Incoming Student Resource Manual

Provided by
The Office of New Student and Family Programs
Dear incoming students,

Welcome to Framingham State University! The Office of New Student and Family Programs is happy to provide you with a centralized and comprehensive listing of resources available to incoming students.

In this guide you will find a variety of resources related to academics, student life, various administrative offices and centers as well as health, wellness, and safety initiatives.

The Table of Contents can help you locate various offices within the guide. There are four sections to the manual which can help you determine what kind of resource you are looking for.

Additionally, in the electronic version of this manual, located on the First-Year Programs website, the title of each office or center is a hyperlink to their webpage and there are hyperlinks throughout each page (in blue font) that lead you to more information on the FSU website.

Please feel free to contact our office at 508-626-4905 with any questions you may have.

Sincerely,

Ben Trapanick
Director
508-626-4905
btrapanick@framingham.edu

Arielle (AJ) Brent
Assistant Director and Orientation Coordinator
508-626-4637
abrent@framingham.edu
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Section 1: Academic Resources

The following pages provide explanation of various academic resources on campus. The offices and centers included are:

The Advising Center
The Office of Career Services and Employer Relations
The Center for Academic Success and Achievement (CASA)
Information Technology Services (ITS)
Library Services
The Advising Center

The Advising Center is located in room 110 of O’Connor Hall.

While students are assigned a faculty advisor based on their major, students are also encouraged to speak to Academic Advisors at the Advising Center. Academic Advisors are different from faculty advisors in that they have specialized degrees in the field of higher education. They are able to speak to a variety of academic opportunities and initiatives throughout campus and in turn, can broaden students’ awareness and build on the conversations and relationship they have formed with their faculty advisor.

“What if I haven’t declared a major yet?” That’s totally fine! The Advising Center is here to help students determine their interests. Students who have not yet chosen a major can explore major interests through their coursework and extracurricular activities. A student’s ideal major is one that they enjoy and excel in. Students have until the end of their sophomore year to declare a major which leaves plenty of time for exploration.

Hours of operation:
9 a.m.—5 p.m. Monday through Friday

Contact:
508-626-4540
advising@framingham.edu
Dr. Christopher Gregory,
Associate Dean

Our website also lists helpful links for students such as blank schedule worksheets, major worksheets, and the undergraduate catalog. Our site will be useful to students from the time they enter Framingham State until they leave. Our goal is to keep students on track academically. Monitoring one’s four year plan throughout each semester’s course registration is a great way to stay on track.

The Advising Center also works closely with Pelham Pals and PLUS, the Program Leading to Undergraduate Success. PLUS provides Pell-eligible first-year students with the tools, resources, and community connection necessary to be successful at Framingham State. In this program, students work with peer mentors and academic advisors to achieve academic and personal success. Head to our website to learn more!
The Office of Career Services and Employer Relations

The Office of Career Services and Employer Relations is located on the 4th floor of the McCarthy Center in Suite 412.

We offer a variety of services, resources and information on choosing a major and searching for a career. We provide one on one counseling support and guidance to help students find a good career fit along with many resources, including skills and personality assessments, which help individuals implement the job/internship search process.

Students can schedule one-on-one advising appointments with a career counselor to develop their resumes, cover letters and interviewing skills that are usually required for work-study, on-campus, and off-campus jobs. The office also assists with the graduate school application process.

Career Services coordinates the popular CHOICE paid internship program and assists students in applying to the PATHWAYS paid internship program. CHOICE funding allows students who meet required criteria to receive up to a maximum of $2,000 for an otherwise unpaid internship experience.

RamTrack is FSU’s online job posting database for students, alumni, and employers. It is a great resource for students to search for internships, part-time jobs, work-study positions, on-campus jobs, and local childcare opportunities. It is a job board that local, regional, and global companies utilize to post jobs and internships for first-year through graduate student status.

Suitable Solutions encourages first-year students to develop their career as well as their personal and professional skills. This program includes receiving advice from actual employers. We coordinate a wide variety of (on-campus) events including career fairs that connect students with employers and assist students in finding jobs and internships.

Hours of operation:
Monday & Friday, 9 a.m.—5 p.m., Tuesday through Thursday, 9 a.m.—7 p.m.

Contact:
608-626-4652
careerservices@framingham.edu
Dawn Ross, Director

RamTrack
Suitable Solutions
The Center for Academic Success and Achievement (CASA)

CASA is located off of Peirce Hall. It’s entrance is located under a white awning.

CASA oversees Supplemental Instruction (SI). SI utilizes scheduled, peer-led study sessions to support students in historically difficult courses, many of which are in the STEM (Science, Technology, Engineering and Mathematics) field. Students learn how to integrate course content and study skills in a collaborative working environment.

CASA offers an Academic Success Peer Tutoring (ASPT) Program. ASPTs are junior or senior academic mentors who work one-on-one with students throughout the semester to develop academic skills including: study skills, time management strategies, note taking skills, and test-taking strategies. Working with an ASPT may help students tackle academic obstacles that can occur during the first year of college.

Entering college is a time characterized by many changes and challenges. Having a strong support system can make a significant difference in learning to navigate the ins and outs of this new environment. Therefore, CASA serves students who are first in their family to attend college through GenerationOne, an affinity group that connects Framingham State students, faculty and staff who are the first in their families to attend college.

CASA is home to Disability/Access Services. Students with a documented disability (including sensory, psychiatric, medical, or a disability that affects learning) are entitled to certain reasonable accommodations inside and outside of the classroom. If you had an IEP or a 504 plan in high school, we are the office to connect with at FSU. Professional staff meets with each student who submits documentation to determine appropriate accommodations and support to help ensure success!

CASA coordinates various FREE tutoring services. We have professional math and writing tutors available all of the hours CASA is open. Math tutoring operates on a walk-in basis, meaning no appointment is necessary. Writing tutors are available by appointment and can assist with papers from any discipline. In addition to math and writing tutors, we have student subject tutors in a variety of different areas. These tutors are excellent students recommended by faculty, and are available 4-8 hours a week. Successful students seek out tutoring early in their college career, even in subjects they feel confident in.

Hours of operation:
9 a.m.—5 p.m. Monday through Friday
(Tutoring schedule posted online)

Contact:
508-626-4906
Dr. LaDonna Bridges, Associate Dean
lbridges@framinghm.edu

CASA is home to Disability/Access Services. Students with a documented disability (including sensory, psychiatric, medical, or a disability that affects learning) are entitled to certain reasonable accommodations inside and outside of the classroom. If you had an IEP or a 504 plan in high school, we are the office to connect with at FSU. Professional staff meets with each student who submits documentation to determine appropriate accommodations and support to help ensure success!
Library Services

The Henry Whittemore Library is located in between Larned Hall and Dwight Hall.

During the first year at FSU most students are introduced to the Library’s print and electronic resources that support their coursework either by a class research instruction session in the Library; by having an embedded librarian in their Blackboard course available to answer online research questions; by having a Reference librarian visit the classroom to assist with an assignment; or by calling the Reference desk with a question (508-626-4654).

The Special Collections and Archives on the main floor of the Library includes works by faculty and campus community members, documents on the history of Education, the University, and the city of Framingham and the Christa McAuliffe collection containing documents on the Teacher in Space program. The Archives also contains handwritten journals of former students, photos, videos, and other University documents and publications.

Hours of operation:
Monday—Thursday 7 a.m. - 1 a.m.; Friday 7:30 a.m. to 5 p.m.; Saturday 9 a.m. to 5 p.m.; Sunday 1 p.m. to 1 a.m.

Contact:
608-626-4651
Bonnie Mitchell, Dean of the Library
bmitchell@framingham.edu

The Library webpage links to all the library resources available on and off campus using your network account. A good way to find materials in a specific subject is to look at the Research Guides.

The Library is a multi-purpose building with a welcoming environment for individual and group study. There is a café and other areas to plug in laptops and charge electronic devices throughout the library.

The Curriculum Library, housed on the upper mezzanine, has a diverse collection of over 60,000 items that supports the teacher education program. In addition, it is the NASA Educator Resource Center for New England and provides web access to materials related to space exploration and other STEM fields.
Information Technology Services

Information Technology Services has two locations on campus.

Our mission is to help Framingham State University be a productive and enjoyable place to learn, teach and work by adding value as a resourceful, responsive and competent information technology services organization.

We offer a myIT Self Service Portal which allows students to make requests or report issues with campus technology. Students can reach this portal by going to our website and clicking the “Self Service” tab.

The IT Service Catalog details a variety of resources and services we provide to students. If students are having trouble with electronic devices such as laptops, they can bring them to an ITS help desk. Students can borrow laptops from IT while their own laptop is being fixed. ITS can help students load the Pharos Printing system onto their laptops if needed. Students are allotted printing pages at the beginning of the semester, but ITS can add more printing pages to a student’s account if they run out.

Each semester, we employ roughly 25-35 students. Employment can be at the Technology Resource Centers, Copy Center, Networking, or Education Technology Office. Student employees have the opportunity to learn and grow within the organization through a tiered position program. On average, our student staff work anywhere between 10 and 20 hours a week. Most hiring takes place over the summer with a multi-day training prior to the start of the semester. Additional hiring takes place during the semester as needed.

Hours of operation:

**Whittemore Library location:**
Monday - Thursday: 8:00 a.m. - 1:00 a.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.
Sunday: 1:00 p.m. - 1:00 a.m.

**Hemenway Hall Location:**
Monday - Thursday: 8:00 a.m. - 10:00 p.m.
Friday: 8:00 a.m. - 5:00 p.m.
Saturday: 9:00 a.m. - 5:00 p.m.

Contact:
508-215-5906
it@framingham.edu
Section 2: Student Life

The following pages provide explanation of various recourses related to student life. This section may answer your questions about living on campus or commuting, becoming involved in the campus community, or participating in athletics. The offices and departments included are:

Athletic Department
The Center for Inclusive Excellence (CIE)
The Office of Community Standards
The Office of New Student and Family Programs
The Office of Residence Life
The Office of Student Involvement and Leadership Development (SILD)
Transportation Services
The Athletic Department is housed on the second floor of Dwight Hall.

Students may play varsity sports such as baseball, basketball, cross-country, football, ice hockey, soccer, field hockey, lacrosse, softball, and volleyball. For non-varsity athletes, we offer club sports: rugby, cheerleading, lacrosse, and track. Students can also participate in intramural sports: 5v5 basketball, floor hockey, indoor soccer, and flag football. Specific information about these programs can be found on our website.

The Athletic Training room is located on the bottom floor of the Athletic Center, just down the hallway and across from the main gym entrance. Hours vary seasonally and weekly schedules are posted on the door. The Athletic Training room is generally open Monday through Friday in the afternoons for treatment and rehabilitation and open weekends for athletic event coverage. The Athletic Training room will be open two hours prior to and thirty minutes following the conclusion of a scheduled home athletic event.

The Framingham State University Athletic and Recreation Center opened in November 2001. The facility features two full-length basketball courts, a volleyball court and seating for one thousand spectators at home volleyball and basketball games. The campus bookstore, a juice bar, and the offices of the athletic department staff are located in the facility. The second floor of the Athletic and Recreation Center houses a weight room equipped with nautilus machines, cardiovascular equipment, and free weights, as well as two all-purpose rooms which are used for aerobics and dance classes.
The Center for Inclusive Excellence (CIE) at Framingham State University is a learning community committed to equity, social justice and making excellence inclusive. As a guiding principle, Inclusive Excellence is a collective commitment, meant to include and engage the rich diversity of students, staff, faculty, administrators, alumni and community constituents. We believe that through the process of embracing the brave qualities of challenge, risk and difficulty, authentic learning and self-discovery will occur and transform our campus community.

The CIE provides a variety of resources and opportunities for students. The CIE holds Inclusive Excellence 101 Workshops which allow students, faculty, and staff to learn about the five Inclusive Excellence focus areas: Access & Equity, Climate, Diversity in the Curriculum/co-curriculum, Intercultural Learning & Development and Civic & Community Engagement. The CIE also holds Community Conversations in which the FSU community can discuss a multitude of topics and current events.

The CIE supports several clubs on campus such as Brother to Brother, M.I.S.S. (Motivation. Intersectionality. Solidarity. Sisterhood.), Student Leaders in Multicultural Education (SLIME), L.U.N.A. (Latinos Unidos N’Acción), AfroCarribean Dance Group, African Student Association, Black Student Union, Pride Alliance. Specific information about these clubs can be found on our website.

The CIE also supports a variety of resources for LGBTQ+ students. For instance, the CIE offers Brave Space training in order to promote a safe environment for LGBTQ+ students. Additionally, Framingham State has a preferred name policy in which a student’s preferred name will be used whenever possible. A student can indicate a preferred name by accessing the form through the Quick Links – Personal Information tab on myFramingham. Students can also reach out to the Student Identification Card Office (idoffice@framingham.edu) to update their student ID card with their preferred name.

The CIE is located in room 120 A&B in O’Connor Hall.

Hours of operation:
9 a.m.—5 p.m. Monday through Friday
(after-hours events as scheduled)

Contact:
508-215-5862
Chon’tel Washington, Director
cwashington@framingham.edu
The Office of Community Standards

The Office of Community Standards is located in room 518 of the McCarthy Center.

The Office of Community Standards helps students to “Live to the Truth” by promoting responsible decision-making. Just like any high school, FSU has rules and regulations in place to foster a safe and respectful community. When a student is reported to have violated one of those rules or regulations, the Office of Community Standards assigns a Hearing Officer to meet with the student, investigate the allegation, and address the behavior in a developmental way. We do this to ensure that students and their peers become ethical citizens of not only this campus community, but the world beyond it.

Our biggest priority is student safety and the safety of the campus community. If a student has witnessed a policy violation or has been the victim of a violation, Community Standards is here to help. Students can call or email us, and we can work with them to file a formal complaint or put them in contact with helpful resources across campus.

By reading the Student Code of Conduct in the RAM Handbook, you won’t be caught off-guard by the rules and expectations here at FSU. We strongly encourage you to review the Code and if you’re a resident student, be sure to read the policies in the Guide to Residence Living.

Students might receive a notification to their FSU email informing them of a scheduled hearing or meeting at which they must appear. The best thing to do is to calmly read over the whole message, follow the instructions, attend the meeting and contact Community Standards with any questions.

Hours of operation:
Monday through Friday
9 a.m.—5 p.m.

Contact:
508-626-4604
Jay Hurtubise, Director
communitystandards@framingham.edu

The Office of Community Standards is located in room 518 of the McCarthy Center.
The Office of New Student and Family Programs

The Office of New Student and Family Programs (NSFP) is located on the first floor of O’Connor Hall in rooms 102 and 106.

NSFP coordinates all Placement Testing in math, reading, writing, and a foreign language. We help students prepare for Placement Testing and provide all pertinent information about testing on our website. The site answers all FAQs regarding placement testing such as what qualifies students to take certain tests and which tests allow retakes etc.

First-year students will participate in a Foundations Seminar Course which will familiarize them with campus resources. Special assistance from a Peer Mentor is an integral part of the Seminar. A Peer Mentor is a student leader who helps first-year students to transition to college both academically and socially. Students are free to reach out to their Peer Mentor or Foundations facilitator with any questions about academics or social life at FSU.

NSFP offers a variety of job/leadership opportunities for students. These positions include Peer Mentor, Black & Gold Orientation Leader, and Wet Feet Retreat Leader.

NSFP runs both First-Year and Transfer Student Orientation Programs with the help of the Orientation Leader Team. During orientation students are able to determine their class schedule, meet new people, and become more familiar with the campus grounds. Orientation Leaders are able to answer any questions students may have about campus.

NSFP offers Black and Gold Beginnings programming to all new students. The B&G Beginnings programs capitalize on relationships formed during Orientation as well as address any worries that have developed since Orientation. Social events allow students to meet new people while academically inclined sessions, such as classroom tours, help to relieve any stress students may feel about beginning their academic career at Framingham State.

Hours of operation:
Monday through Friday, 9 a.m.—5 p.m.

Contact:
508-626-4905
Ben Trapanick, Director
btrapanick@framingham.edu
The Office of Residence Life

The Office of Residence Life is located on the ground floor of Corinne Hall Towers. It has its own separate entrance near the granite FSU sign directly off of Route 9.

Area Directors (ADs) are live-on professional staff members who respond to emergency situations, mediate conflicts, process conduct cases, monitor the operation of the residence hall, supervise staff and students, and administer policies. ADs have master’s degrees in areas related to their work with students and/or significant work experience. There are four ADs on campus and an AD on Duty 24 hours a day. The AD on Duty may be paged through University Police (508-626-4911) if the hall’s AD is unavailable.

Resident Assistants (RAs) are student employees of the university and report to the AD and work closely with the residents on each floor or area to which they are assigned. RAs serve as a resource, explain and enforce policies, respond to emergency situations, coordinate social and educational floor programs, offer general assistance and support, and promote the growth of a positive learning community on the floor/area and in the building.

Security Desk Attendant (SDAs) are student employees who provide important safety and referral services at the residence hall security desks. Residents have entrance access to their individual hall only, ensuring that all residents and guests are accounted for. Residents will scan in at the security desk with the SDA as well as sign guests into the building.

Hours of operation:
Monday through Friday,
9 a.m.—5 p.m.

Contact:
508-626-4636
residencelife@framingham.edu

- Upper-class FSU students select their own housing for the following academic year by becoming eligible through the spring Room Selection process. Students can form groups to live with friends in multiple occupancy rooms or select a single occupancy room (while available). If a student wants to change rooms, we recommend a conversation with the RA and/or AD. Room change requests are not approved until two weeks after each semester.

- In addition to the leadership positions like RA and SDA, each Residence Hall Council is viewed as a student organization affiliated with Residence Life. In the fall, Hall Council officers are elected for the academic year. These students form the executive board for their residence hall. Each Hall Council plans social and educational activities and reviews issues regarding hall living.
The Office of Student Involvement and Leadership Development (SILD)

SILD is located on the fourth floor of the McCarthy Center.

SILD provides opportunities for service and civic engagement such as Alternative Spring Break (ASB), Relay for Life, and the MetroWest Day Games (Special Olympics). These are all great opportunities for students to become involved in the community. ASB is unique in that it involves traveling to a destination in the United States to perform intensive community service during the week of spring break.

SILD also offers various leadership programs for students to partake in. Wet Feet Retreat, Club Officer Workshops, and the Emerging Leaders Program are some examples. The Emerging Leader Program is an opportunity for first or second year students in good social and academic standing. Students may be nominated or apply to the program. Students then participate in a seven week program consisting of 90 minutes workshops. Presenters from on and off campus join the group to share new insights, develop new skills, and challenge current thoughts about leadership in society. Additionally, it is an excellent opportunity to meet new people from across campus. For students looking for the push to get involved or gain knowledge about leadership, Emerging Leaders is the answer.

Student Government Association (SGA) is another opportunity promoted by SILD. The Student Government Association of Framingham State University is a group of students elected by the student body to work in a collaborative manner to serve the students of Framingham State by advocating on behalf of the student-body, funding student clubs and organizations in their missions, and being a resource to fellow students. There are a variety of committees that students can become a part of. More details can be found on the SGA page of the SILD website.

While there are over fifty clubs and organizations on campus, if a student finds that the club they want to join does not yet exist, they can create their one! Each year clubs register through SILD. The process registers the clubs through the University. Access to campus space, use of various campus resources, and the ability to apply for funding through SGA are just a few of the benefits of registering a student club.

On the Commuter Services page of our website, you can find a listing of helpful hints for commuter students. SILD is proud to offer Commuter Locker Rentals on the 1st floor of the McCarthy Center. Additionally, there is a special commuter Student Lounge on the 2nd floor or the McCarthy Center.

Hours of operation:
Monday through Friday, 9 a.m.—5 p.m.

Contact:
508-626-4615
Ethan Feuer, Director
sild@framingham.edu
Transportation Services

Transportation Services has a student run front desk in the main lobby of the

Transportation Services has added five runs from campus to the commuter rail on Monday and Friday. Students can also call dispatch for transportation to the commuter rail that is not already on the schedule.

The RAM Tram can transport students to and from the commuter and resident parking lots. They may also be transported to and from the Natick Mall, Shopper’s World, and Target. Loops to the parking lots begin at 6:10 a.m. and continue until 2 a.m. Afterwards, the Tram runs on dispatch. The RAM Tram can also bring students to and from CVS and Stop and Shop through dispatch. Dispatch may be reached by calling 508-215-5920. The weekday and weekend schedules are posted on the website as well as at the front desk in the McCarthy Center.

Transportation Services is a student led organization and provides a job opportunity for students who are looking to work on campus. The job application can be found on RamTrack.

Hours of operation:

**Desk Hours**
Monday—Friday, 6 a.m.—2 a.m.
Saturday & Sunday, 9 a.m.—2 a.m.

Contact:
508-215-5920
transportation@framingham.edu

The RAM Tram runs during the academic year. When school is in session and during certain early arrival periods. Weekday and Weekend schedules are posted at the front desk and online as well as at all Tram stops.

The Metro-West Region Transit Authority (MWRTA) has a stop on campus. Students can use this transportation at a discounted rate. Students can also purchase Taxi Vouchers in the McCarthy Center Game Room. The vouchers come in a booklet of five for $25 (discounted rate). The vouchers list what locations students can be brought to. Transportation Services also provides two Zip Cars on campus that can be used by students with a Zip Car account. Zip Cars can be reserved ahead of time and are great for students who live far away from campus and do not have a car on campus.
Veteran Services

Veteran Services is located in the Veteran Center, in the annex to Crocker Hall.

The Office of Veteran Services provides assistance and support to promote a smooth transition from the military to the academic environment. The office collaborates with departments campus-wide to assist veterans with various needs.

We offer veteran education benefits such as military transfer credits. Contact our office and we can help determine what credits are transferrable.

Incoming Veterans should fill out various Veteran Services forms so that the office of Veterans Services can provide appropriate assistance. In the online version of the Incoming Student Resource Manual click here and here to be brought to the online forms.

We assist veteran students in finding outside scholarships for themselves and family members.

The Counseling Center welcomes our veteran students. We encourage you to come in with any concern and we will do our best to assist you. While many veterans return from deployment without challenges related to combat, every combat veteran takes home some degree of combat stress, including sleep difficulties, frustration, anger, and/or readjustment to civilian life. Combat veterans who return home after deployment with adjustment challenges may be having normal reactions to an abnormal experience (war). Counseling can be helpful by being action oriented, focused on solutions, and time limited.

Hours of operation:
Monday through Friday,
9 a.m.—5 p.m.

Contact:
508-626-4632
Jacki Woolf, Coordinator
veterans@framingham.edu
Section 3: Administrative Offices and their Resources

The following pages provide explanation of various administrative offices on campus. This section will help you find answers about registering for classes, declaring and changing your major, and attaining financial aid. The departments and offices included are:

- Academic Affairs
- The Dean of Students Office
- The Financial Aid Office
- Student Accounts
- The Office of the University Registrar
Academic Affairs

Academic Affairs is located in Dwight Hall, Suite 300.

Academic Affairs comprises of the colleges, departments, programs, centers, institutes, and offices that fall under the Academic Affairs division. Our website links to an organization chart that visually depicts the chain of command within the division. The “Division of Academic Affairs” page of the Framingham State website is helpful for students because it provides a comprehensive listing and links to departments, institutes, and offices that students may want to contact or know more about.

Academic Affairs supports a variety of programing that is open to students as well as the surrounding community. Some examples are the “Arts and Ideas” series and the “Swiacki Children’s Literature Festival.” The Arts and Ideas Series stimulates and challenges formal learning while connecting students with today’s great thinkers and practitioners of the craft. The Swiacki Children's Literature Festival is an annual celebration of children’s books featuring renowned authors and illustrators in the field. The event includes book signings, lectures, and workshops about the latest developments in the craft.

Academic Affairs is here to meet the needs of the student body. On our website you can find a listing of academic programs, four year plan models, links to CASA, Hispanic Educational Technology Services, Open Educational Resources, the Student Travel Award Application, and other Student Affairs resources.

Students will find many opportunities to involve themselves in their education. Research experiences, internships and field experiences, co-curricular and extracurricular activities, connecting with the faculty, staff, and other students - all these are wonderful chances for our students to cultivate leadership skills. In addition to all these opportunities, there is support for student learning and success all across campus, whether it comes from our faculty, our Center for Academic Support and Achievement (CASA), our Career Services and Employer Relations Office, our Counseling Center, or from our Henry Whittemore Library.

Hours of operation:
Monday through Friday,
8 a.m.—4 p.m.

Contact:
508-626-4582
Dr. Linda Vaden-Goad, Vice President and Provost
lvadengoad@framingham.edu

Academic Affairs is here to meet the needs of the student body. On our website you can find a listing of academic programs, four year plan models, links to CASA, Hispanic Educational Technology Services, Open Educational Resources, the Student Travel Award Application, and other Student Affairs resources.

Students will find many opportunities to involve themselves in their education. Research experiences, internships and field experiences, co-curricular and extracurricular activities, connecting with the faculty, staff, and other students - all these are wonderful chances for our students to cultivate leadership skills. In addition to all these opportunities, there is support for student learning and success all across campus, whether it comes from our faculty, our Center for Academic Support and Achievement (CASA), our Career Services and Employer Relations Office, our Counseling Center, or from our Henry Whittemore Library.
The Dean of Students Office

The Dean of Students Office is located in room 504 of the McCarthy Center.

Hours of operation:
Monday through Friday
9 a.m.—5 p.m.

Contact:
508-626-4596
Dr. Meg Nowak Borrego, Dean of Students
deanofstudents@framingham.edu

The Dean of Students office is a great place to go when a student is encountering a problem that they are not sure how to solve or, if they’ve already visited various offices on campus and have not yet been able to find the answers that they need.

Students who have a documented reason for missing three or more days of classes for medical reasons may contact the Dean of Student’s Office in order to discuss excused absences. The Dean of Student’s office cannot promise that documentation will excuse a student from all absences but it is still important for students to reach out when so many absences occur. This way, the Dean of Student’s Office can offer other forms of support as well.

The Campus Community and Resource Guide details specific resources for students regarding food, housing, and related needs. The PDF version of this brochure can be found on the Student Resources page of the Framingham State website under the heading “Housing and Food Assistance.” Any students who are in need of food and housing assistance are encouraged to contact Michelle Yestrepsky at 508-626-4596.

The RAM Student Handbook is another resource in which students can locate helpful information. By accessing the PDF version online, students can search the manual for various offices or departments. The manual also lists the academic calendar which can be helpful when students encounter issues with absences or personal planning.
The Financial Aid Office

The Financial Aid Office is located in the Student Services Center on the 5th floor of the McCarthy Center.

Students should check their student email regularly. The Financial Aid Office will contact students throughout the summer with requests for information/documentation to ready their financial aid awards for disbursement in the fall.

The General Eligibility Requirements for financial aid at Framingham State are as follows: an applicant must be a U.S. citizen or eligible non-citizen, and be enrolled (or accepted for enrollment) in a degree program at Framingham State. Additionally, the applicant must: maintain satisfactory academic progress towards a degree, be in compliance with the Selective Service Law, not be in default of any educational loans or owe a refund of any federal grants to any institution, submit the Free Application for Federal Student Aid (FAFSA), and provide all requested documents to the Financial Aid Office. Students can determine their eligibility for financial using these resources on our website.

Hours of Operation:
8:30 a.m. - 6:30 p.m. Monday & Tuesday,
8:30 a.m. - 5 p.m. Wednesday- Friday.

Contact:
508-626-4534
financialaid@framingham.edu

We provide information and assistance for students regarding the Federal Work Study Program. This includes the process for obtaining a job and registering for payroll. The Financial Aid Office uses FSU’s online job posting database RamTrack for on-campus and off-campus employment postings. Start looking in August for fall semester job opportunities!

We also provide information regarding private educational loan programs available to assist students and their families with payment due to the University. Loans can supplement the financial aid award offered by the University and repayment can generally be deferred until the student has completed their program.
Student Accounts

Student Accounts is located in the Student Services Center in the McCarthy Center Room 515.

Information pertaining to a student’s account can be found under the “Accounts” tab on myFramingham. On myFramingham there is a step by step guide to navigate around the site. Students can view the cost for tuition, fees, and important payment due dates on myFramingham as well.

Student Accounts sends E-bills to student’s Framingham State email account. This bill is paid online through myFramingham under “Accounts.”

Student can also waive or enroll the Health Insurance plan provided by the university through the “Accounts” tab.

Students can view a list of answers to frequently asked questions under the “FAQ’s” section of our website by clicking here.

Hours of operation:
Monday & Tuesday 8:30 a.m. - 6:30 pm,
Wednesday - Friday 8:30 a.m. - 5 p.m.

Contact:
508-626-4517
studentaccounts@framingham.edu

Students may also look into a Monthly Payment Option, otherwise known as a Tuition Management System. This allows students to enroll online at Framingham.afford.com (or call 888-216-4258). Through this system students can budget their bill in a way that meets their needs.

Similar to paying the bill online, students can also process E-refunds online.
The University Registrar

The University Registrar is located in room 515 of the McCarthy Center.

The office of the University Registrar provides various curriculum and enrollment services for students. These are listed under the “About the Office” page on our website. A popular service is ordering transcripts which may be needed to apply for scholarships, internships, jobs, or other higher education. Students can order their transcripts online and the processing time is three – five business days.

On our website students can find direct links to other useful tools such as academic program four-year plans, undergraduate catalogs, and General Education requirements. The Registrar’s office can also help students who are looking to take a fifth class during a semester, participate in an internship, an independent study, an honors thesis, or an honors contract course. The Register’s office collects these various forms so that they can be added to your DegreeWorks (Located under “Academics” on myFramingham). Students can use DegreeWorks to track their progress as they complete general education and major/minor requirements.

Students who are transferring into the university can review our transfer credit policy and equivalencies at Framingham State under the “RAMS Transfer Course Equivalencies” page on our website. Using the alphabetical listing on our site, students can find the institution from where they are transferring and see what classes may transfer into credits at Framingham State. From there, students can either download the off-campus approval form online or pick one up in the Registrar’s office. Applications for approval of a course should be accompanied by the appropriate catalog description from that institution. After obtaining the necessary signatures for approval of the course, the student must return the completed form to the Office of the University Registrar. The form will then be reviewed for course credit transferability.

If questions arise, students are certainly free to contact the Registrar’s office via email or stop in. However, there is also a Frequently Asked Questions page on our website that address concerns related to student records, transcripts, grades and grading, class registration, changing or declaring a major or minor, submitting an in-state tuition residency form, and applying for graduation.

Hours of operation:
Monday and Tuesday - 8:30 a.m. to 6:00 p.m. and Wednesday, Thursday, and Friday - 8:30 a.m. to 5 p.m.

Contact:
508-626-4545
registraroffice@framingham.edu
Section 4: Health, Wellness, and Security Resources

The following pages provide explanation of various health and wellness resource on campus. These offices and centers aim to keep students safe and promote wellness and security across campus. The officers and centers included are:

Campus Ministry
The Counseling center
The Health Center
University Police
The Wellness Education Office
Campus Ministry

Campus Ministry staff are located in room 516 of the McCarthy Center. Many of our events take place in the Helen Heineman Ecumenical and Cultural Center.

The Office of Campus Ministry provides opportunities to serve the religious and spiritual needs of all members of the campus community. The office coordinates religious services, educational programs, and volunteer service opportunities.

The chaplains are available to help students from any religious faith and from traditions that are not currently being served on campus. The chaplains also organize interfaith activities such as the annual Thanksgiving Dinner, joint meetings with non-religious clubs, and service opportunities.

The staff also provide spiritual guidance and counseling for members of the Framingham State University community who are dealing with issues of faith or morality regardless of religious affiliation.

Hours of operation:

Kristelle Angelli
Catholic Chaplain
Monday and Wednesday: 10:30 a.m. – 4:30 p.m.

Thomas (TJ) Chesnut
Evangelical Chaplain
Wednesday: 10 a.m. – 5 p.m.; Thursday: 10 a.m. – 4 p.m.

Rabbi Yakov Lazaros
Jewish Chaplain
Tuesday: Noon - 2 p.m.

Contact:
508-626-4601

Three volunteer chaplains are available to assist students, faculty, and staff. A Roman Catholic lay minister and Evangelical lay minister are available two days a week, a Jewish Rabbi is available once a week, and the Interfaith Specialist is available online and via telephone. The chaplains also work closely with our student clubs, Catholic Newman Association, Hillel, and Christian Fellowship to provide exciting program and guidance throughout the academic year.
The Counseling Center

The Counseling Center is located on the second floor of Foster Hall within the Health and Wellness Center.

The Counseling Center can provide consultation to family members or friends. Students may also visit the Counseling Center if they are concerned about a friend, roommate, classmate, etc. In turn, the Counseling Center can assist with making an action plan to address a student’s mental health needs.

Students may come to the Counseling Center for support regarding their transition to college, anxiety, depression, relationships, academic concerns, stressors in the family, problems with substances, eating and body concerns, or support around sexuality/gender identity, just to name a few.

There is a Frequently Asked Questions page on our website which may be helpful in determining if counseling is right for you.

Hours of operation:
Monday - Friday, 9 a.m. – 5 p.m.

Contact:
508-626-4640

The Counseling Center is staffed by a group of licensed mental health practitioners, administrative support, and graduate interns in social work.

Appointments can be made in person or by calling 508-626-4640. To be seen without an appointment, arrive at the Counseling Center between 2:15 pm and 2:30 pm for our walk-in hour (2:30 pm – 3:30 pm).

After hours and crisis support is available from Advocates Psychiatric Emergency Services in Framingham which may be reached at 508-872-3333.

The Counseling Center is committed to maintaining student’s confidentiality. This includes the scheduling of appointments, content of counseling sessions, and any records we keep. Mental health confidentiality practices are governed by state law, professional practices and ethical standards. Counseling records never become a part of a student’s transcript or college record. All records are kept in the Counseling Center office in locked files and, if electronically held, are password protected. The Counseling Center cannot disclose any information about a student’s treatment without the written consent of the student. However, there are exceptions to confidentiality which can be found listed on our website.
The Health Center

The Health Center is located on the first floor of Foster Hall.

The Health Center is where you can get health care on campus whether you are sick, injured or have a health-related question. We examine students; provide treatment, medication, or a referral off-campus if necessary.

Visits are by appointment only but students can get an appointment the same day by calling 508-626-4900 or stopping in.

We have a wide variety of health education materials on staying healthy in college, stress management, STIs, nutrition, birth control, etc.

SERVICES AVAILABLE

- Diagnosis & treatment of acute illness & injuries
- Immunizations & TB testing
- Pelvic exams & Pap Smears
- Pregnancy testing, counseling & referral
- Emergency contraception
- Lab work
- Nutrition Consultant
- Unlimited visits for health concerns/illnesses
- Referrals to specialists
- STI Screening
- Birth control counseling & prescription
- Prescriptions
- Free condoms
- Athletic Trainer

Hours of operation:
8 a.m. - 5 p.m. Monday - Friday

Contact:
508-626-4900
healthcenter@framingham.edu

New students are required to submit documentation of immunizations. Go to Framingham.medicatconnect.com to access the Patient Portal to check the completion status of these forms.

The Health Center maintains a policy of strict confidentiality of all services and medical records in accordance with the Health Insurance Portability and Accountability Act of 1996 (to read the entire Notice of Privacy Practices, click here). Information is only released with written consent of the student or as required by law. All Medicat communication, through the student portal, is confidential.

We provide free items such as Cold Kits and medication samples if needed.
University Police (FSUPD)

University Police are located on the ground floor of McCarthy Center.

FSUPD offers various training programs to include self-defense classes and active shooter/crisis situations. FSUPD has a Crime Prevention Unit which offers these training programs. Remember all members of the community play a role in crime prevention. If you see something say something!

Code blue phones are located in student parking lots; at the foyers of each residence hall; and also on the exteriors of the academic buildings. Code blue phones are a direct link to FSUPD.

All students will purchase their parking permit through a third party vendor. All commuter students are guaranteed a parking permit. All resident students will go on a wait list and will be notified via student email when they should log onto the permit system and purchase their permit. The commuter parking fee is $100 for the 2017-2018 year. The resident parking fee is $500 for the year and $300 for one semester during the 2017-2018 academic year.

Hours of operation:
24/7

Contact:
508-626-4911
Or, text "FSUTIP" followed by a space and your message to 67283

Officers of the Framingham State University Police Department receive their powers from the Massachusetts State Police. The powers are the same as any municipal (city/town) officer. Officers are also sworn in as Middlesex County deputy sheriffs which gives them the powers of arrest off campus as well as for traffic enforcement.

FSU Alert is a messaging system that will notify students of emergency situations on campus or if the University is closed due to the weather. All members of the FSU community are encouraged to sign up for FSU Alert which will send a voice message, text message, or email with information. FSU Tip is an anonymous text reporting system which allows community members to anonymously speak with FSUPD.
The Wellness Education Office

The Wellness Education Office is located in Foster Hall room 208.

We educate students about health in workshops and presentations, tabling events, and individual appointments. The information in the Health Center waiting room is a great place to expand your health knowledge, pick up some free condoms, or take a free mental health screening at our MindKare Kiosk. If you want some of our famous kits or ear plugs, stop by the office in Foster Hall Room 208 to grab some and ask our staff any questions.

The Wellness office is also home to the SEALS (Support, Education, Action, Leadership, Strength) student leaders trained to provide the FSU community with interactive, educational programs on health and wellness issues. This is a great leadership opportunity for students who are passionate about health and wellness. Recruiting for SEALS occurs in the spring semester for participation in the following school year. Applications are through the Common Leadership Application on RamLink. Reach out to Pam Lehmberg in Wellness Education at plehmberg@framingham.edu or 508-626-4693 for more information.

The Wellness Education office also provides confidential alcohol and drug assessments which are available to all FSU students.

Hours of operation:
Monday: 9am-1pm
Tuesday: 9am-3pm
Wednesday: 9am-5pm
Thursday: 9am-3pm
Friday: Closed

Contact:
508-626-4639
Pam Lehmberg, Director
plehmberg@framingham.edu

Online mental health screening can be accessed on our website and is available to all students. This test is an assessment for depression, anxiety, alcohol, PTSD, eating disorders, and bipolar disorder. This test is meant to help students determine whether counseling might be a useful tool for them. The Counseling Center is a free service for students and they are encouraged to call 508-626-4640 to make an appointment.

On our website you can find a listing of 10 self-care strategies to improve health and well-being. This is especially useful to incoming students who may have never experienced college life before.
Get connected to the fRAMily!

@FSUFirstYear

@fsuframilymatters

/fsuframilyyearprograms
  Request to join the Framingham State University Class of 2022 Facebook page!

fRamilymatters
  framstatefyp

Questions?

Call us at 508-626-4637  
orientation@framingham.edu