Welcome to Rivier University!

We are excited and pleased that you have chosen Rivier as the stepping stone to future academic and career goals! Rivier takes pride in our rich tradition of preparing young men and women for leadership roles in their workplaces, homes, and communities. We are confident that your experience with us will continue that tradition.

This packet of information is intended to provide you with a pathway to all of the resources we have in place to ensure academic, social, and spiritual success. Each of the support services offered is a proven instrument of success. We encourage you to carefully read through these materials so that you are aware of the resources available and how to access them. Many of these services will become your lifeline for achievement and support, so please take advantage of every opportunity to ask questions about what you have read.

We hope you will enjoy and benefit from your experience with us. Our contact information is included in this packet and we look forward to being of service to you.

Sincerely,
Regina Shearer
Associate Vice President for Student Success

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## Academic Advising

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<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| **Day** | - Transfer credit evaluations  
- Planning educational course of study  
- Determining and selecting core requirements and electives  
- Selecting courses based on program requirements and prerequisites  
- Assistance with any scheduling or coursework issues  
- Advising related to course, instructor, or personal concerns  
- [http://www.rivier.edu/academics/advising](http://www.rivier.edu/academics/advising) | **Non-Nursing majors Main Office**:  
Adrienne Hall 2<sup>nd</sup> floor, Room 204  
**Nursing Majors**: STH Room 311  
Schedule an Advising appointment through AdvisorTrac- [https://ttrac.rivier.edu/TracWeb40/](https://ttrac.rivier.edu/TracWeb40/)  
**Contact your advisor**:  
Phone: (603) 897-8227  
Email: asktheadvisor@rivier.edu |
| **Professional Studies** | - Transfer credit evaluations  
- Planning educational course of study  
- Determining and selecting core requirements and electives  
- Selecting courses based on program requirements and prerequisites  
- Assistance with any scheduling or coursework issues  
- Advising related to course, instructor, or personal concerns  
- [http://www.rivier.edu/academics/advising](http://www.rivier.edu/academics/advising) | **Non-Nursing majors Main Office**:  
Adrienne Hall 2<sup>nd</sup> floor, Room 204  
**Nursing & Undeclared Advising**: STH Room 310  
Schedule an Advising appointment through AdvisorTrac- [https://ttrac.rivier.edu/TracWeb40/](https://ttrac.rivier.edu/TracWeb40/)  
**Contact your advisor**  
Phone: (603) 897-8227  
Email: asktheadvisor@rivier.edu |
| **Online** | - Transfer credit evaluations  
- Planning educational course of study  
- Determining and selecting core requirements and electives  
- Selecting courses based on program requirements and prerequisites  
- Assistance with any scheduling or coursework issues  
- Advising related to course, instructor, or personal concerns  
- [http://www.rivier.edu/academics/advising](http://www.rivier.edu/academics/advising) | Mari Thompson | Success Coach  
1-800-993-5761 ext 7442  
mthompson@rivier.edu  
Jonathan Long | Success Coach  
1-800-993-5761 ext 7529  
jlong@rivier.edu |

## Business Office

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| **Day, Professional Studies, & Online** | Students’ accounts should be paid in full, or an acceptable payment plan in place, by the semester due date. Payment Due Date, Payment Options and Refund & Withdrawal Policy can be found on the Business Office webpages at [http://www.rivier.edu/bo](http://www.rivier.edu/bo)  
**Payment Options**:  
- Pay online through MYRIV (echeck and credit/debit card)  
- Pay in person (cash, check, credit/debit card)  
- Pay by check payable to Rivier and mail to Attn: Business Office, Rivier University, 420 S. Main Street, Nashua, NH 03060  
- Pay by phone 603-897-8488 (credit/debit card) | Adrienne Hall, 1st Floor  
Room 111  
(603) 897-8220  
busoffice@rivier.edu  
**Last name begins with A-G**:  
(603) 897-8214 or  
sathompson@rivier.edu  
**Last name begins with H-R**:  
(603) 897-8675 or  
aarnold@rivier.edu  
**Last name begins with S-Z**:  
(603) 897-8488 or  
bgualco@rivier.edu |
### Campus Ministry

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day &amp; Professional Studies</td>
<td>• A variety of venues to address the spiritual, social and personal needs of the campus community &lt;br&gt; • Opportunities through worship, workshops, and experiences where values are challenged and faith is affirmed &lt;br&gt; • Multiple opportunities for service in the community, including an alternative spring break service trip &lt;br&gt; • Welcoming campus climate and community for people of all faith traditions &lt;br&gt; • <a href="http://www.rivier.edu/ministry">http://www.rivier.edu/ministry</a></td>
<td>Dion Center Room 202&lt;br&gt; Kristin Nelson (603) 897-8577 <a href="mailto:knelson2@rivier.edu">knelson2@rivier.edu</a></td>
</tr>
</tbody>
</table>

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### Career Development Center

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day, Professional Studies, &amp; Online</td>
<td>• Individual assistance with career or major planning &lt;br&gt; • Acquisition of lifelong career development skills through: ◊ Personal career advising ◊ 4-year professional development plan ◊ Job search assistance ◊ Major-specific career workshops ◊ Portfolio/resume development ◊ Graduate school preparation ◊ Internship options &lt;br&gt; • <a href="http://www.rivier.edu/cdc">http://www.rivier.edu/cdc</a></td>
<td>The Learning Commons 2 Robinson Road&lt;br&gt; Patricia Antonelli (603) 897-8345 <a href="mailto:cdc@rivier.edu">cdc@rivier.edu</a></td>
</tr>
</tbody>
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### Counseling & Wellness Center

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
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</thead>
<tbody>
<tr>
<td>Day, Professional Studies, &amp; Online</td>
<td>• Guidance, counseling, and referrals for maintaining healthy and balanced lifestyles &lt;br&gt; • Support to promote physical, emotional, spiritual, social, and intellectual health &lt;br&gt; • Counseling support and referrals to students facing a range of personal issues and challenges &lt;br&gt; • Individual and group counseling sessions &lt;br&gt; • Professional response and referrals to individuals or groups in emotional crisis &lt;br&gt; • <a href="http://www.rivier.edu/cc">http://www.rivier.edu/cc</a></td>
<td>The Learning Commons 2 Robinson Road&lt;br&gt; Call or Drop-in to schedule an appointment. &lt;br&gt; Tiffany Considine (603) 897-8251 <a href="mailto:tconsidine@rivier.edu">tconsidine@rivier.edu</a></td>
</tr>
</tbody>
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### Disability Services

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
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</thead>
<tbody>
<tr>
<td>Day, Professional Studies, &amp; Online</td>
<td>• IEP documentation and testing referrals &lt;br&gt; • Support and training to help students improve study skills &lt;br&gt; • Assistance to students with documented disabilities in order to secure the accommodations they need to succeed academically &lt;br&gt; • Student advocacy for classroom accommodations &lt;br&gt; • <a href="http://www.rivier.edu/ds">http://www.rivier.edu/ds</a></td>
<td>The Learning Commons 2 Robinson Road&lt;br&gt; Darcy Murphy (603) 897-8650 <a href="mailto:damurphy@rivier.edu">damurphy@rivier.edu</a></td>
</tr>
</tbody>
</table>
### Financial Aid

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day, Professional Studies, & Online | - Guidance through the process of applying for and receiving financial aid  
- Assigned Financial Counselor for each student  
- Awarding of need-based funds utilizing a fair and equitable awarding policy for students entire degree program  
- Two interactive websites for students to access to learn about financing their education  
- Counselors willing to assist students, parents, and families in gaining access to financial aid funds and funding sources  
- [http://www.rivier.edu/finaid](http://www.rivier.edu/finaid) | Adrienne Hall, 1st Floor  
Room 108  
(603) 897-8510  
finaid@rivier.edu  
8:30 a.m. to 5 p.m. Monday – Friday |

### Health Services

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day | - Health education and referral  
- Diagnosis/treatment/referral for common acute health problems  
- Referral to Nashua area medical specialists  
- Assistance with management of chronic health issues  
- Immunizations (as available)  
- Basic lab services  
- Assistance with insurance referrals and claims applications process  
- [http://www.rivier.edu/life](http://www.rivier.edu/life) | Guild Hall, 1st Floor:  
(603) 897-8295  
HealthServices@rivier.edu  
Monday 10 a.m. – 5 p.m.  
Tuesday 10 a.m. – 9 p.m.  
Wednesday 10 a.m. – 5 p.m.  
Thursday 10 a.m. – 9 p.m.  
Friday 10 a.m. – 5 p.m. |

### Information Technology

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day & Professional Studies | - Campus wide technology solutions for faculty, staff, and students  
- Rivier e-mail accounts required-for all students  
- General Computing Labs  
- Personal drive space  
- Network Connections in for all campus buildings  
- Internal and Wi-Fi connections  
- Emergency Notification System  
- [http://www.rivier.edu/it](http://www.rivier.edu/it) for more information | Sylvia Trottier Hall, 2nd Floor  
IT Helpdesk - STH- Room 233  
Monday-Friday 8:30 a.m.-5 p.m.  
IT Helpdesk- 24 Hours  
Hotline (603) 897-8469  
itsupport@rivier.edu  
STH Computer Lab  
Mon - Thursday 9 a.m. – 10 p.m.  
Friday 9 a.m. – 5 p.m.  
Saturday CLOSED  
Sunday 6 p.m.– 10 p.m. |
| Online | - Rivier e-mail accounts required for all Rivier Online students  
- [http://www.rivier.edu/it](http://www.rivier.edu/it) for more information | IT Helpdesk- 24 Hours  
Hotline (603) 897-8469  
itsupport@rivier.edu |
# Multicultural Affairs Office

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day & Professional Studies | • Culturally and socially enriching programs and activities  
• Access and means for minority youth and adults in the southern New Hampshire communities to pursue educational opportunities at Rivier University  
• A supportive network for minority and international students on campus by partnering with citizens, agencies, and organizations in the southern New Hampshire area  
• Awareness of economic and political concerns as they relate to the diverse members of the University community  
• [http://www.rivier.edu/multicultural](http://www.rivier.edu/multicultural) for more information | Dion Center, 1st floor  
Sharron Rowlett-Moore Director  
srowlett@rivier.edu  
(603) 897-8676  
multiculturalaffairs@rivier.edu |

# Office of Global Engagement

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day & Professional Studies | • Assistance to students in finding study abroad opportunities  
• A variety of teaching trips during the academic year  
• Opportunities for cross-cultural experiences in the Nashua community, throughout New England, and the world  
• Advising support to international students (F-1) on matters such as immigration regulations/procedures, housing, social security numbers, personal issues, drivers’ licenses, cultural adjustment, employment, traveling outside the United States and re-entry, and successful transition to the Rivier community  
• Cultural immersion through cultural events offered every semester  
• [http://www.rivier.edu/global](http://www.rivier.edu/global) | Memorial Hall, Room 120  
(603) 897-8782  
globalengagement@rivier.edu  
Dey Barriga  
Director of International Student Services  
603-897-8781,  
dbarriga@rivier.edu |

# Office of Student Success

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day, Professional Studies, & Online | • Transfer Articulation Agreements with community colleges, 2-year colleges, and high schools for day and professional studies programs  
• Academic Success Agreements to assist undergraduate students in achieving minimum GPA standards ([Online agreements developed with Success Coach](https://successcoach.rivier.edu))  
• Advocacy for students to guarantee their connection and access to student support services, such as Academic Advising, Disability Services, Writing & Resource Center consultants and tutors, and Student Success Advising  
• Decisions for academic appeals, probations, and dismissals  
• Approvals for 6th course requests, Study Abroad programs, and New/Fresh Start programs  
• Decision, referrals and/or advocacy for grade and grievance appeals | Adrienne Hall, Room 101  
Regina Shearer  
Associate Vice President for Student Success  
(603) 897-8297  
rshearer@rivier.edu |
## Public Safety

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Parking Permits</td>
<td>Dion Center, 1&lt;sup&gt;st&lt;/sup&gt; floor</td>
</tr>
<tr>
<td>Day &amp; Professional</td>
<td>• University ID’s</td>
<td>(603) 897-8888– Main Office</td>
</tr>
<tr>
<td>Studies</td>
<td>• Room Lock-out assistance</td>
<td>Richard MacDonald</td>
</tr>
<tr>
<td></td>
<td>• Motor Vehicle Lockout access assistance</td>
<td>Director</td>
</tr>
<tr>
<td></td>
<td>• Motor Vehicle Jumpstart assistance</td>
<td>(603) 897-8477</td>
</tr>
<tr>
<td></td>
<td>• Missing Property repository and claims</td>
<td>Officer on duty:</td>
</tr>
<tr>
<td></td>
<td>• Emergency Medical Assistance</td>
<td>24 hours a day/7 days a week</td>
</tr>
<tr>
<td></td>
<td>• Safety Officer escort Service for campus safety concerns</td>
<td>24 hour monitored phone line</td>
</tr>
<tr>
<td></td>
<td>• Lost &amp; Found office</td>
<td>(603) 888-1666</td>
</tr>
<tr>
<td></td>
<td>• Assistance for those wishing to report a crime</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• <a href="http://www.rivier.edu/ps">http://www.rivier.edu/ps</a> for more information</td>
<td></td>
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</table>

## Regina Library

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day &amp; Professional Studies</td>
<td>• Circulation/Checkout Services</td>
<td>2 Clement Street</td>
</tr>
<tr>
<td></td>
<td>• Online Library Tutorials</td>
<td>Dan Speidel– Director</td>
</tr>
<tr>
<td></td>
<td>• Research Services</td>
<td>(603) 897-8576</td>
</tr>
<tr>
<td>Online</td>
<td>• Interlibrary Loan</td>
<td>Regina Library</td>
</tr>
<tr>
<td></td>
<td>• Group Study rooms</td>
<td>Chat with or e-mail a Librarian through the library</td>
</tr>
<tr>
<td></td>
<td>• Quiet study spaces</td>
<td>website – click on the “Need Help?” button</td>
</tr>
<tr>
<td></td>
<td>• Computers and printers available for patron use</td>
<td>Call: (603) 897-8256</td>
</tr>
<tr>
<td></td>
<td>• Online IT/Computer tutorials</td>
<td>Text: (603) 244-3167</td>
</tr>
<tr>
<td>Online</td>
<td>• Drop-in Library Instruction Sessions</td>
<td>Mon – Thurs: 8:00 a.m. – Midnight</td>
</tr>
<tr>
<td></td>
<td>• Cho Educational Resource Center (ERC) in the Benoit Education Center (&lt;sup&gt;2&lt;/sup&gt;rd floor)</td>
<td>Friday: 8:00 a.m. – 8:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>• Café</td>
<td>Saturday: 10:00 a.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Online</td>
<td>• Regina Library: <a href="http://www.rivier.edu/support_services/regina_library">http://www.rivier.edu/support_services/regina_library</a></td>
<td>Sunday: 11:00 a.m. – 11:00 p.m.</td>
</tr>
<tr>
<td></td>
<td>• ERC: <a href="http://www.rivier.edu/erc">http://www.rivier.edu/erc</a></td>
<td></td>
</tr>
</tbody>
</table>

Chat with or e-mail a Librarian through the library website – click on the “Need Help?” button.
### Registrar’s Office

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day, Professional Studies, & Online | • Academic Calendar  
• Course Schedules  
• Official Transcripts  
• FERPA Student Consent Forms  
• Enrollment Verifications  
• Final Exam Schedules  
• Graduation (Commencement) Information  
• [http://www.rivier.edu/registrar/](http://www.rivier.edu/registrar/) for more information | Adrienne Hall, Room 213  
Kevin Gately– Registrar  
(603) 897-8213  
asktheregistrar@rivier.edu |

### Service Learning

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day    | • Active, socially-significant service opportunities during the education experience  
• Meaningful, community-based, experiential learning adding human depth to the theories learned in the classroom  
• Engagement that reflects our commitment to action and social justice  
• Opportunities to develop authentic knowledge and union with God, neighbor, and the community  
• [http://www.rivier.edu/sl](http://www.rivier.edu/sl) | The Learning Commons  
2 Robinson Road  
Donny Guillemette  
Coordinator for Service Learning  
(603) 897-8658 |

### Student Affairs

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| Day    | • Extra-curricular and co-curricular programs and activities  
• Experiences that promote growth in faith, development and formation of character, and lifelong learning and service to the community  
• Clubs, teams, and organizations for students to engage in social, experiential, and leadership opportunities  
• Residential community experiences through campus housing programs and activities  
• 24-hour professional and para-professional staff support for counsel, conflict resolution, mediation and guidance  
• Health, safety, and police enforcement  
• [www.rivier.edu/student](http://www.rivier.edu/student) | Dion Center, Room 209  
Kurt Stimeling  
Vice President for Student Affairs  
(603) 897-8249  
Studentlife@rivier.edu  
Paula Randazza  
Assistant Vice President  
(603) 897-8244  
prandazza@rivier.edu |

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### Student Success Advisor

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
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</thead>
</table>
| **Day & Professional Studies**                              | - Individual or group assistance for undergraduate students focused on how to develop, enhance, or learn skills that will help them improve their academic performance and have academic success, such as:  
  ◦ Time management  
  ◦ Organization and priorities  
  ◦ Note-taking  
  ◦ Reading for comprehension  
  - Connecting students to peer mentors, peer tutors, or faculty advisors for academic, social and career guidance  
  - Monitoring students’ academic progress and social engagements  | Learning Commons  
  2 Robinson Road  
  Room 13  
  Student Success advisor  
  (603) 897-8581                                                                                                         |

### Veterans’ Affairs

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| **Day, Professional Studies, & Online**                    | - Help for Veterans to navigate the admissions and enrollment process as smoothly as possible  
  - Help for veterans’ experiences to be translated to college credit  
  - Identifying sources of credit for prior learning, such as CLEP, DANTES, ACE, and PONSI credits, reducing the time it takes to earn your degree  | Registrar’s Office  
  Adrienne Hall, room 213  
  Sr. Joan Joyal  
  Veterans’ Coordinator  
  (603) 897-8224  
  Jjoyal@rivier.edu                                                                                                         |

### Writing & Resource Center

<table>
<thead>
<tr>
<th>Campus</th>
<th>Service Provided</th>
<th>Location &amp; Hours</th>
</tr>
</thead>
</table>
| **Day & Professional Studies**                              | - Appointment based or drop-in professional and peer tutoring assistance for writing assignments and for understanding subject content  
  - Writing support for students working on writing tasks in any type of course across the curriculum  
  - One-on-one conferences with a professional consultant to discuss assignments in progress and aspects of writing  
  - One-on-one tutoring or group review sessions  
  - Assistance in building skills for succeeding in college, such as identifying and understanding reasons for academic success, managing time effectively, prioritizing responsibilities, becoming active learners, preparing for and taking tests, and locating campus resources  
  - One credit writing tutorials  
  - Peer Mentors for freshmen students  | The Learning Commons  
  2 Robinson Road  
  Leslie Van Wagner  
  Director of Writing & Resource Center  
  (603) 897-8580 or  
  (603) 897-8581  
  lvanwagner@rivier.edu                                                                                                         |
| **Online**        | - Academic support for students working on writing tasks in courses across the curriculum  
  - One-on-one conferences with a professional consultant to discuss assignments in progress and aspects of writing  
  - Tutoring assistance for subject content  | Drop-in hours:  
  Monday: 9-10, 5-7  
  Tuesdays: 9-11, 1:30-2:30, 5-7  
  Wednesday: 9-10, 5-7  
  Thursday: 9-10, 5-7  
  Friday: 9-11, 1-2  
  Schedule an appointment through TutorTrac:  
  TTrac@rivier.edu                                                                                                         |