

Student Handbook 2015-2016

Welcome to ONCAMPUS Boston

ONCAMPUS
BOSTON

Welcome!

A very warm welcome to **ONCAMPUS** Boston – we’re delighted that you have decided to join us.

We pride ourselves on our warm and friendly environment and our commitment to helping our students achieve their goals. During your time with **ONCAMPUS** Boston we want you to be an active member of our community, so do get involved in activities around campus. Take part in Wheelock and Colleges of the Fenway school events, attend the extracurricular activities, join the clubs, and mix in with social events: have a good time!

We’ll do everything we can to make sure you’re successful. If you need extra help or support with anything, your instructors and staff will listen and do their best to help.

This student handbook tells you about the many support services available and about the **ONCAMPUS** Boston program. Please read this handbook carefully and refer to it often for useful information.

We want you to enjoy studying here and we’ll work with you to make sure you meet your goals. We wish you every success in your studies.

Sincerely,

Kimberly Sixelove

Center Director, **ONCAMPUS** Boston

Disclaimer – **ONCAMPUS** Boston makes all reasonable efforts to ensure that published information is up to date and accurate. However we reserve the right to make changes to courses and services without notice.

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Program Description

ONCAMPUS Boston is based at Wheelock College, offering international students the opportunity to complete the first year of their US Bachelor's degree in a safe and supportive environment. This rigorous 25-hour-per-week study program combines academic study and English language instruction to ensure students are thoroughly prepared for the demands of a U.S. degree. Students are able to adapt to American university life and improve their English language skills, while earning between 28 and 32 university credits in a broad and flexible curriculum.

Our student support team offers individualized and comprehensive university transfer guidance—from evaluating the options, through every step of the application process and ultimately to making the final decision of where to complete your four-year study.

Following the ONCAMPUS Boston program, students have the opportunity to transfer to another university, or remain at Wheelock College, depending on their chosen major or preferred location, and their academic success.

ONCAMPUS Mission Statement

ONCAMPUS delivers high quality programs to support international students to develop the academic, personal and professional skills needed to be successful at university and beyond.

ONCAMPUS Goals

- Deliver high quality teaching and programs
- Deliver outstanding student outcomes
- Provide safe and supportive environments
- Offer choice and flexibility

The ONCAMPUS Boston office hours for the academic year

Monday – Friday 8:00 am – 5:30 pm

Mailing address:

ONCAMPUS Boston
Wheelock College
Peabody Hall, 200 Riverway
Boston, MA 02215
Tel: 617-879-1330

ONCAMPUS Boston Staff and Faculty

The staff is here to help you adjust to studying in the US. Do not hesitate to talk with your instructors or office staff if you have questions of any kind. We are here for you!

Center Director, **Kimberly Sizelove**

- Leads the center
- Advises students on individual concerns

Contact Information for Kimberly:

Email: ksizelove@oncampususa.com

Phone: 617-879-1334

University Success Advisor, **Eli Remillard**

- Supports student cultural and academic adjustment
- Advises students in university transfer process

Contact Information for Eli:

Email: eremillard@oncampususa.com

Phone: 617-879-1332

Academic English Instructor, **Erica Moore**

- Teaches supplementary support classes
- Advises students academically

Contact Information for Erica:

Email: emoore@oncampususa.com

Phone: 617-879-1096

Student Recruitment and Support Officer (SRSO), **Brian O'Malley**

- Supports admissions process
- Organizes student orientation and registration
- Manages student housing, finance, health and other practical matters

Contact Information for Brian:

Email: SRSOBoston@oncampususa.com

Phone: 617-879-1333

Administrative Assistant and Activities Coordinator, **Heather Martin**

- Plans activities for students
- Supports ONCAMPUS Boston staff and students
- Attendance monitoring

Contact Information for Heather:

Email: hmartin@oncampususa.com

Phone: 617-879-1330

In addition to these main roles, there may be a variety of other members of staff who provide student services. You will be told who these staff members are and how to contact them.



ONCAMPUS BOSTON

Wheelock College Map



LEGEND

A Library 132 The Riverway	J Peabody Hall 210 The Riverway <ul style="list-style-type: none"> ▪ Athletics ▪ Center for Assessment and Screening Excellence ▪ ONCAMPUS Boston
B Classroom Building 25 Pilgrim Road <ul style="list-style-type: none"> ▪ Resource Center ▪ Commuter Lounge 	K Riverway House 162 The Riverway
C Pilgrim House 37 Pilgrim Road	L Longwood House 154 The Riverway
D Student Center 37 Pilgrim Road <ul style="list-style-type: none"> ▪ Campus Services/IT Help Desk ▪ Counseling Center 	M Campus Center 150 The Riverway <ul style="list-style-type: none"> ▪ Dining Hall ▪ Campus Store
E Earl Center for Learning and Innovation 180 The Riverway	N President's House 295 Kent Street
F Activities East Building 180 The Riverway	O Colchester House 116 Colchester Street
G Wheelock Family Theatre 200 The Riverway <ul style="list-style-type: none"> ▪ Towne Art Gallery 	P Brookline Campus 43 Hawes Street <ul style="list-style-type: none"> ▪ Alumni Relations ▪ Aspire Institute ▪ Center for International Programs/Partnerships ▪ Documentation Studio ▪ Graduate Admissions
H Activities West Building 200 The Riverway	

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Colleges of the Fenway (COF) Map



Wheelock College

Simmons College

Emmanuel College

Wentworth Institute of Technology

Massachusetts College of Pharmacy and Health Sciences

Massachusetts College of Art and Design

About Wheelock College

ONCAMPUS Boston students are members of Wheelock College and experience all that American college life has to offer!

Wheelock has just over 1200 students and is well known for its intimate and supportive community environment. Students enjoy the convenience of the excellent campus facilities, including an impressive dining hall, a Starbucks coffee bar, a campus store, and access to the nearby Holmes Sports and Fitness Center.

It is situated on a compact, tree-lined campus in the heart of one of Boston's most appealing areas: the Longwood-Fenway neighborhood. The campus is within walking distance of some of Boston's most famous sights, such as Fenway Park (home of the Boston Red Sox), the Shops at Prudential Center, Copley Square, Boston Public Library, Boston Commons and Public Garden, and Newbury Street. Good public transportation links into Boston are only a five-minute walk from campus, so getting around on foot or public transportation is easy and convenient.

Wheelock College is part of the Colleges of the Fenway, a group of six neighboring universities that share facilities and social activities. As a student of Wheelock, you also become part of the 11,000-person community of Colleges of the Fenway and can use the wider facilities of the other partners to enrich your student experience.



Immigration Issues

SEVIS Record

- SEVIS (Student and Exchange Visitor Information System) is an online database that contains information about students who are in the U.S. on a visa.
- Your SEVIS record must be up-to-date. **Please notify us of any of the following:**
 - New address, within 10 days of moving
 - Changes in financial support
 - Changes to your enrollment or course load
 - Changes to your program of study
 - Changes to your academic status
 - Changes to your immigration status
 - Travel plans
 - Intent to transfer

I-20 Form

- The Form I-20 (Certificate of Eligibility for Nonimmigrant Student Status – for Academic and Language Students) is a document issued by certified schools (such as Wheelock College) to support your “F-1” status.
- Before arriving in the U.S., the I-20 supports your visa application.
- While you’re in the U.S., the I-20 certifies your eligibility by indicating the program you’re in and the program dates. **You must have a valid I-20 at all times. If you let your I-20 expire, you will fall out of legal status and may suffer serious immigration consequences.**
- When you transfer to another university or institution, you must first transfer your I-20.

Designated School Official (DSO)

- The DSO (Designated School Official) is the person authorized to maintain your SEVIS record and sign off on your I-20. If you have immigration questions or concerns, please contact the Wheelock DSO.
- The DSO will:
 - Check you in at the beginning of the semester
 - Sign your travel authorizations
 - Cancel your visa if you are out of status
 - Transfer your I-20 upon successful completion
- At Wheelock, your DSOs’ are Mary McCormack and Thuy Truong.

Mary McCormack is the Associate Vice President of Student Success at Wheelock
Email: mmccormack@wheelock.edu
Phone: 617-879-2267
Office: Admin. Building, Second Floor, 200A

Thuy Truong is the Immigration Advising Officer for Wheelock College
Email: ttruong@wheelock.edu
Phone: 617-879-1480
Office: Academic Center West, 115

F-1 Visa

- Your F-1 visa gives you permission to request entry into the US once you arrive at its borders.
- “The F-1 Visa (Academic Student) allows you to enter the United States as a full-time student at an accredited college, university, seminary, conservatory, academic high school, elementary school, or other academic institution or in a language training program. You must be enrolled in a program or course of study that culminates in a degree, diploma, or certificate and your school must be authorized by the U.S. government to accept international students.” (From uscis.gov US Citizenship and Immigration Services):
- What is full-time study?
 - A minimum of 12 credits
 - **ONCAMPUS Boston students must maintain a full course load at all times.** The only exception is when extenuating circumstances arise. You must have permission of the Center Director before dropping a course.

Work Eligibility

- **At OCB, students are not permitted to work.**
 - F-1 students may NOT work off campus during their first academic year
 - F-1 students do NOT qualify for work-study jobs on campus
 -

Travel

- **If you are on an F-1 student visa and travel to anywhere outside of the United States, you must have your I-20 signed by a DSO.**
- Before you leave ...
 - Get a travel signature from the DSO (or make sure your signature is still valid)
 - Make sure that your passport, visa, and I-20 are valid through the date you plan to return
 - Inform **ONCAMPUS Boston SRSO, Brian O’Malley**, of your destination and travel dates.

Completion of Studies

- Successful Completion of the Program:
 - You have up to 60 days after the completion of OCB to request the transfer your I-20 to a new program.
 - You must start the new program within 5 months of completing OCB.
 - Once you leave the country after the completion of your program, you cannot come back without a valid I-20 and visa.
- Other Reasons for Leaving:
 - An authorized withdrawal gives you 15 days to leave the country
 - If your visa is canceled, you must leave the country immediately.

Out of Status

- You will be considered out of status for:
 - Poor attendance, resulting in academic failure
 - Poor grades, resulting in academic failure
 - Violation of OCB rules or Wheelock Student Handbook policies.
 - Breaking the law / engaging in illegal activity in the United States
- If you lose your immigration status, you must leave the country immediately and you may not be allowed back.

As an F-1 Visa student, you are responsible for maintaining good status during your time here at Wheelock and in the US.



**U.S. Citizenship
and Immigration
Services**

Financial Matters

Paying Your Bill

We want to make paying your fees as easy as possible. You have paid your deposit, which has secured your place. Please see the details below for payment details.

Your tuition fees are due before you arrive at the program, but you will have until the first week of classes of each semester, to ensure that these payments have been submitted to Wheelock. Payments are payable in USD (US Dollars).



ONCAMPUS Boston recommends paying via peerTransfer:

Take advantage of our new streamlined international payment process which gives you the option to pay in your own currency (most currencies available) with competitive foreign exchange rates available and no bank charges.

Simply visit... <https://www.peertransfer.com/school/wheelock> and follow the instructions on the website. You will need your reference number 1061510.

**In many countries you can pay online via peerTransfer using your credit or debit card, however in some countries please be aware that the process may still involve making a transfer through your bank.*

To pay by credit or debit card, visit: <http://commerce.cashnet.com/wheelockempay>

Then follow the link for “OnCampus” on the right-hand side of the page.

Alternatively, you can pay in person at the center, or by telephone on 00(1) 617-879-2236 or 00 (1) 617-879-2121.

We accept Visa or MasterCard and debit cards.



Costs

Program Costs**

Tuition	\$30,000
Housing/ Meal Plan	\$14,000
Registration Fee	\$200
Other fees	\$1355
Total in USD	\$45,355

Additional Costs

Health Insurance*	\$2,500
Airport Pick-Up	\$100-\$150
Late Fees	Varies
Books	\$1200-\$1800
SAT preparation	\$275
Math support class	\$275

**All costs are subject to change.

*This is a mandatory cost

Optional services vary and may include additional costs.

Payment of fees

All fees are payable in advance as determined by ONCAMPUS Boston. ONCAMPUS Boston and Wheelock College reserve the right to vary tuition fees at any time and payment of each semester's tuition fees will be subject to any increase in fees that may be announced during the program of study.

All student accounts must be settled within the first week of classes. You will not be permitted to continue your courses or receive Wheelock College transcripts until all outstanding fees, charges, or accounts are paid.

Any payments that are not made by the due date will incur a late payment penalty to be determined and communicated in advance of your program of study by ONCAMPUS Boston. Should it be necessary for you to repeat a semester, you will be required to pay the full tuition fee.

Personal Banking

During Orientation, students will have the opportunity to set up a bank account with Santander bank.

There are many banks located around the Fenway area and throughout Boston. While Wheelock has a partnership with Santander, there are still other banks that you may choose to use. During Orientation, students will have the opportunity to set up a bank account with Santander.

If you would like to set up a bank account, and need a certification of enrollment letter stating your program information, the ONCAMPUS Boston staff can create this letter to submit to the bank.

Below are some of the major banks in the area:

Santander Bank

552 Commonwealth Ave
Boston
(617) 236-0236

*There is a Santander ATM located right on campus.

Bank of America (BOA)

540 Commonwealth Ave
Boston
(617) 267-9076

*The closest BOA ATM is located at the Landmark Center.

Citizens Bank

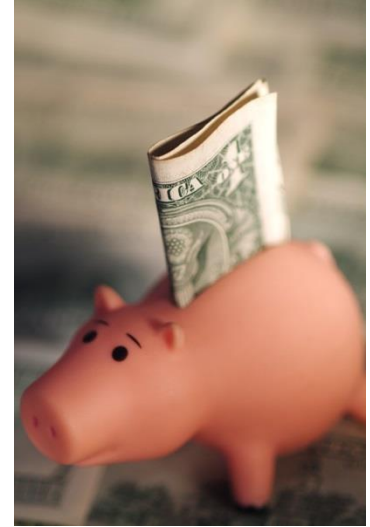
560 Commonwealth Ave
Boston
(617) 551-6158

ID Cards

Students will be issued a Wheelock Identification (ID) card during the first day on campus. This ID card has multiple purposes and should be **carried with you at all times.**

What purposes does your ID card serve?

1. **Library Card:** You have access to check out any of the thousands of books that are located in the Wheelock College Library. If you cannot find what you are looking for there, you have access to other Colleges of the Fenway Libraries. Your library card also provides you with access to important on-line databases that you will need to complete classwork.
2. **Fenway Card:** Your Fenway Card acts as a debit card on campus, at other COF schools, and at local stores around the Fenway area. To add value to your card, log on to www.fenwaycard.com and select Wheelock to log into your account. The website will also tell you all of the places where Fenway Card is accepted.
3. **Residence Hall Access:** This card will provide you with access to the residence hall where you live. It functions as your key to the front door of your building.
4. **Meal Plan:** You use your ID card whenever you go to the dining hall. All students start off on the 210 meal plan which provides you with a block plan of 210 all-you-care-to-eat meals plus \$90 Dining Dollars and \$25 Fenway Cash per semester.
5. **Santander:** Your card will also work as a debit card that allows you to draw money from your Santander bank account. Santander is a bank that has partnered with Wheelock. Students have the option to sign up for a free checking account.
6. **Student Discounts:** Showing your ID card will help you get a discount at many local area businesses, museums, and restaurants, which is a great way to save some money! Being a student has many great advantages!
7. **Museums:** Wheelock students are admitted to the Museum of Fine Arts and the Isabella Stewart Gardner Museum for free.



Remember: It is important that you have your ID with you at all times!



Housing and Meal Plan

Residence Halls

All ONCAMPUS Boston students are required to live in a residence hall, which provides students with a safe living and learning environment. This is an effective manner to make friends and learn more about American university life. All halls have wireless internet, computers and printers in a study lounge, and laundry facilities.

Students will be placed in one of the following five buildings below. Wheelock attempts to honor your housing requests, although we cannot provide guarantees.

**Campus Center and Student Residence
Colchester House
Longwood House**

**Peabody Hall
Pilgrim Hall
Riverway House**

Resident Assistants and Resident Directors

On campus residents are provided with many resources and support services. Aside from living amongst your peers, you will also have at least one Resident Assistant (RA) on your floor and a Resident Director (RD), a professional staff member that supervise the building. Your RAs, who are also Wheelock students, are a great resource for you to go to with any questions that you may have. They provide you with engaging activities with the other students living in your building and they will get to know you very well.

Check-in and Check-out

When you arrive to Wheelock you will be greeted by OCB staff or a staff member from Residence Life. The staff will show you to your room and provide you with your room key, mailbox key, and ID that provide you with access to your room and building. You will sign a document called a “Room Condition Report” stating the condition of the room when you moved in. This helps us to know if there were any changes or damages to the room when you move out.

When you check out of your room for the academic year, you will turn in your room key, mailbox key, and ID. During the check-out your RA will fill in check-out portion of the “Room Condition Report” and note the condition of the room. Again, you will sign off stating that you returned your keys and ID and agree with the condition of the room. You may be charged a fee if you have left your room in unacceptable condition.

Breaks and Closing

ONCAMPUS Boston students are able to stay on campus during all breaks, except for Winter Closing. The Residence Halls close for Thanksgiving break in November, winter break between semesters, and spring break in March. You must apply to stay on campus during Thanksgiving and Spring break, however, you will be responsible for your own meals. Students are not permitted to stay on campus during winter break.

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Summer Housing

If you are enrolled in the program during the summer months (June to August), there is a possibility that you will have a room change. You will know of any room changes in May so that you can prepare well in advance. There may also be a period of time that the dining hall is closed during the summer. During this time you will be provided with a stipend on your Fenway Card to purchase food, as well as access to a kitchen.

Meal Plan

All students receive the 210 meal plan; this is about 14 meals per week. On the 210 meal plan, students also receive 25 dollars in Fenway Cash and 90 dollars dining dollars. You will be able to change your meal plan in the second semester if you would like more or less meals. For more information about student dining services, please visit <http://wheelockdining.com/plans/index.html>.

If you have dietary restrictions, be sure to let OCB staff or dining staff know and we will be sure that you are provided with options that meet your needs. The dining website also allows you to check out the daily menu online before you even go to the dining hall!



Health

Living a healthy lifestyle is very important! Eating healthy food, getting enough physical exercise, and sleeping well every night are habits that will help you succeed in reaching your academic and personal goals. It's an important part of becoming adjusted to the life of a student.

Healthy Lifestyle

Remember that it is important to make sure that you are taking care of yourself!

- Exercise every day! Walking around campus is good exercise. There are many sports you can play and also a gym where you can work out.
- Drink plenty of water to keep you hydrated. Do not drink energy drinks or soft drinks because they are loaded with sugar.
- Eat a nutritious breakfast. This is a very important meal.
- Try to get at least seven hours of sleep per night.
- Do not smoke cigarettes.
- If you feel lonely or depressed, talk to someone about it. This may be related to culture shock.
- Good personal hygiene is critical for staying healthy. Take a shower every day to keep you feeling fresh. Brush your teeth every morning and after eating dinner.



Entrance Health Certificate

This form was sent to you with your pre-arrival information. Massachusetts state law requires that this form be completed in its entirety before you move on to campus. This form must be completed and signed by a medical doctor. There will be a fine for any student who does not submit this by the given deadline.

Immunizations: Proof of immunizations is mandatory and should be included in your Entrance Health Certificate information.

Entrance Health Certificate Due Date: Friday, August 28th, 2015

Health Insurance

Health insurance is mandatory for all college students in the state of Massachusetts. This must be purchased before starting classes.

Purchase your student plan through Wheelock College (Blue Cross Blue Shield).

- Valid from August 15, 2015 to August 14, 2016
- Comprehensive coverage, including preventive, illness, and accident.

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- Cost is approximately \$2,600 and will be billed through Wheelock College and placed on their ONCAMPUS Boston invoice. (If you begin in January, 2016, the cost will be adjusted accordingly.)
- Benefits summary:
https://www.universityhealthplans.com/brochures_pdf/Wheelock_BenefitsSummary-1415.pdf

Counseling Services

Confidential counseling is available on campus. The Counseling Center is located in the Pilgrim Student Center (phone: 617-879-2413).

Students may seek counseling for a variety of concerns including but not limited to:

<ul style="list-style-type: none">• Anxiety and stress• Home sickness• Relationship problems• Acute crisis, including trauma• Depression and suicidal thoughts	<ul style="list-style-type: none">• Eating disorders• Alcohol and other drug abuse problems• Self-esteem• Sexuality• Improving academic performance
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The Counseling Center's website (<http://www.wheelock.edu/student-life/health-and-wellness/counseling-center>) provides information about their staff and services, their drop-in hours and upcoming activities, and online resources that might be useful to you during your years as a college student.

Health Services

In the United States, unlike many countries, when we are sick we do not go to the hospital first. Usually, we make an appointment to see a **doctor**. Most families have a "family" or "primary care" doctor. Others go to a walk-in clinic (an office with multiple doctors, where you don't have to make an appointment). We only go to the hospital for emergency situations or if we need surgery. It is very expensive to go to the **hospital Emergency Room**, and you may have to wait several hours to see a doctor. Some illnesses don't require a trip to the doctor or hospital. You can visit the **pharmacy** and buy some "over-the-counter" medication (this means that you don't need a prescription from a doctor to buy it.)

Hospital Emergency Room: Wheelock is located in the Longwood Medical Area and there are many hospitals that will be able to see you. We recommend that in the case of an emergency that you go to the Beth Israel Deaconess Medical Center's Emergency Room. If you do not think that you can safely get there by walking or taking a cab, call Wheelock Public Safety at (617)879-2151 and they will call for an ambulance. If you are not on campus, call 911.

**Beth Israel Deaconess Medical Center Emergency Room
190 Pilgrim Road Boston, MA 02215**

Doctor’s Visit: Harvard Vanguard serves as Wheelock’s health services. Most services at Harvard Vanguard are provided to Wheelock students free of charge. However, please be aware that there are some medical procedures and visits that you will be charged for. Before visiting Harvard Vanguard, you will need to register and set up an appointment. You Student Recruitment and Support Officer will help you with this process. If you need help setting up an appointment, please stop by the OCB office.

**Harvard Vanguard Medical Associates
Internal Medicine, Fourth Floor
133 Brookline Ave
Boston, MA
(617) 421-1000**

Pharmacy: If you need to fill a prescription you can have your physician send your prescription to the Harvard Vanguard Pharmacy or to a local chain pharmacy.

Harvard Vanguard Pharmacy:

First Floor
133 Brookline Ave
Boston, MA
(617) 421-1000

CVS Pharmacy:

Longwood Galleria
350 Longwood Ave
Boston, MA
(617) 731-5753

Here are some examples of when to go to the hospital Emergency Room, a doctor’s office, or the pharmacy.

Hospital	Doctor’s Office	Pharmacy
Loss of consciousness	Earache	Cold, cough
Extreme pain that won’t go away	Infection	Menstruation pain
Severe shortage of breath	Sprains	Runny nose
Chest pain or pressure	Swelling from a bee or insect sting	Sore throat
Poisoning	Rash	Headache
Major injury, such as a head injury	Fever/flu that won’t go away	Stomachache
Bleeding that won’t stop	Cold, cough, or sore throat that lasts more than one week	Soreness / body aches
Severe reaction to insect bite, sting, or medication (especially if breathing is difficult)	Sexually transmitted disease	Minor cut where bleeding is controlled
	Urinary tract infection	

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Online Support Systems and Resources

You will have various online support systems to use on a daily basis to help you keep track of events, academics, and schedules. We will help you learn to use these resources and expect you to check your email daily.

Wheelock's Homepage -



www.wheelock.edu

Links to the Academic Calendar, Student Handbook, Wheelock Directory, and MyWheelock

MyWheelock ("The Portal") –



www.portal.wheelock.edu

Your Class Schedule, Grades, Finances, Transcript Ordering; Links to Student Email and Moodle



<https://wheelock.mrooms3.net/>

Moodle is an acronym for “*Modular Object-Oriented Dynamic Learning Environment*”. It is a software e-learning platform, also known as a Learning Management System. This is a very convenient way for your professors to share important course information with you. Most professors use Moodle to post their syllabus, policies, readings, and assignments.

Wheelock Webmail

You are required to check your Wheelock email daily. You will receive important messages from the ONCAMPUS Boston staff, your professors, Residence Life, Student Government Association, and others.

Facebook Group



ONCAMPUS Boston uses the **Facebook group** to post daily information about your program. Please join this group and check it regularly—and even sign up for notifications, so you don't miss any important information!

<https://www.facebook.com/groups/OnCampusBoston20152016//>

Facebook Page



ONCAMPUS Boston uses the Facebook page to post pictures and events on a weekly basis. Like us so that you don't miss any 'fun' information

<https://www.facebook.com/ONCAMPUSBoston>

ONCAMPUS Boston Attendance Policy 2015-2016

GENERAL ATTENDANCE POLICIES

Attendance in classes is key to your **academic success** and it is taken very seriously in the OCB program. Therefore, we expect 100% attendance from all our students. This includes all class meetings for the entire semester, required activities, and exams. Attendance will be taken at the beginning of every class session. Students are expected to arrive early or on time to every class. Those who arrive after the start of class will be marked late, and anyone who arrives more than 10 minutes late will be marked absent. If you are marked late twice in an individual class, it will equal one absent mark.

For planned or religious absences, contact Heather Martin

Office: 617-879-1332

Email: hmartin@oncampususa.com

For concerns about your health or well-being, contact Student Support

Officer Brian O'Malley

Office: 617-879-1333

Email: bomalley@oncampususa.com

Always email your professor.

Religious Holidays

ONCAMPUS Boston celebrates the diversity of its students, including religious and cultural diversity. If there are conflicts with your academic schedule as a result of religious observances, please **contact your professor(s) and Heather Martin at the beginning of the semester**. OCB will attempt to accommodate your schedule, but be aware that if you miss class, you will be marked absent and will be responsible for any work you miss. There are no excused absences for ONCAMPUS Boston students.

➤ **Illness**

If you are not feeling well enough to go to class, **email your professor(s) immediately**. If you miss more than one day of class, **you must contact Brian on the second day** – by phone, email, or by visiting the office. And you must bring a doctor's note to the office. Be aware that you will be marked absent from class and will be responsible for any work you miss.

DISCIPLINARY POLICIES

Poor attendance will result in disciplinary action being taken. In severe cases, poor attendance can result in dismissal from the program.

➤ **Level 1: Verbal Warning**

If the ONCAMPUS Boston staff is concerned about your attendance, you will be required to attend a meeting with an OCB staff member during which you will receive a Verbal Warning. An invitation to this meeting will be sent to your Wheelock email address, and the appointment will be scheduled for a time you do not have class. Failure to attend the meeting will result in a First Written Warning.

➤ **Level 2: First Written Warning**

If you fail to attend the Verbal Warning meeting, or if your attendance does not improve after the meeting, OCB will issue a First Written Warning. This will be sent to your Wheelock email address and may be copied to your parents/agents/sponsors, and you will be required to meet with an OCB staff member.

➤ **Level 3: Final Written Warning**

If you fail to attend the First Written Warning meeting or if your attendance does not improve after the meeting, you will be issued a Final Written Warning, which may be copied to your parents/agents/sponsors. You will be required to meet with an OCB staff member.

➤ **Level 4: Notice of Dismissal Warning**

A Notice of Dismissal Warning will be issued to students whose overall attendance falls far below the acceptable level, and Wheelock will be notified. Upon receipt of a Notice of Dismissal Warning, you will agree on an action plan with the Center Director. If you fail to complete the terms of the action plan, you will be dismissed from the program.

Academics

Courses

Each semester, **ONCAMPUS** Boston students will take an ‘English for Academic Purposes’ class, a University Success Workshop, and three or four credit-bearing classes of four credits each. The credit-bearing classes consist of a combination of general education classes, English classes (ENG 120/121), and electives.

English Placement Test

During orientation students will be given an English placement test which is used for placing students in a suitable level of English class. Readiness to enroll in Critical Writing and Reading (ENG 120) is determined by this placement test.

Math Placement Test

During orientation students will be given a Math placement test which is used to place students into Pre-Calculus or Calculus 1.

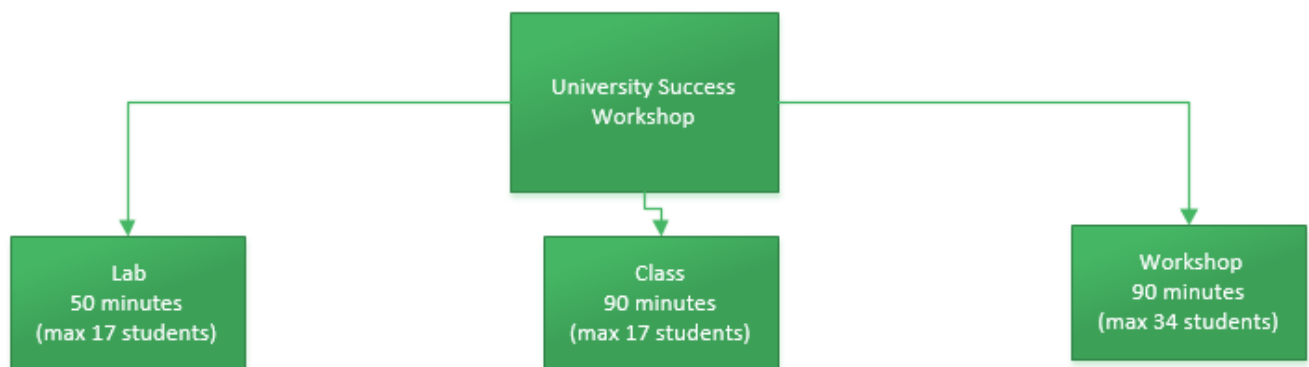
Midterm Reports

In addition to regular feedback from professors, students receive a midterm report after seven weeks of class. Students will also be invited for a meeting with their advisor to discuss these results.

Academic Success Advisor

Each OCB student is assigned an Academic Success Advisor, who will teach the Success Class, hold individual mid-term conferences, and keep academic advising hours for students to get individual attention to help them succeed in the program.

Overview of the University Success Workshop Class Structure



ONCAMPUS Boston Academic Policy

This form will be explained and students will have to sign during the first University Success Class

To successfully complete the **ONCAMPUS** Boston program, you need to maintain a minimum GPA of 2.5. If you fall below the required 2.5 GPA, you may be put on academic probation during your second semester. Your **ONCAMPUS** academic advisor will answer all questions about this policy to ensure that students have a clear understanding of the academic policies.

Academic Performance Requirements at ONCAMPUS Boston

- I am aware that I need a 2.5 GPA to be able to progress to the second year of Wheelock College, a partner university, or most other universities in the USA.
- I have read and understand the information in Wheelock’s Student Handbook about undergraduate academic policies, specifically “Undergraduate Academic Standing.”

Notice: If your GPA is below a 2.5 because of getting a D or F in one or more classes during your first semester, then this may have consequences in transferring to a university program.

Academic Honesty Policy at ONCAMPUS Boston

- I have read and understand the information in Wheelock’s Student Handbook about undergraduate academic policies, specifically “Academic Honesty Policy”.
- I agree to comply with the Academic Honor Code at all times while studying at the ONCAMPUS Boston program.

Notice: Should you violate the Academic Honor Code while studying at **ONCAMPUS** Boston, you will be required to attend a meeting with your Academic advisor to discuss the situation. You will be issued a letter, which will be kept in your student file. If a second instance of academic dishonesty occurs, you will be subject to the consequences listed in the Wheelock Student Handbook, which may include a hearing before the board, a failing grade in the course, or even dismissal.

Name: _____ (printed)

Signature: _____

Date: _____

Important Dates – OCB Academic Calendar 2015-2016

Mon, Tues, August 24,25	OCB Move-in
August 26-September 1	OCB Orientation
Wed, September 2	Fall semester begins (classes meet)
Mon, September 7	Labor Day Holiday- no classes
Wed, September 9	Last day to add classes
Wed, September 16	Last day to drop classes
Mon, October 12	Autumn Holiday – no classes
October 27-30	Mid-semester evaluations
Wed, November 11	Veterans’ Day (no classes)
Thurs, November 12	Last day to withdraw from classes
Wed-Fri, November 25–27	Thanksgiving Holiday Break (no classes)
Wed, December 16	Last day of classes (classes meet)
Fri, Mon December 18, 21	Undergraduate examination period
Tues, December 22	Move out for winter break

Spring 2016

Mon, Tues, January 11,12	OCB new student move-in
Wed-Fri, January 13-15	OCB Orientation
Mon, January 18	Martin Luther King Jr. Holiday (no classes)
Tues, January 19	Spring semester begins (classes meet)
Wed, January 27	Last day to add classes
Wed, February 3	Last day to drop classes
Mon, February 15	Presidents’ Day (no classes)
March 7-11	Spring Break (no classes)
March 14 –18	Mid-semester evaluations
Wed, March 30	Last day to withdraw from classes
Mon, April 18	Patriot’s Day (no classes)
Mon, May 9	Last day of classes (classes meet)
Wed, Thurs May 11,12	Undergraduate Examination Period
Fri, May 13	Move out
July 5-8	Mid-semester evaluations
Fri, August 12	Last day of classes (classes meet)
Sat, August 13	Move out

Summer 2016

Mon, May 23	Summer Session Begins (classes meet)
Mon, May 30	Memorial Day Holiday (no classes)
Mon, July 4	Independence Day Holiday (no classes)
July 5-8	Mid-semester evaluations
Fri, August 12	Last day of classes (classes meet)
Sat, August 13	Move out

Safety and Emergency Information

OCB Contact Information

Mailing Address ONCAMPUS Boston at Wheelock College
210 Riverway
Boston, MA 02215

Office Location Peabody Hall
210 Riverway
Lower Level - Room 008

OCB Office (business hours) +1.617.879.1330

Wheelock Public Safety (24 hrs) +1.617.879.2151

Taxi..... Metro Cab: +1.617.782.5500
Boston Cab: +1.617.536.5010

Public Safety

Public Safety Officers are on duty at Wheelock College all the time – 24 hours a day, 7 days a week, 365 days a year.

The Public Safety Desk is in Peabody Hall – in the same building as OCB – on the first floor.

Wheelock Public Safety Desk	Peabody Hall 210 Riverway First Floor
Wheelock Public Safety Phone	+1.617.879.2151

You can call Public Safety any time you need assistance, including in the following scenarios:

- You arrive to campus for the first time and need to check in.
- You're locked out of your on-campus room.
- It is too noisy in your residence hall and you'd like an officer to come by and ask people to quiet down.
- There is a medical emergency and you need assistance or an ambulance.
- There is a mental health concern and you would like to speak with a Counselor on Call.
- There is a maintenance issue on campus after hours (not 9am – 5pm) and you need assistance.
- You feel unsafe in any way.
- You notice someone suspicious on campus.

Safety Tips (from Wheelock College Public Safety)

Below you will find ways to better aid yourself while on and off campus. If you ever have any questions, feel free to contact Public Safety.

After dark when traveling between the Brookline and Boston Campuses or when heading to the Longwood T station we recommend that you avoid entering or passing through the Emerald Necklace by the Muddy River. We suggest that you take Longwood Avenue a more heavily traveled and well lit pathway.

- Be aware of your surroundings at all times.
- If you need to walk after dark, call public safety for an escort or walk with friends
- When walking, walk deliberately and have your keys in hand
- If someone appears to be following you, make them aware to stop following you. If person continues, proceed to a well-lighted area, occupied building, other people, or the emergency phone. Contact the Campus Security or 9-1-1 immediately.
- Make a roommate or friend aware where you are going
- Take a self-defense course
- Carry a noisemaker
- If you are being harassed or feel that your personal safety is being compromised, call Campus Security 2151 or 9-1-1 immediately.
- Do NOT wear headphones when walking alone

Emergency Closing Policy from Roy Schifilliti (VP, Campus Life and Information Services)

Listed below is important information concerning College Closings due to Snow, Storms and other Emergency situations. Please carefully read this information so you know how to stay in touch with what is happening at the College.

In the event of a snow, storm, and emergency closing or opening delays WBZ 1030 (AM) radio and WBZ-TV Channel 4 television will be informed.

- *Every effort will be made to insure that announcements are made beginning with the 6:30 a.m. newscast, but the announcement may be delayed by the station.*
- *When making the decision to close early every effort will be made to announce the College closing in advance of the evening class schedule.*
- *Members of the community who commute from long distances are advised to delay their departures until complete cancellation information is available.*

To assist in communicating this message

- *An e-mail will be sent to the community.*
- *The College main webpage will be updated with closing information.*
- *For those individuals who have activated their RaveAlert emergency contact information a message will be sent to your primary number with a voice message, by email, and the text message number you provide as listed on RaveAlert (see next section).*

The Wheelock College Library will open as soon as possible to give students access to books, periodicals, and a suitable place to study, even when the College is closed. Opening time will depend on weather and transportation conditions.

Rave Alert System

Below is more information about notifications and instructions to add, change or update your information:

- ❖ For snow closings, you will be contacted with a voice message, by email, and the text message number you provide. Although the timing may vary depending on the circumstances, snow closing alerts usually go out between 6am – 7am of the day of closing.
- ❖ For emergency notifications, such as safety alerts or emergency instructions, you will be contacted at all your phone numbers with a voice message, by email, and the text message numbers you specify. These messages may be sent at anytime, day or night.

Please visit <https://www.getrave.com/login/wheelock>

When you click the link, you will see the log in page and directions.

You may specify up to 3 mobile phone numbers, 3 voice only phone numbers, and 2 email addresses in addition to your Wheelock email address.

We encourage you to enable as many Broadcast Alert methods as possible to increase the likelihood of receiving a given Broadcast Alert message.

It is important to note that RaveAlert and Wheelock College do not sell or share your emergency contact information with others, and everything is kept in strict confidence. Your safety and well-being is very important to us and we appreciate you taking the time to provide your information. Thank you for your participation!

If you have any questions, please contact campusservices@wheelock.edu or call us at 617-879-2002.

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Wheelock Student Code of Conduct

This is a summary of Section V of the Wheelock Student Handbook (“Student Code of Conduct,” found on pages 32-38). Please see the full document for more information, and contact Brian O’Malley (SRSOboston@oncampususa.com) with questions.



A. Conduct Code Classifications

1. College Honor Code
Be a good and respectful citizen.
Dishonesty (including plagiarism, cheating, and forgery) is unacceptable.
2. Climate of Respect
Do not treat others unfairly, unkindly, disrespectfully, or abusively.
All forms of social media communication must be respectful.
3. Criminal Charges
When the College is aware of criminal charges, the College may also take action.
4. Off-Campus Violations
Students can be held accountable for illegal or inappropriate behavior even if it happens off campus.

B. Student Bill of Rights

You will be ...

1. presumed innocent until determined to be in violation (though some sanctions may be immediate)
2. notified of allegations before hearing; given a hearing
3. allowed to admit or deny charges, call witnesses, present evidence; allowed to appeal
4. given written summary; granted a degree of confidentiality

C. Proscribed Conduct

see reverse

D. Sanctions and Disciplinary Actions

Examples of sanctions that may be imposed separately or in combination:
no action; official reprimand; mediation; parental/agent notification; disciplinary notice; revocation of privileges; counseling; community service; confiscation; fine; probation; behavioral contract; no contact order; campus ban; suspension; expulsion


E. Judicial Information

1. Incident reports can be filed by any member of the community
2. Dean of Students or designee will review the report and notify the student who is the subject of the report
3. Dean of Students will decide to dismiss the matter, mediate the incident, mandate an appropriate sanction, or refer the incident to the Conduct Board
4. **ONCAMPUS** Boston staff will be notified

F. Conduct Board

A panel of students, faculty, and staff come together to determine the facts and arrive at a fair resolution.
A student called to a Conduct Board hearing may select an advisor from the community.

Alcohol and Drugs

21 OR OLDER		UNDER 21
<p>Drink responsibly! You should not be incapacitated or intoxicated by the influence of alcohol. You cannot provide, purchase, or transport alcohol for minors (under 21).</p>		<p>If you are under 21, it is illegal for you to purchase or consume alcohol.</p> 
LIVING OFF CAMPUS	LIVING ON CAMPUS	
<p>You can consume a limited amount of alcohol, on campus, if you are signed in as a guest of a 21+ student. All students consuming alcohol must be 21+.</p> <p>You can enjoy a drink in that resident's room when no minors are present.</p>	<p>If you and all of your roommates are 21+, you may each have:</p> <ul style="list-style-type: none"> • one six-pack of beer • OR one bottle (750 mL) of wine • OR one bottle (750 mL) of alcohol. 	

Wheelock is a smoke-free campus!



Smoking cigarettes on campus is prohibited.

E-Cigarettes and vaporizers may not be used at any time in class or the residence halls.

Smoking marijuana in MA is illegal.



Where can you smoke tobacco:

- Anywhere off campus that is not designated as smoke or tobacco free area
- Across the street on Pilgrim road
- The grassy area between the sidewalk and the road on Riverway

Drugs are illegal and not permitted to be used on the Wheelock Campus.

Additional Proscribed Conduct

- Expression of any form which is degrading, demeaning, abusive or harassing toward others, particularly on the basis of race, color, cultural background, handicap, age, sexual orientation, or political or religious beliefs. This covers all forms of communication, including verbal, written, and electronic media, and all forms of interaction, including physical and verbal.
- Intentional disruption or obstruction of teaching, research, administration, disciplinary proceedings, or other College activities.
- Behavior or activity that threatens or endangers the health or safety of oneself or others, whether or not such activity occurs on College property.
- Disruptive or disorderly conduct.
- Verbal abuse, and/or willful damage to the reputation or psychological well-being of any person.
- Conduct unbecoming of a Wheelock student, whether on or off the campus grounds.
- Damage or vandalism to College or personal property.
- Use of electronic devices to violate the privacy of the College community or its members.
- Failure to comply with the directives and sanctions of College officials acting in performance of their duties.
- Disrespect of a College official.
- Fighting, even when said fighting is mutually instigated.
- Violent behavior, whether physical, verbal or threatened, directed toward property or persons.

Other Violations

- Violation of the Visitors and Sign-In Policy.
- Gambling as defined by Massachusetts General Laws.
- Unauthorized possession or distribution of any mode of entrance to any College facility.
- Unauthorized presence in or forcible entry into a College facility or College-related premises, including, but not limited to, College building roofs or fire escapes.
- Disposal of trash or refuse anywhere on the campus except in designated trash receptacles.
- Violations of the College Honor Code.
- Violations of the Climate of Respect.
- Violations of a “No Contact Order”
- Violation of any Trespass or Ban Order from any part of campus.

The Visitor and Sign-In Policy is a public safety policy and is very strictly enforced. Some important points include.

1. NO UNESCORTED VISITORS ARE ALLOWED IN WHEELOCK RESIDENCE HALLS AT ANY TIME
2. SHARING OF WHEELOCK ID CARDS IS STICKLY PROHIBITED
3. THE CONDUCT OF YOUR VISITORS IS YOUR RESPONSIBILITY

Please take time to read though the entire policy located in the Wheelock student handbook.

[http://www.wheelock.edu/Documents/Student_Life/StudentHandbook/Student%20Handbook%2013-14%20\(3\).pdf](http://www.wheelock.edu/Documents/Student_Life/StudentHandbook/Student%20Handbook%2013-14%20(3).pdf)

Useful Contacts

ONCAMPUS Boston

Email: boston@oncampususa.com

Phone 617-879-1330

Information Technology

Email: helpdesk@wheelock.edu

Phone: 617-879-2309

Facilities

Email: facilities@wheelock.edu

Phone: 617-879-2140

Campus Services

Email: campusservices@wheelock.edu

Phone: 617-879-2002

Residence Life

Email: reslife@wheelock.edu

Phone: 617-879-2108

Finance Office:

617-879-2306

Harvard Vanguard Health Services

133 Brookline Avenue

617-421-1196

Public Safety:

Phone: 617-879-2151

Student Information

Mailing Address: **150 Riverway**

Box # _____

Boston, MA 02215

Residence Hall Address

Building:

Street Number:

Room Number:

Boston, MA 02215

Wheelock Public Safety: **+1.617.879.2151**