

# SAINT ANSELM COLLEGE



## STUDENT HANDBOOK 2002-2003



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2002-2003

Saint Anselm College

This **Student Handbook** has been compiled after consultation with representatives of the Saint Anselm College Administration, Faculty and Student Senate. The **Student Handbook** is the official statement of College policy concerning student life.

# General Information

## Table of Contents

General Information .....	4
Academic and Administrative Services .....	10
Campus Ministry .....	35
Student Services .....	39
Residence Life .....	46
Social Regulations .....	51
Athletics .....	58
Student Government .....	65
College Organizations .....	76
Policy Statements .....	78
General Emergency Procedures .....	81
Index .....	83

## **THE MISSION STATEMENT OF THE COLLEGE**

Saint Anselm College is a Catholic liberal arts college in the Benedictine tradition. It is the purpose of Saint Anselm College to offer its students access to an educational process which will encourage them to lead lives that are both creative and generous. Saint Anselm College challenges its students to engage in the fullest experience of a liberal arts education to free themselves from the strictures of ignorance, illiteracy and indecision and to dedicate themselves to an active and enthusiastic pursuit of truth. It is through an appreciation of the several kinds of truth - the scientific, the technical, the poetic, the philosophical and the theological - that students may learn to challenge resourcefully both personal and social problems. Saint Anselm College seeks to admit students who are capable of benefiting from the liberal arts education which it offers. The College stands open to receive students of every race and creed. Indeed, the College seeks to enroll a student body which reflects a variety of racial and cultural backgrounds. As a Catholic, Benedictine institution, Saint Anselm College observes and promotes Christian standards of value and conduct. The College accepts and retains students on the condition that they observe these standards.

Saint Anselm College was founded in 1889 by the Benedictines of St. Mary's Abbey of Newark, New Jersey in response to the invitation of Bishop Denis M. Bradley, the first bishop of Manchester. A six-year classical course, with curricula in philosophical and theological studies, was organized and opened to qualified students. In 1895, the General Court of the State of New Hampshire empowered the new institution to grant the standard academic degrees. From its beginning, Saint Anselm College has been, and desires to remain, a small college. The school is moved to this decision not only because it wishes to accept only those students whom it can efficiently prepare for their life's work but also because it wishes to retain the family spirit characteristic of a Benedictine institution.

### **Statement on Discrimination**

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

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

## OFFICERS OF ADMINISTRATION

	Tel.	Ext.
Chancellor .....	Rt. Rev. Matthew Leavy, O.S.B.	0
President .....	Rev. Jonathan DeFelice, O.S.B.	7010
Executive Vice President .....	Dr. Gary Bouchard	7150
Vice President for Academic Affairs/ Academic Dean .....	Rev. Augustine Kelly, O.S.B.	7250
Assistant Dean of the College .....	Dr. Duane Bruce	7250
Vice President for Administration .....	Ms. Patricia R. Shuster	7020
Vice President for College Advancement .....	Mr. James Flanagan	7221
Vice President of Enrollment Management .....	Ms. Nanci Tessier	6199
Vice President for Finance/Treasurer .....	Rev. Mark Cooper, O.S.B.	7100
Assistant Treasurer .....	Margaret Bourque	7103
Vice President for Student Services/Dean of Students .....	Dr. Joseph Horton	7600
Assistant Dean of Students .....	Mr. Andrew Litz	7600
Associate Vice President, Public Relations .....	Ms. Anne Botteri	7240
Academic Advisement Director .....	Dr. Mark Cronin	7465
Academic Resource Center Director .....	Dr. Joseph Catanese	7193
Accounting Director .....	Mr. Richard Vigneau	7102
Admissions Director .....	Ms. Nancy Davis Griffin	7500
Athletics Director .....	Mr. Edward Cannon	7800
Campus Events Director .....	Mr. Robert P. Shea	7710
Campus Ministry Director .....	Ms. Susan S. Gabert	7231
Campus Ministry Pastoral Director .....	Rev. Mathias Durette, O.S.B.	7130
Career and Employment Services Director .....	Mr. Samuel Allen	7490
Chapel Art Center Director .....	Rev. Iain MacLellan, O.S.B.	7470
College Health Services Director .....	Dr. Constance Richards	7028
Development Director .....	Mr. Douglas Kruse	7201
Food Services Director .....	Mr. James Collins	7750
Financial Aid Director .....	Ms. Elizabeth Keuffel	7110
Information Technology Director .....	Mr. Richard J. Powell	7266
Librarian .....	Mr. Joseph Constance, Jr.	7300
Multicultural Student Center Director .....	Ms. Donnamarie Pignone	6028
Physical Plant Director .....	Mr. Donald Moreau	7350
Registrar .....	Ms. Mary Ann Ericson	7400
Residence Life Director .....	Ms. Rebecca Gardzina	7600
Safety and Security Director .....	Mr. Norman Paul	7350
Student Activities & Leadership Programs Director .....	Ms. Sherry Balzano	7364

## CAMPUS PAY PHONES

### Academic and Recreational Buildings

Coffee Shop		627-3040
Dana Center	Lobby	623-8356
Davison Hall	Lobby	623-9957
Gadbois Hall		623-9092
Geisel Library		668-6930 647-6270

## CAMPUS GUIDE

### Abbey Church

Upper Church  
 Lower Church  
 Office of Campus Ministry  
 Lady Chapel  
 Byzantine Chapel  
 Abbey and College Archives

### Alumni Hall

North Wing -  
 Ground Floor:  
 Classrooms  
 First Floor:  
 Dean of Students  
 Registrar  
 Institutional Research  
 Second Street:  
 Residence Hall  
 Third Street:  
 Residence Hall  
 High Street:  
 Faculty Offices

South Wing -  
 Fine Arts Department  
*Alva deMars Megan*  
 Chapel Art Center

### Center Section -

Ground Floor:  
 Financial Aid  
 Classrooms  
 First Floor:  
 Dean of the College  
 President  
 Executive Vice President  
 Admissions  
 Second Floor:  
 Treasurer  
 Business Office  
 Annual Fund  
 Vice President for  
 College Advancement  
 Vice President of  
 Enrollment Management  
 Public Relations  
 Alumni  
 Third Floor:  
 Classrooms 6 to 11  
 Human Resources  
 Classics Department  
 Mathematics Department  
 Fourth Floor:  
 Classrooms 12 to 17  
 Modern Languages Department  
 Language Laboratory

**Bradley House**  
Faculty Offices

**Jean Building**  
Bookstore

**Cardinal Cushing Center**  
Ground Floor:  
Student Activities  
Student Government  
Campus Activities Board  
Crier  
Yearbook  
Center for Volunteers  
Mail Center  
Health Services  
Academic Resource Center  
ATM  
Campus Ministry Romero  
Outreach Center  
Multicultural Student Center  
Debate Team  
  
First Floor:  
Student Lounges, North Lounge  
Conference Rooms  
  
Second Floor:  
Academic Advisement  
Career and Employment Services

**Carr Activities Center**  
Intramural Sports Facility  
Athletic Offices  
Anselmian Athletic Club  
Racquetball Courts  
Weight Room  
Exercise Rooms  
Mens and Womens Locker Rooms

**Daley Maintenance Center**  
Physical Plant Offices  
Campus Security Office

**Dana Center for the Humanities**  
Office of Campus Events  
Humanities Office  
Koonz Theater  
Classrooms 1D-6D

**Davison Hall**  
Dining Hall  
Food Services Offices

**Gadbois Hall**  
Nursing Department  
Business and Economics Department  
Nursing Laboratories  
Classrooms 1G to 207G

**Geisel Library**  
Main and Special Collections  
Library Staff Offices  
Music Library

**Goulet Science Center**  
Classrooms  
Laboratories  
Faculty Offices

**New Hampshire Institute of Politics**

**Poisson Hall**  
First Floor:  
Classrooms 104 to 109

Second Floor:  
Computer Center  
Information Technology Offices

**Stoutenburgh Gymnasium**  
Varsity Sports Facility  
Athletic Coaches Offices

**West Wing**  
Coffee Shop  
Pub

## ACADEMIC CALENDAR 2002-2003

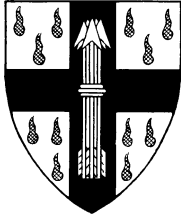
### First Semester

August 30-Sept 1	Friday – Sunday	New Student Orientation
September 1	Sunday	Registration Day
September 2	Monday	Labor Day—College Holiday
September 3	Tuesday	Classes Begin
September 10	Tuesday	Last day to Change Registration
October 4 – October 6	Friday – Sunday	Family Weekend
October 11	Friday	Course Material Due from Departments
October 14	Monday	College Holiday
October 15	Tuesday	College Day (Monday Classes meet)
October 21	Monday	Mid-Term Deficiencies Due
November 1	Friday	All Saint's Day - Holy Day
November 1	Friday	Last Day to Remove "I" Notation
November 4 - November 8	Monday – Friday	Pre-registration with Departments
November 27	Wednesday	Thanksgiving Recess Begins at 12:30
December 2	Monday	Classes Resume
December 3 - December 12	Tuesday – Thursday	Registration - Registrar's Office
December 12	Thursday	Last Day of Classes
December 13	Friday	Reading Day
December 14	Saturday	Examinations Begin
December 21	Saturday	Examinations End
December 23	Monday	Grades Due

### Second Semester

January 13	Monday	Classes Resume
January 20	Monday	Martin Luther King, Jr. Day - No Classes
January 21	Tuesday	Last Day to Change Registration
February 14	Friday	Course Material Due from Departments
February 28	Friday	Mid-Semester Recess Begins at 5:30
March 3	Monday	Mid-term Deficiencies Due
March 10	Monday	Classes Resume
March 10 - March 14	Monday – Friday	Pre-registration with Departments
March 21	Friday	Last Day to Remove "I" notation
March 21	Friday	Saint Benedict's Day - No Classes
March 31 - April 7	Monday – Monday	Registration - Registrar's Office
April 16	Wednesday	Easter Recess Begins at 5:30
April 22	Tuesday	Classes Resume (Monday Classes Meet)
April 30	Wednesday	Last Day of Classes
May 1	Thursday	Reading Day
May 2	Friday	Examinations Begin
May 9	Friday	Examinations End
May 10	Saturday	Grades Due
May 17	Saturday	Commencement





## ABBHEY SHIELD

The Saint Anselm shield designed by Mr. Pierre de Chaigon la Rose of Harvard University incorporates the personal coat of Saint Anselm of Canterbury and the first seal of the State of New Hampshire. The shield was executed in 1927 to be the official shield of the monastery at Saint Anselm which was raised to the status of an Abbey that year.

The personal coat of arms of Saint Anselm, Archbishop of Canterbury (1033-1109), has a sable cross set on a field of silver, with three drops of blood in each quadrant. A sheaf of five arrows taken from the first shield of the State of New Hampshire forms the central element of the shield. These five arrows represent the five original counties of the State.

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



## COLLEGE LOGO

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

## COLLEGE COLORS

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



## NICKNAME/MASCOT

The nickname of the athletic teams is the “Hawks”

## MOTTO

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

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

# Academic and Administrative Services

## OFFICE OF THE PRESIDENT

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

Telephone: 641-7010

Gary M. Bouchard, Ph.D., Executive Vice President

Telephone 641-7150

The offices of the President of the College and Executive Vice President of the College are located on the first floor of Alumni Hall. They maintain an “open-door” policy so that any student who wishes to do so may see either the President or Executive Vice President without appointment.

If the President or Executive Vice President is not readily available, an appointment can be made with the office secretary.

## OFFICE OF THE DEAN OF THE COLLEGE

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

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

Hours: Monday thru Friday - 8:30 a.m. to 5:00 p.m.

Telephone: 641-7250

The Dean of the College and the Assistant Dean, who is also the Dean of Freshmen, are responsible for the academic life of the students, and implement policies on class attendance, standards of academic progress, notification of deficiencies and honors, advisement in course work, policies on disputed grades, leaves of absence, withdrawal from the College, and the assignment of academic notations (W, WF, 1, F).

In addition, the Assistant Dean advises students regarding the Reserve Officers Training Corps (ROTC) and issues relating to learning disabilities.

### Class Attendance

1. Students are expected to attend every class meeting of the courses for which they are enrolled.
2. Students are expected to be familiar with and to abide by their professors' policies on making-up exams or assignments missed because of absences.
3. Students have the responsibility to notify the office of the Dean of the College in cases of prolonged absences and to provide documentation explaining the reason(s) for the absences.
4. Students should be aware that they can not accumulate an unlimited number of documented absences without risking their standing in classes. There are circumstances in which missed work can not be made up and in which the number of absences, including documented absences, make withdrawal from classes the appropriate action.

## Class Dismissal

A class is to be considered dismissed when the instructor does not report within ten minutes of the scheduled beginning of the class period.

## Grades and Notations

### 1. Grades assignable by the instructional staff:

A, A-: excellent work	E: failure
B+, B, B-: above average work	HP: high pass
C +, C, C-: average work	P: pass
D+, D, D-: below average work	LP: low pass
	NP: no pass

### 2. Notations assignable only by the office of the Dean for incomplete course work, withdrawal from a course, and insufficient attendance:

I: - Incomplete course work for a serious reason as determined by the Dean of the College.

- Incomplete work must be completed within a period of three months following the last scheduled meeting of the course in question. Work still incomplete after that date will be assigned the Grade E, below passing quality.

W: - Withdrawal from a course with permission of the Dean.

WF: - Withdrawal from a course without permission of the Dean or when the student's work is below a passing grade.

- WF appears on the official transcript and is the equivalent of the Grade E.

F: - Insufficient attendance to warrant a passing grade.

- F appears on the official transcript and is the equivalent of the Grade E.

## Withdrawal from Classes

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

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

## Quality Points and Cumulative Grade Point Average and Standing

1. Numerical values are assigned to each letter grade and notations as follows:

A:	4.000	B-:	2.666	D+:	1.333	F:	0.00
A-:	3.666	C+:	2.333	D:	1.000	WF:	0.00
B+:	3.333	C:	2.000	D-:	0.666		
B:	3.000	C-:	1.666	E:	0.000		

The sum of these values applied to the student's assigned grades and notations is divided by the number of courses undertaken to yield the student's cumulative grade point average.

2. All grades and notations remain on the student's permanent record and are used in computing the cumulative average.
3. Candidates for a degree must have an average of 2.0 in courses taken in the department of their major subject area.

A student of sophomore standing has received credit for at least ten courses; a junior for at least twenty courses; a senior for at least thirty courses. A student of full senior standing must be eligible for graduation at the next commencement.

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

4. Students registered for five courses of study and who achieve, during a given semester, a cumulative grade point average of 3.0, are eligible for inclusion in the Dean's List of Scholars. In all five courses, students must receive letter grades that compute in determining the GPA.
5. Students who do not achieve a passing grade in a first semester of a two-semester sequence may be permitted, after consultation, to register for the work of the second semester although no academic credit will be given for the first semester.
6. Students enrolled in the department of Nursing must meet the specialized requirements for promotion and graduation published by that department.

### Standards of Progress:

It is the responsibility of each student to be familiar with the requirements of satisfactory progress towards the completion of degree requirements. The following guidelines are used by the Dean's office to evaluate satisfactory progress.

**Warning** is the likely consequence of either two grades in the D category in one semester, or one grade in the D category and a failing grade in one semester, or a failing grade in consecutive semesters, or unsatisfactory scholarship as reflected in the semester grade point average.

**Probation** is the likely consequence of three grades in the D category in one semester, or two grades in the D category with a failing grade in one semester, or two grades in the D category in one semester following a semester with a failing grade, or two grades in the D category in one semester following a semester with two grades in the D category or two failing grades in one semester, or unsatisfactory scholarship as reflected in the grade point average of two consecutive semesters.

**Dismissal** is a likely consequence of either four grades in the D category in one semester, or one grade in the D category and two failing grades in one semester, or three failing grades in one semester, or unsatisfactory scholarship subsequent to a semester of probation, or the accumulation of five grades below the C category in two consecutive semesters, or failure to obtain a 2.0 grade point average in the major field of concentration by the end of the sixth semester. A student who has been dismissed for academic reasons is usually not eligible for readmission to the College.

Appeal of an academic dismissal must be made to the Dean of the College in writing within ten days of the date of the letter of dismissal.

Academic Warning or Probation ceases at the end of the semester, provided no further unsatisfactory or failing grades are earned.

### **Procedure for Appealing a Final Grade**

When a student wishes to appeal a final grade, the following procedure must be initiated within ten school days of the date postmarked on the final grade report.

1. The student will confer with the professor who assigned the grade.
2. If the discussion with the professor proves unsatisfactory, the student will confer with the chairperson of the department of which the professor is a member.
3. If the discussion with the chairperson of the department proves unsatisfactory, the student will appeal the case to the Dean of the College.
4. If the appeal to the Dean of the College proves unsatisfactory, the student, as a final appeal, will request the Dean to call a meeting of the professor, the chairperson of the department, and the Dean. At this meeting the student will present his case for a final resolution by the Dean.

When a student wishes to appeal a professor's mid-term evaluation of a program, paper, or exam, the same procedure as outlined above is followed.

### **Classroom Accommodations for the Disabled**

Students with learning or other types of disabilities should see the Assistant Dean. When documentation of the disability is provided, appropriate classroom accommodations will be provided.

### **Statement on Plagiarism**

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

#### **GENERAL POLICY**

1. Plagiarism means the presentation by a student of the work of another person as his or her own. It includes wholly or partially copying, translating, or paraphrasing without acknowledgement of the source.
2. Since the wording of a student's paper or computer program is taken as his or her own work, paragraphs, sentences, or even key phrases clearly copied from a book,

article, essay, lecture, newspaper, program, another student's paper, notebook or program, or any other source, may be included only if presented as quotations and the source acknowledged.

3. Similarly, since the ideas expressed in a paper, report, or computer program are accepted as originating with the student, a paper or program that paraphrases ideas taken from a book, article, essay, lecture, newspaper, program, another student's paper, notebook, or program, or any other source may not be submitted unless each paraphrased source is properly cited. A student may incorporate in his or her paper, report, or program, without citation, ideas from texts, discussions, lectures or other programs only, when over time, a true synthesis of those ideas has made them his or her own.
4. A student may make use of the particular skills of a proof-reader or typist, but wholesale corrections and revisions of a course paper or computer program by these individuals are not allowable. The student alone is responsible for any errors or omissions in material submitted as his or her own work.
5. No paper or computer program may be submitted for credit if it has been or is being used to fulfill the requirements of another course, in whatever department, unless permission to coordinate work has been granted by both professors.
6. No student shall allow his or her paper or program in outline or finished form to be copied and submitted as the work of another; nor shall a student prepare a written assignment or program for another student to submit as that student's work.
7. Students should be prepared – up to one month beyond the due date of a paper or program – to submit all notes, drafts, and source information which might be requested by an instructor, chairperson, or committee investigating the authenticity on that work. The failure to produce such material upon request may be considered **prima facie** evidence of plagiarism.

## PROCEDURES

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

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

3. If the instructor's decision is that set out in 2 (a), (b), the matter shall be considered closed. If the decision is that set out in 2 (c), the student may appeal using the normal process for appealing a grade. If the decision is that set out in 2 (d), the student may appeal in writing to the Academic Dean.
4. The student shall have ten days to appeal a decision to suspend or expel.
5. If the student elects to appeal the decision of the Academic Dean in cases dealing with suspension or expulsion from the College, the Academic Dean shall convene a College review board consisting of three faculty members (two of whom shall be from the department involved) and two students. The committee shall invite the student and the instructor to address it but shall deliberate in private.
6. If the College review board is convened, it shall make a written report to the Academic Dean. The report may recommend a sanction.
7. The Academic Dean shall make the final decision regarding sanction and shall inform the student immediately in writing of that decision.

## OFFICE OF THE REGISTRAR

Ms. Mary Ann Ericson, Registrar

Telephone: 641-7400

### Annual Notice to Students

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

Local policy explains in detail the procedures to be used by the institution for compliance with provisions of the act. Copies of this policy can be found in the office of the Registrar.

The Registrar's office also maintains a "Directory of Records" which lists all education records maintained on students by this institution.

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

### Student Directory Information

Annually, the Registrar publishes a *Student Directory* and designates the following categories of student information as public or "directory information." Such information may be disclosed by the College, at its discretion, for any purpose.

CATEGORY I: Name, address, telephone number(s), dates of attendance, class membership.

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

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

Currently enrolled students may withhold disclosure of any category of information under the Family Educational Rights and Privacy Act of 1974, as amended. To withhold disclosure, written notification must be received in the office of the Registrar, Saint Anselm College, on or before September 15. Forms requesting the withholding of “Directory Information” are available in the office of the Registrar.

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

### **Change of Name, Address, Telephone Number**

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

### **Registration for Courses**

The registration process for approaching semester’s courses involves two stages: 1) students discuss course selection with an assigned advisor in the department of their major subject or with the College’s Academic Advisor. Upon completion of this selection process, formalized by the advisor’s signature on the registration form, 2) the student comes to the office of the Registrar, on the day and at the time previously assigned to each student, to complete the registration process. Registration is not complete until both stages of the process have been accomplished.

### **Grade Reports**

At the end of each semester, grade reports are mailed to each student at the permanent home address on file in the office of the Registrar.

### **Academic Transcripts and Records**

Currently enrolled students may request a personal and unofficial copy of their academic record by coming in person to the office of the Registrar during normal business hours (8:30 a.m. - Noon, 1 - 4 p.m.). Student transcripts intended for use by third parties (e.g. another college or university, as support for future employment, applications for financial assistance, etc.) are considered as official copies and normally are sent directly by the Registrar to the intended third party upon receipt of the student’s written request. Requests for official transcripts must be made in writing. There is a charge of \$3.00 per transcript which must accompany the request. In order to assure students’ right to privacy, requests for academic information by third parties (unless accompanied by a signed release form) or telephone requests by students cannot be honored. Transcripts will not be released unless/until a student’s financial obligation to the College has been satisfied.

Under Federal Law, students have a right to review their academic records maintained in the office of the Registrar. Students wishing to exercise this right must submit a written request, asking the Registrar to designate an appointed time for the review. The written request for review becomes a permanent part of the Registrar’s records.

### **On-Line Information**

The office of the Registrar maintains pages on the College’s website. Included on the website are the contents of the College Catalogue, Course Schedule information as it



becomes available for the fall and spring terms, as well as the Summer School sessions. Information related to transcript requests and requests for off-campus study may also be found on the website. Students are encouraged to go “on-line” at [www.anselm.edu](http://www.anselm.edu) for related information.

## **GEISEL LIBRARY**

**Joseph W. Constance Jr., College Librarian**

**Hours: College Year:**

<b>Monday -Thursday</b>	<b>8:00 a.m. - 12:00 midnight</b>
<b>Friday</b>	<b>8:00 a.m. - 9:00 p.m.</b>
<b>Saturday</b>	<b>9:00 a.m. - 5:00 p.m.</b>
<b>Sunday</b>	<b>11:00 a.m. - 12:00 midnight</b>

**Vacations and Summers:**

<b>Monday-Thursday</b>	<b>8:00 a.m. - 4:30 p.m.</b>
<b>Friday</b>	<b>8:00 a.m. - 12 noon</b>
<b>Weekends &amp; Holidays</b>	<b>Closed</b>

**Telephone: 641-7300**

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

### **Overview:**

The Geisel Library plays a central role in the academic life of the College by supporting the teaching and research needs of the students, faculty members, and the Benedictine community. The collection includes over 215,000 volumes and is available in open stacks seven days a week during the academic year. The library also subscribes to 1,900 periodical and serials titles in print with an additional 2,000 accessible via full text on-line services. Extensive files of American and foreign periodicals and newspapers dating back to the early eighteenth century are also available in various micro formats.

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

Library collections are accessed via an on-line catalog known as ANSELM. The system includes references to all books in the collection as well as periodical indexes and full text services which assist students in locating the most current information.

### **Reference Services:**

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

### **Circulation Policy:**

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

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

### **Please remember:**

- The Circulation desk closes 15 minutes before the posted library closing time.
- Materials may also be borrowed directly from other NH College and University libraries as well as from the Manchester City Library, upon presentation of a Saint Anselm College identification card.
- Check at the Circulation desk for any item not found in the stacks. If necessary, a thorough search will be conducted and you will be notified when the item has been found or recalled.

### **Senior Honors Papers:**

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

### **Courtesies:**

The library is a place for quiet study and research. Group study rooms are available on the upper level. Those who persist in loud or extended conversations will be asked to leave the library.

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

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

## **ACADEMIC RESOURCE CENTER**

Joseph Catanese, Ed.D., Director  
Paul Metilly, Peer Tutor Coordinator

**Location:** Cushing Center - Lower Level

**Hours:** Monday - Thursday 8:30 a.m. - 12:00 a.m.  
Friday 8:30 a.m. - 5:00 p.m.  
Saturday 12:00 p.m. - 5:00 p.m.  
Sunday 1:00 p.m. - 12:00 a.m.

**Telephone:** 641-7017

### **Resource Center**

The Academic Resource Center offers students assistance in developing academic skills. Among its many services, the center provides professional and peer tutoring, workshops, and computer-assisted instruction. A writing center component, which includes a staff of writing assistants, is designed to support students in their effort to meet the writing demands of the curriculum. In addition, the center provides pc's for word processing and other applications.

### **College Skills Workshop**

This non-credit, 8-week workshop is designed to help students develop the skills essential for academic success, including listening and note taking, reading and note taking, memory and critical thinking skills, preparing for and taking exams. Students work with their class notes and texts. A fee is charged for this program.

## OFFICE OF ACADEMIC ADVISEMENT

Mark Cronin, Ph.D., Director

Location: Top Floor, Cushing Center

Hours: 8:30 a.m. - Noon; 1:00 p.m.- 4:30 p.m.

Telephone: 641-7465

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

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

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

For students who are interested in Study Abroad, the office of Academic Advisement provides a resource library of information on studying abroad for a summer, semester, or academic year. Interested students should meet with the Director of Academic Advisement. Saint Anselm College Study Abroad application forms are available in this office.

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

## *Alva deMars Megan* CHAPEL ART CENTER

Rev. Iain MacLellan, O.S.B., Director

Telephone: 641-7470

Located in the south wing of Alumni Hall, the Chapel Art Center has been the College’s exhibition gallery since 1967. Students are actively involved as gallery attendants, who assist in the installation of exhibitions, attend and answer questions regarding collections, and administer many other functions of the gallery. The public is invited to attend exhibitions, receptions and educational programs. Student artwork from the Fine Arts Department courses is exhibited at the end of each year. The Art Center also houses a small permanent collection of fine arts and crafts.

## OFFICE OF THE TREASURER

Rev. Mark Cooper, O.S.B., Treasurer  
Peg Bourque, Assistant Treasurer  
Robert Baron, Director of Financial Planning  
Richard J. Vigneau, Director of Accounting  
Gillian Sheehan, Business Office Manager

Hours: Monday - Friday 9:00 a.m. to 4:00 p.m.  
Office Closed Monday - Friday - Noon to 1 p.m. (lunch)

Telephone: 641-7100

### General Expenses

All payments are required to be paid in advance of the beginning of each semester. Thus, payment of the tuition, residence fee and all other fees must be satisfied in full on August 2, before the beginning of the academic year and by January 3, before the beginning of the second semester. In keeping with this policy, assignment to classes and housing will be made only after prior approval from the Treasurer's office. Any additional charges, if incurred during the semester, will be submitted as they become due.

All resident students must pay the full residence fees which include room and board. Students living in apartment housing do not have "board" or meal plan included in their housing bill. Optional meal plans are available through the College's Food Services. Students must furnish their own blankets, bed linen, and towels.

The College may change tuition or other fees and charges or make additional charges for special services whenever such action is deemed advisable. The tuition and fee schedule is posted in the College catalogue under the heading of General Expenses.

All students, with the exception of transfer students, must have paid the equivalent of eight semesters of full-time tuition before being granted a degree. Any account not paid on time will be subject to an interest charge on the unpaid balance. A student who has an unpaid balance will not be allowed to complete the registration process for the next semester until the balance is paid in full. **NOTE:** Pre-registration for classes will not insure a student's place in a class if the tuition bill has not been paid. Accounts over 120 days past due may be referred to a collection agency. Overdue accounts that are referred to a collection agency shall incur and be assessed the agency's fee. This fee will be added to the overdue balance at the time of assignment to the agency. Graduating seniors must have met their financial obligations in full prior to graduation or face the possibility of not being able to participate in graduation ceremonies. Transcripts and diplomas will not be released for any student whose account is in arrears or for any student who is in default on a federal loan.

Books and stationery supplies may be obtained at the College Bookstore. The annual cost of books and supplies may approximate \$800. However, variations may occur, depending upon course selection and major field of study. Book and supply expenses are handled through the Bookstore alone and are not billable on the College's regular tuition billing statements.

## **Refund Policy**

A student who officially withdraws from Saint Anselm College must complete a form, obtained from the Registrar's office, indicating thereon the official date of withdrawal. Recipients of financial assistance through programs administered by the College must have an exit interview with the Director of Financial Aid before submitting a withdrawal form. This form is required before refunds will be considered. Refunds for recipients of Title IV funds (Perkins Loans, Nursing Student Loans, Supplemental Educational Opportunity Grants, Pell Grants, and Guaranteed Student Loans) are computed according to Federal Regulation 34 CFR 668.22. Under this regulation, aid is returned based on a percentage of the payment period. The Institutional Refund Policy will reflect the same prorating as the Federal policy.

The student will be entitled to a refund of the amounts paid for tuition, housing and board as follows:

**Tuition and Housing:** A student who officially withdraws from the College during the school year will be entitled to a refund on a per diem basis up to 60% of the payment period. After that point, a student will not receive any refund. The date that the College uses to assess the charges will be the official date of withdrawal.

**Resident Meal Plan:** Refunds are computed on a daily basis.

## **Student Insurance**

Students at Saint Anselm College are required to carry accident and health/sickness insurance and will be billed for automatic enrollment in the school insurance plan. Upon submission of the completed hard waiver form verifying that the student is either enrolled in a parental group policy or plan or is covered independently, the school insurance charge will be deducted from the student's account. The hard waiver form must be returned by August 23, 2002. Further information can be obtained from the office of the Treasurer or College Health Services.

Parents or Guardians of students are reminded that the College is not responsible for loss of personal effects. Homeowner's policies should be investigated for this type of insurance coverage. Further details at the office of the Treasurer.

## OFFICE OF INFORMATION TECHNOLOGY

Richard J. Powell, Director

rpowell@anselm.edu

Carol Richards, Administrative Assistant

carichar@anselm.edu

Telephone: 641-7850

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

Our facilities include two student computing centers which are located at Poisson Hall and in the Weiler Computing Center in the Goulet Science Building. The Academic Computer Center in Poisson Hall consists of two classroom setups with 30 IBM Pentium computers in one room and 20 IBM Pentium computers in the other. A general area of 30 additional IBM Pentium computers is available for student use for paper preparation, Internet research and e-mail, when the two classrooms are in use. The Weiler Computer Center contains two classroom setups with 20 IBM Pentium PC's and 20 Power Macintosh PC's in the other. All centers offer high-speed laser printing, color scanners, and the more popular computer software applications, including word processing, spreadsheet, graphic presentations, statistical analysis, database and on-line tutorials.

OIT provides computer based and video based presentation services to the College community, including equipment on several computer platforms for the production of multimedia programs and computer graphic slides and overheads. Video services consist of VCR equipment, camcorders and monitors for playback and recording purposes and a cuts only editing system for piecing simple programs together and the duplication of videotapes.

The majority of the administrative computing environment operates on an IBM AS/400 Model 300. Administrative applications used by staff and faculty of the College include: academic advisement, admissions, alumni development, student billing, financial aid management, student registration, accounts payable, and personnel management. In addition, the office of Information Technology supports a campus card system, supporting meal plan options, purchasing privileges and building access privileges. Lost or stolen cards can be invalidated and the patron account protected by a single entry to a system database.

The office of Information Technology provides telephone and phone mail services to all students, faculty and staff. All student residences include cable TV and access ports to the campus network.

### TECHNOLOGY FEE

The technology fee pays for products and services that the College could reasonably expect students to buy on their own to enhance their academic studies and to enrich their social interactions. The fee helps fund our support and maintenance costs of providing our students with access to data and video services, as well as absorb existing fees for basic phone service. It gives us the opportunity to continue to grow our student-based technology resources without impacting other areas that serve our students. Because level of service varies depending on resident or nonresident status, fees have been set at \$165/resident and \$115/nonresident per semester.

## STUDENT POLICIES AND PROCEDURES FOR LONG DISTANCE SERVICE

### Long Distance Service

Long-distance phone service is provided to each full-time, resident student through the use of a unique Forced Authorization Code (or FAC). This six-digit number is yours for your entire stay at the college. **It is extremely important that you DO NOT give this code to anyone because you are responsible for all calls made with your code.** If you receive a telephone statement which contains questionable charges, you should notify the office of Information Technology immediately. This will allow your FAC to be canceled and a new one issued. The office will investigate the suspicious calls and issue a credit if appropriate. A \$10.00 fee will be imposed upon request of a new FAC.

### Payment of Phone Bills

Long-distance rates are currently .15 cents per minute for out of state calls, and range from .10 to .24 cents a minute for instate calls (instate rates are based on time of day; evenings being the least expensive whereas out of state calls are charged on a flat rate regardless of distance or time of day.) Each student is issued a monthly, itemized phone bill which is billed directly to your FAC, not to the telephone extension from which the call was placed. This feature eliminates any confusion about the person responsible for the calls.

Payment is due by the 20th of each month and should be made by check and mailed to box 1713. Student phone bills can be sent to either their campus mail box or to their home address. In either case, **any account not paid within 30 days will be delinquent resulting in (a) an automatic late charge of \$10.00 being debited to the account and (b) the FAC will be deactivated until such time as the outstanding balance is paid.** Also, as a precaution to the students and in an effort to prevent extremely high phone bills, the College has set a limit of \$200.00 on long distance charges per FAC. Notification will be made to each student when the amount of calls exceeds \$200.00, and the FAC will be deactivated until the balance is brought below \$50.00.

Unpaid student bills for long distance calls are subject to the same penalties as any other bills owed to the College. The College also reserves all rights and remedies relative to delinquent accounts to which it is otherwise entitled under law including removal of phone service. It is important, therefore, that you keep your account current.

### Calling Card Usage

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

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

## POLICY ON THE ACCEPTABLE USE OF SAINT ANSELM COLLEGE COMPUTING RESOURCES

This policy provides guidelines for the appropriate and inappropriate use of the computing resources of Saint Anselm College. It applies to all users of the College's computing resources including students, faculty, staff, alumni, and guests of the College. Computing resources include all computers, related equipment, software, data, and local area



networks for which the College is responsible as well as networks throughout the world to which the College provides computer access.

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

In addition to the policy contained herein, usage must be in accordance with applicable College Policies (see "**Web Page Policies**" listed on this site) and applicable State and Federal laws. Among the more important laws are the Federal Computer Abuse Amendment Act 1994, the Federal Electronic Communications Privacy Act, and the U.S. Copyright Act.

### **Student Specific Policies**

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

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

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

1. The campus network is to be used primarily for purposes of fulfilling the College's academic mission. It is intended to be used as a tool to enhance your education and is not available for unrestricted use for other purposes.
2. The College provides the campus network exclusively to you as a registered student. You are not permitted to share your account with anyone else.
3. Protect your account password at all times. You will be held responsible for all activities which occur with your account.
4. The campus network is a shared resource. Therefore, network use or applications which inhibit or interfere with the use of the network by others are not permitted. At times, network administrators may ask you to restrict your use of the network or not to use the network because of a temporary condition. You must comply with those requests. Applications which use an unusually high proportion of network bandwidth for extended periods of time, including, but not limited to running servers, copying of copyrighted materials such as music or network games, are not permitted.

5. There are College standards for computer software and hardware that can be used on the campus network. Computers, network cards and network software issued by the office of Information Technology become the standard. Use of hardware or network software other than the College standard without permission is not permitted. You will be asked to remove applications that interfere with the operation of the campus network.
6. Users of the campus LAN must comply with federal, state, and local laws and ordinances including U.S. copyright law.
7. Network administrators may access any file on the system in order to maintain network operation or security. Contents of personal files may also be accessed by programs designed to do heuristic searches for materials which could interfere with network operation or security. Files may be individually searched for investigative purposes when ordered by a court of competent jurisdiction, or when there is an alleged violation of College regulations and the search is authorized by the President of the College, or his designated representatives.
8. Campus LAN services and wiring may not be modified, tampered with or extended. This applies to all network wiring, network jacks and hardware. If you cause damage by modifying or tampering with network wiring, jacks or hardware, you will be held financially responsible for such damage and may be subject to disciplinary procedures.
9. Sending harassing or threatening messages, attempting to forge messages, crack passwords, or intercept data, and other malicious uses of the network are strictly forbidden by College computer usage policies.

### **General Policies for all College Users**

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

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

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

1. using computer resources for personal reasons
2. sending E-mail on matters not concerning the legitimate business of the College sending an individual or group repeated and unwanted (harassing) E-mail or using

### E-mail to threaten someone

3. accessing, or attempting to access, another individual's data or information without proper authorization (e.g. using another's computing account and password to look at their personal information)
4. propagating electronic chain mail, pyramid schemes or sending forged or falsified E-mail
5. obtaining, possessing, using, or attempting to use someone else's password regardless of how the password was obtained
6. copying a graphical image from a Web site without permission
7. posting a College site-licensed program to a public bulletin board
8. using illegally obtained licensed data/software, or using licensed data/software in violation of their licenses or purchase agreements
9. releasing a virus, worm or other program that damages or otherwise harms a system or network
10. preventing others from accessing services
11. attempting to tamper with or obstruct the operation of Saint Anselm College's computer systems or networks
12. using or attempting to use Saint Anselm College's computer systems or networks as a means for the unauthorized access to computer systems or networks outside the College
13. viewing, distributing, downloading, posting or transporting child or any pornography via the Web, including sexually explicit material for personal use that is not required for educational purposes
14. using College resources for unauthorized purposes (e.g. using personal computers connected to the campus network to set up web servers for illegal, commercial, or profit-making purposes)
15. violating Federal copyright laws or the Saint Anselm College's copyright policy

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

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

# OFFICE OF SAFETY AND SECURITY

Norman Paul, Director

Telephone: Traffic Office: Ext. 7290  
Security Office: Ext. 7260

## Campus Parking Rules and Regulations

This information is provided to acquaint you with the Saint Anselm College office of Safety and Security motor vehicle rules and regulations. Parking permits are available on line at *ThePermitStore.com* via the College's website (Office of Safety & Security link). *All* students are required to purchase a parking permit and expected to be familiar with and obey all parking rules and regulations.

*All* student, faculty and staff-owned and/or operated motor vehicles must be registered and have a valid permit prior to bringing them onto campus. Permits must be renewed each academic year *for students* and are valid from the date of purchase until the expiration date specified on the permit.

Annual permit fees are as follows:

- resident freshmen - \$100.00 plus \$4.95 handling charge
- all other students - \$55.00 plus \$4.95 handling charge
- new faculty and staff and additional permits – \$4.95 handling charge (the handling charge for the first permit only is paid by the College for current faculty and staff)

Permits are to be displayed on the rear side window on the driver's side of the vehicle; pickup trucks on the rear windshield on the driver's side of the vehicle. Vehicles that have tinted side windows may place the permit on the lower front windshield on the driver's side. If the permit is not properly displayed, it will be considered a violation. The permit authorizes the use of the appropriate designated parking facilities.

**Permits are physically transferable.** However, if a student or staff member obtains a new vehicle, he or she must link to *ThePermitStore.com* and enter the new vehicle information prior to bringing that vehicle on campus. If a student or faculty/staff member has an additional vehicle they wish to register, there is no charge (except the handling fee) for a second permit, provided a current full-year permit was purchased for the previous vehicle.

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

## DESIGNATED STUDENT PARKING AREAS

Overnight parking is allowed in the following lots ONLY:

1. **Baroody Lot:** Resident freshmen only. Located behind Baroody Hall.
2. **Benedict Court Lot:** Residents of Benedict Court only.
3. **Bernard Court Lots:** Bernard Court residents only (except for spaces designated for faculty/staff). Dominic Hall and 2<sup>nd</sup> / 3<sup>rd</sup> Street residents must use the lower lots. **No parking along roadway.**

4. **South (JOA) Lot:** Located between Davison and Joan of Arc Halls (except for spaces designated for faculty/staff).
  5. **Saint Mary Hall:** Residents of Saint Mary Hall only. **No parking along roadway.**
  6. **Falvey/Collins House:** Residents of Falvey/Collins Houses only. **No parking along roadway.**
  7. **Kavanaugh Lot:** Located behind Dana Lot. (except between the “No Parking” signs).
  8. **Kavanaugh Extension Lot:** Roadway along the back side of the baseball field, which extends off the Kavanaugh Lot. Resident freshmen may park in this lot.
- Overnight parking (after 2:00 a.m.) is **NOT** allowed in the following lot(s):
1. **Dana Lot:** Located adjacent to the Dana Center.

### DESIGNATED FACULTY/STAFF PARKING AREAS

1. West Lot
2. Cushing Center Lot
3. Goulet Lot
4. East Lot
5. Poisson Lot
6. **Jean Lot:** Area behind Bookstore.
7. Chapel Art Lot
8. **Bernard Court Lot (designated area for faculty/staff)**

There is no overnight parking permitted in any faculty/staff parking lots. Vehicles left overnight must be parked in the student section of the South (JOA) lot.

### PARKING REGULATIONS

1. All campus roads, with the exception of Rundlett Hill Road are strictly **One Way**.
2. The speed limit on all campus roads and in all parking lots is not to exceed **15 mph**.
3. **Parking along all campus streets is prohibited except for the College’s main entrance.** Parking along College Road Extension from Saint Anselm Drive to the bottom of the hill by the Carr Center is no longer permitted.
4. Any vehicle parked overnight (after 2:00 a.m.) in any lot other than those previously indicated or on any campus street will be ticketed. If snow removal is necessary, any vehicle parked overnight in an unauthorized lot or on any campus street will be towed at the owner’s expense.
5. Any vehicle that is improperly parked - blocking other vehicles, parked on grass or sidewalks, obstructing fire lanes or other emergency access areas, parked in areas restricted by gates or chains, etc - is subject to towing at the owner’s expense.
6. Any disabled vehicle that must be left overnight in an unauthorized lot must be reported to Campus Security. Notes left on windshields are not acceptable. Campus Security can be reached through the campus phone system by dialing 641-7000. In

- the case of snow removal, all disabled vehicles must be moved to an appropriate overnight lot or will be towed at owner's expense.
7. No person other than the registrant will be held responsible for parking and traffic violations in which his or her vehicle is involved, regardless of who is operating the vehicle at the time the violation is received.
  8. Operating a motor vehicle on any campus land other than designated paved roadways and lots will result in the issuance of a violation for reckless operation of a motor vehicle.
  9. Motor vehicle regulations are in effect throughout the year to include summer housing, conference times, all breaks, weekends and holidays. Vehicles must be parked in designated parking areas during these times. No student or staff vehicles are to be left on campus during breaks without permission from the office of Safety and Security. Once permission has been granted, any vehicles left on campus during holiday weekends or breaks must be parked in a student designated spot in the South (JOA) Lot. Any vehicle left in any other lot on campus is subject to towing at the owner's expense.
  10. Parking spaces in front of dorms are only for half-hour parking to load or unload vehicles. This will be strictly enforced due to the limited number of spaces available. If these spaces are full, you will not be permitted to park along the street or on the grass, etc. You will have to use your designated parking lot until a more proximate space is available.
  11. Visitors and guests wishing to park on Saint Anselm College property must obtain a visitor pass from the traffic office. Visitor permits are to be placed on the driver's side of the dashboard with the date of expiration and approved parking lot clearly visible through the windshield. It is the responsibility of the student or employee to inform his or her guest of the motor vehicle rules and regulations.
  12. Students living in Benedict Court must park in student spaces. If no spaces are available, students must use the Kavanaugh Lot on campus. Any vehicle improperly parked along the street or on the grass/sidewalk will be subject to towing at the owner's expense.
  13. Visitors to Benedict Court are to use the designated visitors parking spaces only. If all visitor spaces are occupied, visitors are to use the Kavanaugh Lot. Any vehicle improperly parked is subject to towing at the owner's expense.
  14. Student parking spaces in Benedict Court are for Benedict Court residents only. Students living in Croydon Court or Raphael Hall shall not utilize this lot for daily or overnight parking.
  15. **Handicap parking:** In order to park in a designated handicap parking space, a permit issued by the state to the specific individual currently operating the vehicle must be displayed. Any person in violation of this regulation will be issued a citation. This is a \$75.00 violation.
  16. The roadway that runs in front of the Dana Center and Davison Hall is a designated fire lane. This roadway is a No Parking Zone at all times. This regulation will be strictly enforced.
  17. It is unlawful for any student, faculty, staff or guest to ride in the back of an open truck.
  18. Any student or employee who needs temporary special parking privileges must

make his or her request directly to the Director of Safety and Security for approval. Until approval is received, no special parking privileges are allowed.

19. Students on official business or employed at any College facility must park in their designated student parking area and walk to the particular facility or office.
20. Waiver of regulations by any member of the College community or a security officer is not acceptable as an appeal for violations.
21. There is no parking any time along the roadway of Bernard Court.
22. Faculty, staff and students are prohibited from parking in the Visitor Lot.

## FINES

Fines are **\$25.00 per offense** for students, faculty and staff with a parking permit and **\$35.00 per offense** for students, faculty and staff without a parking permit. Handicap parking violations are \$75.00. Vehicles without permits that accumulate **THREE (3)** or more tickets will be towed at the owners expense.

There are two methods of payment. One: checks or cash may be paid in person at the College's Business Office in the envelope issued with the ticket. Two: credit cards only may be paid on-line at *ThePermitStore.com*. Fines not paid within 10 days of the ticket date will be billed to the student's tuition billing address and subject to normal interest charges.

## RESTRICTION OF PRIVILEGES

The privilege to own and operate a vehicle on all campus property may be placed in restricted or permanent removal status by the Director of Safety and Security or the Dean of Students due to continued disregard for motor vehicle rules and regulations to include:

- the accumulation of 5 or more violations during the academic year
- flagrant violation of the regulations
- reckless driving
- any violation or combination of violations that jeopardizes the safety of the College community

Students will receive written notification by mail at both their campus and home addresses that their privilege to own or operate a motor vehicle on campus will be restricted or permanently revoked if continued disregard for regulations persists.

Students who have been notified that their privilege to own or operate a vehicle on campus has been restricted or revoked must move their vehicle to the assigned area or off-campus by the date indicated in the notification. If the vehicle is seen on any part of campus, if permanently revoked, or in other than the designated restricted parking area, if placed in restricted status, after the date indicated, the vehicle will be towed at the owner's expense and the student may be subject to further disciplinary action.

## TOWING

Any vehicle belonging to a student whose privilege to own or operate a motor vehicle on campus has been placed in **restricted status** will be towed immediately if seen on any

part of campus other than the restricted area to which the vehicle has been assigned. Any vehicle belonging to a student whose privilege to operate a motor vehicle on campus has been **permanently revoked** will be towed immediately if seen on any part of campus.

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

If snow removal is necessary:

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

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

### **TICKET REVIEW REQUEST (This is not an appeal)**

Review requests are to be made by linking to *ThePermitStore.com*, selecting the appeal icon and following the indicated procedure. The appeal will be addressed within 10 days and the response will appear in your on-line account. If you do not agree with the decision of the Director, you should follow the appeal procedure outlined below.

Visitors who receive traffic violations while on campus may return violation notices to the traffic office during business hours prior to leaving campus.

### **TRAFFIC BOARD OF APPEALS PROCEDURE**

The purpose of the Traffic Board of Appeals is to review and make judgments on cases of appeal with regard to violations of campus traffic regulations as published by the Saint Anselm College office of Safety and Security.

The Board is composed of three members - an administrator, a faculty member and a student. The administrative officer shall be appointed by the Executive Vice President. The faculty member shall be appointed by the Executive Vice President, after consultation with the Director of Security and the Faculty Senate President. The student member shall be appointed by the Executive Vice President, after consultation with the Director of Security and the Student Body President. The Chairperson is elected annually by the members of the Board.

The Board will only consider appeals concerning violations of traffic regulations.

A written appeal must be filed with the Chairperson of the Board within ten (10) days of the alleged violation. Said appeal must include the following information:

- name
- automobile registration number
- SAC permit number
- nature of the alleged offense(s)
- reason(s) for the appeal



All three Board members must be present at each hearing and render a decision by a consensus of a majority of the Board members.

After an initial review of the appeal, the Board may decide that there are insufficient grounds for an appeal and, subsequently, dismiss the case. If a majority of the Board members decide to hear the case, the person filing the appeal may be requested to appear before the Board along with a member of the office of Safety and Security.

It is the responsibility of the Chairperson to notify the Director of Safety and Security that an appeal has been filed. In the event of a hearing, the Chairperson is to communicate to the Director of Safety and Security the decision reached by the Board. Based on experience and information gained from the hearing, the Board may suggest to the Director of Safety and Security areas where clarification of the traffic regulations may be in order.

The decision of the Board is final and may not be appealed.

## **MAIL CENTER**

**Robert Pragoff**

**Window Hours: Monday - Friday 9:30 a.m. - 4:00 p.m.**

**Telephone: 641-7025**

**Fax: 641-7318**

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

Some of the services provided are: inbound and outbound US Mail (including registered, certified & return receipt) both domestic & foreign; over the counter stamp sales; inbound and outbound UPS, Federal Express and Airborne shipments and on-campus mail distribution.

All students are issued a campus post office box number, which is assigned for the duration of the students' academic career here at Saint Anselm College and there is a one-time fee of \$5.00 for the rental of the box and the first key. Lost keys can be replaced at a cost of \$5.00. For security purposes, no mail will be delivered to anyone over the window counter. In order to get your mail, you must use your key. Parcels will be delivered over the counter with a valid ID only and a signature will be required.

It is extremely important that the campus post office box number be used on ALL correspondence as mail or parcels that do not have the box number on them may be returned as undeliverable. This includes bank account statements, catalogs and magazines as well as first class mail.

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

Flyers advertising meetings or other on-campus events may be distributed in the mailboxes provided that they are folded in thirds widthwise, like a brochure. This allows for easier distribution in the mailboxes.

Any advertising for functions or services that do not originate from a bona fide campus

organization must be approved by the Campus Events office before they will even be considered for distribution into the mailboxes.

## **FOOD SERVICES**

### **Davison Hall**

**Jim Collins, Director**

**Johnna J. Langella, Assistant Director**

**Telephone: 641-7750**

#### **Hours of Student Meals:**

**Weekdays: 7:30 a.m. to 7:00 p.m.**

**Weekends: 8:00 a.m. to 6:30 p.m.**

Please refer to Dining Service brochure for additional information.

### **The Coffee Shop and Pub**

**Rosemary Stackpole, Manager**

**Telephone: 641-7022**

<b>Coffee Shop Hours:</b>	<b>Monday through Friday</b>	<b>7:30 a.m. to midnight</b>
	<b>Saturday</b>	<b>4:00 p.m. to midnight</b>
	<b>Sunday</b>	<b>6:00 p.m. to midnight</b>
<b>Pub Hours:</b>	<b>Monday through Friday</b>	<b>4:00 p.m. to midnight</b>
	<b>Saturday</b>	<b>4:00 p.m. to midnight</b>
	<b>Sunday</b>	<b>6:00 p.m. to midnight</b>

## **THE COLLEGE BOOKSTORE**

**Robert A. Stewart, Manager**

**Telephone: 624-4790**

The College Bookstore is located in the Jean Building and is managed by Follett Higher Education Group, Inc. The purpose of the Bookstore is to make available merchandise and services to satisfy the needs of the students and faculty of the College. Books may be ordered via [efollett.com](http://efollett.com)

#### **Bookstore Policies:**

1. The Bookstore accepts payment by: Cash, MC/Visa, Discover, Amex, Personal Check and Student Draw Account. Picture I.D. is required for checks and Student Draw Accounts.
2. Special orders are accepted.
3. Textbook returns are limited to the first week of classes with register receipt. Thereafter, returns of textbooks are allowed within 24 hours of the purchase date.

4. The Bookstore buys books back every day the store is open and offers the highest possible price. **Picture I.D. is required.**
5. Students in possession of merchandise not paid for and students selling back stolen books will be reported to the Dean of Students. Penalty for the theft may be dismissal as well as a monetary fine.

## **OFFICE OF CAMPUS MINISTRY**

**Rev. Mathias Durette, O.S.B., Pastoral Director**

**Susan S. Gabert, Administrative Director**

**Rev. Cecil Donahue, O.S.B., Campus Minister**

**Rev. Bede Camera, O.S.B., Director of Music**

**Location: Lower Church and Romero Outreach Center in Cushing**

**Telephone: 641-7130**

The office of Campus Ministry has entrusted to it as its primary responsibility the spiritual growth of the College community. Toward this end, the office of Campus Ministry works to concretize the fundamental Christian values professed by Benedictines, namely, the primacy of God and the things of God, a reverence for the sacred, an awareness of the profound meaning of each one's existence and the importance of loving God as expressed through service to others. It is in this context that Campus Ministry strives to foster a genuine faith community in the College.

By means of the sacramental life of the Church as well as both public and private prayer, Campus Ministry attempts to form in students a habit of worship, cultivating a vibrant and personal spirituality. It recognizes in everyone the existence of an active as well as a contemplative dimension, and in seeking to instill an appreciation of the rhythm of "prayer and work" which characterizes Benedictine life, welcomes all members of the College community to share actively in the task of building up the Church and the local community by engaging their own special gifts and talents.

Catholic and Benedictine, Campus Ministry attempts to create a community of faith in the academic environment. Making every effort to assist students in the formation of a Christian conscience, Campus Ministry prepares them to face the complex ethical issues that the world presents, enabling those students to make good moral judgments according to gospel values. Saint Anselm College Campus Ministry thereby facilitates personal development and human wholeness, developing future leaders for society and the Church.

### **Special Programs**

A program of off-campus retreats at the Hundred Acre Retreat Center in New Boston, NH is available to students, faculty and staff during the school year. The Campus Ministry staff also makes special arrangements for other types of retreat experiences, workshops, or residence hall masses. Men are always invited to spend a weekend in the monastery for quiet reflection and arrangements for this can be made with any member of the Campus Ministry staff or the Prior of the monastery.

A variety of volunteer opportunities are administered by Campus Ministry. There are also outreach/immersion programs throughout the school year, particularly during spring break when students travel to rural areas to live and work among the poor.

## Schedule of Masses

### *(when college is in session)*

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

### *(when college is not in session)*

Daily:	8:30 a.m.	Conventual Mass, Abbey Church
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## Schedule of Monastic Prayer

### *(when college is in session)*

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

### *(when college is not in session)*

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

Students and faculty members are invited to serve in one of the liturgical ministries as lectors, eucharistic ministers, or musicians. Students volunteer for teaching in the C.C.D. programs in several Manchester parishes.

## Sacrament of Reconciliation

Confessions are heard Monday, Tuesday and Wednesday, 4:30-5:00 p.m. in the Lady Chapel. Priests on the Campus Ministry staff are also available during regular office hours and by appointment. The Divine Office is prayed daily by the Benedictine community at Saint Anselm College. All are invited to join in this prayer at any time.

## Weddings

The celebration of the Sacrament of Matrimony is permitted in the Abbey Church provided that either the bride or groom is a full-time student at Saint Anselm College or an alumnus of the College. For more details, contact the Campus Ministry office.

## The Saint Anselm College Choir

The Saint Anselm College Choir, under the direction of Fr. Bede Camera, O.S.B., has won local renown for the musical and spiritual quality of its music. As the official choral group representing Saint Anselm College, it is appropriate to the Benedictine tradition that the choir be primarily a liturgical choir.

The Choir, which is open to Saint Anselm College students, faculty and staff, is limited to 100 members. Regular rehearsals are on Wednesday evenings from 6-7:30 and at special times as needed. Rehearsal and performance schedules are arranged in a way that respects the students' primary responsibility: i.e., attention to academic responsibility.

The Choir's repertoire includes the best of contemporary and traditional Christian music.

Students are introduced to some of the great classics of Christian civilization, including Gregorian Chant, Palestrina, Vivaldi, Bach, Mozart, Schubert, Mendelssohn, Tallis and others in addition to the St. Louis Jesuits, David Haas and Marty Haugen. Students with little prior choral experience are given the training they need to become a part of one of the best-loved endeavors on campus.

As part of Saint Anselm College's Campus Ministry program, the Choir seeks to help form music ministers with a sense of professional responsibility as well as a personal spirituality which both comes from the music and enhances the beauty of the sacred music that is sung "to the greater glory of God." The Choir sings at the weekly Sunday Choral Eucharist at 7 p.m., and on special College occasions such as Family Weekend. Non-Catholics are most welcome to join the choir, but are required to sing with the choir each Sunday evening. Alumni from the choir are regularly invited back to join the group for special annual liturgies such as the Christmas Carol Mass, the Palm Sunday liturgy and the Baccalaureate Mass at the end of the school year.

Anyone interested in joining the choir is encouraged to speak with Fr. Bede as early in the semester as possible.

## **CAREER & EMPLOYMENT SERVICES OFFICE**

**Samuel Allen, Director**

**Location: Cushing Center, Second Floor**

**Hours: Monday - Friday 8:30 a.m. - 12:00 p.m. 1:00 p.m. - 4:30 p.m.  
(evening hours as announced)**

**Telephone: 641-7490**

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

Individual career counseling and a computerized career planning system (FOCUS) are available to help students with career decision making by identifying their personal skills, values, and interests and matching these with appropriate occupational areas. The office works in conjunction with academic advisement systems to help students in graduate school planning and choosing majors.

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

In addition, the office features Hawkline, a program utilizing a variety of alumni and employing organizations for participation in on-campus recruitment, panel discussions, career nights, informational interviews and shadowing experiences. The New Hampshire College and University Council (NHCUC) offers job referral networking and an annual job fair. Students are encouraged to participate in regional career fairs and alumni sponsored

career nights to develop networks of employer contacts and to expand geographical preference areas.

## **MULTICULTURAL STUDENT SERVICES**

**Donnamarie K. Pignone, Director**

**Location: Multicultural Center, Cushing Center, Lower Level**

**Office Hours 8:30 - 5:00 (plus nights and weekends as appropriate)**

**Telephone: 656-6028                      E-mail: [dpignone@anselm.edu](mailto:dpignone@anselm.edu)                      PO Box 1694**

The Multicultural Center welcomes all Saint Anselm College students to drop in to meet new friends and enjoy relaxing conversation. Campus events are scheduled throughout the school year which increase awareness of the varied talents and backgrounds of our students, promote cultural enrichment and enhance global education. Diversity at the College is celebrated at informal international coffees featuring food, music and traditions from cultures represented by our students, at our annual Multicultural Day in September, during global awareness discussions in the center, during our Fall and Spring New York City Museum bus trips and at scheduled concerts and performances.

The Director serves as an INS Designated School Officer (DSO) for the international students handling federal immigration, visa and tax compliance concerns and provides support for the students' academic and social adjustment to the Saint Anselm community. A transitional orientation for incoming international students prepares students for their study at Saint Anselm College and allows students to adjust to their College home.

In the Benedictine tradition of hospitality, the center offers an environment that encourages the sharing and appreciation of varied cultures.

# STUDENT SERVICES

Saint Anselm College offers a comprehensive student support program including residence life, career, spiritual, and health services as well as services sponsoring activities and volunteer opportunities.

## OFFICE OF THE DEAN OF STUDENTS

Joseph M. Horton, Ed.D., Dean of Students

Andrew S. Litz, Assistant Dean of Students

Location: North Wing, Alumni Hall

Hours: Monday - Friday 8:30 a.m. - 4:30 p.m.  
(evening hours as announced)

Telephone: 641-7600

The office of the Dean of Students is an integral part of the educational program of Saint Anselm College. Its purpose is to foster and promote the goals of the College within the context of specific areas of student life which complement the academic side of the collegiate experience.

The Dean of Students staff wishes to support and challenge students in their development toward becoming fully mature and liberally educated members of society. The Dean and his staff serve as intermediaries between students and the College administration; they are resources for assistance and information in a wide variety of areas; they work closely with individual students and with student organizations to plan and implement programs and activities to achieve that integrated educational experience which the College espouses. They maintain an "open-door" policy and are available for all the students, whether residents or not.

Specific areas are addressed elsewhere in this handbook: College Health Services (page 44), office of Campus Events (page 39), and Residence Life (page 46).

The Dean of Students is also responsible for the enforcement of the College's Social Regulations, found on pages 52-53.

## OFFICE OF CAMPUS EVENTS / DANA HUMANITIES CENTER

Robert Shea, Director

Norman St. Germain, Assistant Director, Campus Events

Kathy Polsonetti, Administrative Assistant

Location: Dana Center

Office Hours: 8:30 a.m. - 4:30 p.m. weekdays  
(plus nights and weekends as appropriate)

Telephone: 641-7710

Box Office: 641-7700, 10:00 a.m. - 4:30 p.m. weekdays

The office of Campus Events is the administrative office serving the many academic and non-academic activities which take place both on and off the campus. The office

coordinates the master calendar of the institution, the facilities reservation system and works with academic departments, athletics, physical plant and food service to facilitate events. Campus Events is charged with implementing the facility usage policy for the institution.

The Director of the office of Campus Events is also the Director of the Dana Humanities Center and responsible for presenting the Distinguished Artist Series of cultural events for the Saint Anselm College community. The office involves itself in such diverse groups as the Saint Anselm Commission on the Arts, the Bean Foundation Distinguished Lecture Series and the publication of several weekly and yearly schedules.

## **OFFICE OF STUDENT ACTIVITIES AND LEADERSHIP PROGRAMS**

**Sherry Kardos Balzano, Director, Student Activities and Leadership Programs**

**Location: Cushing Student Center**

**Office Hours: 8:30 a.m.-4:30 p.m. weekdays  
(plus nights and weekends as appropriate)**

**Telephone: 641-7363**

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

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

The office of Student Activities and Leadership Programs also makes available a Student Involvement Transcript which will 1) enable the participating student to have a verified record of extracurricular activities; 2) act as a supplement to resumes that are generally limited to professional work experiences and academic achievements; 3) provide future employers and admissions committees of graduate and professional schools with a record of the student's activities, training and achievements.

## **CENTER FOR VOLUNTEERS**

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

**Location: Cushing Center, Lower Level**

**Telephone: 641-7108**

**P.O. Box: 1627**

Through the Center for Volunteers, Saint Anselm College mobilizes student talent and



energy to help address problems facing the Greater Manchester community. Each year more than 600 students, faculty and staff participate in volunteering more than 7,000 hours of community service time. The Center for Volunteers assists the programs of more than 45+ Greater Manchester community service agencies by matching volunteers to their needs.

### **What Are My Options?**

Members of the Saint Anselm community are invited to volunteer in whatever capacity best fits their schedule. Listed here are descriptions of your volunteering options. Visit our website at [www.anselm.edu](http://www.anselm.edu) under “Student Services” or stop by our office in the Cushing Center for more information or to volunteer today. We’re looking forward to seeing you.

### **Weekly Volunteers**

This is a popular form of volunteer involvement at the center. Each semester, nearly 200 students volunteer for two to three hours per week at one of 45+ community sites. Choose an existing service option or we’ll develop a new one for you! Areas of service include: child care, after school youth activities and athletics, educational services, corrections and group homes, elderly services, health/family/developmental services, conflict resolution, mentoring and many more.

### **Occasional Volunteers**

Students can volunteer for single-day events, ranging from two to six hours. Many occasional events are held right on campus and they allow students who are involved in other extracurricular activities the opportunity to volunteer. Occasional events also provide a good introduction to service for the novice volunteer. The occasional events draw diverse campus groups together in volunteer activity. Occasional events include: Annual Hands & Hearts Charity Whiffle Ball Tournament, Special Olympics Swim Meet, Bowling Meet, Valentine’s Day Dance, Children’s Earth Day Festival and many more.

### **Service-learning**

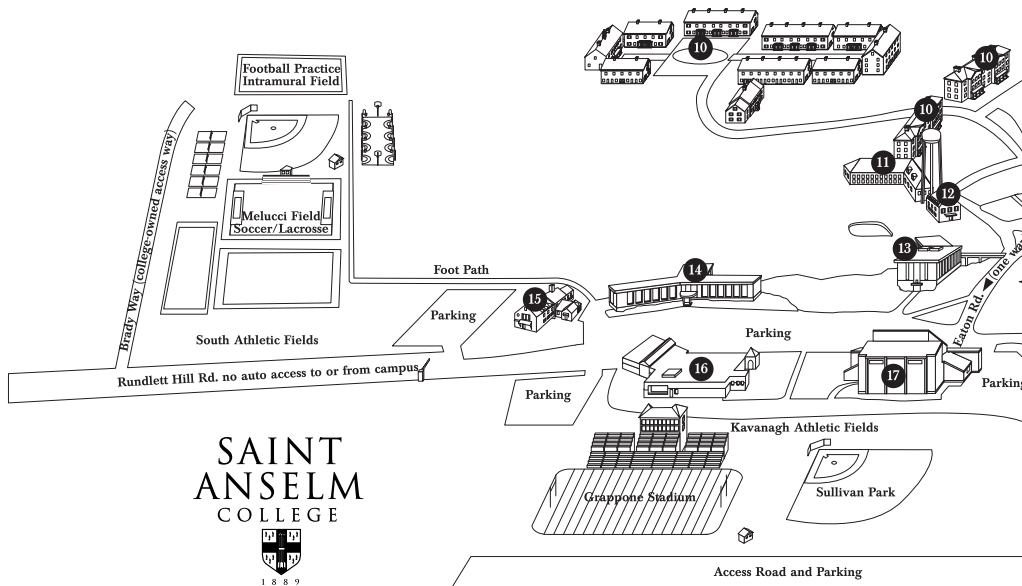
Service-learning allows students the option to apply important academic concepts through significant service to the community. Saint Anselm College leads New Hampshire campuses in service-learning, with six academic departments offering a service-learning option.

### **Student Leadership Opportunities**

The center provides the opportunity for students to become leaders in support of campus service activities. Students that are eligible for work-study may use the center as their job. Student coordinators perform a wide range of administrative tasks. The CFV has joined with 14 Greater Manchester agencies to create formal partnerships. These agencies receive intensive attention from student coordinators. Each agency is assigned a partnership team consisting of at least one on-site partnership coordinator, who works along side volunteers at the partnership and a partnership assistant. The partnership team works closely with the agency to develop opportunities, support present volunteers and recruit new volunteers.

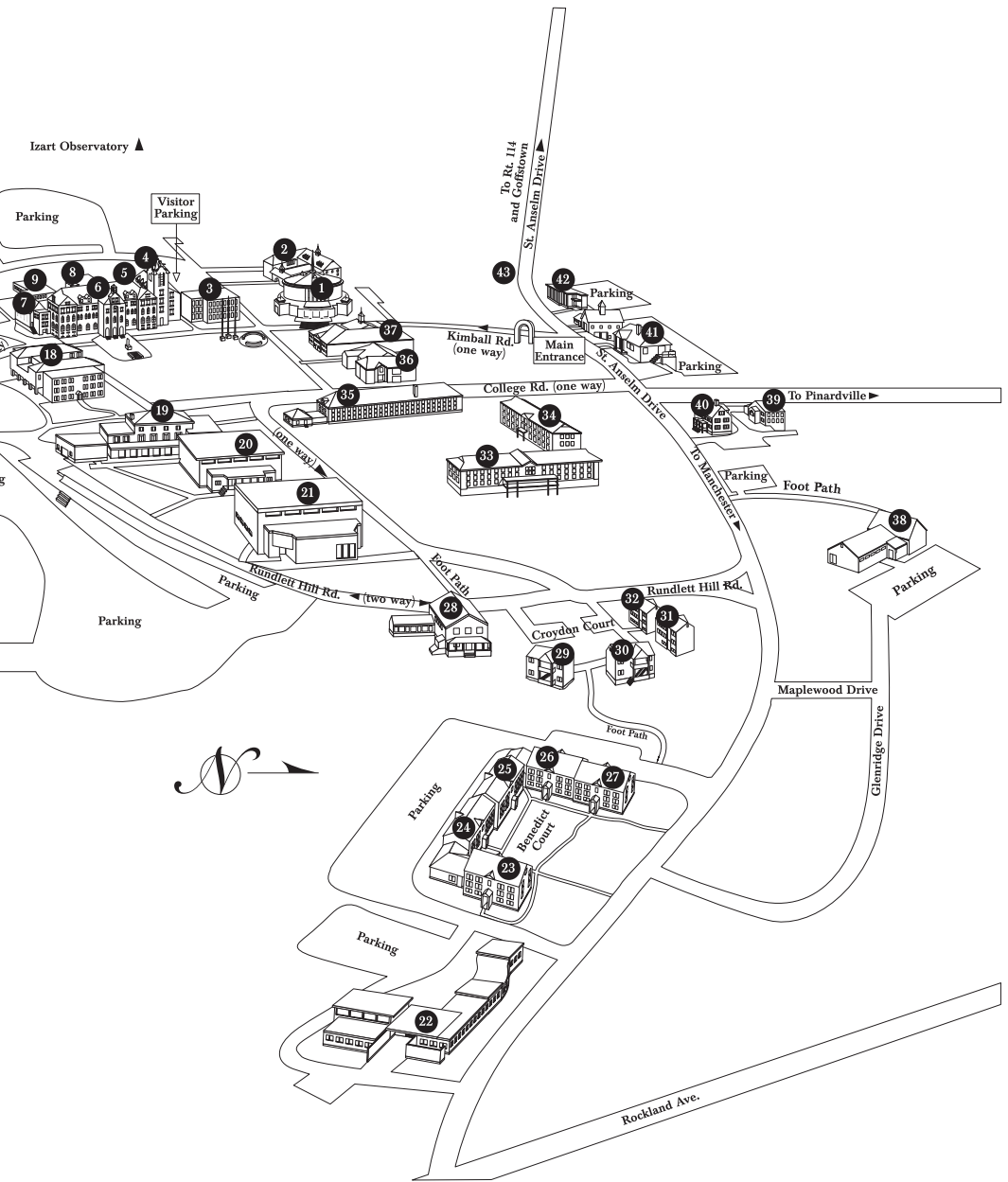
The center serves an additional 30 agencies as affiliates. These agencies share an affiliate coordinator and assistant who help facilitate placement of volunteers at their agencies. In addition, the center aids agencies in recruiting volunteers by displaying their posters and literature. Affiliate agencies enable students exposure to opportunities

*(continued on page 44)*



## Campus Directory

1. Abbey Church
2. Abbey, Saint Anselm
3. Convent (St. Joan of Arc Sisters)
4. North Hall
5. Bookstore
6. Alumni Hall (administration/admissions)
7. Alva deMars Megan Chapel Art Center
8. Jean Hall
9. Coffee Shop and Pub
10. Bernard Court (residence)
11. Dominic Hall (residence)
12. Bradley House (faculty offices)
13. Gadbois Hall
14. St. Joan of Arc Hall (residence)
15. Baroody Hall (residence)
16. Davison Hall (dining)
17. Dana Humanities Center  
(Campus Events, Humanities Program, Koonz Theatre)
18. Goulet Science Center
19. Cushing Student Center  
(Academic Resource Center, Career and Employment Services, Health Services, North Lounge, Mail Center, Student Activities)
20. Stoutenburgh Gymnasium
21. Carr Activities Center
22. New Hampshire Institute of Politics
23. Danais Hall (residence)
24. Primeau Hall (residence)
25. Gerald Hall (residence)
26. Cohen Hall (residence)
27. Mareski Hall (residence)
28. Raphael Hall (residence)
29. Breck House (residence)
30. Von Dy Rowe House (residence)
31. Sullivan House (residence)
32. Rowell House (residence)
33. Brady Hall (residence)
34. Bertrand Hall (residence)
35. Hilary Hall (residence)
36. Poisson Hall (Information Technology)
37. Geisel Library
38. Comiskey Center
39. Falvey House (residence)
40. Collins House (residence)
41. Daley Maintenance Center
42. St. Mary Hall (residence)
43. Benedictine Sisters (residence)
- Izart Observatory (not shown on map)



that appeal to a broad variety of interests. In addition to the above, the center offers positions as transportation coordinator, records coordinator, occasional events coordinator and Ad/PR coordinator.

For more information on the Center for Volunteers and volunteer opportunities available at Saint Anselm College visit our web site under Student Services in the College's web page.

## COLLEGE HEALTH SERVICES

Constance Richards, R.N.C., Ed.D., Director

Telephone: 641-7028

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

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

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

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

### Medical Services

Barbara Bouchard, R.N.C., Supervisor Medical Services

Location: College Health Center - Cushing Center, Lower Level

Hours: Monday - Thursday: 8:00 a.m. - 8:00 p.m.

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

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

Nurse Practitioner can be seen by appointment

Physician-staffed clinic held by appointment on Monday and Thursday

Telephone: 641-7028

In case of illness, resident students should report to College Health Services. A full-time registered nurse is available during the above hours when school is in session. A nurse practitioner is available by appointment several days a week.

Medical services are available to all resident students and to those non-residents who have paid the optional health fee. In case of emergency, other non-residents will be charged at the time of treatment for services rendered.

All consultations with Health Services staff are confidential and **only the staff has access to student medical records.**

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

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

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

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

**Note: Emergency # for ambulance, fire, police is “555”**

## **Counseling Services**

**Location: College Health Center - Cushing Center, Lower Level**

**Hours: Monday - Friday: By appointment**

**Telephone: 641-7028**

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

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

The counselors consist of a master's level clinician and a doctoral level psychologist.

## **Alcohol and Other Drug Education Program**

This program is designed to create awareness and explore attitudes about alcohol and other drug use. The sessions are based on participative learning techniques such as group discussions, debate, experiential exercises and critical thinking. Referrals or questions can be directed to Health Services at Ext. 7028. Any member of the College community is welcome to attend.

## **RESIDENCE LIFE**

**Rebecca Gardzina, Director of Residence Life**

**Location: North Wing, Alumni Hall**

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

**Telephone: 641-7600**

### **Developing A “Christian Community of Respect”**

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

RESIDENCE DIRECTORS are members of the Residence Life staff. They are responsible for developing and maintaining an environment in the residence that is helpful to your personal progress and conducive to achievement of the aims and objectives of the College. They provide a friendly, informal presence among the students, encouraging attitudes that reflect respect for one’s self as well as sensitivity to individual differences, qualities that are necessary for responsible personal growth and for the development of a “Christian community of respect.”

RESIDENT ASSISTANTS (RAs) are students who assist in supervising the halls. They are aware of and are sensitive to the needs of others, and within the limits of their individual training and capability, will counsel you on academic and personal matters. They take a leadership role in maintaining a residence hall atmosphere that encourages educational and emotional growth.

### **Residence Hall Environment**

Residence halls are “home” for the students for the greater part of the year. You are expected to be considerate of the other residents just as you are of members in your own home. If you are to achieve academic success, you must devote sufficient time to your studies. To be effective, you have to study each day in a place free from disturbing influences and unnecessary distractions. If your room is to be suitable for this purpose, a proper atmosphere must prevail in the residence hall, especially at certain times.

Accordingly, before each day of regularly scheduled classes, the period between 7:00 p.m. and 11:00 p.m. is set aside for quiet, undisturbed study time in the residences. In addition, after midnight and on weekends, respect for the other members of the residence hall must prevail if you and they are to succeed in academic performance.

Your cooperation with your Residence Director and Resident Assistants is expected. However, if you disregard the privacy of others by abusing the use of television, stereos, radios, et cetera, you may be required to remove such items from College property. Should you show habitual disregard for others any time after a proper warning has been given, you could lose the privilege of living on campus.

### **Student Rooms**

The Room Contract covers the entire academic year which begins two days before the official opening of classes in the fall and ends on the last day of final examinations in the spring. Student rooms are assigned by the Director of Residence Life and they may not be changed without the approval of that office. All room changes must be approved by the Director of Residence Life.

Each student upon arrival is issued either a room key or lock combination. Keys must be returned to the office of Residence Life at the end of the period of occupancy. There is a substantial charge when a room key is not returned. Lost room keys can be replaced or combinations changed by contacting the office of Residence Life. The fee is \$10.00.

### **Housing Accommodations**

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

### **Right to Privacy**

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

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

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

### **Room Care**

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

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

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

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

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

### **Room Condition Forms**

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

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

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

Students billed for damage or other charges must make arrangement at the office of Residence Life to pay the specified amount.

### **Room Refunds**

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

### **Occupancy Limitations**

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

### **Visitors**

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

### **Reapplication for Rooms**

During January and February of each year students may reserve rooms for the following academic year by filling out a Room Contract and submitting a



\$300.00 room deposit. Without the contract and deposit, a student forfeits the privilege of living on campus during the succeeding year.

In April, those with confirmed contracts and deposits may request specific placement on campus. Those desiring to live in Bernard Court, Benedict Court, Raphael Hall, Falvey House or Collins House must enter the lottery. Information about the lottery is provided in the spring by the Dean of Students office. Any student on housing probation is ineligible for the lottery.

## **Fire Safety**

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

1. The designated campus Fire Safety Officer is the Director of the office of Safety and Security.
2. Each semester a fire safety inspection will be made of each room. Occupants will be given notice of existing hazards. Failure to correct those hazards within thirty days may result in the loss of on-campus housing privileges.
3. At least once each semester fire drills will be conducted in each of the College residence halls. Full cooperation of all residents is expected.
4. The deliberate setting of a false alarm in a residence hall or in any campus building will be addressed with the strictest penalty.
5. The following items relate specifically to fire safety in the individual rooms:
  - a. Incandescent ceiling fixtures in student rooms have a maximum limit of 180 watts. This limit is not to be exceeded. Halogen lights are not permitted.
  - b. Extraneous flammable materials such as plastic, cloth, tires, chemicals, gasoline and paper may not be stored in the student rooms. Draping any flammable materials from the ceiling or placing them around light fixtures is prohibited.
  - c. Under the fire code, not more than 25% of room wallspace may be covered with poster or other flammable hangings.
  - d. Electric space heaters are absolutely prohibited in student rooms.
  - e. Electric heat-producing appliances (e.g. hot water pots, hair curlers and dryers) must bear the UL tag of approval, meet federal safety standards and be in good running order. Cooking appliances such as toasters, toaster ovens, frying pans, cannot be used in the student rooms. These UL approved items must be used only in the kitchenette areas. Hot plates are not permitted on campus.
  - f. Only one refrigerator is allowed in each room. It must be less than forty inches high and no larger than 2.5 cubic feet.
  - g. Use of extension cords should be kept to a minimum and be of the heavy duty type. All electrical cords are to be maintained in good condition.
  - h. Carpets with a foam or rubber backing are extremely dangerous because of the heavy smoke and toxic fumes which they produce upon combustion. Therefore, they are prohibited.
  - i. Lighted candles, flame lights and fireworks of any type are not permitted in student rooms.

- j. Rooms badly congested with additional furniture or allowed to degenerate to an extremely untidy condition are fire hazards. In these cases, students will be required to remedy the situation.
  - k. Bicycles and other personal belongings are not to be stored in the hallways or stairwells of any building for safety reasons.
    - 1. Windows should be kept clear to facilitate exit in the event of an emergency.
6. Wooden loft systems of any kind are not allowed in student rooms for safety reasons.
  7. When a fire alarm is sounded, **all** students must evacuate the building in an orderly manner. Students who do not leave during a fire alarm will be subject to disciplinary sanctions.
  8. All buildings and facilities owned by Saint Anselm College are considered nonsmoking areas. Smoking is prohibited in all College residence halls, apartments and townhouses.

### **Intervisitation**

On weekdays, the residence hall lounges are available for entertaining guests, including those of the opposite sex, until 12:00 a.m. when all guests are requested to leave the residence.

On weekends, except during regularly scheduled examination periods, intervisitation is permitted in the residence halls during the following hours:

Friday	7:00 p.m. - 1:00 a.m.
Saturday	12:00 noon - 1:00 a.m.
Sunday	12:00 noon - 6:00 p.m.

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

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

When there is a three-day weekend, the intervisitation hours may be extended. The Dean of Students office will post these changes.

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

### **Floor Meetings**

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

## **Lounges**

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

TVs are provided in the lounges for the use and enjoyment of the residents. Tampering with the TV or the antenna system (tapping into it) is not permitted.

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

Requests for use of the lounge by persons not residing in the residence may be granted only by the Dean of Students office.

## **Common Areas**

For the convenience of all in a residence hall, there are areas with coin operated food and beverage dispensing machines and coin operated laundry equipment. These machines are for the convenience of all residents of the hall, and care should be exercised in their use. Your cooperation will be appreciated in reporting immediately to one of the Resident Assistants any machine that is out of order. Willful damage or abuse of this equipment will be charged to the responsible student, or to all of the residents if the specific individual is not identified.

## **Residence Hall Damage**

For your information, a schedule of damage assessment is posted each fall in the residence halls and living areas. Residence Directors, Resident Assistants, the Dean of Students office and the Business Office retain copies on file which you may inspect.

## **Weekends Off Campus**

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

## **Vacation Periods**

All residence halls and dining facilities are closed during the Thanksgiving and Christmas vacations, and during the spring and Easter recesses.

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

## **Bernard Court/Benedict Court/Falvey House/Collins House**

Separate handbooks are provided to the residents of Benedict Court, Bernard Court, Falvey House and Collins House.

# **SOCIAL REGULATIONS**

## **General Regulations**

Saint Anselm College is a Catholic liberal arts college conducted by Benedictine monks. Any Saint Anselm College student is expected to be aware of, and sympathetic to, the basic Christian principles which form the foundation of the College's educational mission. Integral to the College's philosophy is the centuries-old Benedictine formula of education,

the basis of which is mutual respect and cooperation between students and faculty in order to achieve the purposes common to both.

The rules of the College are a means basic to the effective attainment of a sound Christian education. Students should be conscious that their actions reflect the good name and reputation of Saint Anselm College in the local community. It is expected that all students honor the College's code of conduct on and off campus. It is the responsibility of the Dean of Students to enforce the Social Regulations and to impose the appropriate penalties for misconduct.

The following categories are those for which a student is subject to penalties:

1. dishonesty, such as knowingly furnishing false information to the College or to a College official; forgery, alteration, or misuse of the College documents, records or identification
2. theft of or damage to property of the College or of a member of the College community or of a campus visitor; theft of services (e.g. misuse of telephone service)
3. unauthorized entry to or use of College facilities, including residential areas
4. obstruction or disruption of teaching, research, administration, disciplinary procedures, interviews or other College activities including its public service functions or of other authorized activities on the College premises
5. verbal abuse or harassment of, or threat to harm any person on College-owned or College-controlled property or at College sponsored or supervised functions; physical abuse or injury or conduct which physically threatens or endangers the health or safety of any person
6. violations of College policies or of campus regulations, including regulations concerning the registration of student organizations and their use of College facilities
7. disorderly conduct; lewd, indecent or obscene conduct or expression either on or off campus
8. failure to comply with the directions of College officials, residence staff and security personnel in the performance of their duties
9. hazing in any form
10. actions which are in violation of the College's "Alcohol and Drug Policies" or the laws of the State of New Hampshire
11. intentionally or recklessly damaging or tampering with emergency equipment (e.g. exit lights, fire alarms, fire extinguishers) or violations of the fire safety regulations; arson
12. unauthorized possession, use or storage of any weapon, firearm or incendiary device (including fireworks) on College premises or at College sponsored functions
13. theft of or damage to College owned telephones or components of the telephone system; theft or unauthorized use of personal long-distance codes; misuse of the phone system (e.g. harassment)
14. conduct determined to be contrary and/or debilitating to the "development of a Christian community of respect"

## **PENALTIES**

Students who violate College regulations are subject to one or more of the sanctions listed below. Students are not immune from state and local law while on campus and in some cases may be subject to proceedings in civil or criminal court as well as College disciplinary sanctions.

### **Warning**

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

### **Community Service Hours**

The student may be assigned community service hours with either Physical Plant, Residence Directors, Food Service, Campus Ministry, Campus Affairs, Center for Volunteers or the local community. Failure to complete these hours will result in sterner penalties.

### **Monetary Fine**

The student may be subject to monetary fines.

### **Restitution**

Restitution will be mandated when theft, vandalism or other disrespect for property is involved.

### **Educational Programming**

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

### **Social Probation**

Social probation is a discipline meant to limit a student's activities so that he/she can better adjust to the demands of the College life. A student on social probation is denied participation in certain activities until he/she proves himself/herself capable of mature incorporation into the College community.

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

### **Housing Probation**

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

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

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

### **Suspension**

Suspension requires that a student vacate the College premises and/or abstain from

participation in any College activity whatsoever for the stated term of the suspension. No professor is under any obligation to allow a suspended student to make up missed classes, assignments or examinations. Should a student prove unable to complete a semester's work on account of suspension, that student shall receive grades of WF for all classes affected. There shall be no refund of tuition, room or other fees due or payable for the period of the suspension.

### **Interim Suspension**

With the safety and welfare of the College community in mind, it may be necessary that students with emotional or psychological problems, who are disruptive of student life, or who are a danger to themselves be required to leave campus for a period of time. The length of time will be designated by the Dean of Students office in consultation with the Director of College Health Services. An acceptable statement of the student's physical and emotional fitness must be approved by College authorities before the return of that student to campus will be considered.

### **Dismissal**

Dismissal may be applied in two ways. The first is dismissal from on-campus housing. The student must vacate his/her room at the designated time. The student loses eligibility for any housing on campus in the future.

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

## **JUDICIARY BOARD**

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

A booklet explaining in full the procedures of the Judiciary Board and the appeal process is available in the Dean of Students office.

## **CONTROLLED DRUG AND ALCOHOL POLICIES**

### **I. Introduction**

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

impart those values and virtues necessary for each one to develop into a creative and generous member of society.

As part of its effort to maintain an atmosphere conducive to the pursuit of learning and to a healthy and wholesome social environment and in keeping with the laws of the State of New Hampshire, Saint Anselm College establishes these policies in regard to controlled drugs and alcohol. These policies emerge out of the basic Christian and educational values which distinguish this College. They are published so that all members of the College community will be aware of them and will be responsible for observing them.

## **II. Controlled Drug Policy**

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

Students found guilty of possessing or using controlled drugs are liable to one or more of the penalties listed on pages 53 and 54, including mandatory counseling. In some cases, a statement of physical and emotional fitness will be required from a competent authority before a student in violation of the controlled drug policy will be allowed to continue.

Students who are proven guilty of buying, selling and/or distributing controlled drugs or substances will be dismissed from the College. The dismissal cannot be appealed.

The College also prohibits the possession, use and/or distribution of any and all types of drug paraphernalia. If found, such items will be confiscated and the student will be liable to penalties.

## **III. Alcohol Policy**

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

Student behavior, as always, is to be in accord with the basic Christian and educational values of the College.

A student is considered in violation of the alcohol policy and may be liable to one or more of the penalties as listed on pages 53 and 54 for infractions involving:

1. possession of alcoholic beverages by a minor: any person under the age established by the New Hampshire State Legislature who is found on College property in possession of or under the influence of alcoholic beverages
2. unauthorized possession of alcohol; any person in possession of an open container of alcohol in any place other than his/her room, the Pub, or an officially authorized campus function
3. unauthorized distribution of alcohol: any person who hosts, sponsors or participates in a function wherein alcoholic beverages are knowingly provided to minors
4. utilization of false identification: any person who uses or attempts to use false identification for the purposes of gaining admission to the College Pub or any authorized social function where alcohol is served
5. purchase or transportation of alcohol for minors: any person who either purchases or transports alcoholic beverages on behalf of one not authorized to transport, possess or consume such beverages

6. drunkenness: any person who, by his/her conduct while on College property or attending College affairs, presents himself/herself in an intoxicated condition
7. verbal and/or physical abuse: any person who, while under the influence of alcohol, either physically or verbally threatens or abuses another person
8. disruptive or disorderly conduct while under the influence of alcohol: any person who, while under the influence of alcohol, disrupts the orderly conduct of College affairs, whether in a residential, academic or social setting
9. possession of a keg or any container or device which dispenses alcohol through a tap; hosting or sponsoring a keg or juice party. Resident students found hosting or sponsoring a keg or juice party will be dismissed immediately from College housing.

#### **IV. Penalties**

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

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

#### **V. Conclusion**

While Saint Anselm College takes seriously its philosophy of educating the whole person and of informing and instilling in the members of the College community a genuine respect for and living out of Christian values and virtues, it still recognizes each student as an adult and personally responsible for his/her actions. Saint Anselm College does not wish to police the lives of its students, but it does wish to ensure a wholesome and safe environment for the pursuit of learning. It is assumed that students will make themselves aware of College regulations and the penalties that may accrue for violating them. The College accepts and retains students on the condition that they observe these standards.

It is hoped that the controlled drug and alcohol policies will enable all the members of the College community to meet their responsibilities and duties in the spirit of care and concern for the well-being of all.

## **OTHER ITEMS OF INFORMATION**

### **Bulletin Boards**

Official notices from the College officers of administration will be found on the bulletin boards on the ground floor, Alumni Hall. Students are responsible for being aware of notices posted on these boards.

### **Pets**

For reasons of health and safety, pets are not permitted on campus.

### **Identification Cards**

Each student is issued an identification card certifying the he/she is in attendance at Saint Anselm College. This card is to be carried at all times and must be shown or surrendered when requested by Security, a College official or any member of the Dean of



Students staff. Only College identification cards will allow students to use Davison Hall, the Geisel Library, the Carr Activities Center, the Pub and entrance to varsity sports contests. It is useful for borrowing books from the Manchester Library. Any misuses of the card, such as transfer or tampering, is a serious offense. The loss of an identification card should be reported immediately to Davison Hall and a new card obtained at a cost of \$5.00.

### **Campus Events**

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

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

### **Soliciting and Commercial Activities**

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

### **Protection of Lawns**

Every member of the College community assumes the obligation of protecting and respecting the buildings and landscaped areas of the campus. Convenient playing areas have been provided for various outdoor activities.

### **Security**

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

# Athletic Department

## Philosophy Statement

In its catalogue the College makes clear its aims as a Catholic liberal arts institution in the Benedictine tradition: (1) to provide students with access to an education that will promote creativity and generosity; (2) to challenge students to become, within a broadbased educational framework, literate pursuers of truth; (3) to offer them the scientific, technical, poetic, philosophical and theological basis for addressing personal and social problems; (4) to open those opportunities to students of every religion, race and cultural background; and (5) to promote among students, generally, Christian standards of value and conduct.

The Athletic Department acknowledges the primacy of academics in the College's mission and reaffirms the department's place in nurturing those "Christian standards of value and conduct" in that area of student life where a student elects to engage in physical activity for competitive and/or self-health ends. The playing fields, gyms and workout rooms are places where the tensions of studying are released and the energies for studying are restored. Since competitive and recreational activities draw upwards of 85% of the student population annually to its programs and facilities, the department's role in the overall College experience is not simply supportive, but integral.

Good values are generated in classroom, lecture hall, library, church and office-hour consultation; they are also generated on the cross-country trail, the soccer field and the basketball courts. Sportsmanship and the celebration of good physical health are crucial elements in a student's total character development. Through participation in athletic programs, students learn the lessons of self-discipline, sacrifice, cooperation, persistence and practice which invariably complement their academic training.

The department sponsors and coordinates three athletic programs: intercollegiate, intramural and recreational. The goal of the intercollegiate programs is not simply to field teams which can match the quality of their competition, but rather to become the standard of programmatic excellence among the colleges closest to Saint Anselm College in character and mission. Responding to the varied and changing needs of students at every level of athletic accomplishment is the sole purpose of the department's intramural and recreational programs. Because of the large number of students, faculty and staff which intramural and recreational programs service, those programs are given attention and emphasis proportionate to their impact.

## Department of Athletics

Director of Athletics .....	Edward Cannon
Associate Director of Athletics .....	Donna Guimont
Assistant Director of Athletics .....	Eric Sabean
Assistant Athletic Trainer .....	David Flint
Athletic Trainer .....	Maureen Saliba
Assistant Athletic Trainer .....	Beth Masi
Director of Intramurals/Rec/Fac .....	Eric Sabean
Sports Information Director .....	Kurt Svoboda
Office Manager .....	Cheryl Bagtaz
Secretary .....	Claudia Bonvouloir
Equipment Manager .....	Wake Stillman

### Men's Sports Coaches:

Baseball .....	Ken Harring
Assistant Baseball .....	J.P. Pyne
Basketball .....	Keith Dickson
Assistant Basketball .....	Sean Ryan
Assistant Basketball .....	Steve Drescher
Cross Country .....	Paul Finn
Football .....	Geoff Harlan
Assistant Football .....	TBA
Assistant Football .....	Jonathan Michaelaes
Assistant Football .....	TBA
Golf .....	Frank Driscoll
Ice Hockey .....	TBA
Assistant Ice Hockey .....	David Flint
Assistant Ice Hockey .....	TBA
Lacrosse .....	Dave Moloney
Assistant Lacrosse .....	TBA
Ski .....	Gil Talbot
Soccer .....	Ed Cannon
Assistant Soccer .....	Peter Ramsey
Tennis .....	Roberta Cullity

### Women's Sports Coaches:

Basketball .....	Bill Vermette
Assistant Basketball .....	Melissa Pfefferle
Assistant Basketball .....	Tracy Pomerence
Women's Cross Country .....	Kevin O'Neil
Ski .....	Gil Talbot
Soccer .....	Dean Schneider
Assistant Soccer .....	TBA
Softball .....	Guy Petell
Assistant Softball .....	Maria Russo
Tennis .....	Roberta Cullity
Volleyball .....	TBA
Assistant Volleyball .....	TBA
Lacrosse .....	Emily Frawley
Assistant Lacrosse .....	Kristie Baldwin
Field Hockey .....	Kristie Baldwin
Assistant Field Hockey .....	TBA

## INTERCOLLEGIATE PROGRAM

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

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

## INTRAMURAL & RECREATION PROGRAM

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

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

### Intramural and Recreational Sports

TEAM – Softball, Flag Football, Co-ed Volleyball, Basketball, Ice Hockey, Floor Hockey, Indoor Soccer, Co-ed ultimate Frisbee

RECREATIONAL – Typical activities: Tennis Instruction, Tennis Tournaments, Racquetball Clinics, Racquetball Tournaments, Aerobic Classes, Whiffleball Tournament, Wallyball Tournament, Golf Instruction, Fitness Clinic, 3-on-3 Basketball Tournament, and Learn-to-Play Clinics.

### To Participate:

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

- a. TEAM sports are organized by the students themselves and submitted on Intramural Department Roster Forms to the Director of Intramurals.
- b. INDIVIDUALS may sign up for events such as tournaments and clinics at the Recreation Office in the Carr Center.

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

## **FACILITIES**

*Stoutenburgh Gymnasium* – basketball/volleyball court, 4 offices, 13 locker rooms, equipment/ laundry room, training room

*Carr Activities Center* – 3 multipurpose courts for a variety of activities such as basketball, volleyball, tennis, floor hockey, rollerblading, running, 13 offices, fitness center, 3 locker rooms, 3 racquetball courts, aerobic room

*Grappone Stadium* – football

*Sullivan Park at Kavanagh Field* – baseball diamond

*South Athletics Fields* – 3 practice fields, 1 with lights, softball diamond, 1/4 mile walking/running track, support building with a concession stand, restroom and first aid room

*Melucci Field* – soccer/lacrosse stadium

Tennis Courts – 6

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

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

## **ADMISSION TO HOME CONTESTS**

The College strongly encourages the student body to support its intercollegiate teams. Most home contests are played on the Saint Anselm College campus. Ice hockey is played at the Tri-Town Ice Arena which is approximately ten miles from the campus. There is no admission charge to students who present a valid College identification card at basketball, football and hockey regular season games.

## **VARSIITY AWARDS CEREMONY**

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

## **VARSIITY LETTER CRITERIA**

In all varsity intercollegiate sports for men and women, student-athletes will earn a varsity letter if they practice, compete and complete the length of the season and upon recommendation of the coach.

In all sports, a player must complete the season as a member of the team in which he/she is a candidate for a letter, unless for medical reasons he/she misses a portion of that season.

In addition, any senior who has shown exceptional determination and diligence, although not otherwise qualified for a letter, will receive special consideration by the coaches.

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

## **VARSITY TEAM AWARDS**

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

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

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

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

## **ATHLETIC AWARDS**

### **SENIOR VARSITY STUDENT ATHLETE AWARD**

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

### **ANSELMIAN ATHLETIC CLUB ATHLETE OF THE YEAR**

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

### **WOMEN'S TENNIS - MVP**

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

### **WOMEN'S VOLLEYBALL - MVP**

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

### **MEN'S CROSS COUNTRY - MVP PHILLIP J. SHACKLETT AWARD**

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

### **WOMEN'S CROSS COUNTRY - MVP**

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

### **GOLF -RAYMOND F. LEE MVP AWARD**

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

### **MEN'S SOCCER - JOHN J. TIERNEY MVP AWARD**

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

#### MEN'S SOCCER - JOHN J. CORVO '77 MOST IMPROVED PLAYER AWARD

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

#### WOMEN'S SOCCER- MVP

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

#### ICE HOCKEY

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

#### WOMEN'S BASKETBALL - MVP

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

#### MEN'S BASKETBALL - ALBERT F. GRENERT PROFICIENCY AWARD

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

#### MEN'S BASKETBALL - LEONARD S. "LEFTY" NELSON MVP AWARD

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

#### BASEBALL

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

#### MEN'S LACROSSE - MVP

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

#### MEN'S TENNIS - MVP

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

#### MEN'S SKIING - THOMAS A. MELUCCI, JR. AWARD

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

#### WOMEN'S SKIING- MVP

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

#### MEN'S SKIING - ROBINSON SWIFT AWARD - MVP

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

## SOFTBALL

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

## FOOTBALL - MVP

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

## WOMEN'S LACROSSE - MVP

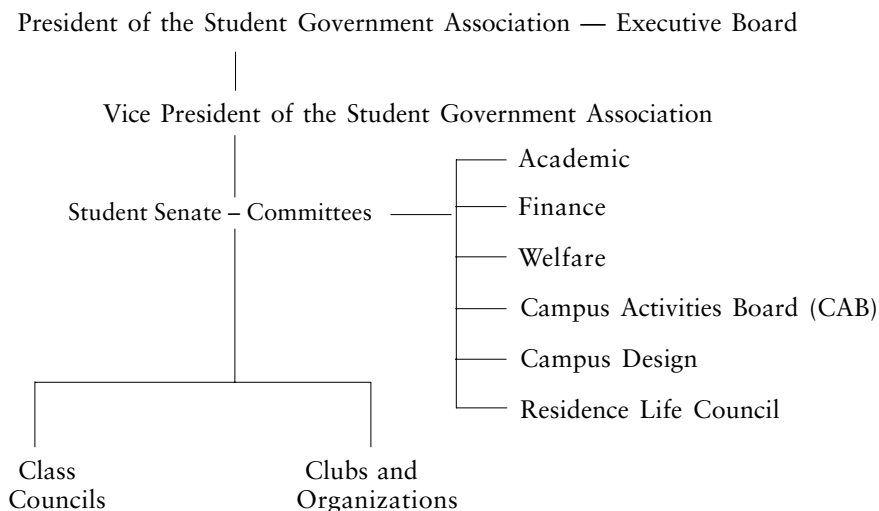
Presented to that varsity lacrosse team member, who in the opinion of the coach, has made the greatest contribution to lacrosse. (name on plaque)



# Student Government

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

## STUDENT GOVERNMENT ORGANIZATIONAL CHART



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

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

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

## STUDENT GOVERNMENT OFFICERS

President of Student Body .....	Christopher Casey, Box 291
Vice President of Student Body .....	Nate Kunzman, Box 1011
Treasurer .....	Nick Aalerud, Box 0001
Secretary of Student Government .....	Jennifer Smith, Box 2122
Chair of Campus Activities Board (CAB) .....	Patrick Cullinan, Box 419

## THE STUDENT SENATE

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

## STUDENT SENATE AGENCIES

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

## THE CLASS COUNCILS

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

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

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

## CLASS OFFICERS

### Presidents

Class of 2003  
Joshua Twohig, Box 2052

Class of 2004  
Jonathan Hartford, Box 812

Class of 2005  
Christopher Black, Box 149

### Senators

Heidi Brodette, Box 177  
Erik Lynch, Box 1106

Lewis Cataldo, Box 230  
Karen Spellman, Box 2172

Thomas Cronin, Box 254  
Rory Fitzgerald, Box 832

Andrea Corbett, Box 374  
Joseph Torpey, Box 2036

Doug Cooper, Box 279  
Sean Tweed-Kent, Box 2245

Laena Fallon, Box 798  
Joseph Latona, Box 1234

## **THE CAMPUS ACTIVITIES BOARD (CAB)**

The Campus Activities Board is one of the four committees of the Student Government and is the primary coordinator of entertainment and events for the student body. The board consists of five sub-committees: Coffee Shop, Contemporary Issues, Concert, Film and Lecture and Trips and Travel. These committees program various films, trips, comedians, lectures, musicians, concerts and specialty weekends such as fall, winter, and spring weekends.

## **ACTIVITIES FEE**

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

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

## **CLUBS AND ORGANIZATIONS**

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

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

### **A Capella Group**

The purpose of the A Capella Group is to provide an alternate outlet for students with musical interest. The club performs at College functions as requested.

### **Abbey Players**

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

### **Alpine Club**

The Alpine Club, the College's outing club, offers a rewarding experience to members of the campus community seeking pleasure in outdoor activities such as (but not limited to): backpacking, camping, cross-country skiing, hiking, biking, rock climbing and snowshoeing.

### **Business and Economics Society**

The Business and Economics Society of Saint Anselm College is a co-curricular activity which provides the means for students to obtain a wider and deeper appreciation of the economic structure of our society. The society hosts members of the local business community to further the students' exposure to specific career areas. Additionally, each

semester an endeavor is made to host a prominent speaker to lecture on current economic problems.

### **Cheerleading**

The purpose of this organization is to support campus athletic teams and to promote college spirit on campus utilizing dance and cheer routines. Cheerleaders are present at all home basketball games as well as some off-campus games. They dedicate many hours in practice to perfect their spirited and fun routines. The cheerleaders also participate in a number of volunteer activities such as the Children's Fair and the Special Olympics Swim Meet. Additionally, they represent the College at various cheerleading competitions.

### **Chemistry Club**

The club provides an opportunity for students of a chemical science to secure intellectual stimulation, to obtain experience in preparing and presenting technical material before audiences, to foster a professional spirit among the members and to instill a professional pride within the chemical sciences.

### **Chess Club**

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

### **Chi Sigma Society**

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

### **Classics Society**

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

### **Communications Society**

The purpose of this club is to provide students interested in communication with experiences that will identify and further their educational and professional goals. Activities include speakers, field trips and attendance at annual communication conferences.

### **Computer Society**

Computer Society's purpose is to provide a means for the exchange of ideas, to promote academic and social interaction for its members and to foster a better understanding of the information systems of Saint Anselm College. Some of the society's activities include trips to computer museums, exhibits, and shows; sponsoring speakers; sponsoring groups of students to attend college-level computer programming competitions; and hosting annual high school programming competitions.

## **Crew Club**

The Saint Anselm Crew Club was founded to allow students the experience of competing in a sport which is over 2,000 years old. Dedication, team work and a strong sense of camaraderie are only some of the highlights of rowing. Competitive rowing is not the club's only focus. It participates in numerous fund-raisers, volunteer programs and other school activities.

## **Criminal Justice Club**

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

## **Cycling Club**

The mission of the club is to promote all types of cycling, including off road cycling, road cycling and cycle cross. The club provides training, nutritional information and general information about cycling. Additionally, the club provides on campus rides, off campus rides, a chance to compete in a cycling league and informational speakers and demonstrations regarding the sport of cycling.

## **Dance Club (Impresario)**

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

## **Debate Society**

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

## **Democrats**

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

## **Education Society**

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

## **El Club Hispanico**

El Club Hispanico strives to promote the language, culture and history of Hispanic countries and Spanish America among Saint Anselm College students. The organization also works in promoting contact with the local Latin American community through volunteer work and the enhancement of cultural and intellectual ties.

## **Global Awareness Society**

The mission of the Global Awareness Society is to promote a better understanding of different cultures and ethnic groups through discussions and gatherings. The members organize gatherings to experience different cultures either through food, dance, film and museum trips. The group is open to and welcomes students of all cultures.

## **History Society**

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

## **International Relations Club**

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

## **Investment Society**

The Investment Society is dedicated to instilling the understanding of financial stability. Guest speakers and educational trips are integral to the process of learning monetary gain. The society promotes learning about personal investment strategies that create a link with the active economy in order to participate in today’s and the future economy.

## **Irish/Celtic Society**

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

## **Italian Club**

The Saint Anselm College Italian Club promotes Italian heritage and culture within the student body. The Italian club also provides students with the opportunity to participate in Italian culturally-orientated activities.

## **Jazz Band**

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

## **King Edward Society**

The purpose of the King Edward Society is to instill an awareness of Christian charity among its members and the student body. The society fosters several programs which enable its members and encourages all students to participate in helpful and beneficial work both on and off-campus. Such functions as the Senior Citizen Dance and food

drives, downtown work projects and service to students on campus constitute a portion of the practical aims. The King Edward Society also tries to promote a further sense of unity and pride within the society and among the student body.

### **Knights of Columbus**

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

### **La Societe Francaise (French Club)**

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

### **Martial Arts Association**

The Martial Arts Club offers to the Saint Anselm College student the opportunity to develop skills in the art of self-defense. The curriculum includes judo, karate and wrestling, all of which demand concentration as well as mental and physical strength. Instruction and practice sessions are held several times per week.

### **Mathematics Society**

The purpose of the Mathematics Society at Saint Anselm College is to provide the means for the exchange of ideas in the field of math and to participate in activities relating to this field and, in so doing, develop a sense of unity among members. Membership is open to all members of the Saint Anselm College community interested in mathematics.

### **Model United Nations**

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

### **Music Society**

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

### **Natures Way/Environmental Club**

The Environment Club works to raise campus awareness about environmental issues and the environment in general. Activities include, but are not limited to speakers, clean-ups, and Earth Day events. The club hopes to increase the awareness, enjoyment and appreciation of the beauty of nature, as well as to learn more about it.

## **Organization for Life**

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

## **Oxford Companions**

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

## **Pax Christi**

Pax Christi intends to contribute to building peace and justice by exploring and articulating the ideal of Christian non-violence and by striving to apply it to personal life and to the structures of society. Pax Christi invites concerned Christians to respond to the Church's call to evaluate war with an entirely new attitude and to take an active role in making secure peace based on justice and love.

## **Peer Health Educators**

Peer Health Educators includes students who have an interest in health issues and who have received special training to do educational programs on campus with regard to health and related issues.

## **Pep Band**

The purpose of the Pep Band is to promote school spirit and exhibit the members' appreciation for music. The club gives student musicians the opportunity to be directly involved in the intense atmosphere of the home athletic events.

## **Philosophy Club**

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

## **Political Union**

The purpose of the Political Union is to promote a greater appreciation and understanding of the political system. This organization serves the greater community and campus by encouraging civic-mindedness and a genuine interest in the area of government.

## **Probe and Scalpel Society**

This organization is composed of students who would like to share their interest in the field of science with their fellow students. The organization functions primarily as a forum for the exchange of current ideas in the field of science. The Probe and Scalpel



Society achieves this aim by sponsoring guest speakers, film programs and open discussions on outbreking technology. Field trips also are arranged to observe medical, dental and biological research as well as visits to nearby aquariums and museums.

### **Psi Chi Society**

Psi Chi is the national honor society of psychology. The chapter was established at Saint Anselm College during the spring semester of 1990. The purpose of the organization is to encourage, stimulate and maintain excellence in scholarship of its members in all fields, particularly in psychology and to advance the science of psychology.

### **Psychology Club**

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

### **Quatrain**

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

### **Radio Flyers Club**

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

### **Red Key Society**

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

### **Republicans**

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

### **Rescue Team**

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

## **Roller Hockey Club**

The purpose of this organization is to provide the opportunity for interested students to participate competitively in the sport of Roller Hockey.

## **Rugby Club-Men's**

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

## **Rugby Club-Women's**

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

## **Saint Anselm Gaming Association**

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

## **Ski & Snowboarding Club**

The purpose of the Ski & Snowboarding Club is to provide students with the opportunity to learn and share their interest in the sports of skiing and snowboarding. This organization will accommodate for all abilities of skiers and snowboarders. The events of this club are day, evening, or weekend outings to ski resorts and competitions which serve to promote fun, fitness and group cooperation.

## **Society of Saint Elizabeth Seton**

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

## **Sociology Society**

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

## **Student Nurses' Association**

The purpose of the Saint Anselm College Student Nurses' Association is to: promote responsibility, cooperation and fellowship among students; foster growth of the individual, professionally and socially, through the cooperative efforts and activities of the group; help members become aware of the needs of the community and respond appropriately

as aspiring professionals; cooperate with other groups on campus in promoting worthwhile programs and projects. One of the attributes of a profession is the existence of a formal association of its members. Membership in the Student Nurses' Association is a way to accomplish this and begin to learn how to attain the goals of the profession through the work of an organization. Membership is open to all nursing majors who choose to belong.

### **Swim Club**

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

### **Television Club**

The purpose of the club is to provide the Saint Anselm College community with another medium of broadcasting information. The club broadcasts information about the College, its events and activities through the local campus cable television system.

### **Theological Society**

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

### **Track Club**

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

### **Volleyball Club – Men's**

The aim of the Volleyball Club is to invite all interested students to join and participate in the competitive New England Collegiate Volleyball League. The club is committed to good sportsmanship, competitiveness and an overall sense of team.

### **Yearbook**

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

## College Organizations

Organization	Contact Person	PO Box	Advisor
A Cappella Group	Kathy Fitzgerald	569	Prof. Donald Cox
Abbey Players	TBD		Prof. Landis Magnuson
Alpine Club	Andrew Morse	1330	Prof. Walsh
Business & Economics Society	TBD		Prof. Gilbert Becker
Campus Activity Board	Patrick Cullinan	419	Sherry Balzano
Center for Volunteers	TBD		Prof. Dan Forbes
Cheerleading	Julie Samble	1865	Alice Dunfey
Chemistry Club	Jennifer Smith	2122	Prof. Carolyn Weinreb
Chess Club	TBD		Prof. Philip Pajakowski
Chi Sigma Society	TBD		TBD
Choir	Fr. Bede Camera, OSB	1748	Fr. Bede Camera, OSB
Civil Rights Club	TBD		TBD
Classics Society	Stephen Maiullo	1149	Prof. Linda Rulman
Communication Society	Phaedra Roli	1836	Prof. Ray Gamache
Computer Society	TBD		Prof. Carol Traynor
Crew Club	Michael Burnett	158	TBD
Crier	Kirk Boutselis	147	Fr. Jerome Day, OSB
Criminal Justice Club	Adam Orff	1441	Prof. Polly Smith
Cycling Club	Matthew Martino	1206	Donald Moreau
Dance Club	Erin Neale	1354	Dr. Donald Cox
Debate Society	Caitlin Melia	1458	Prof. David Trumble
Democrats	Lindsay Hansen	800	Prof. Dante Scala
Education Society	TBD		Prof. James Chenoweth
El Club Hispanico	Mary Farsaci	560	Prof. Eva Taber
Global Awareness Society	Anish Pradhan	2032	Donnamarie Pignone
History Society	Kara Patrie	1453	Prof. Sean Perrone
International Relations Club	Meg Staley	1981	Prof. Barbara Baudot
Investment Society	Nick Boudreau	142	Prof. John Romps
Irish/Celtic Society	Deana Braganca	125	Fr. Jerome Day, OSB
Italian Club	Abigail Bartley	102	Fr. Benedict Guevin, OSB
Jazz Band	Meaghan Walsh	2072	Prof. Montague Brown
King Edward Society	Joseph Galvin	625	Donald Moreau
Knights of Columbus	Nick Aalerud	001	Fr. Cecil Donahue, OSB
La Societe Francaise	Nancy Resteghini	1820	Prof. Roger Blais
Martial Arts Club	Adam Morin	1314	Prof. Alex Inglis
Mathematics Society	TBD		Prof. Greg Buck

Organization	Contact Person	PO Box	Advisor
Model United Nations	Stoyan Troshev	2235	Donnamarie Pignone
Music Society	Meaghan Walsh	2072	Dr. Donald Cox
Nature's Voice/ Environment Club	TBD		Prof. Barbara Baudot
Organization for Life	Fr. Cecil Donahue,OSB	Mon	Fr. Cecil Donahue,OSB
Oxford Companions	Nate Frisoli	529	Prof. Meoghan Cronin
Pax Christi	TBD		TBD
Peer Health Educators	TBD		Dr. Constance Richards
Pep Band	Patrick Cullinan		Dr. Donald Cox
Philosophy Club	TBD		Prof. Joseph Spoerl
Political Union	Christopher Siefken	1949	Prof. Dante Scala
Probe & Scalpel Society	Robert Osgood	1531	Dr. Barbara Stahl
Psi Chi	TBD		Prof. Elizabeth Ossoff/ Prof. Paul Finn
Psychology Club	Carrie Whalen	2095	Prof. Scott Krauchunas/ Prof. Joseph Troisi
Quatrain	TBD		Prof. Ann Norton
Radio Flyers	Cyrus Despres	485	Timothy Silvernale
Red Key Society	Michael Morizio	1322	Dr. Joseph Horton
Republicans	Tom Cronin	254	Prof. Dante Scala
Rescue Team	Gregory Herrick	773	Dr. Constance Richards/ Norm Paul
Rollerhockey Club	Jay Weinberg	2079	Norm St. Germain
Rugby Club-Men's	Robert Parr	1469	Dr. Joseph Horton
Rugby Club-Women's	Maria Leland	1047	Prof. Paul Finn
S.A.G.A.	TBA		Prof. Terrence Kroeten
Ski & Snowboarding	Mike Regan	1816	Dr. Joseph Horton
Society of St. Elizabeth Seton	Stephanie Martin	1200	Patricia Guanci
Sociology Society	Erin Joyce	914	Prof. Michael Smith
Student Govt. Assoc.	Christopher Casey	291	Dr. Joseph Horton
Student Nurses Assoc.	Kate Allard		Caryn Sheehan
Swim Club	Michael Besserer	113	Prof. Joseph Troisi
Television Club	TBD		TBD
Track Club	Brian McKernan	1358	Steven Donohue
Volleyball Club-Men's	TBD		TBD
Yearbook	Kate DeBona	478	Sherry Balzano
	Angela Moutsioulis	1328	

# Institutional Policy Statements

## ON SEXUAL AND OTHER UNLAWFUL HARASSMENT

The College will not tolerate the harassment of any employee, student or visitor on the basis of sex or any other unlawful basis. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal, physical and nonphysical conduct of a sexual nature when:

- \* submission to such conduct is made explicitly or implicitly a term or condition of employment; or
- \* submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual, or for awarding or withholding favorable employment or academic opportunity, evaluation, promotion, or assistance; or
- \* such conduct has the purpose or effect of unreasonably interfering with an individual's performance at work or in the classroom, or creates an intimidating, hostile, or offensive environment in which to work, live or study.

Sexual harassment includes a wide range of behaviors from the actual coercion of sexual relations to unwelcome offensive comments, jokes, innuendoes and other sexually oriented statements and unwelcome emphasizing of sexual identity. Sexual harassment may be indirect and even unintentional, verbal or physical. No person, employee, student, or third party, no matter what his or her title or position has the authority, expressed, actual, apparent, or implied, to commit sexual harassment.

This policy prohibits all of the aforementioned activities whether engaged in by a supervisor, agent of the College, co-worker, or non-employee who is on the College's premises or who comes in contact with College employees or students.

Management, supervisors, employees, and those in positions of authority should be sensitive to questions about mutuality of consent that may be raised, and to the conflicts of interest that are inherent in personal relationships where professional relationships are involved.

In addition, the College explicitly prohibits, forbids, and will not tolerate the harassment of any student, employee, manager, visitor, male or female, or the creation of a hostile or intolerable working environment by exhibiting, committing or encouraging an act such as the following:

- \* material such as pornographic or sexually explicit posters, screen savers, calendars, graffiti or objects;
- \* unwanted, unwelcome, and unwarranted sexual advances, including, but not limited to, requests, comments or innuendoes regarding sex, including sexual jokes, gestures, statements or stalking;
- \* intentional or malicious physical conduct that is sexual in nature, including, but not limited to, touching, pinching, patting, brushing and/or pulling up against another individual's body or clothes; and
- \* physical assaults on other employees, students or visitors, including, but not limited to, rape, sexual battery, molestation, or any attempts to commit such acts of assault.

In addition, the College will not tolerate the harassment of any student, employee,

visitor or any other third party on the basis of race, color, religion, sex, national origin, age, disability or other unlawful reason.

Sexual and other harassment is a violation of the College's policies and is prohibited by state and federal law. Experience has shown that a clear statement to the person engaging in the offensive behavior is often all that is necessary to stop the conduct. Employees or students who believe they are being harassed are encouraged to let the person engaging in the conduct know how they feel, but they are not required to do so. Any individual who believes that he or she has been subject to unlawful harassment must report the harassment to his or her supervisor immediately. If you feel uncomfortable doing so or if your supervisor is the source of the problem, condones the problem, or ignores the problem, report to your supervisor's supervisor or the office of Human Resources. Any instance of such harassment involving a student should be reported to the office of Student Affairs. If these alternatives are unsatisfactory to you, then you may direct your questions, problems, complaints or reports to the Executive Vice President.

You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed above. In addition, retaliation against an employee who complains about sexual or other unlawful harassment is a violation of the College's policy and is prohibited by state and federal law. Retaliation is a form of unlawful harassment and will be handled in the same manner as other forms of harassment.

The College will determine what constitutes harassment based on a review of the facts and circumstances of each situation. The College reserves the right and hereby provides notice that third parties may be used to investigate claims of harassment. All employees, including supervisors and managers, and students will be subject to severe disciplinary action up to and including discharge or dismissal for any act of harassment they are believed to have committed.

## **ON SMOKING**

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

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

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

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

(April 2000)

## **ON COMMUNICABLE DISEASE POLICY**

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

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

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

(Revised 4/00)

## **ON SEXUAL ASSAULT**

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



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

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

July 1993

## General Emergency Procedures

### Fire

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

If a fire is discovered:

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

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

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

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

1. Keep low to the floor if smoke is in your room.

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

## **Medical Emergency**

In the event of a medical emergency:

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

## INDEX

ACADEMIC ADVISEMENT .....	20
ACADEMIC CALENDAR .....	8
ACADEMIC RESOURCE CENTER .....	19
ADMINISTRATION .....	5
ATHLETICS .....	58
BOOKSTORE .....	35
CAMPUS EVENTS .....	39
CAMPUS GUIDE .....	6
CAMPUS MAP .....	42, 43
CAMPUS MINISTRY .....	35
CAREER AND EMPLOYMENT SERVICES .....	37
COLLEGE HEALTH SERVICES .....	44
COLLEGE INSIGNIA .....	9
COLLEGE ORGANIZATIONS .....	76
COMMUNICABLE DISEASE POLICY .....	80
DEAN OF STUDENTS .....	39
DEAN OF THE COLLEGE .....	10
EMERGENCIES .....	81
FIRE .....	81
FOOD SERVICES .....	34
INFORMATION TECHNOLOGY .....	23
LIBRARY .....	17
MAIL CENTER .....	33
MEDICAL EMERGENCY .....	82
MISSION STATEMENT .....	4
PRESIDENT OF THE COLLEGE .....	10
REGISTRAR .....	15
RESIDENCE LIFE .....	46
SAFETY AND SECURITY .....	27
SMOKING, POLICY STATEMENT .....	79
SOCIAL REGULATIONS .....	52
STUDENT GOVERNMENT .....	65
SEXUAL ASSAULT, POLICY STATEMENT .....	80
SEXUAL HARASSMENT, POLICY STATEMENT .....	78
TREASURER .....	21

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## NOTES

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