growing club sports on campus. The purpose of the club is to foster a competitive sense of teamwork among female rugby athletes. The team competes with clubs from other New England colleges and hopes to join the Rugby Union soon.

Saint Anselm Gaming Association

The purpose of this association is to provide members an opportunity to find other students who share gaming interests. SAGA exists as an association of students who have an interest in a game or a variety of games, including, but not exclusive to: computer games, video games, role playing games, board games, strategy games and collectable card games. Strategic sports such as laser-tag and paintball are also included. The association hosts tournaments, fairs, competitions and conventions.

Slavery Still Exists

The purpose of the organization shall be to promote activism and awareness of human trafficking which is modern day slavery through a variety of the objectives. Membership is open to all members of the community with a desire to grow informed and to spread awareness about the reality of human trafficking along with related issues. Students should have an interest in learning more about slavery's precedence and its forms in the modern world.

Soccer Club

This club's purpose of the Soccer Club is to develop the fitness, skill, and understanding for students to actively play the game of soccer. This allows for those who have not been exposed to the game a chance to gain experience as well as giving seasoned players the opportunity to improve.

Society of Saint Elizabeth Seton

The purpose of the Society of Saint Elizabeth Seton is to serve Saint Anselm College by fostering a community consciousness and spirit, and in doing so, bring into closer relationship the students of the College. The society serves as the primary host organization for the College, supporting the athletic program and various functions, which bring guests to the campus.

Sociology Society

The purpose of the society is to provide a forum for discussion of the concerns of sociology students as well as encourage interaction between the students and faculty. The society also sponsors lecturers, speakers, films and other related activities of a sociological nature for the Saint Anselm College community.

Softball Club

The purpose of the Softball Club is to promote the sport of softball in a social and recreational atmosphere, as well as to organize games and tournaments with other local softball teams. Membership is open

to all students, but is limited to those students that participate in a minimum of two practices and two games per month. Students will need to provide their own softball glove, batting gloves and cleats. Bats, balls and helmets will be provided through team funds.

Student Nurses' Association

The purpose of the Saint Anselm College Student Nurses' Association is to: promote responsibility, cooperation and fellowship among students; foster growth of the individual, professionally and socially, through the cooperative efforts and activities of the group; help members become aware of the needs of the community and respond appropriately as aspiring professionals; cooperate with other groups on campus in promoting worthwhile programs and projects. One of the attributes of a profession is the existence of a formal association of its members. Membership in the Student Nurses' Association is a way to accomplish this and begin to learn how to attain the goals of the profession through the work of an organization. Membership is open to all nursing majors who choose to belong.

SIFE (Students for Free Enterprise)

The Saint Anselm SIFE Chapter strives to engage its members in community oriented projects that promote the fundamentals of a free market society while simultaneously empowering those of our immediate and global community with the freeing power of democratic capitalism. Membership is open to all students with officer positions requiring a minimum of one semester's membership within the organization.

Swim Club

The Swim Club is a student run activity with weekly visits to an area health club where students can swim laps and practice different swimming strokes.

Synchronized Skating Club

The purpose of the Saint Anselm Skating Club shall be to promote an interest in skating for recreation, to promote camaraderie through mutual interest, to encourage proficiency and knowledge in the art of skating at all levels of ability and to maintain a level of safety on the ice.

Theology Society

The purpose of the Saint Anselm College Theological Society is to provide the Anselmian community with an opportunity to pursue the dictum: "Faith seeking understanding". This is accomplished (1) by providing opportunities for theological discussion among the members of the Anselmian community (2) by inviting students, faculty members and distinguished theologians from the world at large to present papers about and/or insights into the various branches of theology (biblical, historical, moral and systematic) and (3) by providing outings to further educate the Anselmian community in these aforementioned branches of theology.

Track Club

The Track Club is a student run club sport comprised of students with an interest in this activity. Students have the opportunity to participate on a non-intercollegiate level.

Yearbook

The Anselmia Yearbook staff is responsible for the publication of the College yearbook. Besides producing the Anselmia, the yearbook staff also coordinates fund-raisers, including the publication and sale of the Freshmen Register. The editor of the yearbook is selected by a committee each spring. He or she is responsible for appointing a staff of co-editors and seeing the yearbook through to its' completion.

COLLEGE ORGANIZATIONS

Organization	Contact Person	Box	Advisor
Abbey Players	Ashley Therrien	1859	Prof. Landis Magnuson
Alpha Phi Omega	Brittany Wood	2203	Prof. Mary-Kate Donais
Applied Physics Club	Sarah Friberg	603	Prof. Jeffrey Schnick
Art Society	Cristina Keiley	979	Prof. Katherine Bentz
Autism Awareness Society	Lauren Harrington	798	Prof. Maria McKenna
Black Student Coalition	Ryan Lessard	1118	Prof. Loretta Brady/Prof. Keith Williams
Campus Activity Board	Meghan Cadigan	214	Student Activities Office
Chess Club	Aleksandr Lassonde	1038	Prof. Matthew Gonzales
Classics Society	Caitie McGee	1246	Fr. Benet Phillips, OSB
Crier Newspaper	Michael Perkins	1508	Fr. Jerome Day, OSB
Criminal Justice Club	Christopher Macedo	1129	TBD
Dance Club	Jamie Crosby	414	Prof. Donald Cox
Debate Society	Timothy Vaughan	2179	Prof. David Trumble
Democrats	TBD		Prof. Christine Kearney
Education Club	Emily Ufnal	2175	Prof. Laura Wasielewski
Green Team	Benjamin Bradley	164	Michaela Olsen/Prof. Barry Wicklow
History Society	Jenn Delaney	483	Prof. Andrew Moore
How's Life	Talena O'Brien	1251	Prof. Laurie Tyer
International Relations Club	TBD		Prof. Barbara Baudot
Irish/Celtic Society	Caitlyn Miller	1290	Fr. Jerome Day, OSB
Italian Club	Derek McDonald	1232	Ms. Oluyemi Mahoney
Jazz Band	Brandon Arey	56	Prof. Montague Brown
King Edward Society	Ryan Turner	2026	Prof. Michael McGuinness
Knights of Columbus	Nicholas Pellegrino	1498	Fr. Cecil Donahue, OSB
Koinonia	Meaghan Doogan	959	Sr. Maureen Sullivan
La Societe Francaise	Katy Maher	1156	Prof. Nicole Leapley
Meelia Center for Community Service	TBD		Mr. Daniel Forbes
Mock Trial	Alyssa Hatem	707	Ms. Anne Harrington
	Alexandra Puglisi	1575	
Model United Nations	Mark Fahey	501	Prof. Christine Kearney
Music Society	Kevin Comoletti	293	Prof. Donald Cox
Muslim Student Association	Zaynab Jaber	1160	Ms. Oluyemi Mahoney
Organization For Life	Brianna Ricci	1839	Prof. Joel Hodge
Oxford Companions	Kayci Hunter	884	Prof. Meaghan Cronin
Philosophy Club	TBD		Prof. Thomas Larson
Probe & Scalpel Society	Tamara Decker	475	Prof. Daniel Lavoie
Psychology Club	Jonathan Stratton	1927	Prof. Maria McKenna/Prof. Loretta Brady
Quatrain	Krista Pierce	1522	Prof. Keith Williams
Radio Flyers	Jennifer Lorenz	1208	Prof. Peter Josephsen
Red Key Society	Sean Foley	647	Dr. Joseph Horton
Republicans	Shay Kelly	998	Prof. Jennifer Lucas
Rescue Team	Matt Derkrikorian	392	Ms. Lauren Marr
Rugby Club – Men's	Sean Hurley	893	Mr. Royce Burney
Rugby Club – Women's	Elizabeth Harrison	839	Mr. Wake Stillman
SAGA/Gaming Association	Steven Zajac	2239	Prof. Matthew Gonzales
Slavery Still Exists	Sarah Gingerella	734	Prof. Dale Kuehne
Soccer Club	Kevin McIntyre	1249	Prof. Max Latona/Prof. Sarah Glenn
Society of Saint Elizabeth Seton	Marykelly Gooding	761	Ms. Patricia Guanci Therrien
Sociology Society	Kathryn O'Loughlin	1453	Prof. Sara Smits
Softball Club	Kayla Bassett	96	Mr. Daniel Forbes
Student Government Association	Scott Campbell	219	Dr. Alicia Finn
Student Nursing Association	Kathleen D'Orso	439	Prof. Caryn Sheehan
Students for Free Enterprise (SIFE)	Catherine Bruce	183	Prof. Thomas Fitzpatrick
Swim Club	Robin Arel	52	Prof. Joseph Troisi
Synchronized Skating Club	Leanne Cirigliano	323	Dr. Donald Stancl
Theology Society	Christopher Adrian	15	Prof. Patricia Sullivan
Track Club	Jessica Marzik	1184	Prof. Paul Finn
Yearbook	Meredith Tridenti	2012	Prof. Ann Norton

INSTITUTIONAL POLICY STATEMENTS

CONTROLLED DRUG AND ALCOHOL POLICIES

I. Introduction

Saint Anselm College is a Catholic, liberal arts college in the Benedictine tradition. The members of the College community come together in a voluntary society, desirous to pursue learning and wisdom in the context of a Christian community of respect and concern. Each member of this society is expected to be sympathetic to and supportive of the aims, goals and philosophy of the College and to act in a befitting manner. Thus each person bears personal responsibility for his/her behavior even as the College seeks to impart those values and virtues necessary for each one to develop into a creative and generous member of society.

Saint Anselm College takes seriously its philosophy of educating the whole person and of informing and instilling in the members of the College community a genuine respect for and living out of Christian values and virtues. Further, the College recognizes each student who is an adult and personally responsible for his/her action. Saint Anselm College wishes to ensure a wholesome and safe environment for the pursuit of learning. It is assumed that students will make themselves aware of College regulations and the penalties that may accrue for violating them. The College accepts and retains students on the condition that they observe these standards.

As part of its effort to maintain an atmosphere conducive to the pursuit of learning and to a healthy and wholesome social environment, and in keeping with local ordinances, state, and federal laws, including the Drug Free Schools and Communities Act, Saint Anselm College established the following policies in regard to controlled drugs and alcohol. These policies are published so that all members of the College community will be aware of them and will be responsible to uphold them.

II. Alcohol Policy

Saint Anselm College supports and abides by the New Hampshire State laws pertaining to the procurement, possession and consumption of alcoholic beverages. A person must be 21 years of age or older in order to purchase, possess or consume alcoholic beverages on campus. A minor is someone who has not yet attained the age of 21.

Student behavior, as always, is to be in accord with the basic Christian and educational values of the College. A student is considered in violation of the alcohol policy and may be liable to one or more of the penalties as listed on pages 32-33 for infractions involving:

1. possession of alcoholic beverages by a minor: any person under the age of 21 who is found on College property in possession of (including internal possession) or under the influence of alcoholic beverages
2. unauthorized possession of alcohol; any person in possession of an open container of alcohol in any place other than his/her room, the Pub, or an officially authorized campus function
3. unauthorized distribution of alcohol: any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors

4. utilization of false identification: any person who uses or attempts to use false identification for the purposes of gaining admission to the College Pub or any authorized social function where alcohol is served
5. purchase or transportation of alcohol for minors: any person who either purchases or transports alcoholic beverages on behalf of one not authorized to transport, possess or consume such beverages
6. drunkenness: any person who, by his/her conduct while on College property or attending College affairs, presents himself/herself in an intoxicated condition
7. verbal and/or physical abuse: any person who, while under the influence of alcohol, either physically or verbally threatens or abuses another person
8. disruptive or disorderly conduct while under the influence of alcohol: any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs, whether in a residential, academic or social setting
9. possession of a keg or any common source container or device which dispenses alcohol through a tap; hosting or sponsoring a keg or juice party... resident students found hosting or sponsoring a keg or juice party will be dismissed immediately from College housing
10. possession of any "drinking paraphernalia," including drinking funnels, ice luges, and all manner of drinking games and associated equipment such as but not limited to taps, gaming tables, jello shots, and the like that might be used to support the excessive activity of consuming alcoholic beverages...recognizing the serious health risks posed by excessive drinking, the College reserves the right to limit the amount of alcoholic beverages in any room, at any time

III. Other Drug Policy

The College prohibits the illegal possession, use and/or distribution of any controlled drug or substance so defined in the statutes of New Hampshire (RSA chapter 318-B:1, 2, 26).

Students found responsible for possessing or using controlled drugs are liable to one or more of the penalties listed on pages 32-33, including mandatory counseling. In some cases, a statement of physical and emotional fitness will be required from a competent authority before a student in violation of the controlled drug policy will be allowed to continue.

Students who are found responsible of buying, selling, manufacturing, and/or distributing controlled drugs or substances will be dismissed from the College. The dismissal cannot be appealed. Note: Distribution means providing for the use of another person or persons.

A student is considered in violation of the drug policy for infractions involving:

1. possession or use of a controlled substance
2. unauthorized buying, selling, and/or distributing of controlled drugs or substances, including prescription drugs...unauthorized distribution is defined as providing for the use of another
3. purchases or transportation of controlled substances: any person who either purchases or transports controlled substances on behalf of one not authorized to transport, possess, use or use such substances
4. over medicated: any person who, by his/her conduct while on College property or attending College affairs, presents himself/herself in under-the-influence condition and which may result in or lead to:
 - a. verbal and/or physical abuse (physically or verbally threatens or abuses another person)
 - b. disruptive or disorderly conduct (disrupts the orderly conduct of College affairs, whether in a residential, academic, or social setting)
5. possession of drug paraphernalia, including but not limited to: mufflers, rolling paper, hookah or any device whose purpose or effect is to deliver uncontrolled substances

6. misuse or abuse of over-the-counter medication or other substances, which by their nature, if misused, may cause or provide an opportunity for health risk to self or others

IV. Consequences and Sanctions

The sanctions for violations of the alcohol and other drug policies are ordinarily administered by the office of the Dean of Students. For more serious cases or for repeated violations, the Judiciary Board may be convened.

The student may be required to attend regular and intensive counseling for drug and/or alcohol abuse, especially if that abuse is regular and destructive to his/her personal or academic life, or the personal or academic lives of those around him/her.

If a student belongs to a club, organization or an athletic team which addresses role modeling, leadership or representation of the College and/or a particular department, additional penalties may be imposed by that body. The constitutions, policy manuals, handbooks and pertinent participation agreements of each organization should be consulted regarding these additional consequences. In addition, financial aid may be impacted, and the Financial Aid Director should be contacted for details.

V. Applicability of Policies to Off-Campus Behavior

Because of the potential for off-campus behavior to affect the life and function of the College, and a student's relationship to it, the College reserves the right to apply its Alcohol and Other Drug Policies (as well as other disciplinary policies) to behavior occurring off campus, and to impose disciplinary consequences and sanctions in the same manner it can for such behavior occurring on campus.

VI. Student-Athletes

In addition to those College policies on alcohol and other drugs applicable to all students, student-athletes are subject to additional rules set by the College and the NCAA, including rules regarding drug testing, as a condition of their participation in athletics.

VII. Conclusion

It is expected that the Alcohol and Other Drug Policies will enable all the members of the College community to meet their responsibilities and duties in the spirit of care and concern for the well-being of all.

ON THE ACCEPTABLE USE OF COLLEGE COMPUTING RESOURCES

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Saint Anselm College. It applies to all users of the College's computing resources including students, faculty, staff, administration, alumni and guests of the College. Computing resources include all computers, related equipment, software, data, and local area networks for which the College is responsible as well as networks throughout the world to which the College provides computer access.

The computing resources of Saint Anselm College are intended to be used for its programs of instruction and research and to conduct the legitimate business of the College. All users must have proper authorization for the use of the College computing resources. Users are responsible for seeing that these computing resources are used in an effective, ethical, and legal manner. Users must apply standards of normal academic and professional ethics and considerate conduct to their use of the College's computing resources. Users must be aware of the legal and moral responsibility for ethical conduct in the use of computing resources. Users have a responsibility not to abuse the network and resources, and to respect the privacy, copyrights, and intellectual property rights of others.

In addition to the policy contained herein, usage must be in accordance with applicable college policies (see "Web Page Policies") and applicable state and federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

Student Specific Policies

Computing resources are provided for the use of faculty, students, staff and administration for academic purposes. Students are considered guests on the campus network and as such must abide by the rules governing the use of the campus network. The privilege of use by a student is not transferable to another student, to an outside organization or individual. Misuse of computer facilities is considered a serious judicial offense at Saint Anselm College and carries sanctions for anyone found in violation of the College's policy.

As a member of the Saint Anselm College community of campus network users, there are rules and policies which you must abide by to keep the network secure and available for all to use, and to maintain an atmosphere where all are welcome. Your use of the network connects you to the entire Saint Anselm College community and to the world via the Internet, and therefore reflects on you and on the College.

Please take these responsibilities seriously and read this policy carefully, your use of the campus network signifies your acceptance of this policy.

1. The campus network is to be used primarily for purposes of fulfilling the College's academic mission. It is intended to be used as a tool to enhance your education and is not available for unrestricted use for other purposes.
2. The College provides the campus network exclusively to you as a registered student. You are not permitted to share your account with anyone else.
3. Protect your account password at all times. You will be held responsible for all activities which occur with your account.
4. The campus network is a shared resource. Therefore, network use or applications which inhibit or interfere with the use of the network by others are not permitted. At times, network administrators may ask you to restrict your use of the network or not to use the network because of a temporary condition. You must comply with those requests. Applications which use an unusually high proportion of network bandwidth for extended periods of time, including, but not limited to running servers, copying of copyrighted materials such as music downloads or network games, are not permitted. Discovery of such applications may result in a denial of network service until such activity is terminated.
5. There are College standards for computer software and hardware that can be used on the campus network. Computers, network cards and network software issued by the Office of Information Technology become the standard. Use of hardware or network software other than the College standard without permission is not permitted. You will be asked to remove applications that interfere with the operation of the campus network.
6. Users of the campus local area network (LAN) must comply with federal, state, and local laws and ordinances including U.S. copyright law.
7. Network administrators may access any file on the system in order to maintain network operation or security. Contents of personal files may also be accessed by programs designed to do heuristic searches for materials which could interfere with network operation or security. Files may be individually searched for investigative purposes when ordered by a court of competent jurisdiction or when there is an

alleged violation of College regulations and the search is authorized by the President of the College, or his designated representatives.

8. Campus LAN services and wiring may not be modified, tampered with or extended. This applies to all network wiring, network jacks and hardware. If you cause damage by modifying or tampering with network wiring, jacks or hardware, you will be held financially responsible for such damage and may be subject to disciplinary procedures.

9. Sending harassing or threatening messages, attempting to forge messages, crack passwords, or intercept data, and other malicious uses of the network are strictly forbidden by College computer usage policies.

General Policies for all College Users

Policy violations generally fall into five categories that involve the use of computing resources:

1. For purposes other than the College's programs of instruction and research and the legitimate business of the College.
2. To harass, threaten or otherwise cause harm to specific individuals or classes of individuals.
3. To impede, interfere with, impair, or otherwise cause harm to the activities of others.
4. To download, post or install to College computers, or transport across College networks, material that is illegal, proprietary, in violation of license agreements, in violation of copyrights, in violation of College contracts, or otherwise damaging to the College.
5. To recklessly or maliciously interfere with or damage computer or network resources or computer data, files, or other information.

Examples (not a comprehensive list) of policy violations related to the above five categories include:

1. Using computer resources for personal reasons.
2. Sending email on matters not concerning the legitimate business of the College, sending an individual or group repeated and unwanted (harassing) email, or using email to threaten someone.
3. Accessing, or attempting to access, another individual's data or information without proper authorization (e.g., using another's computing account and password to look at their personal information).
4. Propagating electronic chain mail, pyramid schemes or sending forged or falsified email.
5. Obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained.
6. Copying a graphical image from a Web site without permission.
7. Posting a College site-licensed program to a public bulletin board.
8. Using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements.
9. Releasing a virus, worm or other program that damages or otherwise harms a system or network.
10. Preventing others from accessing services.
11. Attempting to tamper with or obstruct the operation of Saint Anselm College's computer systems or networks.
12. Using or attempting to use Saint Anselm College's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the College.
13. Viewing, distributing, downloading, posting or transporting any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes.
14. Using College resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes).

15. Violating Federal copyright laws or the Saint Anselm College's copyright policy.

Inappropriate conduct and violations of this policy will be addressed by the appropriate procedures and agents (e.g., the Office of the Academic Dean, the Office of the Dean of Students, or the Office of Human Resources) depending on the individual's affiliation to the College. In cases where a user violates any of the terms of this policy, the College may, in addition to other remedies, temporarily or permanently deny access to any and all Saint Anselm College computing resources, and appropriate disciplinary actions may be taken, up to and including dismissal.

Support of the campus LAN is provided through the office of Information Technology staff, student employees and outside vendors. We will make every reasonable effort to keep the service operational 24 hours a day and to provide problem resolution within 48 hours.

ON COMMUNICABLE DISEASE POLICY

Saint Anselm College seeks to protect the health and safety of each individual, as well as the College community. This policy applies to the students, faculty and staff of Saint Anselm College, and it aims to reduce everyone's risk of exposure to any communicable disease. Communicable diseases referred to in this policy, as well as the mandatory reporting of such, are defined by the New Hampshire Division of Public Health Laws.

In an effort to protect the health of all members of the College community, the College has set up specific entry requirements of immunization and testing for entering students with regard to communicable disease in accordance with the latest State of NH and Federal guidelines. Employees of the College shall comply with all State of NH and Federal regulations as well as College requirements regarding infection control.

In the event that a Saint Anselm College student develops a communicable disease, the disposition of each case will be determined by guidelines dictated by the New Hampshire Department of Public Health, the Director of Health Services and the Medical Director. Individuals have a statutory right of confidentiality under NH RSA 329:26. In order for any information to be released, the client must sign a consent authorization.

ON OFFICIAL COMMUNICATION WITH STUDENTS

The College has three official means of communication with students. It is the student's responsibility to be aware of this policy and to know that any one or all three methods may be used at any time to communicate official College business and time-sensitive information. Official communication could include, but is not limited to the following: faculty/student communication, administration/student communication, course registration information, storm-related delays and closings and emergency announcements.

The three official means of communicating with students are:

- 1.) Printed on College letterhead and distributed to campus Box and/or permanent address
- 2.) Electronic via anselm.edu email
- 3.) Voice via the campus voicemail system

Expectations regarding campus mail box:

The College provides each student with an official Saint Anselm campus mail box. Students are required to check their campus mail box on a frequent and consistent basis in order to stay current with College communications in recognition that certain communications may be time-critical.

Expectations regarding student use of email:

The College provides each student with an official Saint Anselm email address (which ends in @anselm.edu). Students are required to check their official email address on a frequent and consistent basis in order to stay current with College communications in recognition that certain communications may be time-critical.

Expectations regarding student use of voicemail:

The College provides each resident student an official Saint Anselm voicemail box and instruction on how to check their voicemail. Students are required to check their official voicemail address on as frequent and consistent a basis as email. It is particularly important to check voicemail during inclement weather conditions, as broadcast communications from the College may be time-critical.

Educational uses of email/voicemail:

Faculty determine how email/voicemail will be used in their classes. Faculty expect that students' official email/voicemail accounts are being accessed and faculty will use email/voicemail for their courses accordingly.

ON THE USE OF ELECTRONIC DEVICES

As a member of the learning community, each student has a responsibility to other students who are members of the community. When cell phones or pagers ring and students respond in class or leave class to respond, it disrupts the class. Therefore, the Office of the Dean prohibits the use by students of cell phones, pagers, PDA's, or similar communication devices during scheduled classes. Text messaging or accessing information on these devices is likewise forbidden. All such devices must be put in a silent (vibrate) mode and ordinarily should not be taken out during class. Given the fact that these same communication devices are an integral part of the College's emergency notification system, an exception to this policy would occur when numerous devices activate simultaneously. When this occurs, students may consult their devices to determine if a college emergency exists. If that is not the case, the devices should be immediately put away. Other exceptions to this policy may be granted at the discretion of the instructor.

ON SEXUAL ASSAULT

The Higher Education Amendments of 1992 prescribe steps for preventing, reporting and investigating sex offenses that occur on all college and university campuses. Consistent with the requirements of this legislation, the College Health Service at Saint Anselm offers educational programs throughout the academic year to promote awareness of sexual assault. The College Health Service also stands ready to offer counseling and referral services for victims of sexual assault.

Any instance of sexual assault should be reported to Campus Security or to any member of the Dean of Students staff as soon as possible after the incident occurs. At this point, the victim will be informed of his or her option to notify law enforcement authorities. In the event that the victim chooses to notify these authorities, support and assistance in doing so will be provided by College personnel. The College will also provide assistance in changing academic and living arrangements precipitated by the offense if requested by the victim and if these accommodations are reasonably available.

On-campus disciplinary action in cases of alleged sexual assault will ordinarily be handled through the College's judiciary process. Sanctions for such offenses include dismissal from the College. In cases of sexual assault, both the accuser and the accused shall be

informed of the outcome of any campus disciplinary proceedings alleging sexual assault.

ON HARASSMENT POLICY

Policy Statement

As a Benedictine Catholic institution of higher education, Saint Anselm College strives to create an environment in which the dignity and worth of all individuals are respected. Harassment is a violation of trust and a form of intimidation or exploitation which undermines the atmosphere of respect that is essential to a healthy work and academic environment. Therefore, harassment of or by students, staff or faculty violates the mission of the College and is prohibited.

Harassment under this policy denotes unwelcome conduct which has the purpose or effect of unreasonably interfering with a person's ability to work or learn, or to live within the residential environment, or which creates an intimidating or hostile environment for individuals or groups of students, faculty or staff. It includes, but is not limited to, unwelcome verbal, written, graphic or physical conduct, such as objectionable language or humor, demeaning depictions or treatment, unwelcome sexual advances or requests, or threatened or actual physical harm or abuse. Harassment of an individual due to his/her race, color, sex, religion, sexual orientation, national origin, age, disability or veteran status is prohibited by law as well as this policy.

Saint Anselm College recognizes the need for freedom of inquiry and openness of discussion in its educational and research programs, and seeks to maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. This harassment policy is not meant to proscribe or inhibit discussions, in or out of the classroom, of complex, controversial or sensitive matters when, in the judgment of a reasonable person, they arise appropriately and with respect for the dignity of others.

All members of the community are strongly encouraged to promptly report concerns about - or incidents of - harassment. The College will determine what constitutes harassment based on a review of the facts and circumstances of each situation, as well as the appropriate response. The appropriate response in a particular case may or may not include disciplinary action, and the College may decide on a non-disciplinary response in an appropriate case. The College hereby provides notice that it reserves the right to use third parties to investigate claims of harassment. Persons found to be in violation of this policy may be subject to disciplinary action up to and including dismissal from the College or its employment.

This policy applies to all members of the College community – students, faculty and staff – whenever they are serving as representatives of the college on - or off - campus. Harassment of College guests, including opposing sports teams, speakers, visiting students or others, is also prohibited. Vendors who do business with the college are expected to comply with the tenets of this policy.

Retaliation against a person who reports harassment, assists someone with a report of harassment, or participates in any manner in an investigation or resolution of a harassment report is prohibited. Retaliation includes threats, intimidation, reprisals, and/or adverse actions related to education or employment.

Individuals who make reports of harassment that are later found out to have been intentionally false or made maliciously without regard for truth may be subject to disciplinary action in accordance with the applicable disciplinary procedure. Reports are expected to be made in good faith, even if the facts alleged in the report cannot be substantiated by an investigation.

The appropriate administrator assigned to hear a claim can, when informed by a claimant that he/she wishes to withdraw a complaint, either terminate an investigation or determine that, in the best interests of the College, some form of action or other investigation is warranted.

Definitions

Physical or Sexual Misconduct

Misconduct includes, but is not limited to, unwelcome verbal, written, graphic or physical conduct, such as objectionable language or humor, demeaning depictions or treatment, unwelcome sexual advances or requests, or threatened or actual physical harm or abuse, up to and including assault or rape. It also includes the intentional touching of a person or the clothing covering that person without consent however that touching is effected (i.e. use of force, threat, coercion, or intimidation). These conducts apply as well to circumstances where the other is mentally incapacitated or impaired for any reason, including intoxication.

Sexual Harassment

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

- 1) submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment or academic advancement;
- 2) submission to or rejection of such conduct by an individual is used as the basis for decisions affecting an individual's employment or academic standing; or
- 3) such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, learning or social environment.

The first two conditions are defined by the EEOC as quid pro quo harassment and the third condition is defined as hostile environment harassment.

Other Harassment

Other forms of harassment include unwelcome conduct that has the purpose or effect of unreasonably interfering with a person's ability to work or learn, or to live within the residential environment, or which creates an intimidating or hostile environment for individuals or groups of students, faculty or staff based on their religion, race, color, ethnicity, national origin, sexual orientation, age, disability or other unlawful basis.

Reasonable Person's Test

A reasonable person's test is the standard by which an objective, reasonable person would find conduct to be abusive or hostile *and* the complainant also finds it to be abusive or hostile.

Complaint Resolution Procedures

The procedures outlined in this policy are designed to resolve a situation fairly, prevent further harassment, and mitigate harm to, first and foremost, the complainant, and also to the spirit of the College community.

Individuals who are aware of or who have experienced an incident of harassment should promptly report the occurrence to the Dean of Students, the Dean of the College or the Director of Human Resources. Each of these individuals will listen to the facts and review, with the reporter, the options for further appropriate action under the circumstances.

In a college setting, various employees are perceived to be persons of authority by virtue of their responsibilities. If a disquieting behavior is reported to and explored with such a person in perceived authority, and that individual judges that the complaint is serious enough to warrant intervention, then he or she may at his/her discretion report the behavior or incident to the appropriate administrator. However, notwithstanding the previous statement about discretionary reporting, to assist it in carrying out its legal obligations, the College requires the following individuals to report any instances or allegations of potential violations of this policy: department chairs, directors, supervisors and senior administrators. Failure to carry out this responsibility may be grounds for disciplinary action.

The confidentiality of all individuals involved, including the complainant, respondent and any witnesses, will be protected to the extent possible. Only relevant information will be disclosed to those people with a need for information regarding the investigation and/or resolution of the complaint. *The College will neither retaliate against nor tolerate retaliation against a person who complains of harassment in good faith and/or cooperates with an investigation.*

Support services are available on and off campus for any individual who wishes assistance in dealing with harassment experiences. Please see the "Campus and Community Resources" section for further information.

Independent Course of Action

Sometimes the type and nature of the harassing behavior can be effectively stopped and dealt with by directly informing the harasser that the behavior in question is unwelcome and must cease. The complainant may take independent actions, orally or in writing, addressing the harassing behavior with clear and precise communication, indicating the specific nature of the objectionable behavior and the desire/need for it to cease.

If an individual takes this course of action, the circumstances should be documented and the documentation kept (personal notes recording the relevant incidents and conversations, including date, time, place, witnesses or individual (s) to whom one told immediately of the incident, what was said and done). If the complainant takes action by letter, the writer should keep a dated copy of the sent letter as well as advise a trusted second party that such an action was chosen and taken.

In some circumstances the independent course of action may not be feasible, may be uncomfortable to initiate, or may have proven unsuccessful. In this case, the individual is encouraged to report the offending behavior as soon as possible or within a time period that is reasonable so that the College can take the necessary steps to resolve the situation.

An individual is not obliged to undertake this independent course of action before reporting the unwelcome behavior(s).

Intervention for Resolution

The purpose of intervention is to ensure that the alleged offending behavior ends and that the matter is resolved promptly. When this purpose is achieved, the complaint is considered resolved. A complaint of harassment should be reported and filed with the Dean of Students, the Dean of the College or the Director of Human Resources as soon as possible after the incident(s) has occurred or within a time period that is reasonable under the circumstances.

All complaints will be taken seriously and will be investigated and addressed expeditiously. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

The process of investigation may include interviews with the complainant and alleged harasser (or elsewhere “respondent”) to determine the facts and nature of the behavior. If the complaint is determined to be valid, the College will take a) remedial actions reasonably calculated to be effective and appropriate in ending the inappropriate activity, and b) measures to prevent recurrence. The College may also in appropriate circumstances mediate a resolution that is satisfactory to the parties involved without reaching a conclusion as to the validity of the complaint.

The intervention for resolution will not be used for severe cases of harassment or cases of physical or sexual assault or when a prior valid complaint has been filed against the respondent.

Formal Resolution

A complainant may file a formal complaint with either the Director of Human Resources, Dean of the College or Dean of Students without first using the independent course of action or the intervention for resolution procedure. A formal complaint should include the following: the respondent’s name and position; the times, dates, places, and circumstances surrounding the allegation of harassment; the names of any witnesses to the incident(s), and any other information believed to be relevant.

All complaints will be taken seriously and will be investigated and addressed expeditiously. Every reasonable effort will be made to preserve the confidentiality of all parties to the extent that the investigative process allows. Only relevant information will be disclosed to those people with a need for information regarding the investigation.

The investigative process may include interviews with the complainant, the respondent, any witnesses, other appropriate individuals, and a review of documents or any material deemed potentially relevant. When the investigation is completed, written documentation will be presented to the appropriate administrator having oversight of the respondent. If a student is the respondent, the Dean of Students will render a determination but the College reserves the right to convene the Conduct Review Panel; if a faculty member, the Dean of the College; and if a staff member, the Vice President for Administration.

Within ten working days of the receipt of the investigative report, the responsible administrator will determine if a violation of College policy has occurred, define the corrective and/or disciplinary action to be taken as appropriate, will inform both the complainant and the respondent of the disposition of the complaint in writing. In the event of a mediated resolution, the agreement on resolution will be reduced to writing and signed by both parties.

Disciplinary Sanctions /Corrective Action. Disciplinary sanctions and/or corrective actions may include, but are not limited to any of the following: a warning, a reprimand, required attendance at an educational workshop, counseling, restitution, suspension, dismissal/job termination. Disciplinary sanctions and/or corrective action should be commensurate with the nature of the violation and the respondent’s disciplinary history.

It is the responsibility of the appropriate administrator to follow up with the parties at reasonable intervals to assess compliance with the disciplinary sanctions or corrective actions imposed. Additional sanctions, up to and including termination/dismissal, may be imposed in the event that the respondent fails to comply with the initial disciplinary sanctions imposed.

Appeals. Every respondent has the right to appeal the decision and/or disciplinary sanction. Appeals must be based on only one of the following conditions: (1) alleged procedural errors substantially

affecting the decision; (2) the introduction of newly discovered evidence that was not reasonably available prior to the decision and of a nature that would likely have had a direct and significant impact upon the decision; or (3) the sanction is disproportionate to the severity of the violation.

The faculty appeal procedure is stated under the “Grievance Procedure” of the *Faculty Handbook*; similarly, the appeal procedure for students is outlined in the *Student Handbook* and is included with all decision letters. A staff member may appeal in writing to the Executive Vice President.

Faculty/Staff and Student Relationships

The relationship between a faculty or staff member and a student at Saint Anselm College is one which exists primarily to encourage and advance the intellectual development of the student. The relationship is meant to be formative and always to promote the academic and personal development of the individual student. Introducing romantic or sexual elements into that relationship is fraught with the potential for exploitation and can potentially damage or undermine that development. Furthermore, the respect and trust accorded a professor by a student, as well as the power exercised by the professor in an academic or evaluative role, make voluntary consent by the student suspect. Therefore, romantic relationships between faculty or staff and students are ill-advised and strongly discouraged. This policy, and its reporting obligations, apply whether or not a student has a formal academic or institutional relationship with a faculty member (such as a student in a faculty member’s class.)

In the event that a romantic relationship does develop, the person in the position of authority is immediately required to:

1. discontinue exercising any authority over the student.
2. report the relevant facts to his or her own supervisor (if a faculty member, the Dean of the College or if a staff member, his or her supervisor or the Director of Human Resources).
3. confer with his or her own supervisor with respect to any necessary transfer of authority to another.

The Dean of Students will also be informed of the relationship by the Dean of the College or the Director of Human Resources.

Prompt action is mandatory in fulfilling these requirements. Otherwise the person in authority is in violation of the College’s harassment policy and may be disciplined in accordance with it.

Faculty and staff should be aware that they possess or may be perceived to possess authority over students. Thus if a charge of sexual harassment is subsequently made by the student in a romantic relationship, it will be extremely difficult to prove mutual consent.

The foregoing does not apply in the same manner to individuals whose consensual relationship antedates their enrolling or being employed at the College. If a prior relationship exists between a faculty or staff member and a student, this relationship must be disclosed to the Dean of the College in the case of faculty and to the Director of Human Resources in the case of staff members, and alternative means of professional responsibility must be implemented. It should be noted that the circumstances of the relationship may change, and conduct previously welcome may become unwelcome. Even when both parties have consented at the outset, this past consent does not remove the grounds for a charge based on subsequent unwelcome conduct.

Supervisor and Employee Relationships

The power differential inherent in a relationship between an individual who either directly or indirectly supervises an employee compromises the employee’s ability to decide freely. Professionalism is threatened by a romantic or sexual relationship where one party has professional

responsibility for the other. Moreover, relations in which one party is in a position to review the work - or influence the career - of the other may provide grounds for complaints from third parties when that relationship gives or is perceived to give undue access or advantage and/or restrict opportunities. Professionalism within the College demands that those with authority not abuse - nor seem to abuse - the power with which they have been entrusted. Therefore, romantic or sexual relationships between these parties are prohibited.

Isolated Behaviors

Isolated behavior which does not rise to the level of harassment but which, if repeated, could rise to such a level, demonstrates insensitivity that may warrant remedial or corrective action. Academics or administrators who become aware of such behaviors in their areas should counsel those who have engaged in the behavior. Such counsel should include a clear statement that the behavior is not acceptable and should cease, information about the potential consequences if such a behavior persists, and a recommendation - as appropriate - to undertake an educational program designed to help individuals understand the harm caused by such behavior. After such counsel, if a person continues to engage in the identified, inappropriate behavior, said individual may be deemed to have engaged in harassment and may be disciplined in accordance with this policy.

ON SMOKING

All buildings and facilities owned by Saint Anselm College are considered non-smoking areas.

Enforcement of the smoking policy is the responsibility of an individual's supervisor under the general provisions of Saint Anselm College policies and procedures, as outlined in the Faculty Handbook, the Handbook for Administrative and Hourly Staff and the Student Handbook.

Signs posted at all main building entrances and located throughout buildings will advise occupants that smoking in these enclosed places is prohibited. All employees and students are requested to assist in maintaining the beauty and cleanliness of the College campus. Those who choose to smoke outside of buildings are asked to place the remains of tobacco products in proper receptacles.

In order to reflect sensitivity to the concerns of all individuals, the College will publicize the existence of smoking cessation programs and will make available educational materials and information concerning such programs. Those employees who are interested in participating in such classes should consult your participating health plan for more information. For students, assistance is available through Health Services.

GENERAL EMERGENCY PROCEDURES

Fire

Students should act responsibly and exercise every caution and care in the prevention of fire. Each use of a fire extinguisher must be reported to the Maintenance Department as soon as possible, so that the extinguisher may be recharged. Students sounding false fire alarms are guilty of a serious act of injustice against the community and are therefore subject to dismissal.

If a fire is discovered:

1. Pull nearest alarm.
2. Dial 555, the College's 24-hour emergency hotline. Give your name, state "Saint Anselm College, Goffstown," and the precise location of the fire to the Goffstown police.

In the event a fire alarm is sounded in any building on campus, the following procedures should be followed:

1. When alarms are sounded, leave the building immediately. There should be no waiting in a building to determine whether the alarm is false or not.
2. If possible close all doors and windows.
3. In all cases, WALK, DON'T RUN, to the nearest exit away from the fire. Never use an elevator.
4. All possible aid should be rendered to enable the physically handicapped to exit the building quickly and safely.
5. If a class is in session the instructor will terminate the class and direct the students to the nearest exit.
6. Spectators should stand well away from the fire both for their safety and the unimpeded operation of firemen and firefighting apparatus.

In the event that the fire is near your room the following procedures should be followed:

1. Keep low to the floor if smoke is in your room.
2. Before opening the door:
 - a. Feel the door knob. If it is hot do not open the door.
 - b. If the door knob is not hot, brace yourself against the door to open it slightly. Fire can create pressure enough to push open a door if it is not held firmly. If heat or heavy smoke is present in the corridor, close the door and stay in the room.
3. If you cannot leave the room:
 - a. Open the windows. If your windows are the type that can be raised and lowered, open the top to let out heat and smoke, open the bottom to let in fresh air.
 - b. Seal cracks around the door with wet towels or bed-clothing to keep out smoke.
 - c. Remember to keep low to the floor and if possible keep a wet cloth over your nose and mouth.
 - d. To attract attention if you are trapped, hang an object out the window such as a sheet, jacket, shirt or anything that will attract attention. Shout for help.

Medical Emergency

In the event of a medical emergency:

1. Dial 555, the College's 24-hour emergency hotline.
 - a. name of person calling
 - b. nature of accident or illness
 - c. exact location (building, floor, room number) of person or persons needing attention
 - d. if nature of accident or illness is such that an ambulance is obviously needed, please indicate this right away
2. At the scene of a medical emergency, trained EMT's are in charge. Residence Directors, Resident Assistants, Campus Security, etc. will assist those in charge in whatever way necessary.

INDEX

ACADEMIC ADVISEMENT
ACADEMIC RESOURCE CENTER
ADMINISTRATION
ATHLETIC
BOOKSTORE
CAMPUS GUIDE
CAMPUS MINISTRY
CAREER EDUCATION SERVICES
COLLEGE HEALTH SERVICES
COLLEGE ORGANIZATIONS
COMMUNICABLE DISEASE POLICY
COMMUNITY GUIDELINES
COMMUNITY STANDARDS
DANA HUMANITIES CENTER
DEAN OF STUDENTS
DEAN OF THE COLLEGE
DINING SERVICES
EMERGENCY PROCEDURES
FIRE
INFORMATION TECHNOLOGY
INSTITUTIONAL POLICY STATEMENTS
LIBRARY
MAIL CENTER
MEDICAL EMERGENCY
MEELIA CENTER FOR
 COMMUNITY SERVICE
MISSION STATEMENT
MULTICULTURAL CENTER AND
 EDUCATION SERVICES
PRESIDENT OF THE COLLEGE
REGISTRAR
RESIDENTIAL LIFE AND EDUCATION
SAFETY AND SECURITY
SANCTIONS AND CONSEQUENCES
STUDENT ACTIVITIES AND
 LEADERSHIP PROGRAMS
STUDENT GOVERNMENT
TREASURER