ACCEPTED STUDENT WELCOME PACKET

1. GRADUATE STUDENT HANDBOOK

The Graduate Studies Student Handbook can be found on the Graduate Student Policies webpage. Please read and review this handbook for Graduate Studies policies, procedures, and other pertinent information.

2. BEFORE YOU START YOUR FIRST CLASS CHECKLIST

The Before You Start Your First Class Checklist is a useful checklist of all items you need to have completed prior to beginning your first class. Please take time to review and complete the necessary paperwork before you begin your program. It will help ensure a smooth transition to the classroom.

3. COURSE REGISTRATION

Reminder, be sure you have completed Section 2 prior to registration.

As a new graduate student, your registration information will be sent to you by your program office. They will also process your registration. Graduate Course Schedules and registration dates can be found on the graduate website under course schedules.

Below you will find the Graduate Secretaries and their contact information. Please contact them with any questions you may have about registration and scheduling as they will be happy to assist you.

<table>
<thead>
<tr>
<th>Program</th>
<th>Graduate Secretary</th>
<th>Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>MBA</td>
<td>Carmen Dion</td>
<td><a href="mailto:mbaoffice@assumption.edu">mbaoffice@assumption.edu</a></td>
<td>508.767.7170</td>
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<td>Maria Alicata</td>
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<td>Counseling Psychology</td>
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<td>508.767.7390</td>
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<td>Rehabilitation Counseling</td>
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<td>508.767.7370</td>
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<tr>
<td>School Counseling</td>
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<td>508.767.7430</td>
</tr>
<tr>
<td>Special Education</td>
<td>Mary Mahan</td>
<td><a href="mailto:mmahan@assumption.edu">mmahan@assumption.edu</a></td>
<td>508.767.7297</td>
</tr>
</tbody>
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Payment: Payment is due at time of registration. If you are receiving Financial Aid, your Aid must be in place at time of registration, otherwise you are responsible for payment at the time of registration. Once you have completed your registration, it will be forwarded to the Registrar’s office for processing. Please note that you are not officially registered until the Registrar’s Office has processed your registration.
4. USER ACCOUNT INFORMATION

Once your course registration has been processed by our Registrar’s Office, our Information Technology Department (IT) will create your user accounts for Assumption College Houndmail, Portal, and Blackboard systems. IT will send this information to Graduate Studies within 3-5 business days. Graduate Studies will then send you an email to the account listed on your One-time Email Authorization Form which you completed and returned.

This email will contain your user account information and will provide links and information on how to use our Assumption College student account systems. It will also provide you with the email and phone number to our ITHub in case you require any technical assistance. We recommended you access these systems once you receive your account information to make sure you are able to utilize all the systems prior to the start of classes. Should there be any problem, you are asked to contact the IT Hub and Services at 508.767.7060 for assistance.

5. BOOKSTORE

The Bookstore is located on the second floor of the Hagan Campus Center. Textbooks are available in eBook, rental, and hardcopy formats, and can be shipped to you, or you may decide to pick them up at the Bookstore. The Bookstore also lets you comparison shop textbooks against other online retailers, quickly and easily. When you visit the store you will find Assumption College merchandise, office supplies, cards, gifts, convenience food and more. For The Bookstore hours and more information check out their website at: The Bookstore.

6. STUDENT ID AND PARKING PERMIT

You can acquire your Assumption Student ID and parking permit prior to your first class, by coming to campus a few minutes early and visiting the Public Safety Department. You can visit Graduate Student Resources for more details. The Public Safety Office is located in the Kennedy Building, where you can get both your student ID and parking sticker, Campus Map.

You can obtain your student ID and parking permit, free of charge, any time after you have received your student account information. To acquire your ID and parking permit, you will need to bring along verification of course registration, vehicle registration, and your license. For more information call our Public Safety Department at 508.767.7225.

There are many benefits to having your student ID which include access to The D'Alzon Library, Plourde Recreation Center, and IT Hub and Services.

7. THE D’ALZON LIBRARY

The D'Alzon Library offers many Library Services for Graduate Students. The Library:
✓ houses over 200,000 books, DVD’s and other materials
✓ allows off-campus access to its 42,000 journals through its 100+ online databases for article/research materials
✓ offers Interlibrary Loan
✓ has reference librarians are here to assist you with your research
✓ offers free printing at the workstations and ability to copy materials for a nominal fee
✓ allows you to borrow a Laptop for in-library use.
8. PLOURDE RECREATION CENTER

The Plourde Recreation Center offers many recreation opportunities to graduate students at no cost with your Student ID. Campus Recreation is committed to a student center approach for recreation programs and facilities. For more information you may visit the Campus Recreation Center or call them at 508.767.7072.

9. GRADUATE TUITION & FINANCIAL AID

The current graduate tuition can be found the Graduate Studies website at Tuition and Financial Aid.

All students are encouraged to seek out and apply for appropriate financial aid assistance. The responsibility for financing graduate education rests with the graduate student. For more information please contact the graduate representative in the Financial Aid Office at 508.767.7158 or 7368 or at fa@assumption.edu. For more information, visit Tuition and Financial Aid on the Graduate Studies website.

**Loans:** Private loan options are available. Federal aid is available in the form of loans for both U.S. citizens and permanent residents. Eligible graduate students can borrow up to $20,500 a year in unsubsidized Stafford loans, and up to $138,500 total for their studies (including any Stafford loans taken out during college).

To apply for a Federal student loan, unconditionally accepted full-time (9 credits/semester) and half-time (6 credits/semester) students must complete the Free Application for Federal Student Aid (FAFSA) form. Please click here for more information: www.fafsa.gov. The code for Assumption College is 002118.

Students must also complete a Master Promissory Note (MPN) and an Entrance Interview (www.elmselect.com).

10. OFF-CAMPUS HOUSING

On-campus housing is generally not available for graduate students; however, there are off-campus housing options that many of our students enjoy. We are excited to be partnering with PadMapper* to help you easily find off-campus housing while you study at Assumption. PadMapper* recently won a "Webby" award for Best Real Estate site! Assumption College has neither inspected nor approved the units listed here and assumes no responsibility for contracts between individuals. This listing service is being provided solely as an informational service.

11. CITY OF WORCESTER

Please visit our City of Worcester webpage where you will find additional links to help you discover more about Worcester, Massachusetts.