



RISE

**Rivier Institute for
Senior Education**

Where curiosity never retires

Member Handbook

Rivier University | 420 South Main Street, Nashua, NH 03060 | (603) 897-8623

www.rivier.edu/RISE

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Welcome to New Members

Welcome to the Rivier Institute for Senior Education. RISE is a dynamic experience of learning and sharing. We are happy to have you.

At the core of RISE is a wealth of lifelong learning experiences and discussions which are facilitated by educators and knowledgeable peers. RISE is a community of like-minded people who are open to new ideas and eager to continue learning.

Whether by participating in courses, leading a course as a facilitator, or volunteering, members of the RISE community constantly live up to its motto: “where curiosity never retires.” You have joined a remarkable group of people!

About RISE

The mission of RISE is to provide a quality educational opportunity for seniors throughout the Greater Nashua area and beyond. A volunteer-supported program of Rivier University, RISE achieves its mission as a member-directed learning center where active participation and fellowship are key concepts.

RISE incorporates this active participation and fellowship to create a vibrant and nurturing learning environment. Founded in 1997 by Rose H. Arthur, Th.D., a member of the Rivier faculty, the RISE program has grown on Rivier’s campus to be a welcoming community of people 55 years of age and over. RISE is an affiliate of Road Scholar Institute Network, a non-profit organization focused on the importance of life-long learning.

RISE members attend courses on campus and online and participate in various activities. The diverse curriculum, which is facilitated by enrolled seniors and members of the local community, includes courses in history, literature, music, religion, current events, genealogy, foreign language study, art, technology, computers, physical fitness, and more.

CONTACT INFORMATION

The RISE office is located in Memorial Hall, Room 126. Office hours are posted online and are subject to change.

- Phone: (603) 897-8623
- E-mail: rise@rivier.edu
- Website: rivier.edu/rise

RISE COMMUNICATIONS

E-mail Newsletter – The RISE office distributes a bi-weekly, e-mailed newsletter during each semester called RISE NOTES. In this communication, members and facilitators are updated about course registration, member benefits, news, and events. Please notify the office of any changes to your e-mail address so that records may be updated.

RISE Facebook – Follow the Rivier Institute for Senior Education Facebook page for news and updates: facebook.com/RISEatRivier

Road Scholar Institute Network

The RISE program is affiliated with Road Scholar Institute Network, a nationwide network of over 400 lifelong learning programs for older adults on college and university campuses. Road Scholar is the name for the programs developed and offered by Elderhostel, Inc., the not-for-profit world leader in lifelong learning since 1975. At the heart of the organization are the participants, who are lifelong learners engaged in programs that foster camaraderie and a sense of community.

As stated on its website: “Not-for-profit Road Scholar inspires adults to learn, discover and travel. Our learning adventures engage expert instructors, provide extraordinary access, and stimulate discourse and friendship among people for whom learning is the journey of a lifetime. Road Scholar values diversity as a dynamic and integral part of a thriving educational community. We strive to embody the rich diversity of our society and welcome all adults to experience the adventure of lifelong learning with us.”

To learn more about Road Scholar Institute Network, please visit: www.roadscholar.org

About Rivier University

Rivier University is named in honor of Saint Marie Rivier, Foundress of the Sisters of the Presentation of Mary. Established in 1933 in Hudson, New Hampshire, the University moved in 1941 to the present campus site in Nashua. The University was incorporated in 1935 under the laws of the State of New Hampshire, and through two separate charters was invested with the power to confer both graduate and undergraduate degrees. Originally Rivier College, the institution transitioned to Rivier University in 2012. Rivier is recognized for both on-campus and online programs that serve the needs of traditional-aged students as well as adult learners from the associate to doctoral level.

RISE Membership Information

MEMBERSHIP ELIGIBILITY

RISE membership is open to all individuals 55 years of age and older. An active RISE member is defined as either a facilitator or a member enrolled in RISE classes in the current or previous semester.

MEMBERSHIP FEES

The 2025-2026 membership fee is \$115 per person, per semester (subject to change). The membership fee includes the cost of the courses only. At times, facilitators will provide workbooks or supplies at a charge payable to the facilitator. Please note that the membership fee is non-refundable after the first week of classes, except for medical reasons. See the Course Information section for more details.

MEMBERSHIP ADVANTAGES

Active RISE members have the following membership perks. See **University Resources** section for more detailed information.

- Access to Rivier's Regina Library
- Access to the Muldoon Health and Fitness Center during the fall and spring semesters
- A variety of Rivier events are available to RISE members, such as lectures and art exhibits
- Free campus parking pass
- Trips and interest groups available outside of courses
- Discount with your ID card at Hayward's Ice Cream, Nashua, NH
- Sign up for a Nashua Public Library account with your RISE ID card
- Access to the Rivier food service venues at student pricing
- The social experience is the best benefit!

RISE ID CARD

Follow these steps to print your RISE ID Card to access Membership Advantages:

1. Log in to your RISE Account at rise-rivier.wildapricot.org
2. In the upper right corner of the page, click on the icon that looks like a person and click on 'View Profile.'
3. You'll see your Membership Card. Choose 'Printable PDF' which appears under your membership card.
4. A .pdf file of your Membership Card is downloaded to your downloads folder.
5. Open the .pdf file and print it.

ACTIONS THAT GUIDE RISE MEMBERS

RISE members:

- Treat others whose views may differ from our own with the same courtesy we would want to receive ourselves.
- Listen with a desire to understand the point of view being expressed by another person, especially if it is different from our own.
- Respect each other's ideas, feelings, and experiences.

Course Information

Courses are offered in Fall (September-November) and Spring (February-April) semesters with a Winter Showcase in January. Courses meet once weekly for 90 minutes. We offer morning and afternoon weekday classes. Exact course times vary.

Each semester is broken down into two five-week terms. Courses are five weeks or 10 weeks in length. You must register for both terms during the open registration period. We also offer one, two or three week "presentations," which are a great way to try facilitating. Members may enroll in as many classes as they choose but should be aware that there may be space limitations in some classes.

If the University is closed due to inclement weather, all RISE in-person courses and activities are cancelled. Virtual courses may be held at the discretion of the Facilitator. For further information, see the University's Inclement Weather section located below.

INFORMATION SESSIONS

An Information Session is held prior to the Fall and Spring semesters. The date is communicated through the RISE NOTES e-mail and on the website. At the Information Session, you will have the opportunity to network with members and facilitators, learn about courses, and get questions answered.

COURSE REGISTRATION

The registration period, course schedules, course descriptions, and facilitator biographies are published online at rivier.edu/rise prior to the Information Session for each semester and shared through the RISE NOTES e-mail. This website is the best source for information about the upcoming semester.

Registration opens online several days after the Information Session and is available online at rivier.edu/rise. If you have any questions, please contact the RISE Office at (603) 897-8623. Payment by check or credit card (online) is due after registration and before the start of the semester.

ADD OR DROP A COURSE

If you wish to add or drop a course after registering, please contact the RISE office by phone or e-mail within the first two weeks. Members will be added to new courses on a space-available basis. Members who do not show up for a class by the end of the second week will automatically be dropped from the course. If you are absent or know you will be, please directly notify the facilitator.

PROGRAM DISCLAIMER

RISE seeks to provide courses that are academically interesting and personally enriching, thus creating opportunities for members to broaden their scope and interests. The material presented in the courses is for informational purposes only. None of the courses are credit-bearing. Participation in the RISE program does not constitute attendance or enrollment at Rivier.

Rivier, RISE, and its facilitators disclaim any liability incurred in connection with the use of information obtained from a course.

Facilitators

RISE facilitators play a meaningful role in our community, sparking curiosity, sharing expertise, and creating a space where adult learners can explore ideas that they're passionate about. As a facilitator, you'll guide course discussions, foster an atmosphere of trust and openness, and help shape the free exchange of ideas, information, and perspectives.

There are no grades, no tests, and no pressure, just genuine intellectual engagement. RISE members deeply value their learning experience, and the facilitators who make it possible.

WHO CAN FACILITATE?

Our facilitators are as diverse as the courses they lead. From RISE members and classroom teachers to artists, professional chefs, and community experts, anyone with knowledge and a desire to share it is welcome. Courses draw on facilitators' life experiences, professional backgrounds, and personal interests, making every offering unique and enriching.

ACTIVE & ADJUNCT FACILITATORS

An *Active RISE Member* is defined as an individual, be they a facilitator or a class participant, who has enrolled in RISE classes in the current or the previous semester. Facilitators who waive their honorarium, thereby paying the membership fee, are considered active members.

In doing so, they unlock all the rights and benefits of *Active RISE Membership*, including eligibility for nomination to a vacant seat on the RISE Council.

It's this commitment that makes *Active RISE Facilitators* uniquely qualified for leadership. To guide RISE forward, you must first understand what it's built on: a genuine, enduring belief in the power of learning at every stage of life.

Adjunct RISE Facilitators come to RISE to facilitate and receive an honorarium in recognition of their contributions. They do not enroll in courses or pay membership fees, though they are welcome to attend RISE events and participate in social activities.

Adjunct RISE Facilitators are not eligible to be nominated for a vacant seat on the RISE Council. However, they may transition from *Adjunct* to *Active* status by enrolling in RISE courses, applying their honorarium toward the membership fee.

HONORARIUM

Both Active and Adjunct Facilitators receive an honorarium of \$115 per course (2025–2026 rate).

GET INVOLVED

If you're interested in becoming a RISE facilitator, we'd love to hear from you. Contact the RISE office or visit rivier.edu/rise and navigate to the Teach or Volunteer page for more information.

FACILITATOR GENERAL GUIDELINES

- RISE reserves the right to select or reject proposed courses based on the needs of the program and interests of its members.
- Facilitators may lead up to four courses per semester, in-person or virtually.
- RISE sessions may not be used to promote businesses or advance personal agendas. Facilitators are expected to present information objectively and without furthering personal beliefs.
- Facilitators teaching sports, exercise, or other physically based courses must hold current certification. Proof of certification is required at the time of Course Proposal submission.
- Facilitators who collect supply fees from participants must submit all related receipts to the RISE office. Any unused funds must be returned to participants no later than the end of the semester.
- Course descriptions should be succinct and align with course title and content.
- Facilitators are expected to follow established guidelines when communicating with class members prior to the first session. See guidelines for in-person and/or virtual classes in the Facilitator Manual.
- Facilitators may choose to limit class size. In-person classes are limited by room capacity. ZOOM courses are not.
- Please ensure that in developing your course you adhere to the RISE semester schedule, as courses outside of this time and date schedule cannot be accommodated.
- All RISE classes are 90 minutes in length and must end on time.
- Full courses must be either five or ten weeks in length.
- Mini courses can be one or two weeks in length and are available through the Facilitators Showcase, held virtually on Thursday mornings at 10am during Term Two of each semester.
- If you need to reschedule a class due to an unexpected occurrence, please discuss this with the RISE office before telling the class.
- Use syllabi and handouts (via e-mail) and visuals to enhance your course.
- Be mindful that some students may have hearing impairments—please face the class when speaking and enunciate clearly.
- When leading classes for older adults, prioritize discussion by building in plenty of time for questions, comments, and observations.
- If you wish to have feedback at the end of your course, you can create your own evaluation forms.

RISE Staff

RESPONSIBILITIES OF THE COORDINATOR

The RISE Coordinator, an employee of Rivier, assists with the management of RISE operations and programs according to the mission and goals of the University.

The coordinator oversees RISE operations and works with the RISE leadership to ensure quality programs are offered in alignment with the university's mission. The coordinator is an ex-officio, non-voting member of the Executive Committee and Council, and may attend committee meetings and shall be a source of assistance to all committees.

RISE Leadership

COMPOSITION AND RESPONSIBILITIES OF THE COUNCIL

The RISE Council, consisting of Active Members, is made up of the Executive Committee (President, Vice-President, Secretary, Member Ambassador, Immediate Past President), the Chair and Associate Chair of the standing committees, and a maximum of 10 Members-at-Large from the RISE membership. The RISE Coordinator is an ex-officio non-voting member of the Council. The primary responsibilities of the RISE Council are to oversee program and procedure development.

TERM OF OFFICE

The term of office for each member of the Council is one year with an option to extend to a maximum of three years. No member of the Council shall serve for more than three consecutive terms in the same office. At least a one-year hiatus must be taken after three consecutive terms in the same position before a member of the Council is eligible for re-election to that position. The term limits allow for the rotation of Council membership while retaining continuity of leadership.

MEETINGS OF THE EXECUTIVE COMMITTEE COUNCIL/STANDING COMMITTEES

Regular meetings of the Executive Committee, Council and Standing Committees are held at least twice each semester, place and time determined by the President of RISE, in consultation with the RISE Coordinator. Special meetings may be called at any time by the President or by a majority of the members of the Council.

VOTING

At least 50% of the Council members present at any regular or special meeting are necessary and sufficient to constitute a quorum for the transaction of business. All action taken by the Council shall be by simple majority vote.

VACANCIES

Vacancies on the Council may be filled by the President with majority approval from the Executive Committee at any time prior to the next annual meeting. The position will be filled for the remainder of the term, and the individual would seek reelection to continue in the position the following year.

RISE Executive Committee

The officers of RISE include a President, Vice President, Secretary, Member Ambassador, and Immediate Past President.

RESPONSIBILITIES OF THE PRESIDENT

The President serves as the spokesperson for the RISE program, presides at all meetings of the RISE full membership (example, Annual Meeting), the Council and the Executive Committee, and has the right to vote on all matters. The President may have other duties as the Council may recommend.

RESPONSIBILITIES OF THE VICE PRESIDENT

In the absence of the President, the Vice President shall perform the duties of the President and other duties as the President assigns.

RESPONSIBILITIES OF THE SECRETARY

The Secretary shall be responsible for recording the minutes of meetings of the RISE full membership (example, Annual Meeting), the Council, and Executive Committee. The minutes of meetings of the Executive Committee and the Council shall be distributed to their respective members. The Secretary may perform other duties as the President assigns.

RESPONSIBILITIES OF THE MEMBER AMBASSADOR

The Member Ambassador plays a role in advancing the mission of RISE by building meaningful connections with Members-at-Large and serving as a liaison to the Executive Committee.

RESPONSIBILITIES OF THE IMMEDIATE PAST PRESIDENT

The Immediate Past President will serve in an advisory capacity to the newly elected president to assist in smooth transition of leadership roles.

RISE Committees

The standing committees of the Council are the Executive Committee, Curriculum Committee, Membership Committee, and Nominations Committee. The President of RISE, in consultation with the Executive Committee and approval of the Council, shall appoint or discontinue any ad hoc committees necessary to conduct the business of RISE.

The Chair and Associate Chair of each Committee hold seats on the Council. Committee chairs ensure the availability of reports of committee meetings, present reports of meetings at the following Council meeting, and submit these reports to the RISE Coordinator.

Committees are designed to enable the Council to function more efficiently and effectively. Actions resulting from Committee work are subject to review and acceptance by the Council.

A majority of committee members present at a meeting shall constitute a quorum, and recommendations shall require a simple majority vote.

EXECUTIVE COMMITTEE

The Executive Committee consists of the President, the Immediate Past President, Vice President, Secretary, Member Ambassador, and the non-voting RISE Coordinator. The President serves as the Chair of the Committee. The Committee meets at the call of the President. The Executive Committee has the full authority to act for the Council on urgent matters between regular meetings of the Council. All actions of the Executive Committee are to be reported at the next regular meeting of the Council. The Executive Committee may have other duties as prescribed by the Council.

CURRICULUM COMMITTEE

The Curriculum Committee supports facilitators as needed and supplies assistants for both online and in-person courses as needed. The Committee also helps in finding new facilitators, courses, and potential course locations. It also produces both the Spring and Fall Speakers Forums and the Winter, Spring and Fall Facilitators Showcases. The Committee works with the Membership Committee to run both the Spring and Fall Information Sessions, and collaborates with the Membership Committee, Council, and the RISE office regarding mutual activities.

MEMBERSHIP COMMITTEE

The Membership Committee plays a key role in helping members feel welcome and engaged. It warmly welcomes and orients new members while staying actively connected with current ones to ensure a sense of involvement and belonging. In addition, they coordinate social gatherings, holiday celebrations, field trips, special events, and community outreach efforts. The Membership Committee works with the Curriculum Committee to run both the Spring and Fall Information Sessions, and collaborates with the Curriculum Committee, Council, and the RISE office regarding mutual activities.

NOMINATIONS COMMITTEE

The Nominations Committee, in consultation with the Council, presents a preliminary slate of nominees for open positions of the Council, adhering to deadlines set forth under the Election Process (see below) for approval by the Council prior to the Annual Meeting. The Nominations Committee will present the approved slate to be voted upon by the full membership at its Annual Meeting.

MEMBERS-AT-LARGE

Members-at-Large are elected annually and serve as members of the RISE Council. A maximum of 10 individuals shall be elected. Members-at-Large represent the perspectives, needs, and ideas of the general membership. Their role is to ensure that members' voices are reflected in Council discussions and decisions and that the actions of the Council are communicated back to the members they meet both in and out of the classroom. Members-at-Large are welcome, and encouraged, to participate in any standing committee. The Members-at-Large work closely with the Member Ambassador, who provides guidance, support, and resources to help Members-at-Large succeed in their role.

Election Process

Election of RISE Officers, Committee Chairpersons and Associate Chairpersons, and Members-at-Large takes place once a year at the Annual Meeting of the RISE membership (held during the spring semester). All elected individuals must retain membership in RISE for the duration of their terms.

- Only active members (defined as either a facilitator or a member who is enrolled in RISE classes in the current or previous semester) may be nominated for a position on the Executive Committee or Council for the following year. A call for nominations of open positions will be included in the RISE NOTES in advance of nomination deadlines.
- Members may be nominated by another member or may self-nominate for open positions. Executive Committee and Council members are elected to three-year terms with the annual option to step down if necessary.
- To serve on the Executive Committee the member must have prior Council experience.
- Nominations must be submitted by e-mail to the Nominations Chairperson between February 15 and March 15. Nominations will not be accepted after March 15.
- The finalized slate of all candidates will be prepared by the Nominations Committee and approved by the Executive Committee and the Council, shared on the RISE website and through the RISE NOTES at least 10 days prior to the Annual Meeting.
- In the event of multiple nominees for an open position, voting will take place at the Annual Meeting by show of hands of active members and the individual(s) with greatest number of votes will be appointed.
- Only active RISE members as defined above are eligible to vote.
- Election results will be posted on the RISE website and shared through the RISE NOTES following the Annual Meeting.
- Elected officers begin and end their term at the Annual Meeting.

RISE Meetings

RISE meetings are held in-person or virtually as determined by the Executive Committee and Committee Chairpersons in consultation with the RISE Coordinator. Approved Executive Committee and Council minutes will be available upon request to the RISE Coordinator.

ANNUAL MEETING

The Annual Meeting of the RISE membership is held each year in April or at such other time as may be determined by the President of RISE, in consultation with the RISE Coordinator. The purpose of the meeting is for the election of the Officers and RISE Council and for the purpose of transacting any other RISE business that may come before the meeting.

- Notice of the Annual Meeting including the date, place, and time will be provided 30 days in advance of the meeting.
- Council members may submit items for inclusion on the Annual Meeting agenda by the date provided when the meeting date is posted.
- The agenda is established by the Executive Committee and posted seven days prior to the Annual Meeting along with finalized nominations slate and last year's minutes.

VOTING

After the appropriate notification of members, a quorum for annual and special meetings shall consist of at least 50% of the RISE Council together with other RISE active members in attendance. An active RISE member is defined as a facilitator or a member who is enrolled in RISE classes in the current or previous semester. All action taken by the membership shall be by a simple majority vote.

Annual Report

The RISE Annual Report, comprised of year end reports from RISE leadership and all committees, will be available to all membership on the RISE website before the summer break.

Volunteer at RISE

RISE is a unique program “where curiosity never retires.” Active seniors not only take courses at RISE, but they also can volunteer as well. RISE truly depends on the volunteering efforts of its members—it is what keeps the program running. Volunteering at RISE is a great way to meet new people and to share your knowledge and expertise. Members facilitate courses, serve on various committees, and assist in the office with various projects. In addition to the leadership roles listed previously, RISE offers a variety of volunteer opportunities.

CLASSROOM ASSISTANT

Each in-person course includes a Greeter to help things run smoothly. A registered member of the class, a Greeter plays a very important role in each RISE course. Arriving 20-30 minutes before the start of each course, greeters take attendance, welcome participants to the course, review safety instructions and provide the facilitator with additional support as needed.

Technical assistance for in-person courses and virtual co-hosts can be provided if needed.

OFFICE VOLUNTEER

From time to time, office help is needed at the request of the coordinator.

COMMITTEE MEMBER

RISE welcomes volunteers to serve on various committees. Time commitments will vary, with meetings typically occurring twice per semester. The 2025-2026 committees include Curriculum, Membership, and Nominations.

Special Interest Groups

A Special Interest Group (SIG) is a member-led subgroup formed by individuals who share a specific hobby, area of study or activity. RISE encourages SIGs for its members who share interest outside of courses. Existing SIGs should be sure to let the RISE office know so like-minded members can join, and so that RISE can maintain a list of current groups among its members.

Public Safety and Security

The Department of Public Safety and Security is located in the Dion Center on the main level. The 24-hour Public Safety phone line is (603) 888-1666; for emergencies DIAL 911. You can find more information online at www.rivier.edu/student-life/public-safety/.

PARKING

All RISE members with a car on campus are required to have a University parking pass. Parking passes may be obtained in the Office of Public Safety and Security, located on the main level of the Dion Center.

Members are required to comply with all rules and regulations of the University when parking on the property. These rules and regulations, as well as a map of the parking areas, can be found on Rivier's Department of Public Safety and Security website at www.rivier.edu/student-life/public-safety/parking.

CALL BOXES

Call boxes are located throughout campus. They are stainless steel with a blue light on top and a silver call button. If you require assistance, press the silver button and you will be connected directly to Public Safety and Security. Call boxes are located at the following locations:

- Athletics Pavilion – Upper Field
- Benoit Hall – Lower Outside Door
- Brassard Hall – Main Entrance
- Dion Center – Quad Entrance
- Benoit Hall – Playground
- Guild Hall – Main Entrance
- Learning Commons – Parking Lot/Garage
- Madeleine Hall – Carport Side
- Memorial Hall – Rear Door
- Presentation Hall – Main Entrance
- Regina Library – Main Entrance
- Science and Innovation Center – Athletic Pavilion Side
- Sylvia Trottier Hall – Front and Rear Doors
- Trinity Hall – Main Entrance

FOR ALL EMERGENCIES, DIAL 911

Nashua Police Department (non-emergency): (603) 594-3500

Nashua Fire Department (non-emergency): (603) 594-3636

INCLEMENT WEATHER

RISE members and facilitators are personally responsible for their own safety and must exercise good judgment when making traveling choices in winter weather.

The RISE Office will not notify you regarding class cancellations. All RISE courses and activities are cancelled if Rivier is closed due to inclement weather.

University delays, cancellations, and early closures will be communicated via Rivier's home page at www.rivier.edu and main telephone number (603) 888-1311 (then press 7).

Delays and cancellations are also sent to the following media outlets:

- WCVB TV (Channel 5)
- WMUR TV (Channel 9)
- WZID 95.7 FM
- WHEB 100 FM

Please do not call the RISE office, as its voicemail recording is not updated for weather-related closures.

When the University is closed due to inclement weather, only the University's essential personnel are permitted on campus.

REPORTING A CRIME

To report a crime or other incident you believe requires the attention of the University administration, contact the Department of Public Safety. If the situation is of an urgent nature, such as a medical emergency, first contact other emergency services through the Emergency 911 System or through Nashua Fire Department at (603) 594-3636. Notification of University personnel should take place after the emergency authorities have been notified.

MEDICAL ASSISTANCE

Rivier's Public Safety Officers are trained in First Aid, CPR and AED (Automatic External Defibrillation) and routinely respond to medical emergencies. The Public Safety vehicle is equipped with a comprehensive First Aid kit, as are most of the campus buildings. All medical emergencies occurring on campus should be reported by dialing 911 or (603) 594-3636 and the Department of Public Safety at (603) 888-1666.

LOST AND FOUND

If you have found property or are trying to recover a lost item, contact the Office of Public Safety and Security in the Dion Center. The University is not responsible for personal property that is lost, stolen or left on campus, in vehicles or in rooms. You may also try contacting the RISE Office, in case the item was returned to that location.

Policies and Procedures

ALCOHOL

The University abides by the laws of the State of New Hampshire. All members of the University community are responsible for making decisions about behavior within the context of New Hampshire State law and the policies and practices of the University. Alcohol is prohibited in the classrooms at Rivier.

AUDIO/VIDEOTAPING IN THE CLASSROOM

Audio and videotaping are not permitted during class, unless otherwise stated by the facilitator. If use of these devices is permitted by the facilitator, they are to be used for appropriate class activities only.

CODE OF CONDUCT

The University makes every effort to maintain the highest standards of conduct and to promote among its constituents the spirit of loyalty to the University and its commitments. True to its aims and ideals, Rivier endeavors to uphold moral and scholarly standards.

All members of the Rivier community share the responsibility to ensure conditions conducive to the stated missions, processes, and function of the University.

GENERAL BEHAVIOR

RISE members are to conduct themselves in an appropriate manner in connection with all activities related to RISE programs and their participants, whether in the classroom or elsewhere. Conduct such as, but not limited to, the use of obscenities, shouting or attacking others verbally or physically as well as any illegal actions shall be considered inappropriate. The Executive Committee shall have the authority to define and clarify conduct deemed inappropriate, including but not limited to, disrespectful behavior by any member or facilitator in response to any adverse incident that may occur.

Witnesses and participants to such an incident will be interviewed by the Coordinator and Executive Committee members to determine the facts of the case. Written statements and summaries will be prepared for review at the next Executive Committee meeting and a determination made as to the corrective action to be taken. In the case of urgency, telephone consultations may be conducted among at least two Executive Committee members to determine what immediate action might be required.

Corrective actions may include counseling, probation, temporary suspension or expulsion from RISE. An offending member will be advised of such action in writing, by registered mail or personal service on behalf of the Executive Committee as a whole. The recipient will then have ten days from receipt of such notice to appeal the decision in writing.

When probation is deemed as the appropriate corrective action, a meeting will be held by the Executive Committee at the end of the designated probation time to notify the member of either further probation or that the Executive Committee has determined that the offending member's probation has been lifted.

Within 14 days after advising the Executive Committee of intent to appeal, the member may appear before the Executive Committee to appeal his/her case, including witnesses or documents. The Committee, after closed consultation, may then reaffirm, modify or reject the previous action by a vote of two-thirds of the Executive Committee and inform the appealing member of its decision in writing. This will be a final decision.

HARASSMENT

The University prohibits the harassment of one RISE member or University employee by another for any reason including, but not limited to, race, color, religion, sex, national origin, age, physical or mental disability, marital status, veteran status, or disabled veteran status. Harassment may be indirect, and even unintentional.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes and teasing.

Any person who feels that they is a victim of such harassment should immediately report the matter to a member of the Executive Committee or the Coordinator. The Coordinator, in conjunction with the Executive Committee, will investigate all such reports as confidentially as possible. Violations of this policy are not permitted and may result in loss of membership in RISE. Adverse action will not be taken against a member because they, in good faith, report or participate in the investigation of a violation of this policy.

PETS

Rivier prohibits animals inside university buildings with the exception of service animals serving as aids for the disabled.

PUBLICITY

For publicity purposes, RISE often takes pictures of members and facilitators at classes and events. These photos may be used on the Rivier website, RISE web pages, on RISE or University social media, on printed publications for RISE or the University, and on other communications used to promote the RISE program. If you wish to be excluded from photography, please contact the RISE Office and request to be excluded from publicity. This must be done at the start of each semester in which you register for courses and do not carry over to the following semester.

SMOKE-FREE LEARNING ENVIRONMENT

Smoking is strictly prohibited inside all University buildings, as well as in university-owned vehicles. The policy extends to the use of electronic cigarettes and any similar devices designed to simulate smoking or the inhalation of tobacco products. For those smoking outdoors, it is mandatory to dispose of tobacco product remains in designated receptacles.

Additionally, smokers must maintain a minimum distance of 20 feet from any university building. Any concerns regarding smoking policy violations may be reported to Public Safety and Security.

SOLICITATION

Rivier does not permit any type of solicitation, sales, or door-to-door canvassing. This applies to individuals, students and non-students, and campus or non-campus groups or organizations. Unauthorized solicitation should be promptly reported to Public Safety and Security.

Benefits and University Resources

Please note that some University benefits are valid only during Rivier's academic year (September-May).

MULDOON CENTER

The Muldoon Center is open to Rivier students, faculty, staff, and active RISE members. The Fitness Center hours are posted online at rivierathletics.com/facilities (choose Fitness Center). Hours are subject to change due to camps, games, practices, and other University events. Please note, in order to use the weight room, new users need to schedule an orientation appointment. Please call the Muldoon Fitness Center directly at (603) 897-8485 to schedule your appointment. Visit the Department of Athletics website at rivierathletics.com.

REGINA LIBRARY

Active RISE members may check out books and media from the Rivier's Regina Library. Bring your printed ID card or check in at the front desk of Regina Library and let them know you are a RISE member. Raider Grounds is located in the library and offers coffee and beverages, food, and seating. For information regarding the online catalogue and library hours of operation, visit www.rivier.edu/regina-library.

NASHUA PUBLIC LIBRARY

With a RISE ID card, RISE members may sign up for a Nashua Public Library account. For more information about this community resource, please visit www.nashualibrary.org.

UNIVERSITY CAMPUS STORE

Raider Crossing, located in the lower level of the Dion Center, houses the University's campus store, as well as an eatery with casual dining options. The store sells Rivier branded merchandise and apparel, as well as convenience items. Raider Crossing is your one-stop destination for school supplies and Rivier merchandise. An online shop is available at www.rivierstore.ancpromotions.com.

UNIVERSITY BOOKSTORE

eCampus.com serves as the University's official online bookstore and primary provider of academic course materials. The bookstore is online at www.rivier.ecampus.com.

WEBSITE LINKS

Main website
www.rivier.edu

Online Bookstore
www.rivier.ecampus.com

Campus Map
www.rivier.edu/admissions/visit

Dining Services
www.rivier.edu/student-life/dining

Muldoon Fitness Center
www.rivierathletics.com/facilities

Public Safety and Security
www.rivier.edu/student-life/public-safety

Regina Library
www.rivier.edu/regina-library

Donate to Rivier
www.rivier.edu/makeagift

Contribute to RISE

Please contact the RISE office by phone or e-mail to receive more information about contributing to RISE. You may also read more information about donating to Rivier at www.rivier.edu/support.

THE DR. ROSE ARTHUR SCHOLARSHIP

The Rose Arthur Scholarship was established in honor of the founder of the Rivier Institute for Senior Education (RISE), Dr. Rose H. Arthur. Dr. Arthur also served as Dean of the Undergraduate Evening School. The fund supports evening students who have demonstrated a commitment to the greater Nashua community through volunteer work or public service.

THE RISE MEMORIAL SCHOLARSHIP

The RISE Memorial Scholarship was established by participants in the Rivier Institute for Senior Education (RISE). It serves as a tribute to the lives of its deceased members, family and friends. The scholarship is awarded annually, based on financial need, to any full or part-time student attending Rivier with preference given to a student who has earned more than 30 credits at Rivier and is currently enrolled in at least two courses per semester.

RISE FUTURES FUND

A donation to the RISE Futures Fund supports expenses that are not part of the RISE operating budget but are for future program development and indirect operating costs. This fund is not invested as it is not an endowed scholarship.

The RISE Handbook is reviewed annually and updated as needed by the RISE Coordinator with approval from the Executive Committee and Rivier's Vice President for University Advancement. Changes to leadership roles, committee structure and responsibilities, and election format require a vote with majority approval from the RISE Executive Committee and the Council with final approval from the Vice President for University Advancement. Last updated April 2026.