International Student Handbook

2014-2015
Emergency Reference

Office of Residence Life .......................................................................................... 617-217-9223
Open Monday through Friday, 8AM – 5PM

Professional-On-Call............................................................................................... 617-217-9211
If a staff person is not available after hours in the event of an emergency, and it is after office hours,
you may contact this number.

Other Important Emergency Numbers:

Ambulance, Fire Dept., Police Dept. .................................................................911

Boston Police Department..............................................................................617-343-4911

Mass Poison Control Center ....... 800-682-9211

Boston Area Rape Crisis Center ......................................................... 617-492-7273

In the event of a medical emergency:

- Call 911.
- Inform a staff person as soon as you call 911 or if you exit the building.

In the event of a fire:

- Pull the fire alarm if you are near a pull station.
- Leave the building via the most direct route.
- Call 911.
- Inform a staff person as soon as possible
Office of International Student Services  
35 Commonwealth Avenue  
Boston, MA 02116  
(617) 217-9037  

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Welcome to Bay State College from
The Office of International Student Services

The Office of International Student Services strives to foster a living/learning environment on Bay State College’s campus that complements the academic mission of the college. To this end, staff members are visible, available, and approachable in order to assist students with personal growth opportunities and academic success. The focus of the staff is on creating a connected international student population within the college campus where students feel a sense of belonging, community, and support so that each individual has the opportunity to be both academically and socially successful.

Our offices are housed at 35 Commonwealth Ave, which is also one of the original Victorian townhouses/brownstones of Boston’s historic Back Bay. Students are encouraged to use this space for quiet study, social gathering and one-on-one discussions with any on-hand staff members. Both our offices and the Bay State College Campus provide Students with a convenient and stimulating environment to supplement the educational experience of attending Bay State College.

The staff members are part of the Department of Student Affairs at Bay State College. Our staff includes Julia Croft, Director of International Student Services and Myra Traylor, International Student Advisor. We are here to not only assist a student through the enrollment process but Julia and Myra are on-hand to ensure that a student’s arrival to the US and to the campus are seamless, that a new student orientation welcomes students on to campus and answers all pending questions and that they are available answer daily questions and concerns from our International Student population. Additionally, our staff plans activities for International Students to take part in, including both social and educational programs. We are here to also help interested students get involved around campus in different activities. Our goal is to create an environment where students participate in meaningful activities that facilitate student development.

The Office of International Student Services is located on the 2nd level of 35 Commonwealth Avenue. We welcome you to stop by and share your ideas, issues and concerns.

Best wishes for an enjoyable and rewarding academic year,
The Department of International Student Services
The Department of Student Affairs

The Department of Student Affairs is comprised of The Dean of Students, Residence Life, Student Activities, Student Success and Disabilities Support and International Student Services. All offices are located at 35 Commonwealth Ave and open from 8:00am to 5:00pm, Monday through Friday. Summer hours are 8:00am to 5:00pm, Monday through Thursday, and 8:00am to 1:00pm on Friday. If there is an emergency after office hours, a staff member can be reached at (617) 217-9211.

Department of Student Affairs
Mission Statement

The mission of the Department of Student Affairs at Bay State College is to ensure that students of all ages and backgrounds are engaged in the process of growth and change. The extent and intensity of each student’s involvement in academic work and other aspects of campus life determine, in large measure, the degree of individual success attained. The role of the Department of Student Affairs is to support this involvement and to encourage a campus environment that will be formative for them and instrumental in their efforts to achieve academic success and personal fulfillment.

The objectives of the Department of Student Affairs are to:

**Offer Support Services.** The Department of Student Affairs provides a variety of support services that promote the well-being of students. Services include safe and secure residence halls, crisis response and conflict resolution, academic accommodations, counseling services, educational programming, and information and resources about services both on- and off-campus.

**Facilitate Student Success.** The Department of Student Affairs facilitates the educational, psychological, social, spiritual and physical development of students. Services and programs are offered to enable students to expand their capabilities and understanding and to handle personal problems which, if left unattended, inhibit learning and development. Through a holistic approach, the Department of Student Affairs combines programming, support, and resources to encourage self-advocacy and facilitate student success.

**Foster a Campus Community.** The Department of Student Affairs advances programs and activities that nurture and encourage a strong sense of community among students, faculty and staff. This objective is primarily achieved by actively involving students in campus community life, fostering social connections and creating an atmosphere of school spirit.

**Develop Ethically- and Socially-Aware Citizens.** In conjunction with the mission of Bay State College, the Department of Student Affairs is committed to developing students who are ethically- and socially-aware citizens within our community. Opportunities for leadership development and service to the community are combined with a sense of accountability through governance opportunities and the Code of Conduct to achieve this objective.

Office of International Student Affairs Staff

Julia Croft, Director of International Student Services (617)217- 9037*
Myra Traylor, Associate Director of International Student Admissions (617)217-9072

*Direct all general questions to Julia prior to reaching out to the other mentioned
**Direct all CPT and OPT questions to Myra

Student Affairs Staff

Kate O’Hara, Dean of Students (617)217-9225
Jeremy Shepard, Assistant Dean of Students (617)217-9218
Andrew Gresenz, Assistant Director of Residence Life (617)217-9231
Kristin Staine, Assistant Director of Student Activities (617)217-9228
Scott Hoffman, Residence Director (617)217-9227
Sara Wood, Associate Director of Student Success & Disability (617)217-9246
Kara Conway, Student Success Coordinator/Disability Support Services Coordinator (617)217-9209
Cheryl Raiche, School Counselor (617)217-9212
Jabril Robinson, Graduate Assistant of Student Activities and Residence Life
General Information

Emergency Notification System
Bay State College has established an Emergency Notification System (ENS) for the purpose of communicating with faculty, staff and/or students upon the confirmation of a significant emergency or dangerous situation involving an immediate threat to the health or safety of the campus community. All faculty, staff and students are automatically in the ENS via their Bay State College email addresses and will receive notifications through that channel. However, all members of the community are encouraged to update their contact information to include other channels, such as cell phone and text via the website at www.mir3.com/baystate. This process will be conducted at the time of your New Student Orientation.

Keys and Access Cards
A Student ID is issued to each student to allow entrance to 31 St James and certain buildings after closing. If this card is lost, students will be responsible for obtaining another card for an additional fee during regular office hours. Please note that Student IDs are deactivated during school breaks, and students will not be able to gain access to the buildings at these times. You will receive this card at the time of your New Student Orientation.

Alcohol
The legal drinking age in the United States is 21.

The drinking or possession of alcoholic beverages on the campus or in affiliated facilities is prohibited (regardless of age). Students are subject to all applicable local, state, and federal laws regarding alcohol and are not exempt from enforcement of these laws by virtue of their student status.

Students 21 years of age or over may consume alcohol off campus. However, the College expects these students to drink responsibly and not to provide or procure alcohol for persons under the age of 21. If these students are involved in unlawful behavior, the College will be notified and the student will be subject to action through the conduct system. If the student returns to the College campus in an intoxicated state, endangers his/her health through irresponsible drinking or causes a disturbance he or she will be subject to action through the conduct system.

In Massachusetts, all bars require photo identification as proof of age. You will need to bring your passport. Copy of your passport will not be sufficient.

Smoking
Smoking is not permitted in any Bay State College facility (including the residence halls). Massachusetts law also prohibits smoking inside any public building, bar, restaurant or nightclub.

Tipping
When eating out at a restaurant or at a bar, it is customary to leave the waiter or waitress a tip of 15-20%. When drinking at a bar, it is recommended that you leave a dollar for each drink as a tip. Also be aware that at some restaurants the tip is included for large parties. Your bill should read “tip (or gratuity) included” at the bottom of your receipt if this is the case.

Transportation in Boston
“Charlie Cards” and “Charlie Tickets” are the passes to use on the subway and buses throughout Boston and the neighboring towns.

- Bus fare one way: $1.50
- Subway (“T”) fare one way: $2.50
- Weekly LinkPass: $18.00; Monthly LinkPass: $70 both give you unlimited access to the subway and buses
- Student discounts are available through Bay State College in the summer and fall. Please check the BSC website for more information

Closest “T” Stops to Bay State’s Campus

**Copley (Green Line)**

![Copley Station](image)

**Arlington (Green Line)**

![Arlington Station](image)

**Back Bay Station (Orange Line)**

![Back Bay Station](image)

Sightseeing Locations and Boston History

**Faneuil Hall**: Located near the waterfront and today’s Government Center, in downtown Boston. Faneuil Hall has been a marketplace and a meeting hall since 1742. It was the site of several speeches by Samuel Adams, James Otis, and others encouraging independence from Great Britain. Now it is part of Boston National Historical Park and a well-known stop on the Freedom Trail. It’s also home to the Faneuil Hall Marketplace which includes three long granite buildings called North
Market, Quincy Market, and South Market, and which now operates as an indoor/outdoor mall and food eatery. This is a great place to visit for food, bars and street performers.

**Boston Public Library:** Located close to Bay State College in Copley Plaza, Back Bay Boston. It was the first publicly supported municipal library in the United States, the first large library open to the public in the United States, and the first public library to allow people to borrow books and other materials and take them home to read and use. It’s a great study space but also has impressive architecture and a beautiful atrium.

**Museum of Science:** A Boston, Massachusetts landmark, the museum is located in Science Park, a plot of land spanning the Charles River. Along with over 700 interactive exhibits, the Museum features a number of live presentations throughout the building every day, along with shows at the Charles Hayden Planetarium and the Mugar Omni Theater, the only domed IMAX screen in New England. They offer student discounts if you bring your Bay State College Student ID.

**Museum of Fine Arts:** Is located at 465 Huntington Ave and is one of the largest museums in the United States. It contains more than 450,000 works of art, making it one of the most comprehensive collections in the Americas. They offer student discounts if you bring your Bay State College Student ID.

**Boston Duck Boat Tours:** See Boston from land and by sea! The Duck Boats have become a Bostonian rite of passage. The boats have three departure locations throughout the city of Boston: the Prudential Center, the Museum of Science and the New England Aquarium.

**Boston Public Garden (aka Boston Commons):** The Public Garden was established in 1837 when philanthropist Horace Gray petitioned for the use of land as the first public botanical garden in the United States. While the Common is primarily unstructured open space, the Public Garden contains a lake and a large series of formal plantings that are maintained by the city and others and vary from season to season. During the warmer seasons, the pond is usually the home of one or more swans and is always the site of the Swan Boats, a famous Boston tourist attraction. The Gardens are located 3 blocks from Bay State at the end of Commonwealth Ave.

**Fenway Park:** Home to the **2013 World Champions the Boston Red Sox!** Located a short walk or T ride from Bay State’s campus in Kenmore Square. It has served as the home ballpark of the Boston Red Sox baseball team since it opened in 1912 and is the oldest Major League Baseball stadium in use.

**Freedom Trail:** A 2.5-mile-long (4.0 km) red (mostly brick) path through downtown Boston, Massachusetts, that leads to 17 significant historic sites. It leads from Boston Common to USS Constitution in Charlestown. Simple ground markers explaining events, graveyards, notable churches and other buildings, and a historic naval frigate are stops along the way. Most sites are free; Old South Meeting House, Old State House, and Paul Revere House have small admission fees; still others suggest donations. In warmer months it’s popular to see many Boston tourists following the brick trail throughout the city.
The New England Aquarium: In addition to the main aquarium building, attractions at the New England Aquarium include the Simons IMAX Theatre and the New England Aquarium Whale Watch, which operates from April through November. Located in the central open atrium of the main building, the principal feature of the Aquarium is the Giant Ocean Tank, a cylindrical 200,000-US-gallon (760,000 l) tank simulating a Caribbean coral reef. They offer student discounts if you bring your Bay State College Student ID.

Mapparium: A three-story tall glass globe of stained glass that is viewed from a 30-foot-long (9.1 m) bridge through its interior. It is a unique exhibit at The Mary Baker Eddy Library in Boston, Massachusetts. Built in 1935 and based upon Rand McNally political maps published the previous year, the Mapparium shows the political world as it was at that time and hasn’t been changed since. The Mapparium is located at 200 Massachusetts Ave.

** Discounts to museums and some attractions are available if you use your student ID. Discounted movie tickets are available through Bay State’s Student Activities Office

Boston Neighborhoods: Boston is sometimes called a "city of neighborhoods". There are 21 designated neighborhood areas in Boston used by the city. Bostonians also have a variety of overlapping districts which they consider neighborhoods, squares, areas, etc. These “neighborhoods” exist on both large and small scales...here are a few of the most notable

Back Bay: Home to Bay State College. Famous for its rows of Victorian brownstone homes, it’s considered one of the best-preserved examples of 19th-century urban design in the United States. It is also a fashionable shopping destination (especially Newbury and Boylston Streets, and the adjacent Prudential Center and Copley Place malls) and home to some of Boston’s tallest office buildings, the Hynes Convention Center, and numerous major hotels. Prior to a colossal 19th-century filling project, what is now the Back Bay was a literal bay. Today, along with neighboring Beacon Hill, it is one of Boston's two most expensive residential neighborhoods. Office of International Student Services favorite: Sitting by the Charles River at the Hatch Shell listening to live music every Wednesday evening in the Spring in Summer.

Beacon Hill: It is a neighborhood of Federal-style “rowhouses” and is known for its narrow, gaslit streets and brick sidewalks. Today, Beacon Hill is regarded as one of the most desirable and expensive neighborhoods in Boston. The Massachusetts State House sits at the top of the “hill.” Office of International Student Services favorite: The gold dome of the State House.

China Town: It is the only historically surviving Chinese area in New England and remains a center of Asian-American life in New England, hosting many Chinese and Vietnamese restaurants and markets. Chinatown is one of Boston’s most densely populated residential districts, with over 28,000 people per square mile in the year. Office of International Student Services favorite: The traditional Chinatown Gate with a foo lion on each side is located at the intersection of Beach Street and Surface Road. Plus, all of the amazing authentic Chinese food restaurants...you can’t go wrong.
Downtown/Financial District: Is located in the downtown area near Government Center and Chinatown. Like many areas within Boston, the Financial District has no official definition. The area includes Post Office Square, the Exchange Place and International Place complexes, and the landmark Custom House Tower. Office of International Student Services favorite: The Union Oyster House- holds the unique distinction of being America's oldest restaurant...and serves delicious Boston crème pie!


South End: Located south of the Back Bay, the South End is a high-end residential area. Office of International Student Services favorite: The South End Jazz scene-it was at one time known as a jazz “mecca” and still houses Wally’s Paradise where Sunday Jazz Brunch is served.

Harvard Square: A large triangular area near the center of Cambridge, Harvard Square is the historic center of Cambridge and famous for the location of Harvard University. Adjacent to Harvard Yard, the historic heart of Harvard University, the Square functions as a commercial center for Harvard students, as well as residents of western Cambridge and the inner western and northern suburbs of Boston. There are great shops and restaurants located on the square.

Worship Opportunities

<table>
<thead>
<tr>
<th>APOSTOLIC</th>
<th>ASSEMBLY OF GOD</th>
</tr>
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<tbody>
<tr>
<td>United Emmanuel Holiness Church</td>
<td>Boston Worship Center</td>
</tr>
<tr>
<td>65 Winter Street, Boston, MA</td>
<td>9 Salutation Street, Boston, MA</td>
</tr>
<tr>
<td>(617) 442-4183</td>
<td>(617) 723-2226</td>
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<table>
<thead>
<tr>
<th>BAPTIST</th>
<th>CONGREGATIONAL</th>
</tr>
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<tbody>
<tr>
<td>First Baptist Church of Boston</td>
<td>Park Street Church</td>
</tr>
<tr>
<td>110 Commonwealth Avenue, Boston, MA</td>
<td>1 Park Street, Boston, MA</td>
</tr>
<tr>
<td>(617) 267-3148</td>
<td>(617) 523-3383</td>
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<table>
<thead>
<tr>
<th>EPISCOPAL</th>
<th>GREEK ORTHODOX</th>
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<tbody>
<tr>
<td>Trinity Church</td>
<td>Greek Orthodox Cathedral</td>
</tr>
<tr>
<td>Copley Square, Boston, MA</td>
<td>514 Parker Street, Roxbury, MA</td>
</tr>
<tr>
<td>(617) 536-0944</td>
<td>(617) 427-4500</td>
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<table>
<thead>
<tr>
<th>UNITARIAN UNIVERSALIST</th>
<th>LUTHERAN</th>
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<tbody>
<tr>
<td>Arlington Street Church</td>
<td>1st Lutheran Church of Boston</td>
</tr>
<tr>
<td>351 Boylston Street, Boston, MA</td>
<td>299 Berkeley Street, Boston, MA</td>
</tr>
<tr>
<td>(617) 536-7050</td>
<td>(617) 536-8851</td>
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<table>
<thead>
<tr>
<th>METHODIST</th>
<th>PRESBYTERIAN</th>
</tr>
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<tbody>
<tr>
<td>United Methodist Church</td>
<td>Church of the Covenant</td>
</tr>
<tr>
<td>566 Commonwealth Avenue, Boston, MA</td>
<td>67 Newbury Street, Boston, MA</td>
</tr>
</tbody>
</table>
(617) 266-3900

JEWISH
Charles River Park Synagogue
55 Martha Road, Boston, MA
(617) 523-0453

(617) 266-3900

ROMAN CATHOLIC
St. Francis Prudential Chapel
Prudential Center, Boston, MA
(617) 437-7117
Basic F-1 VISA Terminologies

Department of Homeland Security (DHS): The Department of Homeland Security oversees three agencies:

1. United States Citizenship and Immigration Services (USCIS): Responsible for citizenship, asylum, lawful permanent residency, employment authorization, refugee status, inter-country adoptions, replacement immigration documents, family and employment immigration related and foreign student work authorization.

2. Immigration and Customs Enforcement (ICE): Responsible for immigration investigations, detention, removal, intelligence and SEVIS.


SEVIS I-20 Form: Student receives an I-20 form after being admitted to the College. Student needs to present this form to the U.S. embassy or consulate in their home country to apply for the F-1 student visa. This form contains area of study information such as major, degree objective, start and end dates of program, and other personal information relevant to the F-1 status. This form must be signed by the a College DSO or PDSO (representative) if you are to leave the country for any reason at any time.

I-20 Extension: If student is unable to complete the degree program by the end date on the I-20, student must request for an extension of I-20 with the International Student Services office at least one month before it expires. Failure to apply for I-20 extension in a timely manner will result in termination of the F-1 status.

U.S. F-1 Visa: A computer-generated entry permit that is issued by the U.S. Embassy or Consulate abroad for you to enter the U.S. to begin your studies. The only time you are required to have a valid visa is when you are entering the U.S. from another country. For more information about visa applications please visit the U.S. Department of State at www.travel.state.gov.

You can stay in the U.S. on an expired F-1 visa as long as you have maintained your valid F-1 student status.

I-94 Arrival/Departure Card: Students receives a small white index card upon your arrival to the U.S. They are admitted for duration of status, which is abbreviated by CBP officers as “D/S” on both forms I-94 card and I-20. Duration of status means the period that you are pursuing a full course of study, plus any Optional Practical Training following completion of the course of study. This card is very important as it is needed for on-campus employment, application for a Social Security number, and a driver’s license. (recent changes to I-94 is done electronically)

Travel Abroad: To re-enter the U.S. after a trip abroad, you must present the following documents at Port of Entry:

1. Valid passport (for at least 6 months into the future)
2. Valid F-1 student visa
3. Valid SEVIS I-20 endorsed for travel by DSO or PDSO at BSC (each signature is valid for six months into the future even though the I-20 says one year).

If you are engaging in post-completion OPT you also need to carry your:


b. Proof of employment letter

Automatic Visa Revalidation for F-1 Student: Allows F-1 students to enter the U.S. from Canada, Mexico, or one of the adjacent islands to the U.S. (other than Cuba) on an expired F-1 visa if the trip is not exceeding 30days. However, you must have a valid SEVIS I-20 endorsed for travel by BSC DSO or PDSO, valid passport, original I-94 card and an expired F-1 visa stamp.
If you meet one of the following criteria, you will **NOT** be able to use automatic revalidation:

- You applied for a new F-1 visa and it has not been issued
- You applied for a new F-1 visa and were denied
- You have a terminated or completed SEVIS record
- You have been **out of the U.S.** for more than thirty days
Maintaining F-1 Status

Mandatory Check-In:
As a newly admitted BSC F-1 student, student is required to attend new student Orientation prior to the start of classes. Participation in this orientation will act as the student’s “check-in” with both the Director of International Student Services (Julia Croft) and the International Student Coordinator (Myra Traylo). Failure to attend new student Orientation will result in termination of F-1 student status and the student’s I-20. Student is required to bring photocopies of the following documents to Orientation:
1. Bay State College initial or transfer I-20
2. Front and back sides of I-94 arrival/departure card
3. F-1 visa
4. Valid passport
5. Information regarding:
   a. Personal email address
   b. Residential address if not living within Bay State College campus housing*

*Address Reporting: In compliance with the U.S. Department of Homeland Security (DHS), you are required to have valid addresses recorded in Registrar’s records during your studies. DHS may terminate your immigration status automatically if you do not maintain your address information with BSC. Students holding a BSC sponsored F-1 visa are required to provide the college the following addresses and keep them up to date through the Registrar’s office:
   1. Mailing Address: is used as your local U.S. address for immigration purposes. This address cannot be your home country address, out of state address, department address, office or post office box.
   2. Permanent Address: address in your home country. This address cannot be a U.S. address or a post office box.

All new students are also required to attend Bay State College's First Year Experience

Enrollment: To maintain your F-1 status, you are required to pursue a full course of study and make normal academic progress towards completion of your degree program. Undergraduate students are required to register for a minimum of 12 credits per semester. Summer enrollment is optional. You must also attend class and maintain an positive attendance record in order to maintain your F-1 status*

*Students must adhere to the attendance policy. Students must be present for at least 80% of classes. Students will be out of compliance should they miss more than 20% of their classes and could have their I-20 terminated if they do not have pre-approved reasons for missing classes.
If this happens:
The student administratively withdrawn from the college
The student’s I-20 is terminated
The student must leave the college
The student must move out of housing immediately

Reduced Course Load (RCL): F-1 students may take less than the required units if you meet one of the reasons below and have prior approval by both your Academic Advisor and The Director of International Student Services:
1. Academic Difficulty (this reason can only be used one term per degree program )
2. Illness or medical condition (students must include a letter from A Health Center, or Counseling and Psychological Services, or a private licensed physician).
Employment For F-1 Status

Bay State College International Students are not eligible for on-campus work until student has been actively enrolled in Bay State College for a minimum for 1 academic year. Prior to applying for on-campus work, the student must visit Myra Traylor.

F-1 students are allowed to work in the U.S. with the proper authorization Bay State College or U.S. Citizenship and Immigration Services (USCIS). There are two types of employment available to you:

1. On-Campus Employment
2. Practical Training

On-Campus Employment: F-1 students are permitted to work part-time on the premises of Bay State College, while they are maintaining F-1 status. They can work on-campus without obtaining employment authorization USCIS. They are allowed to work a total of 20 hours per week during the academic year. During summer and winter vacations, they can work more than 20 hours per week. On-campus employment typically involves working in one of the offices or for a faculty member.

*International students are only eligible for on-campus employment after one year of on-campus study

Practical Training: F-1 students may engage in off-campus work with prior authorization BSC or USCIS to gain practical experience in the field of study. There are two types of off-campus work authorization:

1. Curricular Practical Training (CPT): is an off-campus work authorization that is approved by BSC academic departments for student to engage in internship that is required or an integral part of your academic program.
2. Optional Practical Training (OPT): is a 12-month fulltime work authorization approved by USCIS to work in the field of study upon completion of your degree program. OPT requires USCIS authorization, which can take up to 4 months to obtain*

*Please speak to an International Student Advisor, Career Service Advisor and/or Director of International Student Services. OPT can take up to 4 months to approve so please plan in advance.

Severe Economic Necessity Employment: F-1 students may be eligible to apply for off-campus employment authorization based on severe economic hardship after being in F-1 status for one academic year. Student cannot begin the off-campus employment until he/she have received the Employment Authorization Document (EAD) from USCIS. In addition to being in F-1 status for one academic year, student must demonstrate that there is an unforeseen severe economic necessity beyond your control and that other employment opportunities are not available or insufficient, and that employment will not interfere with student’s full time study.
Completion of Study

**Grace Period:** Upon completion of degree program or authorized practical training a student is allowed an additional 60-day grace period to prepare for departure from the U.S., to transfer to another academic program or to change status to other non-immigrant classification.

**COMPLIANCE ISSUES:** All international students must register and maintain a full-course of study. This is a United States Immigration regulation for students on a F-1 visa and J-1 visa. Failure to comply will result in the termination of your student visa and may lead to deportation from the United States.

**Distance Education Limits:** International students must maintain full-time enrollment, however, online classes have a different impact on this requirement. Regulation: 8 C.F.R 214.2(f)(6)(i)(G) 3.20.7 Distance Education Limits:

1. No more than the equivalent of one on-line/distance education class (or 3 credits) per semester may count towards the "full course of study" requirement.
2. Undergraduate students who need to maintain 12 credit hours can only count 3 credit hours of online learning to meeting this requirement.
3. International students can take more than 3 credits of online learning after they have met the required credit hour amounts.

**Additional Information:**

Hybrid courses may be acceptable if a substantial component is held on-ground and requires the student's physical attendance for classes, examinations, or other purposes integral to completion of the class.

It is extremely important for a nonimmigrant to maintain his/her status while studying in the United States. Failure to comply with the regulations set forth by the federal government constitutes grounds for removal from the United States.

Transfer of Credit

Students entering the Associate Degree program may transfer no more than 30 credits, and student entering the Bachelor Degree program may transfer no more than 90 credits, from an accredited institution to Bay State College. The institution must be accredited by a recognized accrediting body, and the course(s) must be equivalent to one offered at Bay State College (excluding elective credit). Incoming students who wish to transfer credits from another intuition must submit an official transcript prior to admission.* The Registrar’s Office will evaluate courses based on similarity in the scope and breadth of course content. Course descriptions and, if necessary, course syllabi, will be used to support this determination. A summary of the evaluation will be provided to the student.

Credits to be transferred must meet the following requirements:
1. The grade earned must be equivalent to a C or better
2. Science, technical and other courses more than five years old will not be accepted if such courses are central to the current knowledge and/or skills base of a program of study
3. Developmental courses are not eligible to transfer

*Transcripts provided by student will only be evaluated by The Registrar’s Office if they have been officially translated.
Bay State College Tuition/Refund Policies

International students are required to pay full semester charges 15 days prior to the start of each semester.

Payments made after these dates will be subject to a $25 dollar late fee each month the payment is late. Student is also in jeopardy of losing his/her I-20 if payment is not made on time.

For those students residing on campus, all charges including housing must be paid in full by move-in day.
- If residing on campus and starting in the fall, the first payment must include the total cost of the first semester including the full year on-campus room and board charges.

If you are relying on funds through your respective governments, please plan accordingly in order to comply with the payment due dates.

Students will not be allowed to attend classes or move into residence halls if payment terms are not met.

Payments:
Go to peerTransfer.com to make your payment
Or contact peerTransfer at:
- Skype peertransfer
- Email: support@peertransfer.com
- Chat: www.peertransfer.com

Student Business Center
The Student Business Center is a centralized area to provide students access to the Registrar and Student Accounts. The office is located on the lower level of 122 Commonwealth Ave.

INSTITUTIONAL REFUND POLICY
Withdrawal from the College: Students who need to withdraw from Bay State College must officially withdraw by completing and submitting a Student Action Form to their Department/Program Chair. The student’s official date of withdrawal is the date the College is notified. Tuition will be adjusted in accordance with the published refund schedule, based on the official date of withdrawal. All fees are nonrefundable after the Add/Drop period. Deposits toward tuition and housing are nonrefundable. Residence Hall charges are for a full academic year and are not subject to refunds (see Residence Agreement).

DAY DIVISION*: Refund Schedule % Refundable
<table>
<thead>
<tr>
<th></th>
<th>% Refundable</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prior to Week 1</td>
<td>100%</td>
</tr>
<tr>
<td>Week 1</td>
<td>100%</td>
</tr>
<tr>
<td>Week 2</td>
<td>75%</td>
</tr>
<tr>
<td>Week 3</td>
<td>50%</td>
</tr>
<tr>
<td>Week 4</td>
<td>25%</td>
</tr>
<tr>
<td>No refunds after Week 4</td>
<td></td>
</tr>
</tbody>
</table>

*Refund Schedule based on the official date of withdrawal.
College Facilities

All facilities and residence halls at Bay State College are “smoke free”

Bookstore
Textbooks are available online and you can receive help at the Bay State College Bookstore located at 31 St James, on the first floor. College merchandise and logo-wear can be purchased at the Bookstore as well.

Computer Labs*
Bay State College has computer labs at 31 St James Avenue (rooms 226 and 227 and within the Library), which are available for student use. Computers are also available outside of the labs at 31 St James Avenue as well as in each student residence hall. Students using computer labs must adhere to the following rules:
1. No eating/drinking is allowed
2. No cell phones
3. Students must check the computer lab schedule, posted outside of the room, for room availability. Students are not allowed to enter the labs when classes are in session
4. Students must use computers for students’ academic work only (no socializing or computer games allowed).
*Remember to log out of your email etc. so that your information remains private

Free Services

Center for Learning and Academic Success (CLAS)
Located at 31 St James within the Library. With convenient day and evening hours, CLAS offers academic assistance, including one-on-one tutoring by both faculty and peers. The Director of CLAS can be reached at 617-217-9421 or via emails at clas@baystate.edu.

CLAS is equipped with computers and laser printers, offering students the opportunity to produce professional work under the guidance of faculty and student tutors. Internet access and quiet study areas are also available to students.

Library Services
Located at 31 St James. The Library is committed to providing quality library services to students by helping them meet their educational and informational needs. Directed by a professional librarian, the library provides learning resources designed to support the curriculum and a learning space in which the students can do research and study. The Library is an essential part of the college experience.

The Bay State College Library houses more than 10,000 books and over 70 print periodical subscriptions. Through the Massachusetts Library System membership, the Library participates in a regional and national system of inter-library loan. Resources not available at Bay State College may be borrowed from other libraries through this inter-library loan service. In addition, students have full borrowing privileges at the Boston Public Library.

Circulating books may be borrowed for a two-week period with a Bay State College ID card and may be renewed once.

For more information and updated hours, please refer to the Student Handbook and the Bay State College website.

Career Services
Located on the third floor of 35 Commonwealth Ave

Bay State College offers a variety of career development, job search, and college transfer services to students and alumni. Part-time jobs, full-time jobs, internships ad volunteer opportunities are listed in this office, as well as on the College’s website. The Office of Career Services offers career development and preparation workshops during the academic year.
The Director of Career Services, Tom Corrigan, can be reached at 617-217-9205 of via email at tcorrigan@baystate.edu.

**The Department of Student Activities**  
Located at the Garden Level of 35 Commonwealth Ave

The Student Activities office offers numerous events throughout the year to bring together students with common interests and goals. Some of the activities are geared towards academics, while others are more social and community events. Students can find information about upcoming events and activities in a variety of way, including weekly email updates, bulletin board, the Bay State College website and social media (Facebook, Twitter, Instagram). The department also publishes a bi-weekly newsletter, *The Bay State Beat*.

This department also oversees all student-run clubs and organizations on campus. All students are encouraged to join an existing organization or to form one that does not yet exist.

Please also use The Director of International Student Services and the International Student Services staff if you’re interested in joining a club or starting one of your own. This department will also hold events solely for the International Student population on campus.

**Student Success Coordinators**  
As an additional level of support, the Student Success Coordinators are available to all students at Bay State College. Whether a student has an academic or personal concern the Student Success Coordinators are available to assist or advocate for the student.

Sarah Wood  
35 Commonwealth Ave, Garden Level  
617-217-9246  
swood@baystate.edu

**Counseling Services**  
Students often have difficulty adjusting to the college experience. The Counselor provides a safe, confidential atmosphere where students may discuss any problems or difficulties they are experiencing. The Counselor is available for private assessment and referral for mental or physical health facilities in the Boston area. Students may seek counseling referral assistance for academic issues, personal issues or social issues.

Cheryl Raiche  
35 Commonwealth Ave, 2nd floor  
617-217-9212  
craiche@baystate.edu

**Mail and Packages (for on-campus residents only)**  
Students may receive mail and packages at their residence hall if the student lives on campus  
Example address:  
(Your Name)  
(Building and room Number)  
Boston, MA  
02116

If the package needs to be signed for, please have it sent to the Department of Student Affairs. **Please note: Office staff will only be able to sign for an item during normal business hours (Monday through Friday 8:00a.m. to 5:00p.m.).** If possible, please clarify this with the delivery service, so the package can be delivered in as timely a manner as possible:
Bookstore: located at building 4-31 St James Ave

Computer Labs: located at buildings 2 and 4-35 Commonwealth Ave and 31 St James Ave

CLAS and Library: located at building 4-31 St James Ave

Career Services: located at building 2-35 Commonwealth Ave fl 3

Department of Student Affairs: located at building 2-35 Commonwealth Ave, Garden Level

Department of International Student Services and Julia Croft: located at building 2-35 Commonwealth Ave fl 2

Counseling: located at building 2-35 Commonwealth Ave, Garden Level

Dining Hall: located at building 8-125 Commonwealth Ave, Garden Level

Student Lounges: located at buildings 2, 3 and 4-35 Commonwealth Ave, 437 Boylston St, 31 St James Ave

Business Center: located at building 1-122 Commonwealth Ave, Garden Level

Bill Koehler (Dean of Management): located at building 3-437 Boylston St
Student Lounges

Student lounges are located in the following buildings and open at 8am

437 Boylston Street  3rd floor
35 Commonwealth Ave  2nd floor
31 St James Ave  2nd floor
Medical Care

Although Bay State College does not have an on-campus health center, we are located in an area which provides students with a variety of healthcare options. It is highly advisable that students contact their health insurance provider prior to arriving on campus to discuss which facilities are covered and select a primary care physician in the immediate area.

Beth Israel Walk-in Clinic  
330 Brookline Ave, Boston  
(617) 667-3337

Harvard Vanguard Medical Center  
165 Dartmouth St, Boston  
(617) 859-5000

Mass General Clinic (This hospital also has a walk-in psychiatric clinic.)  
15 Parkman St, Boston  
(617) 726-200

In the event of an emergency, students should notify the Department of Student Affairs at (617)217-9222 or after hours at (617)217-9211. Visit Julia in the Department of International Student Affairs if you have questions or need help locating a facility.

Health Insurance

Under the provisions of Chapter 23, Section 22, of the 1988 Massachusetts Health Security Act, each institution of higher education MUST require students taking nine or more credits to participate in the student health insurance program or submit waiver information showing participation in a health insurance program with comparable coverage. For additional information please visit Bay State College’s website. Students must have US equivalent insurance.
Dining Hall and Meal Services

Bay State College and the Office of Residence Life offer a dining plan with two different options, so that each resident can choose the option that will best fit his/her personal lifestyle. Residents can choose from one of the following:

- **The Social Light** (Any 14 meals per week): This plan is for those who have a moderate appetite and who enjoy the flexibility and guaranteed access to any 2 meals per day for a total of 14 meals a week. **Cost: Included in room and board fee.**

- **The Passport Plan** (All 19 meals per week): This plan provides guaranteed access to each of the 19 meals offered each week in the dining hall. **Cost: An additional fee of $268.**

The dining hall is located in the lower level of 125 Commonwealth Avenue. The hours of operation are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot Breakfast</td>
<td>7:00a.m to 9:00a.m.</td>
</tr>
<tr>
<td>Continental Breakfast</td>
<td>9:00a.m. to 10:30a.m.</td>
</tr>
<tr>
<td>Lunch</td>
<td>11:00a.m. to 1:30p.m.</td>
</tr>
<tr>
<td>Extended Lunch</td>
<td>1:30p.m. to 4:00p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30p.m to 7:00p.m.</td>
</tr>
</tbody>
</table>

**Weekends and Holidays**

<table>
<thead>
<tr>
<th>Meal</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brunch</td>
<td>11:00a.m. to 1:00p.m.</td>
</tr>
<tr>
<td>Dinner</td>
<td>4:30p.m to 7:00p.m.</td>
</tr>
</tbody>
</table>

Residents must present their Bay State College ID card with in order to be served meals in the dining hall. **Students who do not have their card with them will not be served, so please be prepared. THERE WILL BE NO EXCEPTIONS!**

Residents who are found misleading staff by attempting to utilize a different meal plan than the one they are on will be subjected to restitution and conduct action. **Residents will only be allowed to select a different meal plan option during the first two weeks of each semester.**

The meal plan is not transferable to nonresidents or guests. If someone other than the resident is found attempting to use his/her ID card to attain a meal in the dining hall, the card will be confiscated and the matter will be handled through the conduct system of the Office of Residence Life.

Residents are expected to follow all Residence Life policies while in the dining hall. All dining staff members are to be treated with respect, and students should comply with their instructions and requests at all times. Voices should be kept down and loud and boisterous behavior will not be permitted. Students should refrain from using offensive language while in the dining area. **Removal of dining hall dishes from the dining hall is forbidden and may result in conduct action.**

** Commuter packages are also available. Please see Jeremy Shepard for more information

** If you have specific food restrictions, please speak directly with the Director of the Dining Hall, Brian McNeice
Bay State College Technology

Bay State College Webmail is available to you and you will receive a username and password at the time of registration (at your new student orientation). It is important that every student checks their Bay State College webmail for important college announcements.

Each student also has access to his/her own Bay State College portal. This will be used for future registration, class announcements, webmail etc. You will be given access to your portal and a tutorial at your new student orientation.

Printing stations are available at the 35 Commonwealth Ave computer lab, the Library and at the 31 St. James computer labs.
Academic Advising/Registration
Please refer to the Bay State College Student Handbook

Academic Policies and Procedures
Please refer to the Bay State College Student Handbook

Student Code of Conduct/Statement of Student’s Rights and Responsibilities
Please refer to the Bay State College Student Handbook

Grading System
Please refer to the Bay State College Student Handbook

General Housing Information
If applicable, please refer to the Bay State College Resident Handbook