



Student Resource Guide

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

Campus	Service Provided	Location & Hours
Day	<ul style="list-style-type: none"> 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 	<p>Non-Nursing majors Main Office: Adrienne Hall 2nd floor, Room 204</p> <p>Nursing Majors: STH Room 311 Schedule an Advising appointment through AdvisorTrac- https://ttrac.rivier.edu/TracWeb40/</p> <p>Contact your advisor: Phone: (603) 897-8227 Email: asktheadvisor@rivier.edu</p>
Professional Studies	<ul style="list-style-type: none"> 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 	<p>Non-Nursing majors Main Office: Adrienne Hall 2nd floor, Room 204</p> <p>Nursing & Undeclared Advising: STH Room 310 Schedule an Advising appointment through AdvisorTrac- https://ttrac.rivier.edu/TracWeb40/</p> <p>Contact your advisor Phone: (603) 897-8227 Email: asktheadvisor@rivier.edu</p>
Online	<ul style="list-style-type: none"> 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 	<p>Mari Thompson Success Coach 1-800-993-5761 ext 7442 mthompson@rivier.edu</p> <p>Jonathan Long Success Coach 1-800-993-5761 ext 7529 jlong@rivier.edu</p>

Business Office

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<p>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</p> <p>Payment Options:</p> <ul style="list-style-type: none"> 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) 	<p>Adrienne Hall, 1st Floor Room 111 (603) 897-8220 busoffice@rivier.edu</p> <p>Last name begins with A-G: (603) 897-8214 or sathompson@rivier.edu.</p> <p>Last name begins with H-R: (603) 897-8675 or aarnold@rivier.edu.</p> <p>Last name begins with S-Z: (603) 897-8488 or bgualco@rivier.edu</p>

Campus Ministry

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> • A variety of venues to address the spiritual, social and personal needs of the campus community • Opportunities through worship, workshops, and experiences where values are challenged and faith is affirmed • Multiple opportunities for service in the community, including an alternative spring break service trip • Welcoming campus climate and community for people of all faith traditions • http://www.rivier.edu/ministry 	<p>Dion Center Room 202</p> <p>Kristin Nelson (603) 897-8577 knelson2@rivier.edu</p>

Career Development Center

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<ul style="list-style-type: none"> • Individual assistance with career or major planning • Acquisition of lifelong career development skills through: <ul style="list-style-type: none"> ◊ Personal career advising ◊ 4-year professional development plan ◊ Job search assistance ◊ Major-specific career workshops ◊ Portfolio/resume development ◊ Graduate school preparation ◊ Internship options • http://www.rivier.edu/cdc 	<p>The Learning Commons 2 Robinson Road</p> <p>Patricia Antonelli (603) 897-8345 cdc@rivier.edu</p>

Counseling & Wellness Center

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<ul style="list-style-type: none"> • Guidance, counseling, and referrals for maintaining healthy and balanced lifestyles • Support to promote physical, emotional, spiritual, social, and intellectual health • Counseling support and referrals to students facing a range of personal issues and challenges • Individual and group counseling sessions • Professional response and referrals to individuals or groups in emotional crisis • http://www.rivier.edu/cc 	<p>The Learning Commons 2 Robinson Road</p> <p>Call or Drop-in to schedule an appointment. Tiffany Considine (603) 897-8251 tconsidine@rivier.edu</p>

Disability Services

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<ul style="list-style-type: none"> • IEP documentation and testing referrals • Support and training to help students improve study skills • Assistance to students with documented disabilities in order to secure the accommodations they need to succeed academically • Student advocacy for classroom accommodations • http://www.rivier.edu/ds 	<p>The Learning Commons 2 Robinson Road</p> <p>Darcy Murphy (603) 897-8650 damura@rivier.edu</p>

Financial Aid

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<ul style="list-style-type: none"> • 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 	Adrienne Hall, 1st Floor Room 108 (603) 897-8510 finaid@rivier.edu 8:30 a.m. to 5 p.m. Monday – Friday

Health Services

Campus	Service Provided	Location & Hours
Day	<ul style="list-style-type: none"> • 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 	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

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> • Campus wide technology solutions for faculty, staff, and students • Rivier e-mail accounts required <u>for all students</u> • General Computing Labs • Personal drive space • Network Connections in for all campus buildings • Internal and Wi-Fi connections • Emergency Notification System • Office365 - http://www.rivier.edu/office365.aspx?menu=45&id=5226 • 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	<ul style="list-style-type: none"> • Rivier e-mail accounts required for all Rivier Online students • Office365 - http://www.rivier.edu/office365.aspx?menu=45&id=5226 • http://www.rivier.edu/it for more information 	IT Helpdesk- 24 Hours Hotline (603) 897-8469 itsupport@rivier.edu

Multicultural Affairs Office

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> 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 for more information 	<p>Dion Center, 1st floor</p> <p>Sharron Rowlett-Moore Director srowlett@rivier.edu</p> <p>(603) 897-8676 multiculturalaffairs@rivier.edu</p>

Office of Global Engagement

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> 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 	<p>Memorial Hall, Room 120 (603) 897-8782 globalengagement@rivier.edu</p> <p>Dey Barriga Director of International Student Services 603-897-8781, dbarriga@rivier.edu</p>

Office of Student Success

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<ul style="list-style-type: none"> 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 (<i>Online agreements developed with Success Coach</i>) 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 	<p>Adrienne Hall, Room 101</p> <p>Regina Shearer Associate Vice President for Student Success (603) 897-8297 rshearer@rivier.edu</p>

Public Safety

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> • Parking Permits • University ID's • Room Lock-out assistance • Motor Vehicle Lockout access assistance • Motor Vehicle Jumpstart assistance • Missing Property repository and claims • Emergency Medical Assistance • Safety Officer escort Service for campus safety concerns • Lost & Found office • Assistance for those wishing to report a crime • http://www.rivier.edu/ps for more information 	<p>Dion Center, 1st floor (603) 897-8888– Main Office</p> <p>Richard MacDonald Director (603) 897-8477</p> <p>Officer on duty: 24 hours a day/7 days a week</p> <p>24 hour monitored phone line (603) 888-1666</p>

Regina Library

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> • Circulation/Checkout Services • Online Library Tutorials • Research Services • Interlibrary Loan • Group Study rooms • Quiet study spaces • Computers and printers available for patron use • Online IT/Computer tutorials • Drop-in Library Instruction Sessions • Cho Educational Resource Center (ERC) in the Benoit Education Center (2nd floor) • Café • Regina Library: http://www.rivier.edu/support_services/regina_library • ERC: http://www.rivier.edu/erc 	<p>2 Clement Street</p> <p>Dan Speidel– Director (603) 897-8576 Regina Library</p> <p>Chat with or e-mail a Librarian through the library website – click on the “Need Help?” button</p> <p>Call: (603) 897-8256 Text: (603) 244-3167</p> <p>Mon – Thurs: 8:00 a.m. – Midnight Friday: 8:00 a.m. – 8:00 p.m. Saturday: 10:00 a.m. – 6:00 p.m. Sunday: 11:00 a.m. – 11:00 p.m.</p>
Online	<ul style="list-style-type: none"> • Online Library Tutorials • Online IT/Computer tutorials • Interlibrary Loans • Research Services 	<p>Chat with or e-mail a Librarian through the library website – click on the “Need Help?” button</p>

Registrar's Office

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<ul style="list-style-type: none"> • Academic Calendar • Course Schedules • Official Transcripts • FERPA Student Consent Forms • Enrollment Verifications • Final Exam Schedules • Graduation (Commencement) Information • http://www.rivier.edu/registrar/ for more information 	<p>Adrienne Hall, Room 213</p> <p>Kevin Gately– Registrar</p> <p>(603) 897-8213</p> <p>asktheregistrar@rivier.edu</p>

Service Learning

Campus	Service Provided	Location & Hours
Day	<ul style="list-style-type: none"> • 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 	<p>The Learning Commons 2 Robinson Road</p> <p>Donny Guillemette Coordinator for Service Learning (603) 897-8658</p>

Student Affairs

Campus	Service Provided	Location & Hours
Day	<ul style="list-style-type: none"> • 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 	<p>Dion Center, Room 209</p> <p>Kurt Stimeling Vice President for Student Affairs (603) 897-8249 Studentlife@rivier.edu</p> <p>Paula Randazza Assistant Vice President (603) 897-8244 prandazza@rivier.edu</p>

Student Success Advisor

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> ◇ Time management ◇ Organization and priorities ◇ Note-taking ◇ Reading for comprehension ◇ Outlining reading assignments ◇ Studying smart ◇ Being a good test-taker ◇ Reducing test anxiety • Connecting students to peer mentors, peer tutors, or faculty advisors for academic, social and career guidance • Monitoring students' academic progress and social engagements 	<p>Learning Commons 2 Robinson Road Room 13</p> <p>Student Success advisor (603) 897-8581</p>

Veterans' Affairs

Campus	Service Provided	Location & Hours
Day, Professional Studies, & Online	<ul style="list-style-type: none"> • 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 • http://www.rivier.edu/veterans 	<p>Registrar's Office Adrienne Hall, room 213</p> <p>Sr. Joan Joyal Veterans' Coordinator (603) 897-8224 Jjoyal@rivier.edu</p>

Writing & Resource Center

Campus	Service Provided	Location & Hours
Day & Professional Studies	<ul style="list-style-type: none"> • 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 • http://www.rivier.edu/wc 	<p>The Learning Commons 2 Robinson Road</p> <p>Leslie Van Wagner Director of Writing & Resource Center (603) 897-8580 or (603) 897-8581 lvnwagner@rivier.edu</p> <p>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</p>
Online	<ul style="list-style-type: none"> • 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 • http://www.rivier.edu/wc 	<p>Schedule an appointment through TutorTrac: TTrac@rivier.edu</p>