TABLE OF CONTENTS

1-2........Orientation
2........ORIENTATION-PARENT & FAMILY
   Welcome Weekend
3........Transfer Transitions
   Welcome Website
   International Student Orientation
4........First Year Seminar (FYS)
   Academic Advisor
   Academic Achievement Center (AAC)
5........Athletics
6........Community Service Opportunities
   Social Media
7........Getting Involved
   Institution Pride/Traditions
8........Values
9........2015-2016 Academic Calendar
10-11....Placement Tests
11........Health
12-13....Residential Life
14........Commuter
   Mail Room
   Donhue’s Bookstore
15........Support & Disability Services
16-17....Meal Plan/Dining Services
   Torch Card
17........Campus Police
18-20....Student Accounts/Billing Policies/
   Fee Schedule
20-21....Accident & Sickness Insurance Policy
21........Student Financial Planning
22........Directions
   Hotels
23........Boston
   Newton
24........Directory
25........Campus Map

WELCOME

We are very excited that you have chosen to be a part of the Lasell College community. To begin your journey, please take the time to read this important packet of information. Many of your initial questions about Orientation and about joining our community are answered within this booklet. This Welcome Packet contains information that you and your family will need as you begin your educational journey at Lasell College. There are some important forms, located in the back of this packet, which we ask you to complete and return to us. Please be attentive to deadlines, and complete all necessary forms.

We know that after reading this packet and checking out http://welcome.lasell.edu, you may still have questions. Please feel free to bring those questions with you to Orientation and we will be sure to answer everything for you. Or, if you cannot wait until then, please do not hesitate to contact the Office of Student Activities at (617) 243-2475 or via email at studentactivities@lasell.edu. The Office of Student Activities is open Monday through Friday 8:30 A.M. - 4:30 P.M. Please note between July 3, 2015, and August 21, 2015 the Office of Student Activities will be closed on Fridays.

We look forward to welcoming you to the Lasell Community! Go Lasers!

Thank you,
Jennifer L. Granger
Director of Student Activities and Orientation
Laser Link Orientation is our summer orientation program for first year students. During this two-day program you will stay on campus, receive academic advising, register for classes, and meet other new students. It is an opportunity to connect with your new classmates, to learn about the campus, and help to prepare you for the fall semester. This summer we are offering four sessions:

2015 Session Dates:

- Session 1: Monday, June 15 & Tuesday, June 16
- Session 2: Thursday, June 18 & Friday, June 19
- Session 3: Monday, June 22 & Tuesday, June 23
- Session 4: Thursday, June 25 & Friday, June 26

*For students intending to major in Education or Humanities, you are encouraged to attend these sessions, but are welcome at any session.

The cost of the two-day Orientation program is $60.00. This cost includes meals, lodging, and entertainment. Space for each of the summer sessions is limited and will be filled on a first-come, first-served basis. Please note: there is no particular advantage to coming to the first session; an equal number of spaces will be set aside in all first-year classes for each session. However, space is limited. We urge you to register as soon as possible, especially if there are only one or two sessions that work for your schedule.

Please log onto http://welcome.lasell.edu and register for the session you would like to attend. Before registering online, please see if any parents or family members will be attending the family orientation program being offered and secure a credit card for online payment. You may also select to pay by check. If you select pay by check you will need to mail a check or bring a check with you to Laser Link Orientation. Checks can be mailed to, The Office of Student Activities, Lasell College, 1844 Commonwealth Avenue, Newton, MA 02466. The Office of Student Activities is open Monday through Friday from 8:30 A.M. to 4:30 P.M. Please note between July 3, 2015, and August 21, 2015 the Office of Student Activities will be closed on Fridays. You can reach the Office of Student Activities at studentactivities@lasell.edu or (617) 243-2475.

Confirmation of your registration and orientation payment will be emailed to your Lasell email – please begin to check this email at least once a week.

Check-in will be at Rockwell Hall beginning at 8:30 A.M. until 9:00 A.M. The program will begin promptly at 9:00 A.M. Orientation staff will be located outside to greet you. During Laser Link Orientation, you will be assigned a room in Rockwell Hall with all of the Orientation participants. The program will be ending at approximately between 3:00 P.M. and 3:30 P.M. on the second day. Anyone picking you up should meet you at Rockwell Hall, where you were dropped off. If you need to leave the program earlier than scheduled, you should contact the Office of Student Activities in advance of the program.

Students will not be allowed to leave the program without prior approval. Failure to adhere to this policy may result in the delay of your fall course registration.

The items that you will need to bring to Orientation are:

- Extra-long sheets for a twin-sized bed, with a blanket, or a sleeping bag, and a pillow;
- A towel and a washcloth;
- All toiletries, including shampoo, soap, hairdryer, and any other personal items;
- Comfortable clothing, such as shorts, t-shirts, jeans, a sweatshirt or light jacket (it can get cool at night), something to sleep in, comfortable shoes;
An alarm clock; and
You will not need money for anything unless you wish to make purchases in the bookstore or purchase snacks. Pack lightly, as you will only be on campus one night. There will be nothing that you need to dress up for during the program.

Laser Link Orientation is staffed by four professional staff members from the Office of Student Activities and twelve student Orientation Leaders. The role of the Orientation Leaders (OLs) is to assist you throughout the program and help you find the answers to any questions you might have. These students represent a wide range of majors, interests and co-curricular activities. They have been trained to help you in the transition to the Lasell community. You will be assigned to an orientation group with two OLs who will guide you through the Laser Link Orientation program. Check http://welcome.lasell.edu for more information about each of the Orientation Leaders!

Professional staff members who coordinate Laser Link Orientation include the Director of Student Activities and Orientation – Jennifer L. Granger, the Assistant Director of Student Activities – Sarah Richardson, the Coordinator for Student Organizations – Justin Bruce and the Program Assistant for Student Activities and International Services – Kyle Benedict. Our staff members are happy to help incoming students with any questions or concerns every step of the way. The Office of Student Activities can be reached Monday-Friday 8:30 A.M. - 4:30 P.M. via phone at (617) 243-2475 or email at studentactivities@lasell.edu. Please note between July 3, 2015, and August 21, 2015 the Office of Student Activities will be closed on Fridays.

Parent and Family Laser Link Orientation is a program that complements Laser Link Orientation. A variety of information sessions and other events are planned for your visit. Registration for the Family Program is processed concurrently with your student's registration.

Laser Link Orientation Parent and Family

PARENT & FAMILY ORIENTATION
Day 2 of each Laser Link Orientation Session (June 16, 19, 23, & 26)
9:30 a.m. – Winslow Academic Center
$15 per person (cost includes lunch)

This program is designed to provide family members an opportunity to learn more about the many aspects of the Lasell College experience, and to get information that will help to ease the transition period for all family members. The various sessions will include time spent with the Vice President of Student Affairs, the Vice President for Academic Affairs, various staff members, and current students who serve as Orientation Leaders. This program has presentations about Student Accounts, Financial Aid, Residential Life, Information Technology, Athletics, Office of Student Activities, Study Abroad, Health and Counseling, Internships, and Career Services. Check-in will be in the Glow Lounge beginning at 9:30 A.M. until 10:00 A.M. The program will begin at 10:00 A.M. with a Welcome. The program will be ending at approximately 3:00 P.M.

FAMILY, FRIENDS, AND ALUMNI WEEKEND
Family, Friends, and Alumni Weekend is the College’s time to celebrate the fall season in New England, honor our rich and spirited history, and enjoy the company of students and their families, faculty and staff, alumni, and all members of the extended Lasell Community. On behalf of Lasell College, please join us for a very special weekend from October 16-18, 2015. More information about Family, Friends, and Alumni Weekend 2015 will be available starting in late August 2015 at www.lasell.edu/ffaw.

Lasell Laser Welcome Weekend is the second portion of our Orientation program for new students. This three-day program takes place just before classes start in September. In 2015 Lasell Laser Welcome Weekend will take place September 5-7. During Lasell Laser Welcome Weekend you will have the opportunity to explore Boston with faculty and staff members and/or join the first year class on an evening cruise of Boston Harbor, adjust to your new community, and learn where your classes will take place. Students will learn more about Lasell Laser Welcome Weekend during Laser Link Orientation and registration information will be available in mid-August 2015. Registration will take place at http://welcome.lasell.edu.
Transfer Students, we invite you to attend our Laser Transfer Transitions program, which is scheduled to take place on Wednesday, August 12, 2015. The Program is designed to provide you with the opportunity to meet some key members of the campus community, to learn about the Lasell academic experience that awaits you, and to get answers to questions you might have about being a Lasell College student. Over the course of the day you will have the opportunity to meet with faculty members from your academic department who will assist you in putting together your fall course schedule, and learn about being a resident or commuter student on the Lasell College campus.

Check-in for the Laser Transfer Transitions will begin at 8:30 A.M. in the Winslow Academic Center and the program will begin at 9:00 A.M. You may park in lot P3 or P1 for the day. A light lunch will be provided and your day will be completed by 4:00 P.M.

Registration will open in July 2015. Please register for Transfer Student Orientation at http://welcome.lasell.edu and click on Transfer Orientation Registration. Please register by August 7, 2015 or as soon as possible. Please note: the program is free to students and guests are $15.00 each. There is no specific program for guests; the day is focused on the Transfer student. Payment is due at time of registration. Confirmation of your registration and orientation payment will be emailed to your Lasell email – please begin to check this email at least once a week.

The Lasell College Orientation Welcome Website is designed to serve as a complement to this Welcome Packet. This site contains vital information and will be updated throughout Spring and Summer 2015. To access the site, please open a web browser and type in the address: http://welcome.lasell.edu. You will need your Lasell username and password. This username and password will also be used for your Lasell email account, logging on to computers in campus labs, registering for courses, and many other campus technology systems. You can find your username and password in the enclosed letter. Please log in to our Password Management system at password.lasell.edu and change your password to something you can remember for your Orientation Program. Keep in mind that your username and password unlocks our system and your information, so keep it private and do not share it with anyone. If you are unable to login with the provided account and password, please call the Technology Help Desk.

The Technology Help Desk is located in the Brennan Library on the Lower Level and is open Monday – Thursday 8:00 A.M. to 9:00 P.M. and Friday 8:00 A.M. to 5:00 P.M. during the Fall and Spring semesters. You can reach them 24/7/365 by telephone at (617) 243-2200 or during business hours by e-mail at helpdesk@lasell.edu. For more details, please visit them at: https://my.lasell.edu/technology.

International Student Orientation

Friday, September 4, 1:30 - 8:00 p.m.

The program will begin with a session on Academics at Lasell. This session will be run by the First Year Advising Office and will offer students valuable tips for succeeding academically at Lasell College. Academics will be followed by a Campus Tour during which students will be introduced to several key offices on campus, including the Office of Student Activities, The Center for Community Based Learning, and the Center for Spiritual Life. The tour will end with a visit to Campus Police where Lasell ID cards will be issued. After the campus tour, students will gather in a classroom for an engaging and fun cultural training on American culture and what it is like to be an international student studying in the US. The final event of the program will be a welcome dinner during which the Director of International Services will address the students in a presentation on F-1 Visa Regulations and Immigration Matters. For a full copy of the international orientation schedule complete with times and locations, please visit http://www.welcome.lasell.edu. Questions can be sent to Christine Lookner, Director of International Services, at clookner@lasell.edu.
FYS

The First Year Seminar (FYS) is part of the General Education Core Curriculum and a requirement for all incoming first year students. The course requirement may be satisfied by completing FYS 103 (3 credits) or Hon 101 (3 credits, for Honors students only). FYS is a theme-based course that allows you to take a class in a subject that interests you while also assisting with the transition into the Lasell College community and our Connected Learning philosophy. Course titles range from The Art of Being Human to Witchcraft in History and Pop Culture. In an FYS course, you will further develop skills in public speaking, critical reading, writing, research, technology, and learning strategies required for college level work. In FYS you can expect to be involved in some or all of the following:

- Class discussions
- Engaging activities on and off campus
- Team projects
- Field trips
- Civic engagement activities

During Orientation, you will be given a list of FYS course themes. Faculty and staff will help you understand the difference between sections, and you can discuss your interests with them as well.

ACADEMIC ADVISOR

Upon arrival to campus as a new student you will be assigned to a professional academic advisor for your first year. You will meet with faculty members and advisors during Orientation for help in picking courses, and will leave with a complete course schedule. During your first year your advisor will help guide you through your transition to life at Lasell and beyond by helping you connect your educational, career and life goals while supporting your intellectual and personal development towards academic success. You will meet periodically with your advisor, who will help you to:

- Monitor your academic progress
- Identify campus resources that can support your success such as the Academic Achievement Center, Registrar’s Office, Student Financial Planning, Career Services, Residential Life, Health & Counseling Offices, and the Center for Spiritual Life

- Consider ways you can become involved in and contribute to various clubs, organizations and activities both on and off campus
- Clarify your academic, career and life goals
- Decide what courses and Connected Learning experiences will best prepare you to develop your personal values and professional expectations, and attain your future goals

The Center for Academic Advising and First Year Programs provides a centralized location for all first-year students’ academic advising services. Located in Bancroft House, the Center for Academic Advising is open throughout the entire day, on every weekday during the academic year.

ACADEMIC ACHIEVEMENT CENTER (AAC)

The AAC is dedicated to helping you achieve your academic goals by providing academic supports crucial to building and strengthening your skills. The AAC staff fosters a supportive and productive learning environment by helping you explore your academic potential and strive toward excelling in your chosen field of study.

Professional and Peer Tutors are available for scheduled tutoring appointments and selected drop-in sessions. We offer a variety of services including:

- Individual/Group Tutoring: Students can seek assistance in various content areas, get instruction on ways to improve study skills & take effective notes in class, use time management tips and more.
- Study Groups: Students can form and attend study groups focused on a variety of topics and specific content areas.
- Writing Assistance: Our tutors help students through the writing process by offering suggestions in many areas including grammar, format and citations (APA, MLA), along with general content and flow.
- Online Tutoring: Students can use Smarthinking, a convenient and effective online tutoring service, free to all Lasell students and ready to use at a time that’s convenient for your schedule.

The AAC is located in the Lower Level of the Brennan Library, and is open regular operating hours during the fall and spring semesters.
Welcome to Lasell College Athletics!
The athletic program at Lasell College provides student-athletes the opportunity to develop and display their talents through collegiate-level competition. At Lasell College, athletics are considered an integral part of a sound educational experience with the goal to have each student-athlete strive to reach his or her potential on and off the field. The athletic department fosters the development of sportsmanship, community, fair play, positive societal values and physical well-being for all participants.

Lasell’s highest priority is to ensure that each student-athlete receives a superior education and successfully completes an academic program. We believe the leadership, teamwork and self-discipline learned on the playing field are qualities that lead to both athletic and academic success.

Lasell College is a member of the National Collegiate Athletic Association (NCAA) Division III, the Eastern College Athletic Conference (ECAC), the Great Northeast Athletic Conference (GNAC). The college follows the philosophy and the eligibility guidelines of NCAA Division III and of all associated conferences. Lasell College sponsors the following varsity teams: Cross Country M/W; Field Hockey; Baseball; Basketball M/W; Lacrosse M/W; Soccer M/W; Softball; Indoor & Outdoor Track and Field M/W; Volleyball M/W.

Anyone interested in participating on a varsity team must read the following information:

• All incoming student-athletes must have a physical within 6 months of initial participation.
• All incoming student-athletes (Fall, Winter, Spring) must complete all required Athletic Department Health Forms by August 1, 2015.

More detailed information for all student-athletes can be found on www.laserpride.com or by contacting the Director of Athletics, Kristy Walter, at kwalter@lasell.edu.

IMPORTANT INFORMATION FOR FALL TEAM TRYOUTS
Fall teams include: men’s and women’s Cross Country, Field Hockey; men’s and women’s Soccer; and women’s Volleyball.

• All fall teams will have a one day tryout on Saturday, August 22.
• Student-athletes must have all health forms completed, all financial aid documentation completed and their fall semester bill must be paid in order to participate in the tryout day.

Intramurals and Recreation
In addition to our varsity athletic programs, Lasell offers plenty of ways to stay active. You can participate in club sports, like rugby and tennis; compete on the intramural level in basketball, dodge-ball or Ultimate Frisbee; or even take advantage of canoeing and kayaking nearby on the Charles. There are also two fitness centers on campus, filled with free weights, weight machines and cardio equipment. Both fitness centers are open to the entire Lasell community more than 85 hours each week. There are also group fitness classes such as Pilates, Zumba and Kickboxing offered for free throughout the year.
Lasell College’s Center for Community-Based Learning (CCBL) provides support and opportunities for students, faculty, staff, and community organizations to engage in mutually beneficial projects. The CCBL offers many community service, service learning, and linked-credit service options. To learn more about any of the services provided by the CCBL make sure to attend the 2015 Summer Activities Fair, or visit our office located in Klingbeil House, 142 Woodland Rd. (across the street from the Arnow Campus Center).

**Center for Community-Based Learning (C.C.B.L.)**

**Ongoing Opportunities:**
- Community Service Housing
- Tutoring (America Reads & Counts)
- Mentoring (ACES, Second Step)
- Community Service Clubs and Organizations

**One Time Events**
- Sleep Out for the Homeless
- Food and Clothing Drives
- Community Farming
- Environmental Clean-ups
- Blood Drives
- *Create your own service project based on your major or interests*

**Service Trips**
- Alternative Spring Break
- Shoulder to Shoulder Service Learning

**Classes and Credits**
- Linked Credit Program
- Leadership & Civic Engagement Minor
- SVL 202 “Introduction to Community Organizations”

**Social Media**

Follow and connect with the Office of Student Activities online! Be the first to get information and reminders about upcoming events and ticket sales, see pictures from activities and Orientation, and enter to win contests! The Office of Student Activities is on Facebook at www.facebook.com/lcactivities and Twitter at @lcactivities. Lasell College is a part of several social media networks; join us to keep up-to-date with our latest news, events, and more. The following is a listing of other social media options for Lasell College.
Getting Involved

Lasell College

Office of Student Activities

The Office of Student Activities believes that education takes place both inside and outside of the classroom. We are committed to the education of the whole student and work to provide a balance of social and educational programming for our students.

The Office of Student Activities oversees the 65 plus registered clubs and organizations on campus, coordinates Lasell’s four orientation programs, and maintains leadership development offerings that include Student Leadership Scholars, Exploring Leadership, Emerging Leadership, Student Organization Series, and the Advanced Leadership Seminars. In addition, events such as Family, Friends, and Alumni Weekend, the annual Awards Banquet, the Torchlight Parade, Welcome Week programming, and discounted ticket sales are run through the Office of Student Activities.

Incoming students should mark their calendars for the Winter Activities Fair which takes place on Tuesday, September 15, 2015 and is your chance to meet clubs, organizations, the Office of Student Activities, and sign up to get involved!

The Office of Student Activities is located in the Arnow Campus Center, on the 2nd floor, and is open Monday through Friday from 8:30 A.M. - 7:00 P.M. during the academic year. You can also reach us by telephone at (617) 243-2475 or by e-mail at studentactivities@lasell.edu. For more details please visit our websites: http://www.lasell.edu/studentactivities and http://www.lasell.edu/orientation.

Institution Pride/Traditions

Founded in 1851, Lasell College has developed many traditions over the years. Here are a few that students, faculty, and staff look forward to each year. We look forward to new students becoming part of the Lasell community and having Laser pride!

Torchlight Parade — Dating back to the 1800s, graduating students and underclassmen would gather holding torches for the Flame Speech, when symbolic objects representing “irritating” issues from the past year were cast upon the fire. Also part of the program was a pledge to each senior in the circle, dressed in cap and gown. The last farewell was held commencement day at the Crow’s Nest. Today, the Torchlight Parade includes seniors and underclassmen who march from the Central parking lot to the Crow’s Nest where they give pre-graduation messages to underclassmen and pass off torches to rising seniors.

River Day — River Day, now held each year on Family, Friends and Alumni weekend in October, features canoe races involving family, friends, alums and students. The canoe races at Lasell originally began in 1882 when the first Boat Club was formed. In the 1900s, River Day for many years was held on the first Monday in June, then later it was rescheduled for late May. When the College shortened the length of the spring term in 1972, the races moved to a fall date.

Class Banners — A class tradition since the first graduating class in 1854, the banners were first made by Charles Parker, architect of the Auburndale Congregational Church. He continued that tradition for 20 years. Early banners were usually shields in red, white, and blue with class mottos. Later, some were made of silk and occasionally embroidered. Today, the banners make a colorful display at graduation time for those classes holding reunions.

Boomer is Lasell’s mascot. Created in the spring of 2009, Boomer was named for the industrialists, called “boomers,” who helped found Lasell in 1851. Dressed in Lasell colors, blue and white, Boomer carries the Lasell torch, a longtime symbol for the school.
Lasell College Values to Live By

A student driven initiative by the Student Government Association, the Lasell College Values to Live By outlines daily standards for the Lasell community to live by.

Lasell College's Values to Live By
For the Students, By the Students

We live by THE GOLDEN RULE.
The Golden Rule is never out of style. Treat others the way you want to be treated!

We live by RESPECT.
Regard others with kindness and respect, and honor their beliefs!

We live by ACCEPTING DIFFERENCES.
Do not be afraid to look around campus. It is nice that things may seem different than where you come from. New people lead to new experiences and new friends!

We live by MATURITY.
As the years progress, so should your levels of maturity and responsibility. Be the mature adult you are capable of being!

We live by RANDOM ACTS OF KINDNESS.
A kind and courteous gesture can make all the difference in creating an enjoyable and ideal community!

We live by COMMITMENT.
Believe in something, dedicate yourself to it, follow through on it and honor it. Make a pledge to yourself to take a respectful stand and commit yourself to a worthy cause!
## 2015-2016 ACADEMIC CALENDAR

### SEPT '15
- 5 SAT Residence Halls Open to New Students – Undergraduate Lasell Laser Welcome Weekend (New Student Orientation – Undergraduate)
- 6 SUN Lasell Laser Welcome Weekend (New Student Orientation – Undergraduate)
- 7 MON Labor Day
- 8 TUES FIRST DAY OF CLASSES – Undergraduate Students
- 14 MON Add/Drop Deadline – Undergraduate Students

### OCT '15
- 1 THURS Deadline for Study Abroad Applications for Spring
- 12 MON No Classes – Columbus Day
- 16 FRI Progress Rosters Due – 12:00 Noon – Undergraduate Students Make-up Day for Columbus Day (for Monday only classes) Pass/Fail Deadline – Undergraduate Students
- 16-18 FRI-SUN Family, Friends, and Alumni Weekend

### NOV '15
- 1 SUN Admissions Open House - Undergraduate
- 2-6 MON-FRI Academic Planning Week
- 9 MON Spring Registration Begins – Undergraduate Students
- 11 WED No Classes - Veterans Day
- 13 FRI Lasell College Founder's Day
- 15-18 TUES-FRI Final Exam Period – Undergraduate Students
- Winter Recess Begins After Last Exams
- 21 MON Classes Resume – Undergraduate Students

### DEC '15
- 8-11 MON-FRI Fall Connected Learning Symposium
- 11 FRI Last Day of Classes – Undergraduate Students
- 14 MON Reading Day – Undergraduate Students
- 15-18 TUES-FRI Final Exam Period – Undergraduate Students
- Winter Recess Begins After Last Exams

### JAN '16
- 5 TUES Add/Drop Deadline
- 8 FRI Course Withdrawal Deadline
- 18 MON Holiday – Martin Luther King, Jr. Day
- Residence Halls Open to All Undergraduate Students
- 19 TUES Enrollment Confirmation for all Undergraduate Students Winter Orientation – Undergraduate Students
- 20 WED FIRST DAY OF CLASSES – Undergraduate Students
- 27 WED Add/Drop Deadline - Undergraduate Students

### FEB '16
- 15 MON No Classes – Presidents’ Day
- 19 FRI Make-Up Day for Presidents’ Day (for Monday only classes)
- 25 THURS Pass/Fail Deadline – Undergraduate Students

### MARCH '16
- 1 TUES Deadline for Study Abroad Application for Fall
- 4 FRI Progress Rosters Due – 12:00 Noon - Undergraduate Students
- 12 SAT Spring Recess Begins – Undergraduate Students
- 21 MON Classes Resume – Undergraduate Students
- 24 THURS Course Withdrawal Deadline – Undergraduate Students
- 26 SAT Lasell Day – Undergraduate Students
- 28-31 MON-THURS Academic Planning Week
- 4 SUN Admissions Open House - Undergraduate

### APRIL '16
- 4 MON Fall & Summer Registration Begins – Undergraduate Students
- 18 MON No Classes – Patriot’s Day
- 22 FRI Make-Up day for Patriot’s Day (for Monday only classes)
- 25-29 MON-THURS Spring Connected Learning Symposium
- 26 TUES Symposium Showcase

### MAY '16
- 3 TUES Last Day of Classes – Undergraduate Students
- 4 WED Reading Day – Undergraduate Students
- 5-10 THUR-TUES Final Exam Period – Undergraduate Students
- 15 SUN Commencement
- 17 TUES Summer Session I Begins – Graduate & Online Undergraduate
- 19 THURS Add/Drop Deadline – Summer Session I

### JUNE '16
- 17 FRI Course Withdrawal Deadline – Summer Session I

### JULY '16
- 5 TUES Summer Session I Ends – Online Undergraduate
- 6 WED Summer Session II Begins – Online Undergraduate

### AUGUST '16
- 5 FRI Course Withdrawal Deadline - Summer Session II
- 24 WED Summer Session II Ends – Online Undergraduate
**Placement Tests**

**Placement Test Instructions**

1. Click on the link of for the Placement Tests listed on the Welcome Website (http://welcome.lasell.edu).
2. After you click the link, scroll to the section with Placement Tests. We recommend that you read the PDF explaining how to access and take each placement test.
3. You will need to log in with your Lasell username and password first. This was sent to you with your Welcome Packet.
4. After logging in, you will want to locate the Tests underneath the Laser Link Orientation heading.
5. You will be asked for an enrollment key to begin the Spanish and French test. The enrollment key for Spanish and French Placement Test is Spanish (the username is Lasell). The Math and English Placement Tests do not have enrollment keys.

**Take Tests by Friday, June 12, 2015, or as soon as possible!** Good luck.

PLEASE NOTE: All incoming students must take the Math Placement Test. The English Placement Exam is optional for students. Students are placed in an appropriate English course based on SAT scores. If you opt to take the English Placement Test, both your SAT score and the placement test will be used to place you in an appropriate level course. While this placement essay is not required, this is your opportunity to help us understand which English class would best match your abilities. If you have any questions about any of your Placement Tests, please contact the Office of Student Activities by phone at (617) 243-2475 or via e-mail at studentactivities@lasell.edu.

**Math Placement**

All new students are required to take the Mathematics Placement Test before attending Orientation. Your placement score will help you and your advisor select your first math course at Lasell College. When you take the Mathematics Placement Test you may use a calculator and take as much time as you need. However, the entire test should be completed on your own and in one sitting. The Math Placement Test should be completed before Friday, June 12th, or as soon as possible. Submit your answers when you finish. Your math placement score and your SAT (if available) will determine your first math course at Lasell. The core competency math course is MATH 106, Algebraic Operations. If you do not complete the Math Placement Test by Friday, June 12th, you will automatically be placed into MATH 106.

**First-Year Math Course Options:**

- MATH 106 (3 credits): Algebraic Operations - This course is the staple course for math competency at Lasell College. It is for students preparing to take pre-calculus, statistics or other courses requiring a background in mathematics involving algebra. College algebra plays a very significant role in the undergraduate math curriculum. This course is a self-paced on-line curriculum with instructor guidance throughout the semester. Students begin the process by reviewing real numbers, then moving into solving linear equations or inequalities, exploring linear functions and systems of linear equations, polynomials, rational expressions and finishing with exponents, radicals and quadratic equations. A connected learning project is part of this course as well. The course will meet twice a week for 75 minutes in the math lab.
  - If you place out of MATH 106, you may take another math course based on your anticipated major. These math courses include MATH 107 (College Geometry), MATH 109 (Modern Mathematics), MATH 203 (Pre-calculus), or MATH 205 (Calculus). Your academic advisor will help you decide if you place out of MATH 106. Please see the catalog for course descriptions.

**English Placement**

At Lasell College we believe that writing is a foundation upon which to build your college career. Therefore, you will enroll in writing courses for at least two semesters. To begin your writing coursework in classes with appropriate levels of support, you will be placed in a section of English 101 based on your scores on the ACT/SAT writing exams. In addition, since we recognize that a standardized test score does not always provide a full picture of your writing ability, we invite you to give us additional information for making your placement by completing and submitting the online placement essay. There are three possible placements, each focusing on reading and writing nonfiction essays. If you choose to complete an optional placement essay, please use it to discuss whether you think English 101 LAB, English 101, or English 101 Honors would be the best placement for you (descriptions for each of these courses can be found below). THE PLACEMENT ESSAY IS REQUIRED FOR STUDENTS WHO DID NOT TAKE AN ACT/SAT WRITING EXAM. If you are one of those students, you must complete and submit a placement essay. We will assess your essay in order to choose the right placement for you. If we feel that we need more information in order to make the right placement, we may also ask you to complete more testing during Orientation. Please complete and submit the English placement essay online by Friday, June 12, 2015, or as soon as possible.

**First-Year English Courses Options:**

- English 101 LAB (3 credits): This course is designed for students who need extra support to improve their writing. The course meets for five hours weekly in six class sessions with half of the sessions in a computer lab where students work on writing assignments with the assistance of the instructor and writing tutors.
- English 101 (3 credits): This course is designed for students who demonstrate average reading and writing skills. The course meets for two and a half hours weekly in three class sessions. Individual
conferences with the instructor are scheduled to give students the opportunity to work on projects and problems on a one-to-one basis.

- **English 101 Honors (3 credits):** This course is designed for students who demonstrate above average reading and writing skills. The course meets for two and a half hours weekly in three class sessions. Individual conferences with the instructor are scheduled to give students the opportunity to work on projects and problems on a one-to-one basis. The readings and writing assignments for the Honors sections are more challenging than those for English 101.

### Spanish and French Placement

Students in the following majors have a foreign language graduation requirement: English, English with Elementary Education, English with Secondary Education, History, History with Secondary Education, Humanities, Human Services, Psychology, Sociology, and International Business. Students in these areas with previous coursework in Spanish or French should take the Spanish and French Placement Test for the language they have studied; students in other majors who are considering further Spanish or French study at Lasell should also complete the appropriate placement test. **Please complete the Spanish or French Placement Test by Friday, June 12, 2015, or as soon as possible.**

### Health

The Health Services Staff welcomes you to Lasell College. Located within this packet are Health Forms which are to be completed and returned to the Health Services Office by **August 1, 2015**. In order to streamline your registration process, please make an extra copy of the forms and bring them with you when arriving on campus. (DO NOT DETACH THE CARBON FORMS).

Please make an appointment with your health care provider as soon as possible in order to avoid any delays in completing and forwarding your Health Forms.

The Health Forms consist of six parts:

1. Personal Health History Report
2. Meningococcal Information and Waiver Form
3. Photocopy of the front and back of your insurance card

To be completed by a health care provider:

4. Physical Exam
5. Certificate of Immunization
6. Tuberculosis Risk Questionnaire

All of the vaccines listed on the immunization form are required by Massachusetts State Law. Any student failing to provide the required immunization documentation will be prohibited from registering and attending classes.

Students taking medication for ADD/ADHD or other psychiatric medications will not be able to obtain refills from the Lasell College Health Services so please make arrangements for refills to be provided by the prescribing medical provider. An ADD/ADHD Medical Exemption Form must be completed and signed for student athletes only. If you have questions regarding this form, please contact Kristy Walter, Director of Athletics, at kwalter@lasell.edu.

If you are considering a Study Abroad Program during your Lasell College career, please ask your health care provider to administer the Hepatitis A Vaccines.

It is important for you to know that all health information is held in confidence, and that no one has access to the health forms except Health Services personnel. All visits to Health Services (including treatments and discussions) are kept strictly confidential except in the case of a medical emergency.

Health Services is closed during the summer months. If you have any questions or concerns regarding these health forms, please contact the Office of Students Affairs at (617) 243-2124 in June and July. Health Services will reopen for administrative purposes only in August, and can be reached at (617) 243-2451.

Please return your completed health forms in the enclosed envelope in order to ensure delivery to the proper department. All Athletes’ health records will be shared with the Athletic Training staff.

For all Athletic Training students, please make an additional copy of all of your health records as you will need to present them to your advisor and your college internships.
Residential Life

Residential Life at Lasell College offers students a unique living experience. Like the classroom environment, Lasell prides itself on having small residential communities where students feel comfortable and connected. The residential system is comprised of 26 residential buildings, of which nine are traditional-style residence halls, three are suite-style residence halls and fourteen are residential houses. Lasell does not have designated housing for first-year students; however, most new students will be residing in our traditional-style residences which include Woodland, McClelland and Van Winkle Halls. New students are primarily assigned to doubles, triples, and in a few cases, quads. Students may also request to live in one of four themed housing communities: quiet study, wellness, gender neutral or community service. Additionally, female students may indicate a preference for single-gender living environments. Please note: some women will be assigned to an all-female community, regardless of their indicated preference. Most new students will be assigned to residential communities which are designated as “dry,” meaning alcohol is not permitted in the building regardless of the residents’ ages. It is anticipated that room assignments for incoming students will be emailed to your Lasell e-mail address the week of August 7th. Additional information about the Office of Residential Life can be found at welcome.lasell.edu. The Office of Residential Life can also be contacted at (617) 243-2124 or at residentiallife@lasell.edu.

If you plan to live on campus, you will be able to sign your 2015-2016 Lasell College Housing Agreement electronically as well as request specific roommates and/or indicate personal preferences to assist with roommate matching. New students will be able to log on to MyHousing from www.lasell.edu/welcome. The housing information described above must be completed by Friday, July 10, 2015 or as soon as possible.

Roommate requests will be honored whenever possible. Requesting one roommate does not guarantee you will be assigned a double occupancy room. Groups of three and four students may all request to be assigned together in a triple or quad, respectively. The person(s) that you indicate as your preferred roommate(s) must also request you in order to be assigned together. Students may request to be placed on a waiting list for a single (single rooms cost an additional $1,400 a year). Single rooms are usually assigned to returning students during the annual room draw process. At this time, there are no single rooms available for new students.

Reasonable accommodations can be made for students with a documented physical or medical need. Documentation must be provided by a medical provider and submitted in writing to the Office of Residential Life. Please contact Residential Life with any questions regarding housing needs.

Incoming students are assigned to rooms according to the date that their enrollment deposit was received by the College. Based on deposit date, themed housing requests, and double occupancy rooms will be assigned first; followed by triple occupancy and quad occupancy rooms. Please review the important dates noted in the Housing Agreement. Pay particular attention to residence hall opening and closing dates and vacation periods during which students may not remain in housing. When you sign the on-line Housing Agreement you agree to reside in the Lasell College residence system for the entire academic year. Lasell College carries no insurance covering personal property, and assumes no responsibility for items lost, damaged or stolen from student rooms. Residents are encouraged to review their family personal property insurance and obtain appropriate coverage.

FALL 2015 LASELL COLLEGE SUPPLEMENTAL HOUSING INFORMATION

HOUSING STYLE PREFERENCES:

Residence Halls and Residence Houses: Most incoming students will be assigned to housing in traditional-style residence halls. The traditional style residence halls tend to be larger communities which house primarily first year students. Typically, this housing style features shared single gender bathrooms in a common hallway or corridor, with the exception of Holt Hall, which features double rooms adjoined by private bathrooms. There are a limited number of spaces available for first year students in the residence houses. The residence houses are smaller communities, housing between 14 and 37 students. The residence houses are occupied by students of all class years and include double, triple and quad rooms.

Single Gender Living Environments: Incoming female students have an opportunity to request all-female housing. If you do not indicate a preference for all-female housing, it will be assumed that you wish to be placed in a coeducational living environment. Important note: Due to the gender
breakdown of the Lasell resident student population, there are frequently more all-female housing options than there are female students requesting a single gender living environment. As a result, some female students, who did not indicate this preference, may be assigned all-female housing.

**Quiet Study Housing:** There are limited spaces available for incoming students wishing to live in quiet study housing. Students requesting quiet study housing agree to maintain a quiet environment that is conducive to studying. 24-hour quiet hours will be in effect between 7 p.m. on Sunday and 4 p.m. on Friday. Quiet hours are times when there will be no unreasonable noise. Residents of these buildings will ensure that their visitors or guests abide by the quiet study rules. The Office of Residential Life has designated Mott House and Ordway House as Quiet Study locations. Please note: students who violate the guidelines of Quiet Study Housing (or whose visitors or guests violate the guidelines) may be required to relocate to another type of available housing.

**Wellness Housing:** There are limited spaces available for incoming students wishing to live in Wellness Housing. Students requesting wellness housing are seeking a living experience that supports healthy living. Students may wish to reside in wellness housing for a variety of reasons involving lifestyle and personal choices. All students living in this community agree not to use substances including alcohol, cigarettes or other illicit substances, both within and outside of the building in which they reside. Students agree to never return to the community under the influence of alcohol or drugs. Any guests brought into the wellness house must abide by all community rules. Students will sign a community agreement, and, if found in violation of the agreement, may be asked to leave the community. The Office of Residential Life has designated Briggs House as the Wellness Housing location for the coming year.

**Gender Neutral Housing:** There are limited spaces available for incoming students wishing to live in Gender Neutral Housing. Gender Neutral Housing is a living environment within our residence halls where student housing is not limited to one gender. This housing choice provides options for: transgender students in the process of discovering their gender identity; gay or bisexual students; students who feel uncomfortable rooming with members of the same sex; intersexed students who do not wish to be identified by any gender, and students who feel they would be more compatible with a roommate of a different gender. Gender Neutral Housing provides options for students in the process of discovering their gender identity and helps create an environment that acknowledges, appreciates, and respects the diverse nature of the student body at Lasell College. The Office of Residential Life has designated the first floor of East Hall as Gender Neutral for the coming year.

**WAITING LIST FOR A SINGLE ROOM:** At the time of this mailing, there are no single rooms available for incoming students in the fall of 2015. In the event that a single room becomes available, the Office of Residential Life will establish a waiting list for single rooms. Single room assignments will be made in the order of enrollment deposit date. Please remember that there is an additional $1,400 charge for the year for a single room.

**SPECIAL REQUESTS:** Any additional requests for accommodations (e.g. medical, accessibility issues) should be documented by a medical provider, on their official letterhead, and include a diagnosis and what accommodations are being requested and then submitted in writing to the Office of Residential Life. All documentation submitted to Residential Life will be evaluated by the Office of Disability Services, Health Services and the Counseling Center. Requests for specific buildings cannot be honored. Return special requests and documentation to the Office of Residential Life by Friday, July 10, 2015 or as soon as possible, at the following address: Lasell College, Office of Residential Life, 1844 Commonwealth Avenue, Newton, MA 02466, or fax to (617) 243-2374. Contact the Office of Residential Life at residentiallife@lasell.edu or (617) 243-2124 with any questions.

**ROOMMATE REQUESTS:** New students are welcome to make roommate requests. If you are requesting an incoming resident student (first-year or transfer) he/she must also request you as their preferred roommate. If the person(s) is a current resident student at Lasell College then you both must notify the Office of Residential Life, in writing, of your roommate request. IF ALL PARTIES DO NOT MAKE MUTUAL REQUESTS, THE ROOMMATE REQUESTS CANNOT BE FULFILLED. Note: Many incoming students will be housed in triples and some will be housed in quads. Please be aware that by requesting only one roommate you are not guaranteed a double room, as the numbers of double rooms are limited. For example, you and the requested roommate may be assigned to a triple with a third roommate. The Office of Residential Life makes every effort to but cannot guarantee that all requests will be met.
Lasell College is conveniently situated near the Mass Pike, Route 128, and the Riverside and Woodland “T” stations, so commuting to the Lasell campus is an option that some students choose. Once on campus, our commuting students avail themselves of all of the resources and programs that are part of the Lasell experience. Campus clubs and organizations plan their meetings for the “common hours,” scheduled midday on Tuesdays and Thursdays, during which no classes are held. Many of the College’s lectures, campus-wide presentations, and social and recreational programs are purposely timed to take place during those “common hours.” Commuter students can get involved in any of the student organizations and clubs that Lasell has to offer, especially with the Long Distance Lasers (commuter club) and be the Commuter President with the Student Government Association. Dining options include Valentine Dining Hall and various retail outlets on campus. Commuter students may purchase one of the three meal plans: Block 25 (25 meals a semester); Block 50 (50 meals a semester); or Block 75 (75 meals a semester). More information can be found in the Dining Services section. All commuting students are guaranteed parking in one of our commuter lots. Additional information about commuter parking can be found in the Public Safety section. Commuter students who take the MBTA can utilize the shuttle service. A van shuttle service is provided to all students seven days a week (excluding break periods) throughout the academic year. The shuttle follows a scheduled route that transports students throughout the campus and to the Riverside T Station, the Newton Center business district, and to a local supermarket. The schedule is available online at My.Lasell. Students can track the shuttle and see the next two arrival times at any stop with our Shuttle App. Information on MBTA discounted passes can be found through the Office of Student Activities. Questions regarding Commuter Life can be sent to the Office of Student Activities. The Office of Student Activities can be reached Monday-Friday 8:30 A.M. - 4:30 P.M. via phone at (617) 243-2475 or email at studentactivities@lasell.edu. Please note between July 3, 2015, and August 21, 2015 the Office of Student Activities will be closed on Fridays.

Mail Room

The Mailroom and its staff welcome you as a new member of the Lasell community. All new resident students receive a mailbox for letter mail and school notices. If you receive a package, you will be notified via email that it has arrived and it can be picked up in the Mailroom Monday through Friday 8:30 a.m. – 5:00 p.m. The Lasell College Mailroom is located on the ground floor of Edwards Student Center.

During your time at Lasell, your mailing address will be:

Your Name
Lasell College
Box # (see My Housing)
Newton, MA 02466

Please share this with family and friends to ensure your mail finds its way to you here at Lasell. This address should also be used when packages are being shipped to you. Your school mailbox is NOT a P.O. Box, so be sure that the address only says Box # (see My Housing). You learn about My Housing when you attend Orientation.

For more information on the Mailroom and its services, please visit https://my.lasell.edu/mailroom/default.aspx. If you have any questions, you can always reach us at Mailroom@lasell.edu.

Donahue’s Bookstore

Donahue’s Bookstore at Lasell College carries all course materials required for your classes. We are pleased to offer many affordable textbook options including new, used, digital, and rental. Your books may be purchased in the store or online through our website, lasell.bncollege.com. If you purchase online, you can choose to have your books shipped to you, or pick them up in the store when you arrive on campus! We also carry an assortment of Lasell College clothing and gifts, school and Residence Hall supplies, snacks, and technology products. Accepted forms of payment include: cash, check, credit or debit card, Barnes & Noble Gift Card, and your Lasell "Torch Card." We are located in the Arnow Campus Center. If you have any questions, feel free to contact us at (617) 243-2182 or via email to lasellbookstore@lasell.edu. Please visit our website for more details and current store hours: lasell.bncollege.com
**Support & Disability Services**

Lasell College is committed to providing a supportive environment for all students, including individuals with a documented need requiring accommodation inside the classroom and/or in the residential community. Additionally, continuity of care for students with counseling and health needs is important for success. The areas below represent the typical areas of support students may require. If you have questions about services at Lasell College please contact Scott Lamphere, Director of Disability Services (617) 243-2124 or slamphere@lasell.edu.

**Note**: Any required documentation related to the areas below must be received by July 10, 2015.

**Academic Supports & Accommodations**

The Academic Achievement Center (AAC) is dedicated to helping all Lasell College students achieve their academic goals by providing them with the academic supports crucial to building and strengthening their skills. Professional and Peer Tutors are available for scheduled tutoring appointments and walk-in sessions for specific content areas as well as study groups, writing assistance and organization, study skills and time management. Students can sign up online for appointments, or email aac@lasell.edu for more information.

**Students with disabilities**: Lasell College is an institution committed to fostering a learning environment where students strive for excellence. If you are a student with a documented disability as determined under the ADA and as defined in Chapter 504 of the Rehabilitation Act of 1973, you may benefit from certain supports. Academic accommodations are determined on an individual basis, facilitated by the AAC Director, making use of submitted documentation as well as a confidential consultation with the student. Appointments and disability documentation must be completed and submitted at the beginning of the semester. Upon review and determination of appropriate accommodations, the student is responsible for follow up with his/her individual faculty member(s). All personal information will remain confidential; discussions with parents or legal guardians are encouraged when supported by FERPA documentation. If you believe you qualify and would benefit from appropriate and reasonable accommodations, the AAC Director is available to discuss those options with you. Please contact Dolores Radio via e-mail: dradio@lasell.edu, call: (617) 243-2474 fax: (617) 243-2309, visit: Brennan Library, Main Level, Rm. 207.

The Counseling Center provides confidential short term counseling and mental health services to students. For students needing care beyond the scope of our clinical services, for example weekly psychotherapy, psychiatric evaluation, or specialized substance abuse or intensive mental health treatment, we can assist the student in referrals to services in the community using your health insurance. It is best to find off-campus professionals in the Boston area before coming to Lasell. For students with ongoing medication needs, it is best to plan for continuity of care with your current health care professional. Regarding health insurance coverage for ongoing mental health care; please consider your specific needs and consult with your health insurance plan to review policy coverage for providers out of state or out of network. If you have questions about appropriate support in transitioning to Lasell as a new student please contact the Counseling Center Director at (617) 243-2145 or jfletcher@lasell.edu.

Health Services provides high quality healthcare and health promotion to improve students’ overall health, to support their educational goals, and to develop skills for long-term healthy lifestyles. Our physician and team of nurse practitioners believe in a holistic approach to health which includes optimal physical, emotional and social well-being. We provide comprehensive primary care for routine health care issues, illness and injury and believe that health care is a partnership between the student and the health care provider.

Students taking medication for ADD/ADHD or other psychiatric medications will not be able to obtain refills from the Lasell College Health Services so please make arrangements for refills to be provided by the prescribing medical provider. For further information, please contact the Director of Health Services at (617) 243-2451 or lpearlman@lasell.edu.

The Office of Residential Life works to provide students a living arrangement that meets any special physical or medical needs they may have. Reasonable accommodations can be made for students with a documented need (housing accommodation requests to support a learning-based disability requires relevant documentation to also be submitted to the AAC Director for consideration of appropriate academic accommodations). Documentation must be provided by a medical provider and submitted in writing to the Office of Residential Life, Lasell College, 184 Commonwealth Avenue, Newton, MA 02466, or fax to (617) 243-2374. Please contact the Residential Life Office at (617)-243-2124 or by email at residentiallife@lasell.edu with any questions regarding housing needs.
Lasell College Dining Services offers the quality, variety, convenience and flexibility that will make your college dining experience dynamic and memorable. We strive to keep up with the ever-changing trends in dining by offering all of your classic favorites, along with ethnic dishes, vegetarian selections and low-fat options in convenient dining locations across campus. All of this is available to you by choosing one of the Meal Plans listed below. You’ll find options that will satisfy the most finicky diners and those who eat throughout the day.

Choices, Choices, Choices!
To help you select the ‘right’ meal plan, first consider your daily routine—will your class schedule, studying, extracurricular activities and social event commitments interfere with dining? Secondly, consider your own eating habits—are you an all-day snacker, or do you prefer three meals a day? Finally, might you miss dinner due to employment obligations or evening classes? Anticipating the answers to these and similar questions will help you to select a meal plan that best fits your lifestyle.

Residents:
- **Gold Plan:** 19 meals per week with $50.00 in Dining Dollars per semester
- **Silver Plan:** 14 meals per week with $100.00 in Dining Dollars per semester
- **Bronze Plan:** 10 meals per week with $150.00 in Dining Dollars per semester (Please note that the Bronze Plan is only available to second year students and above)

Dining Dollars
They can be used in the Campus Center, Boomer’s Grille, Wolfe Café, or Glow Café. These dollars do not carry from semester to semester. The dollars are value on the Torch Card.

Commuter Block Plans:
In order to best meet the needs of our customers, we are introducing what are known as “Block Meal Plans.” These are meal plans sold in increments or “Blocks” of 25, 50, or 75 meals and may be used at any time during the course of the semester. We have come to recognize that nonresident students enjoy eating in Valentine Dining Hall, although the traditional meal plan is not as economically advantageous to these customer segments which do not spend the majority of their time on campus. Hence, we have developed options, which are more suitable to
these constituents.

- Block 75: $300.00 for 75 all-you-care-to-eat meals
- Block 50: $200.00 for 50 all-you-care-to-eat meals
- Block 25: $100.00 for 25 all-you-care-to-eat meals

Laser Loot
Laser Loot can be purchased by anyone who wishes to add value to their Torch Card and to enjoy delicious meals while dining with their peers. These funds offer the most flexibility and a great value, as they can be used in the Valentine Dining Hall or in the Campus Center, Wolfe Café, or Glow Café. You can also now use your Laser Loot at select off campus locations!

How does Laser Loot work?
Your Laser Loot account works like a debit card. The account allows you to draw upon pre-deposited funds to purchase food throughout campus. Having a Laser Loot account is a great way to have the money you’ll need without carrying cash. And as an additional value, these funds are tax exempt, so you’ll continue to save. Note: these funds carry over from year to year; any balances are refunded to the students when they leave.

Where and When to Dine
Our dining program has been designed with you in mind. Flexibility, varied hours and a choice of locations will enable you to find the perfect place to dine. Please refer to our dining schedule when planning your meals.

- Valentine Dining Hall:
  - Monday - Friday: 7:30 a.m. – 3:30 p.m. and 4:30 p.m. – 7:30 p.m.
  - Saturday & Sunday: 9:30 a.m. – 1:30 p.m. and 4:30 p.m. – 7:00 p.m.
- Einstein’s Bagel Company at the Campus Center:
  - Monday – Friday: 7:30 a.m. – 7:30 p.m.
  - Saturday – Sunday: 9:30 a.m. – 4:30 p.m.
- Wolfe Café: Monday – Friday: 7:30 a.m. – 3:00 p.m.
- Glow Café: Monday – Friday: 10:00 a.m. – 5:00 p.m.
- Boomer’s Sports Grille: Monday – Friday: 7:30 p.m. – midnight
  - Saturday – Sunday: 7:00 p.m. – midnight
STUDENT ACCOUNTS/BILLING POLICIES/ FEE SCHEDULE

The Lasell College Office of Student Accounts is here to serve your needs as they relate to your tuition account. When you register at Lasell College, you are thereby agreeing to pay all charges when the account is due, on a semester-by-semester basis. Payment for the Fall 2015 semester is due August 3, 2015. Below is the 2015-2016 Undergraduate Billing Policies and Fee Schedule. Please be sure to read the Undergraduate Billing Policies and Fee Schedule thoroughly, as it contains important and helpful information regarding your financial responsibilities and options while attending Lasell College. Feel free to contact the Office of Student Accounts at studentaccounts@lasell.edu, or (617) 243-2103, with any questions.

UNDERGRADUATE BILLING POLICIES & FEE SCHEDULE
ACADEMIC YEAR 2015 – 2016

ENROLLMENT POLICY
In registering as a student at Lasell College, you agree to pay all charges on your account when due, and you agree to abide by the Billing Policies and Fees stated here, in the Course Catalog and Student Handbook.

Your financial responsibilities to Lasell College include meeting payment deadlines, fulfilling loan or grant requirements, and addressing outstanding balances. The Office of Student Accounts’ official means of communication are via the student’s Lasell email account and/or the student’s home address on file. It is important to understand that communications will be directed toward the student, rather than a parent or guardian. If a parent or other individual is assisting with educational finances, please discuss all billing information with that person.

ACCOUNT PRIVACY POLICY
Per federal regulations on the right to privacy, bills are in the student’s name and therefore, the student bears the responsibility for payment. All statements are mailed in the students’ names to the billing address on record. Parents/guardians (or anyone else) may not receive specific information about a student’s bill. If a parent or another third party is accepting responsibility for making payments on the student’s behalf, it is the responsibility of the student to share all correspondence, including billing statements, with those individuals. A Billing PIN is issued to all students to assist in providing information while complying with privacy policies. The PIN number is sent to each student’s Lasell email account upon enrollment. It can also be found on each student’s Self Service page on the Account link of the myProfile tab. Anyone contacting the Office of Student Accounts for specific account information on an will be asked for the PIN.

PAYMENT SCHEDULE
Payment for Summer 1/Online 2015 courses are due May 12, 2015.
Payment for Summer 2/Online 2015 courses are due June 30, 2015.
Payment for the Fall 2015 semester is due by August 3, 2015.

Payment for the Spring 2016 semester is due by January 4, 2016

Please contact the Office of Student Accounts with any questions regarding your statement well in advance of the payment due date.

LATE PAYMENT AND RETURNED CHECK POLICY
A late charge of 18% per annum (1.5% per month) will be assessed to accounts not paid by the due date. Any check returned unpaid will result in a $25 fine. The College reserves the right to suspend or terminate services and/or enrollment due to delinquency in payment. In the case of delinquent accounts, if an outside collection agency is utilized, the student’s account may be assessed collection fees.

ALTERNATIVE PAYMENT POLICY
If you choose a payment plan or loan to pay your bill, applications must be approved and completed prior to the payment due dates listed under the ‘Payment Schedule’ section. When determining the amount to borrow, any fee charged by the lender must be added to the balance due to Lasell College to ensure your College account is paid in full.
Parent and Alternative Student Loans
Student loan programs may allow students and/or parents to borrow up to the entire yearly cost of college, less any awarded financial aid. For information on applying for a Parent PLUS Loan or Alternative Student Loan, please visit: http://www.lasell.edu/Tuition-and-Aid/Types-of-Financial-Aid/Loan-and-Financing-Options.html

Monthly Payment Plan
Lasell College has contracted with Tuition Management Services (TMS) to offer a monthly payment option. Semester plans are available to budget the cost over five months with payments beginning in June. Comprehensive information will be mailed directly to all current and prospective students. For more information about the TMS payment plan, or to enroll, visit www.afford.com/lasell or call (888) 216-4258.

FEE DESCRIPTIONS
Full Time Tuition: Covers the instructional costs for a minimum of 12 and a maximum of 18 credit hours per semester. Students exceeding 18 credit hours per semester will be charged per additional credit.

Comprehensive Fee: Pays for services available to all students, such as: transfer credit evaluation, student activities, technology services, athletic facilities, original identification cards, graduation, and use of the College Health Center.

Room and Board: Includes the cost of room and a meal plan. All students residing on campus must be enrolled in the meal plan. Meal plan selection does not alter the cost of Room and Board. For further information about your obligations regarding Room and Board, see the ‘Housing Changes’ portion of this document. If you have questions about housing, please contact Student Affairs at (617) 243-2124.

Housing Damage Deposit: Charged the first semester and credited back to the account at the end of each academic year; applied toward any individual and/or communal damage costs above normal wear and tear, as assessed by the Residence Life staff. The cost of unreturned keys will also be deducted from this deposit.

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**FULL TIME FEES**

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<tr>
<th>FEE DESCRIPTION</th>
<th>ANNUAL COST</th>
<th>COST PER SEMESTER</th>
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<td>Comprehensive Fee</td>
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<td>Room and Board Standard Double/Triple</td>
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<td>Suite Rooms</td>
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<td>Single Room Supplement</td>
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<td>Dorm Damage Deposit</td>
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<td>*Accident &amp; Sickness Insurance</td>
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<td>*Optional charge if enrolled in comparable coverage, billed first semester</td>
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**PART TIME FEES**

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<th>COST PER ENROLLMENT</th>
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</tr>
<tr>
<td>Tuition – Summer 2015 Online Courses</td>
<td>$400/credit hour</td>
</tr>
<tr>
<td>*Accident and Sickness Insurance</td>
<td>$1,700/year</td>
</tr>
<tr>
<td>*Optional charge if enrolled in comparable coverage, billed first semester</td>
<td></td>
</tr>
</tbody>
</table>

**MISCELLANEOUS FEES**

<table>
<thead>
<tr>
<th>FEE DESCRIPTION</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enrollment Deposit</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$400</td>
</tr>
<tr>
<td>Commuter</td>
<td>$200</td>
</tr>
<tr>
<td>Dorm Damage Deposit</td>
<td>$450</td>
</tr>
<tr>
<td>Allied Health Major Fee</td>
<td>$180/semester</td>
</tr>
<tr>
<td>Break Housing (with approved on campus employment)</td>
<td>$225/week ($100/week)</td>
</tr>
<tr>
<td>Excess Credit Hours</td>
<td>$1,015/credit hour</td>
</tr>
<tr>
<td>Fashion Design/Production Major Fee</td>
<td>$180/semester</td>
</tr>
<tr>
<td>Graphic Design Major Fee</td>
<td>$180/semester</td>
</tr>
<tr>
<td>Lab Fees</td>
<td>$20 - $100/course</td>
</tr>
<tr>
<td>Late Payment Fee</td>
<td>1.5% of balance due/month</td>
</tr>
<tr>
<td>Late Registration Fee</td>
<td>$50</td>
</tr>
<tr>
<td>Parking Permit</td>
<td></td>
</tr>
<tr>
<td>Resident</td>
<td>$540/year</td>
</tr>
<tr>
<td>Commuter*</td>
<td>$100/year</td>
</tr>
<tr>
<td>Replacement Identification Card*</td>
<td>$50</td>
</tr>
<tr>
<td>Replacement Keys*</td>
<td>$50/key</td>
</tr>
<tr>
<td>*must be paid to appropriate department at time of purchase</td>
<td></td>
</tr>
</tbody>
</table>
Merchandising, Fashion Promotion and
extraordinary costs for courses such as charged for materials, services and other
Lab Fees: made after the add/drop period.

The Fashion Design and Production Fee is not reduced or refunded for changes of major
also apply to courses within this department.

Costs of clothing construction. This fee does not cover the cost of the clothing construction.
Design and Production major to cover the basic
Development/Production Fee: Charged to all students enrolled in the Fashion Design major to cover the basic
costs of clothing construction. This fee does not cover the cost of the clothing construction
kit to be purchased separately. Lab fees may also apply to courses within this department.
The Fashion Design and Production Fee is not reduced or refunded for changes of major
made after the add/drop period.

Lab Fees: Fees ranging from $20-$100 are charged for materials, services and other
extraordinary costs for courses such as Fashion Illustration, Pattern Generation, Visual
Merchandising, Fashion Promotion and
Photography. Lab fees are not reduced or refunded for schedule changes made after the
add/drop period.

Parking Permit: The College requires all vehicles parked on campus be registered with Public Safety. Parking is permitted in assigned
lots only. Unauthorized vehicles may be ticketed or towed. Please direct questions regarding campus parking to parking@lasell.edu.

ACCOUNT ADJUSTMENT & REFUND POLICIES
Student Account with a Credit Balance
Credit balances occurring as a result of excess loans or financial aid will not be issued until the entire loan and/or aid funds have been
received by Lasell College. Credit balances for enrolled students will remain on the account unless requested by the student, or Federal
funds exceed the cost of attendance. Excess Federal funds will be issued to the student in accordance with Federal regulation. Refunds
will be issued within three weeks of the request and will be made payable to the student. Students who request a refund prior to the end of the academic year understand that, if additional charges are assessed and/or financial aid is adjusted following receipt of a refund, a balance may be due to the College.

Enrollment Changes
Students who change their status from full time to part time, OR part time students who reduce their number of credits, after the
Add/Drop period will be responsible for 100% of tuition and associated fees for the semester.
No adjustments are made to the following fees after the published Add/Drop Period:
Accident and Health Insurance, Allied Health Fee, Fashion Design/Production Fee, Graphic
Design Fee, Excess Credit Fee, and Lab Fees.

Housing Changes
Students wishing to change their status from resident to commuter during the academic
year must petition the Director of Residence Life in writing for release from the Housing Agreement, and may be assessed penalty
charges as outlined in the Housing Agreement.

Students who change their status from resident to commuter after the Add/Drop period will be responsible for 100% of Room and
Board charges for the semester.

Withdrawal from the College
The following Withdrawal Adjustment Schedule applies to a student who has completed the appropriate steps to cancel his/her enrollment at Lasell College. Non-attendance does not relieve the student of his/her enrollment at Lasell College. Non-completion of the appropriate steps to cancel enrollment at Lasell College may result in the student being assessed a withdrawal fee. Non-completion of the appropriate steps to cancel enrollment at Lasell College may also result in the student's financial obligations and/or refund being reversed in accordance with Federal regulations set forth by the Federal Department of Education. Please contact our Office of Student Financial Planning at (617) 243-2227.

Unpaid charges may remain after adjustments are made and are the student's responsibility.

Office of Student Accounts
1844 Commonwealth Avenue
Newton, MA 02466
phone: (617) 243-2103, fax: (617) 243-2326
Email: studentaccounts@lasell.edu

ACCIDENT AND SICKNESS INSURANCE POLICY
The Commonwealth of Massachusetts mandates accident and sickness insurance coverage for all students enrolled in at least 9
credits per semester. Lasell College will initially bill all students enrolled in 9 or more credits for the insurance plan. Students in an
existing plan with comparable coverage may waive the fee by completing the online waiver form at: www.gallagherstudent.com/students/. The health insurance fee will be credited to the student's account upon the College's receipt of the waiver information, provided the information is submitted by published deadlines. Students who do not submit valid waiver information will be enrolled in the plan and are responsible for the associated fee. Health information sent to the Health Center,
Registrars Office or Athletic Office does not absolve the student of submitting proof of coverage via the online waiver process. Once purchased, the plan may only be cancelled if the student enrolls in the armed forces.

Students who wish to Waive the Plan
The Commonwealth of Massachusetts mandates accident and sickness insurance coverage for all students enrolled in at least 9 credits per semester. Lasell College will initially bill all students enrolled in 9 or more credits for the insurance plan. No action is required by students who plan to purchase the insurance. Students will be automatically enrolled after the start of the semester if no waiver is provided. Students who do not wish to purchase the plan and are enrolled in an existing plan with comparable coverage may waive the insurance/charge by completing the online waiver form prior to the payment due date and providing proof of enrollment at:

Undergraduate Students - https://www.gallagherstudent.com
Graduate Students - https://www.gallagherstudent.com

Please do not complete the online waiver if you have not been billed for the insurance. Doing so could result in errors on your account. The health insurance charge will be credited to the student’s account upon the College’s receipt of the waiver information, provided the information is submitted by published deadlines. Students who do not submit valid waiver information will be enrolled in the plan and are responsible for the associated charge. Health information sent to the Health Center, Registrar’s Office or Athletic Office does not absolve the student of submitting proof of coverage via the online waiver process.

Please consider your specific needs, and consult with your health insurance provider before deciding to waive the health insurance policy offered through the College. Many full-time students are covered by their parents’ or guardians’ insurance plans; however, some plans only cover urgent or emergency care outside the home area. Additionally, some out-of-state plans may have networks that do not include care providers in Massachusetts for ongoing medical, physical therapy or mental health care.

Students who wish to Enroll in the Plan
Once you are billed for the plan, if you wish to remain enrolled in the plan, no further action is required on your part. You will receive your card from Gallagher within 6 weeks of the start of the term. In the meantime, the online brochure detailing benefits of the plan can be found at:

Undergraduate Students: https://www.gallagherstudent.com/lasell
Graduate Students: https://www.gallagherstudent.com/lasell

For more information, call Gallagher directly at (800) 457-5599.

STUDENT ACCOUNTS/BILLING POLICIES/FEES SCHEDULE (CONT’D) • INSURANCE • STUDENT FINANCIAL PLANNING

STUDENT FINANCIAL PLANNING
The Office of Student Financial Planning is located in Potter House on the 2nd floor and has 3 professional staff members: Michele Kosboth, Director; Thomas Hunt, Associate Director; and Brittany Baker, Counselor. The Office is open Monday – Friday 8:30 a.m. to 4:30 p.m. (except holidays).

They are here to assist students and parents with questions related to how to apply for financial aid; where a student is in the process of applying; questions regarding any Lasell College grant or scholarship, Federal or State grants, Federal or private student and parent loans, student employment, college savings plans, outside scholarships, etc. You can contact the office by phone: (617) 243-2227, fax: (617) 243-2326, email: finaid@lasell.edu, or Web: http://www.lasell.edu/Tuition-and-Aid.html.

Financial Planning Important links:
• Free Application for Federal Student Aid: www.fafsa.ed.gov (Lasell College FAFSA code 002158)
• Federal Direct Student/Parent loans: www.studentloans.gov
• IRS for tax transcripts: www.irs.gov

Withdrawal Adjustment Schedule for Tuition, Room and Board, and Comprehensive Fee

<table>
<thead>
<tr>
<th>Prior to the Academic Calendar’s ‘First Day of Classes’</th>
<th>100% refund, less enrollment deposit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Through first week* of classes</td>
<td>90%</td>
</tr>
<tr>
<td>Through second week* of classes</td>
<td>80%</td>
</tr>
<tr>
<td>Through third week* of classes</td>
<td>70%</td>
</tr>
<tr>
<td>Through fourth week* of classes</td>
<td>60%</td>
</tr>
<tr>
<td>Through fifth week* of classes</td>
<td>50%</td>
</tr>
<tr>
<td>Through sixth week* of classes</td>
<td>40%</td>
</tr>
<tr>
<td>Through seventh week* of classes</td>
<td>30%</td>
</tr>
<tr>
<td>Through eighth week* of classes</td>
<td>20%</td>
</tr>
<tr>
<td>Through ninth week* of classes</td>
<td>10%</td>
</tr>
<tr>
<td>After ninth week* of classes</td>
<td>No credit of charges</td>
</tr>
</tbody>
</table>

* For purposes of determining account adjustments due to withdrawal, a week of enrollment ends on a Friday, regardless of the number of courses scheduled or attended during that period.
DIRECTIONS

Campus is easily accessible via car or mass transportation. Directions are below.

From the West: Take the Massachusetts Turnpike (Route 90) to exit 14. Take Route 128 North to exit 24 east (Route 30 Commonwealth Ave.). Travel east on Route 30 1.4 miles to the Lasell College sign on your right.

From the South: Take I-95/ Route 128 to exit 24. Follow sign to Route 30. Turn right on Route 30/ Commonwealth Ave. East (toward Boston). Travel 1.4 miles to the Lasell College sign.

From the East: Take the Massachusetts Turnpike (Route 90) to the Route 16 Newton/ Wellesley exit. Bear right off the ramp onto Washington Street (Route 16 West). At third traffic light, turn right onto Commonwealth Ave. / Route 30. Travel until you see the Lasell College sign on your left.

From the North: Take I-95/ Route 128 to exit 24. At the exit ramp take Route 30 east (Commonwealth Ave.). Travel 1.4 miles to the Lasell College sign.

The Massachusetts Bay Transit Authority (MBTA) provides train service via the Green Line “D” Train to Riverside Station, which is within one mile of campus. Walking directions from Riverside Station: Walk up to Grove Street, and walk to the left. Take a right down Woodland Road.

In addition, there is a commuter Purple Line service to Auburndale Station (be sure to use the Framingham / Worcester Line) which is very close to Lasell’s campus.

For more information please go to http://www.mbta.com.

HOTELS

<table>
<thead>
<tr>
<th>Hotel Name</th>
<th>Location</th>
<th>Phone Number</th>
<th>Website</th>
</tr>
</thead>
<tbody>
<tr>
<td>Marriott Hotel - Newton</td>
<td>2345 Commonwealth Ave</td>
<td>(617) 969-1000</td>
<td><a href="http://www.marriott.com/newton">www.marriott.com/newton</a></td>
</tr>
<tr>
<td>Hotel Indigo - Newton</td>
<td>399 Grove Street</td>
<td>(617) 969-5300</td>
<td><a href="http://www.hotelindigo.com/newton">www.hotelindigo.com/newton</a></td>
</tr>
<tr>
<td>Crowne Plaza Boston - Newton</td>
<td>320 Washington Street</td>
<td>(617) 969-3010</td>
<td><a href="http://www.crowneplaza.com/bostonnewton">www.crowneplaza.com/bostonnewton</a></td>
</tr>
<tr>
<td>Sheraton Hotel - Needham</td>
<td>100 Cabot Street</td>
<td>(781) 444-1110</td>
<td><a href="http://www.sheraton.com/needham">www.sheraton.com/needham</a></td>
</tr>
<tr>
<td>Westin – Waltham</td>
<td>70 Third Avenue</td>
<td>(781) 290-5600</td>
<td><a href="http://www.westin.com/waltham">www.westin.com/waltham</a></td>
</tr>
<tr>
<td>Holiday Inn Express - Waltham</td>
<td>385 Winter Street</td>
<td>(781) 890-2800</td>
<td><a href="http://www.holidayinnexpress.com/waltham">www.holidayinnexpress.com/waltham</a></td>
</tr>
<tr>
<td>Courtyard by Marriott – Waltham</td>
<td>387 Winter Street</td>
<td>(781) 419-0900</td>
<td><a href="http://www.marriott.com/waltham">www.marriott.com/waltham</a></td>
</tr>
<tr>
<td>Hilton Garden Inn - Waltham</td>
<td>420 Totten Pond Road</td>
<td>(781) 890-0100</td>
<td><a href="http://www.hiltongardeninn.com/waltham">www.hiltongardeninn.com/waltham</a></td>
</tr>
<tr>
<td>Embassy Suites – Waltham</td>
<td>550 Winter Street</td>
<td>(781) 890-6767</td>
<td><a href="http://www.embassysuites.com/waltham">www.embassysuites.com/waltham</a></td>
</tr>
<tr>
<td>Hilton Hotel - Dedham</td>
<td>25 Allied Drive</td>
<td>(781) 329-7900</td>
<td><a href="http://www.hilton.com/dedham">www.hilton.com/dedham</a></td>
</tr>
</tbody>
</table>

Driving distance to campus:
- Marriott Hotel - Newton: 1.1 miles
- Hotel Indigo - Newton: 1.2 miles
- Crowne Plaza Boston - Newton: 3.8 miles
- Sheraton Hotel - Needham: 4.9 miles
- Westin – Waltham: 5.6 miles
- Holiday Inn Express - Waltham: 5.8 miles
- Courtyard by Marriott – Waltham: 5.8 miles
- Hilton Garden Inn - Waltham: 5.9 miles
- Embassy Suites – Waltham: 6.1 miles
- Hilton Hotel - Dedham: 11.6 miles
Boston

Boston is one of the best college towns in the nation. You’ll join over 200,000 students from the area’s many colleges and universities in taking advantage of all this world-class city has to offer.

Lasell College, just 8 miles west of Boston, puts you within a short train/bus or car ride of many famous attractions. You can walk the Freedom Trail, visit the Museum of Fine Arts and the Museum of Science, experience Symphony Hall, enjoy Faneuil Hall and Quincy Market, or catch Red Sox, Bruins, or Celtics games.

During Lasell Laser Welcome Weekend fall orientation program you’ll have an opportunity to see the sights of Boston while getting to know our faculty and staff members. The Office of Student Activities also offers discounted tickets throughout the academic year for Boston professional sporting events, Broadway Across America shows, and other Boston attractions. Many clubs and organizations go into Boston for events, trips, and for community service.

Newton

Lasell College is located in the city of Newton which is comprised of thirteen villages. Lasell College is in the historic village of Auburndale and has been a long-time partner with the City of Newton. Over the years, the College has contributed to the social, educational, and economic well-being of the greater community. Lasell College students have access to many of the things Newton has to offer using our campus shuttle system which operates during the academic year.

In 2010 Money Magazine ranked Newton, MA as number three on its “Top Ten Places to Live” list for reasons including the close proximity to Boston and strong schools. The College, its students, faculty, and staff have positively affected the area’s residents, businesses, and organizations in many ways.
<table>
<thead>
<tr>
<th>DEPARTMENT</th>
<th>PHONE NUMBER</th>
<th>EMAIL ADDRESS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Achievement Center</td>
<td>617-243-2306</td>
<td><a href="mailto:dradlo@lasell.edu">dradlo@lasell.edu</a></td>
</tr>
<tr>
<td>Academic Advising/First Year Programs</td>
<td>617-243-2127</td>
<td><a href="mailto:academicadvising@lasell.edu">academicadvising@lasell.edu</a></td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>617-243-2111</td>
<td><a href="mailto:jostrov@lasell.edu">jostrov@lasell.edu</a></td>
</tr>
<tr>
<td>Athletics</td>
<td>617-243-2147</td>
<td><a href="mailto:kwalter@lasell.edu">kwalter@lasell.edu</a></td>
</tr>
<tr>
<td>Campus Police/Parking</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Non-emergency</td>
<td>617-243-2276</td>
<td><a href="mailto:mnunes@lasell.edu">mnunes@lasell.edu</a></td>
</tr>
<tr>
<td>Emergency</td>
<td>617-243-2279</td>
<td><a href="mailto:mnunes@lasell.edu">mnunes@lasell.edu</a></td>
</tr>
<tr>
<td>Parking</td>
<td>617-243-2202</td>
<td><a href="mailto:parking@lasell.edu">parking@lasell.edu</a></td>
</tr>
<tr>
<td>Career Services</td>
<td>617-243-2125</td>
<td><a href="mailto:careerservices@lasell.edu">careerservices@lasell.edu</a></td>
</tr>
<tr>
<td>Center for Community Based Learning</td>
<td>617-243-2156</td>
<td><a href="mailto:slowenstein@lasell.edu">slowenstein@lasell.edu</a></td>
</tr>
<tr>
<td>Center for Spiritual Life</td>
<td>617-243-2451</td>
<td><a href="mailto:kmalezie@lasell.edu">kmalezie@lasell.edu</a></td>
</tr>
<tr>
<td>Counseling Center</td>
<td>617-243-2451</td>
<td><a href="mailto:kmalezie@lasell.edu">kmalezie@lasell.edu</a></td>
</tr>
<tr>
<td>Donahue’s Bookstore</td>
<td>617-243-2182</td>
<td><a href="mailto:lasellbookstore@lasell.edu">lasellbookstore@lasell.edu</a></td>
</tr>
<tr>
<td>Financial Planning</td>
<td>617-243-2227</td>
<td><a href="mailto:finaid@lasell.edu">finaid@lasell.edu</a></td>
</tr>
<tr>
<td>Graduate Admission</td>
<td>617-243-2400</td>
<td><a href="mailto:gradinfo@lasell.edu">gradinfo@lasell.edu</a></td>
</tr>
<tr>
<td>Health Services</td>
<td>617-243-2451</td>
<td><a href="mailto:healthservices@lasell.edu">healthservices@lasell.edu</a></td>
</tr>
<tr>
<td>International Student Services</td>
<td>617-243-2094</td>
<td><a href="mailto:clookner@lasell.edu">clookner@lasell.edu</a></td>
</tr>
<tr>
<td>Placement Exams - English</td>
<td>617-243-2224</td>
<td><a href="mailto:mnietepski@lasell.edu">mnietepski@lasell.edu</a></td>
</tr>
<tr>
<td>Placement Exams - Spanish &amp; French</td>
<td>617-243-2224</td>
<td><a href="mailto:bkennedy@lasell.edu">bkennedy@lasell.edu</a></td>
</tr>
<tr>
<td>Post Office (Mailroom)</td>
<td>617-243-2219</td>
<td><a href="mailto:mailroom@lasell.edu">mailroom@lasell.edu</a></td>
</tr>
<tr>
<td>President’s Office</td>
<td>617-243-2221</td>
<td><a href="mailto:president@lasell.edu">president@lasell.edu</a></td>
</tr>
<tr>
<td>Registrar</td>
<td>617-243-2133</td>
<td><a href="mailto:registrar@lasell.edu">registrar@lasell.edu</a></td>
</tr>
<tr>
<td>Residential Life</td>
<td>617-243-2124</td>
<td><a href="mailto:residentiallife@lasell.edu">residentiallife@lasell.edu</a></td>
</tr>
<tr>
<td>Sodexo Dining Services</td>
<td>617-243-2163</td>
<td><a href="mailto:mvanheest@lasell.edu">mvanheest@lasell.edu</a></td>
</tr>
<tr>
<td>Student Accounts</td>
<td>617-243-2103</td>
<td><a href="mailto:studentaccounts@lasell.edu">studentaccounts@lasell.edu</a></td>
</tr>
<tr>
<td>Student Activities &amp; Orientation</td>
<td>617-243-2475</td>
<td><a href="mailto:studentactivities@lasell.edu">studentactivities@lasell.edu</a></td>
</tr>
<tr>
<td>Student Affairs</td>
<td>617-243-2124</td>
<td><a href="mailto:studentaffairs@lasell.edu">studentaffairs@lasell.edu</a></td>
</tr>
<tr>
<td>Technology Help Desk</td>
<td>617-243-2200</td>
<td><a href="mailto:helpdesk@lasell.edu">helpdesk@lasell.edu</a></td>
</tr>
<tr>
<td>Undergraduate Admission</td>
<td>617-243-2225</td>
<td><a href="mailto:info@lasell.edu">info@lasell.edu</a></td>
</tr>
</tbody>
</table>