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 New Student and Family Programs website, the title of each office or center is a hyperlink to their web page 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
# Table of Contents

## Section 1: Academic Resources
- The Advising Center .............................................................................................................. 5
- The Office of Career Services and Employer Relations .......................................................... 6
- The Center for Academic Success and Achievement .............................................................. 7
- Library Services ....................................................................................................................... 8
- Information Technology Services ............................................................................................. 9

## Section 2: Student Life
- Athletics Department .............................................................................................................. 11
- The Center for Inclusive Excellence ....................................................................................... 12
- The Office of Community Standards ...................................................................................... 13
- The Office of New Student and Family Programs ................................................................. 14
- The Office of Residence Life .................................................................................................. 15
- The Office of Student Involvement and Leadership Development ........................................ 16
- Transportation Services ......................................................................................................... 17
- Veteran Services ..................................................................................................................... 18
- The Rams Resource Center ................................................................................................... 19

## Section 3: Administrative Offices
- Academic Affairs ..................................................................................................................... 21
- Dean of Students Office ......................................................................................................... 22
- The Financial Aid Office ........................................................................................................ 23
- Student Accounts ................................................................................................................... 24
- The Office of the University Registrar ................................................................................... 25

## Section 4: Health, Wellness, and Safety Resources
- Campus Ministry .................................................................................................................... 27
- The Counseling Center .......................................................................................................... 28
- The Health Center .................................................................................................................. 29
- University Police .................................................................................................................... 30
- The Wellness Education Office ............................................................................................... 31
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 Support and Achievement (CASA)
Information Technology Services (ITS)
Library Services
The Advising Center

The Advising Center is located in room 111 of O’Connor Hall. Currently Closed to Walk-ins

- Students are assigned an advisor based on their major. These are faculty advisors which are different from advisors at the advising center. The advising center has academic advisors who have specialized degrees in higher education. These advisors can speak to a variety of academic opportunity and build conversations and relationships they have formed with their faculty advisor

- If you haven’t declared your major yet they can help you with that. You can also browse the major worksheets which show the course of your education and classes you’ll need to take depending on which you choose. Students have until the end of their sophomore year to declare which leaves plenty of time for exploration.

- The FSU website has helpful links for students such as blank schedule worksheets, major/minor worksheets, the undergraduate catalog, and much more. Their goal is to keep students on track academically. They are the hub for everything registration wise as well as major selection.

Contact:
Dr. Christopher Gregory, Associate Dean
advising@framingham.edu

Major and Minor Fair
The Office of Career Services and Employer Relations is located on the 4th floor of the McCarthy Center in Suite 412. Contact in advance for in-person services.

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.

Hours of operation:
Monday - Friday, 9 a.m.—5 p.m.
Contact:
508-626-4652
careerservices@framingham.edu

Handshake 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.
The Center for Academic Success and Achievement (CASA)

CASA is located off of Peirce Hall.
Contact: 
academicsupport@framingham.edu

- 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 Strategy 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.

- 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.

- 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.

Hours of operation:
8:30 a.m.—4:30 p.m.
Monday through Friday
(Tutoring schedule posted online and Blackboard collaborate for drop in hours)
Library Services

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

Contact:
Chat with a librarian on the homepage on the FSU website

Hours of operation:
Monday-Thursday: 8am-9pm
Friday: 8am-5pm
Saturday 12pm-5pm
Sunday 4pm-9pm
See website for fall reference desk hours

- 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 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 has two locations on campus. One located at the Technology Resource Center on the Lower Mezzanine of the Whittemore Library the other in Hemingway Annex in the Hemingway General Computer Lab.

- 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 ITS site on www.framingham.edu and clicking the “Self Service” tab of the left side menu.

- 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. 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:
Must schedule appointments
Monday-Friday 8am-4pm
Contact:
508-215-5906
it@framingham.edu
Section 2: Student Life

The following pages provide explanation of various resources 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)
- Community Standards
- New Student and Family Programs
- Residence Life
- Student Involvement and Leadership Development
- Transportation Services
- Rams Resource Center
The Athletic Department is located in the Athletics Center next to 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 fsurams.com.

- 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)

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

- 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 - 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.), 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 Office of Community Standards

- 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.

- 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.

- 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.

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

Hours of operation: Monday through Friday 9 a.m.—5 p.m.
Jay Hurtubise, Director
Contact: 508-626-4604
communitystandards@framingham.edu
The Office of New Student and Family Programs NSFP is located on the first floor of O’Connor Hall in rooms 102 and 106.

- First-year students will participate in a first-year experience course during their first semester at FSU. One of the options is 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.

- Family members and other supporters of new students are a vital part of our community as well. NSFP offers several programs for Parents and Family Members of students including Family/Guest Orientation that runs concurrently with First-Year Orientation, as well as the Framily Network with regularly scheduled live meetings (in person and virtually) and a twice a semester newsletter titled the Parent and Family Connection. Additionally, find us on Facebook at @framilytofamily.

Hours of operation: Monday through Friday, 9 a.m.—5 pm.
Contact:
508-626-4905
Ben Trapanick, Director
orientation@framingham.edu

- NSFP coordinates 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.

- NSFP offers a variety of job/leadership opportunities for students. These positions include Internships, Peer Mentor, Black & Gold Orientation Leader, and Work-Study.
The Office of Residence Life

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

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. Click here for The Guide to Residence Living

- 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. These students form the executive board for their residence hall. Each Hall Council plans social and educational activities and reviews issues regarding hall living.

- 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.

Contact:
508-626-4636
residencelife@framingham.edu
The Office of Student Involvement and Leadership Development (SILD)

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

- SILD oversees over fifty student organizations, that provide many leadership opportunities, community building efforts, and activities. To find out what student organizations are active and what events are going on, visit RamLink (ramlink.framingham.edu).

- Creating a new student organization: if a student finds that the org they want to join does not yet exist, they can create their own! Contact SILD to create a new organization. Student Organizations have access to campus space, use of various campus resources, and are fund by student fees administered through Student Government Association.

- SILD also provides opportunities for service and civic engagement such as Explore 2 Serve. E2S is unique in that it involves traveling to a destination in the United States to perform intensive community service and experiential learning during the week of spring break.

Please check out RamLink to learn about the rest of our student organizations.
ramlink.framingham.edu

Hours of operation:
Monday through Friday, 9 a.m.—5 p.m.
Contact:
Sara Gallegos, Director
sild@framingham.edu
508-626-4615

- Student Government Association (SGA) of Framingham State University is a group of students elected by the student body to serve the students of Framingham State by advocating on behalf of the student body, funding student 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.

- Framingham State Activities Board (FSAB) is a group of students creating large and small campus-wide events.

- The Gatepost is the student run newspaper of Framingham State.

- WDJM 91.3 radio station that is student run broadcasting over the air and streaming online.

- Brother 2 Brother (B2B) is a brotherhood and sisterhood dedicated to engage, encourage and empower people of color in the pursuit of excellence.

- Motivation. Intersectionality. Solidarity. Sisterhood. (M.I.S.S.) creates an environment to educate, empower and celebrate women of color, as well as educate and welcome allies.
Transportation Services

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

- 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 Handshake.

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

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

- 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. 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. *Zip cars are currently unavailable due to COVID*
Veterans and Military Services

Veteran Services is located in the Veterans Center Dwight Hall room 113

Hours of operation:
Monday through Friday,
9 a.m.—5 p.m.
Contact:
508-626-4632
Leanna Lynch
veterans@framingham.edu

- The Office of Veteran Services provides assistance and support to promote a smooth transition from the military to the academic environment. We assist veteran and military connected students in finding outside scholarships for themselves and family members.

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

- 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.

- 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.
The Rams Resource Center is available for students, faculty, and staff. They can provide items such as toiletries and non-perishables. Donations are highly appreciated as well. You can also request emergency meals through the website. To request or donate click here.

Anyone who is interested in donating can do so in the many donation bins around the campus. The bins are located in the McCarthy center 5th floor in the office of the Dean of Students, McCarthy Center 3rd floor in the snack bar, Dwight Hall room 306, Dwight Hall 111, and the alumni House at 42 Adams Road. For a list of suggested donations items, please see the RRC homepage of the FSU website.

The RRC also provides food, housing, and financial resources including meal banks, food pantries, and the Financial crisis response team.

The website also gives information on how to contact the foodsource hotline which has information about food stamps.
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
The Financial Aid
Student Accounts
University Registrar
Academic Affairs is located in Dwight Hall, Suite 300

- Academic Affairs is comprised 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.

- 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 Success and Achievement (CASA), our Career Services and Employer Relations Office, our Counseling Center, or from our Henry Whittemore Library.

- 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, and the Student Travel Award Application.

Hours of operation:
Monday through Friday,
8 a.m.—4 p.m.
Contact:
508-626-4582
Dr. Ellen Zimmerman,
Interim Vice-President and Provost.
Email: academicaffairs@framingham.edu
The Dean of Students Office

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

• 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.

• 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 here. Any students who are in need of food and housing assistance are encouraged to contact Kay Kastner, Coordinator of Student Support Initiatives, at 508-626-4596.

Hours of operation:
Monday through Friday
9 a.m.—5 p.m.
Contact:
Dr. Meg Nowak Borrego,
Dean of Students
508-626-4596
deanofstudents@framingham.edu

• 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 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.

• 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 Handshake 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.

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

Hours of operation:
Monday & Tuesday 8:30 a.m. - 6:30 pm
Wednesday - Friday 8:30 a.m. - 5 p.m.
Located in the Student Services Center in the McCarthy Center Room 515.
Contact:
508-626-4517
studentaccounts@framingham.edu

- Information pertaining to a student’s account can be found 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. In the top left corner hover over the 3 dashes to see options.

- Student Accounts sends E-bills to student’s Framingham State email account. This bill is paid online through myFramingham. On the homepage click "pay your bill"

- Students may also look into a Monthly Payment Option, otherwise known as 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.

- Student can also waive or enroll in the Health Insurance plan provided by the university under "Billing Requirements" on the homepage.
The University Registrar

The University Registrar is located in room 515 of the McCarthy Center in the Student Services 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.- 6:00 p.m.
Wednesday, Thursday, and Friday
8:30 a.m. to 5 p.m.
Contact:
508-626-4545
registrarsoffice@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
- Wellness Education
Campus Ministry

Evangelical Chaplain
Thomas (TJ) Chesnut
tchesnut@framingham.edu

Jewish Chaplain
Rabbi Yakov Lazaros – Please contact
David Baldwin, Associate Dean of
Students dbaldwin@framingham.edu

Catholic Chaplain
Kristelle Angelli
kangelli@framingham.edu

Interfaith Specialist and Muslim Office
Mynuddin Syed
smynuddin@msn.com

• 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.

• Four 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

Located on second floor of Foster Hall
Contact:
508-626-4640
counselingcenter@framingham.edu

- The Counseling Center is staffed by a group of licensed mental health practitioners, administrative support, and graduate interns in social work. Call for appointments during COVID.

- 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 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.
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.

- 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. 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
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.

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.
Wellness Education

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.

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

- 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.

- You@Framingham is a personalized space that allows you to focus you well-being. You can establish and track personal goals and also read about maintaining your self-care.

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
Get connected to the fRAMily!

@newfsuram

@newfsuram

newfsuram

newfsuram

Questions?

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